

Rules and Standing Policies

Tipisa Lodge

Order of the Arrow
Central Florida Council
Boy Scouts of America



Adopted March 2019

Table of Contents

| | |
|--|----|
| Tipisa Lodge Rules | 2 |
| Mission Statement | 3 |
| Section 1 – Name and Affiliation | 3 |
| Section 2 – Election and Nomination to Membership | 3 |
| Section 3 – Officers and Advisers | 3 |
| Section 3.2 – Election and Term of Office | 3 |
| Section 3.3 – Duties of the Officers | 4 |
| Section 3.4 – Vacancy and Removal of Office | 5 |
| Section 4 – Finances | 5 |
| Section 5 – Voting | 5 |
| Section 6 – Lodge Executive Committee | 5 |
| Section 7 – Chapter Organization | 5 |
| Section 8 – Financial Policy and Lodge Dues | 6 |
| Section 9 – Program of the Lodge | 6 |
| Section 10 – Amendments to Lodge Rules | 6 |
| Tipisa Lodge Standing Policies | 6 |
| Policy 1 – Creation, Revision, and Review of the Standing Policies | 8 |
| Policy 2 – Lodge Meetings & Events | 8 |
| Policy 3 – Lodge Dues | 9 |
| Policy 4 – Lodge Committees | 10 |
| Policy 5 – Financial Management | 12 |
| Policy 6 – Ordeal Administration | 13 |
| Policy 7 – Property of the Lodge | 14 |
| Policy 8 – Lodge Awards | 14 |
| Policy 9 – Penalties | 16 |

Tipisa Lodge Rules

We, the members of Tipisa Lodge 326, W.W.W (the “Lodge”), do hereby set forth this set of rules to govern the proper operation of the Lodge.

Mission Statement

The mission of Tipisa Lodge 326 is to achieve the purposes of the Order of the Arrow as an integral part of the Boy Scouts of America in the Central Florida Council, Inc. through positive youth leadership under the guidance of selected, capable adults.

Section 1 – Name and Affiliation

- A. The name of the Lodge of the Order of the Arrow will be Tipisa Lodge 326, W.W.W. The Lodge will be affiliated with the Central Florida Council of the Boy Scouts America. The Lodge will be represented on the Council Program Committee and will be under the administrative authority of the Scout Executive.
- B. The totem of the Lodge will be the Red Tipi. (Tipisa is Lakota for Red Tipi.) Neither the Lodge totem nor the Lodge name will be used on any manufactured item without the approval of the Lodge Chief and the Lodge Adviser or the Lodge Staff Adviser.
- C. Flaps and Neckerchiefs
 - 1. The Lodge neckerchief and flap will contain the Lodge totem and will include the colors red, white, and black. Any change in the standard flap or neckerchief design will require the approval of 2/3rds of the members in attendance at a regular meeting of the Lodge.
 - 2. The number of standard flaps and neckerchiefs that may be purchased will not be limited.
- D. The Lodge will be divided into chapters. Each chapter will be represented on the associated District Committee and will be under the administrative authority of the associated District Executive.

Section 2 – Election and Nomination to Membership

- A. The requirements for membership in this Lodge are as stated in the current printing of the *Order of the Arrow Handbook*, and the *Order of the Arrow Handbook for Officers and Advisers*.
- B. Procedures for the Ordeal will be as stated in the current printing of the *Order of the Arrow Handbook* and *Guide to Inductions*.
- C. Completion of Brotherhood membership will be in accordance with the requirements in the current printing of the *Order of the Arrow Guide for Officers and Advisers*.
- D. Attainment of the Vigil honor will be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.

Section 3 – Officers and Advisers

- A. The officers of the Lodge will be Lodge Chief, Lodge First Vice Chief, Lodge Second Vice Chief, Lodge Secretary, Lodge Treasurer, and Lodge Historian.
- B. Officers of the Lodge and chapters must be under 21 years of age for their entire terms of office.
- C. The Lodge Adviser and Chapter Advisers will be appointed by the Scout Executive. The Scout Executive will also have the sole authority to appoint Lodge and Chapter associate Advisers, who will also become members of the LEC. Lodge Committee Advisers will be appointed by the Lodge Adviser and Approved by the Scout Executive.

Section 3.2 – Election and Term of Office

- A. Lodge officers will be elected at the annual Service Weekend.

- B. In order to be elected, a candidate for office must receive a majority of the votes cast, with voting conducted by secret vote. This requirement will not preclude an election conducted by forming a circle facing outward and voting with hands behind the back.
- C. For the offices of Lodge First Vice Chief and Lodge Second Vice Chief, two separate elections will be held, with nominations for each office being accepted immediately prior to the election for that office.
- D. Officers will be installed at the Sunday morning Lodge meeting at the Service Weekend and will serve until their replacements are installed, which will occur at the following Service Weekend.
- E. All candidates for the office of Lodge Chief will submit a letter to the Lodge Adviser (or their designee) by midnight Friday of the Service Weekend. The letter addressed to the Lodge, will state, at a minimum their intention to run for Lodge chief, and will be posted for review by the Lodge.

Section 3.3 – Duties of the Officers

- A. All Officers
 - a. Works closely with their adviser, seeking advice and training.
 - b. Promotes the correct wearing of the Scout Uniform by personal example.
 - c. Works with the committee chairs of the committee's assigned to the office on a regular basis. Serves as committee chair if none is appointed.
 - d. Attends all meetings and events of the Lodge.
- B. Lodge Chief
 - a. Serves as the leader of Tipisa Lodge. Represents the Lodge on the Council Executive Board.
 - b. Is responsible for adherence to the program and policies of the Lodge. Attends appropriate council, section, regional, and national OA functions.
 - c. Establishes annual goals and objectives for the Lodge including attainment of a minimum of silver level in the Journey to Excellence recognition.
 - d. Presides over all Lodge and Lodge executive committee meetings. Works from an agenda established by the Key 3. Solicits agenda items from Lodge officers and committee Chairs.
 - e. Sees that the chapter program gives complete support to the Lodge program.
 - f. Undertakes Lodge service projects with the advice and approval of his adviser.
 - g. Works with the adviser in providing his Lodge officers and Chairs with unit contact information.
 - h. Organizes Lodge committees, appoints the Chairs, appoints the members of the committees in accordance with the Lodge Standing Policies, and is an ex-officio member of all Lodge committees
- C. Lodge First Vice Chief
 - a. Assumes the duties of the Lodge Chief in the absence of the Lodge Chief.
 - b. Assumes the office of Lodge Chief in case of vacancy in that office.
 - c. Performs any duties assigned by the Lodge Chief.
- D. Lodge Second Vice Chief
 - a. Assumes the duties of the Lodge Chief in the absence of the Lodge Chief and Lodge First Vice Chief.
 - b. Assumes the office of Lodge First Vice Chief in case of vacancy in that office
 - c. Performs any duties assigned by the Lodge Chief.
- E. Lodge Secretary
 - a. Records and transmits the minutes of all Lodge and LEC meetings.
 - b. Maintains records of the Lodge membership in good order.
 - c. Collects and records Lodge dues, and issues dues cards to all active members.
 - d. Mails notices for LEC meetings.
 - e. Performs any other duties assigned by the Lodge Chief.
- F. Lodge Treasurer
 - a. Maintains records of Lodge finances.
 - b. Reports the Lodge's financial status at each Lodge and LEC meeting.
 - c. Maintains the Lodge Box, ordering supplies and ensuring that appropriate supplies are available at all Lodge Functions.
 - d. Will recommend an annual budget to the LEC no later than the October LEC meeting.
- G. Lodge Historian
 - a. Maintains a Lodge history, including scrapbooks, to be displayed at all Lodge functions.
 - b. Provides a historical display when deemed necessary by the LEC or the Lodge as a whole.

- c. Coordinates the Lodge's historical presentation at the Section Conference.
- d. Oversees the King's Cup competition among the chapters.
- e. Performs any other duties assigned by the Lodge Chief

Section 3.4 – Vacancy and Removal of Office

- A. Vacancy in the office of Lodge Chief will be filled by the Lodge First Vice Chief. In the event the Lodge First Vice Chief is unable to serve, the office of the Lodge Chief will be filled by the Lodge Second Vice. Vacancy in any other officer, a replacement will be appointed by the Lodge chief. They will only serve until a replacement can be elected at the next meeting of the Lodge.
- B. In order to remove an officer of the Lodge, written notice of the intent to discuss such removal will be provided by the Lodge Chief, Lodge Adviser, or Staff Adviser to all members of the LEC at least two weeks prior to the removal vote. Removal of the officer will require the approval of 3/4ths of all voting members of the LEC, regardless of the number of voting members in attendance at the meeting.

Section 4 – Finances

- A. All Order of the Arrow funds will be handled through the council service center and go through all normal council accounting procedures.

Section 5 – Voting

- A. Adult Scouters, age 21 or older, do not have a vote in matters of Lodge business.

Section 6 – Lodge Executive Committee

- A. The Lodge Executive Committee (LEC) will establish and direct the program of the Lodge. Through the Lodge officers, Lodge Committees, and chapters, it will carry out the business of the Lodge. The LEC will also establish and modify Lodge Standing Policies, with the approval of 2/3rds of the voting members of the LEC in attendance, and other Lodge Policies as needed for operation of the Lodge.
- B. The Lodge Executive Committee (LEC) will consist of all Lodge Officers and their appointed Advisers, the immediate past Lodge Chief, Lodge Committee Chairs and their appointed Advisers, Chapter Chiefs and their appointed Advisers, the Scout Executive, and the Vice President of Program.
- C. All members of the LEC who are under the age of 21 will have a vote in matters of the LEC. If a chapter chief appoints a member of his chapter under the age of 21 to substitute for him at a meeting, that representative will be entitled to vote in the chapter chief's place. Otherwise, a member of the LEC must be present in order to vote on any matter brought before the LEC. No member will be entitled to more than one vote.
- D. Lodge Committee Chairmen will be appointed by the Lodge Chief to chair the committees listed in the current Lodge Standing Policies, as well as any ad hoc committees, and will serve at the pleasure of the Lodge Chief.
- E. For the LEC to conduct business, a quorum consisting of a majority of all voting members must be present.
- F. In meetings held during a Lodge weekend, pertaining solely to matters of that weekend, a quorum consisting of a majority of Lodge officers and chapter chiefs, or the chapter chiefs' designees, must be present for the LEC to conduct business.
- G. Unless otherwise specified in the Lodge Rules or Lodge Standing Policies, the LEC will operate in accordance with *Robert's Rules of Order Newly Revised*.
- H. The LEC will meet at least quarterly, and as set forth in the Lodge Standing Policies. Special meetings of the LEC may be called by any two members of the Lodge Key 3 (Lodge Chief, Lodge Adviser, and Lodge Staff Adviser). A minimum of one week's written notice will be provided for a special meeting.

Section 7 – Chapter Organization

- A. Each chapter will have a Chapter Chief, Chapter Vice Chief(s), Chapter Secretary, and Chapter Historian. The chapter may elect additional officers.
- B. Each Chapter will have chapter committees and committee chairmen as determined and appointed by the chapter chief.
- C. In order to be elected, a candidate for chapter office must receive a majority of the votes cast, with voting conducted by secret vote. This requirement will not preclude an election conducted by forming a circle facing outward and voting with hands behind the back. Chapter Chief elections will be held within one month of the Service Weekend.
- D. All chapter funds will be deposited and disbursed through the Lodge account at the council service center.

Section 8 – Financial Policy and Lodge Dues

- A. Lodge financial policy will be established by the LEC in the Lodge Standing Policies.
- B. Lodge dues policy will be established by the LEC in the Lodge Standing Policies. Dues will be collected for no more than one year in advance.
- C. Lodge dues will be \$11.00
- D. The LEC will approve a balanced budget
- E. The Lodge will maintain equity that will not exceed 2 times the annual budget and will not fall below half the annual budget. Fundraising for specific projects must be kept in special accounts, may not be used for other purposes, and will not count to the general equity maximum or minimum.

Section 9 – Program of the Lodge

- A. Each meeting of the Lodge, of a chapter, or of the LEC, will open with the Obligation of the Order of the Arrow and close with the Order of the Arrow Song,
- B. All regularly scheduled Lodge weekends and chapter Ordeals will be held on property owned by the Central Florida Council, B.S.A., unless permission otherwise is granted by the Scout Executive and/or the LEC.
- C. The following meetings of the Lodge will be held each year:
 - a. Two Fellowship Weekends
 - b. One Service weekend
 - c. One Awards Banquet
 - d. One Lodge Training Seminar
- D. All Ordeals will utilize the Elangomat system and Spirit of the Arrow Booklets. All Elangomats used in Tipisa Lodge will be trained by the Lodge.
- E. The Lodge will provide an opportunity for brotherhood counseling and a brotherhood ceremony at all Lodge Weekends.

Section 10 – Amendments to Lodge Rules

- A. A technical amendment to these rules may be enacted by approval of the Scout Executive and approval of 90% of the voting members of the LEC in attendance. Written notice will be given to all active members of the Lodge following approval of the amendment. A technical amendment is one that changes unclear wording or misspelling or is required by a change in council or national policy.
- B. A non-technical amendment to these rules may be made in the following manner:
 - a. The proposed amendment must be submitted in writing to the LEC at least 21 days prior to the LEC meeting, and approval may be obtained at any regular or special meeting of the LEC. Upon the approval by the LEC, written notification of the proposed amendment and vote date must be given to all active members of the Lodge at least 21 days prior to the meeting of the Lodge. The LEC must designate one of the following methods for obtaining approval of the Lodge membership.
 - i. The proposed amendment must be submitted to the Lodge membership at a regular meeting of the Lodge. The approval of at least 2/3 of the voting members of the Lodge in attendance is required for passage of the amendment.
 - OR**
 - ii. The proposed amendment must be submitted to the chapter membership of each chapter at a regularly scheduled chapter meeting. The approval of 2/3 of the voting chapter members in attendance is required for passage of the amendment by the chapter. Passage of the amendment by 2/3 of the chapters in the Lodge is required for passage of the amendment.

Tipisa Lodge Standing Policies

In the interest of maintaining a flexible compilation of the traditions and methods of Tipisa Lodge, we, the Lodge Executive Committee (the "LEC"), in accordance with the Tipisa Lodge Rules, do hereby set forth these standing policies. The Lodge Standing Policies are designed to codify those aspects of Lodge administration, which are not specified in the Lodge Rules. These standing policies will enable the LEC to make enlightened improvements to existing procedures.

Whereas the Lodge Rules may only be amended by a vote of the Lodge membership, the Standing Policies may be amended by a vote of the LEC. While respecting the preeminence of the Lodge Rules, the Lodge Standing Policies are meant to complement those rules.

It is the sincere intent of the LEC that these policies will provide adaptive and viable guidelines that will continue to grow as our Lodge grows while maintaining the integrity of our traditions.

Name of Policy

Creation, Revision, and Review of the Standing Policies
Lodge Meetings and Events
Lodge Dues
Lodge Committees
Financial Management
Ordeal Administration
Property of the Lodge
Lodge Awards
Penalties

Last Revised

January 2018
March 2019
March 2019
November 2018
September 2018
May 1996
January 2018
March 2019
November 2018

Policy I – Creation, Revision, and Review of the Standing Policies

- A. Creation or Revision of a Standing Policy
 - a. A revision of these policies will be made using one of the following methods:
 - i. The proposed revision will be submitted in writing to all members of the LEC at least one week prior to the LEC meeting. Approval may be obtained at any regular or special meeting of the LEC. The approval of 2/3 of the voting members of the LEC in attendance will be required for passage of the revision.
 - ii. The proposed revision will be submitted in writing to the chairman of the LEC. Approval may be obtained at any regular or special meeting of the LEC. The unanimous approval of the voting members of the LEC in attendance will be required for passage of the revision.
 - b. Upon adoption, the standing policy will take effect immediately unless otherwise stated in the policy. Written notice of all changes to the Standing Policies will be provided to all members of the LEC.
- B. Review of the Rules & Standing Policies
 - a. After Lodge Elections, the newly installed Lodge Officers and their duly-appointed advisers will review the Lodge Rules and Standing Policies prior to the Lodge Officer's Retreat (or another time as determined by the Lodge Chief).

Policy 2 – Lodge Meetings & Events

- A. The Lodge will hold five regular events each year as listed in the Lodge Rules (Article XII):
 - i. A Spring Conclave will be held during the month of March, primarily for the purpose of fellowship and training
 - ii. A Service Weekend will be held prior to the start of the La-No-Che Summer Camp, primarily for the purpose of preparing camp and electing Lodge and chapter officers.
 - iii. A Lodge Leadership Development Program will be held in August for the purpose of providing intensive training to income Lodge and chapter officers, chairmen, and Advisers.
 - iv. A Lodge Banquet will be held in August for the purpose of recognizing achievements of the Lodge, Chapters, and Members
 - v. A Fall Fellowship will be held during the month of September, Primarily for the purposes of fellowship and training
 - vi. In addition to the five Lodge events, each chapter will conduct a chapter ordeal.
- B. The Lodge Chief will appoint an Event Chair in advance of the event. The Lodge Adviser should appoint an Event Adviser for the event in tandem with the selection of the Event Chair. The Lodge Adviser should appoint an Event Adviser for the even in tandem with the selection of the Event Chair.
- C. All Lodge Weekend dates should be set at least 12 months in advance through coordination with Camp La-No-Che's calendar. No Lodge event may take place during any Section event or National Event held in Section boundaries. Other events such as ordeals, the Lodge Banquet, and service events should be scheduled as early as reasonably possible by the Event Chairman, Lodge Key Three, and location representative.
- D. Weekend Event Location and Food Service
 - a. All regularly scheduled Lodge weekends and chapter Ordeals will be held on property owned by the Central Florida Council, B.S.A., unless permission to camp elsewhere is granted by the Scout Executive and by 2/3 of the voting members present at a meeting of the LEC. All such weekends held at La-No-Che Scout reservation will utilize the La-No-Che Food Services program for both breakfasts, lunch, and supper unless exempted by the Scout Executive and by 2/3 of the voting members present at a meeting of the LEC.
- E. Lodge Event Planning
 - a. The Event Chair & Event Adviser (as chosen in Policy A) will be responsible for the planning, execution, & closeout of their appropriate events.

- b. Each Lodge Event Chair will present a Lodge Event Budget for approval as outlined in Section V. Financial Management Policy F: Registration Fees. This Event Budget will be presented and approved as early as reasonably possible.
 - c. Each Lodge Event Chair will present an Event Plan book at least two LEC Meetings prior to the start of their Lodge event (if there are not two LEC meetings scheduled before an event, then the Event Chair will send out the plan book as soon as possible and reviewed in person at the only LEC meeting prior to their event.) Work-in-progress versions should be presented at earlier LEC meetings if possible, to receive feedback from the members of the LEC.
 - d. Lodge Event Plan books must include:
 - i. Event Date & location
 - ii. Schedule of events
 - iii. Registration information
 - iv. Event leadership contact information, including event committee members
 - v. Event Theme & related information
 - vi. Relevant score sheets & scoring outlines
 - vii. Meal selections/menu
 - viii. Event Awards information & criteria as outlined in Section VIII. Policy K.
 - ix. Chapter campsites, food service assignments, and event service assignments.
 - x. Any other event information requested by the LEC or Key Three.
- F. Lodge Executive Committee Meetings
- a. The LEC will meet approximately once per month, as set forth in the Lodge calendar, in order to handle the business of the Lodge.

Policy 3 – Lodge Dues

- A. General Administration
 - a. Dues will follow the calendar year, expiring on December 31st each year.
 - b. The amount of dues is set in the Lodge Rules, and will be referred to as DUES FEE in this policy
 - c. Dues may not be paid more than one year in advance
 - d. Any chapter which collects Lodge dues will be responsible for enforcing all Lodge dues policies and will be responsible to the Lodge for all shortages of fees.
 - e. In order to make Lodge membership as affordable as possible, it will be the policy of Tipisa Lodge to maintain dues at the lowest level necessary to carry out the programs of the Lodge
 - f. A member's dues must be current to participate in any Lodge, Chapter, or National Order of the Arrow Event.
- B. Dues Payment
 - a. If an Arrowman pays their dues before the end of the Lodge Banquet, they must pay the DUES FEE.
 - b. If an Arrowman pays their dues after the end of the Lodge Banquet, they must pay the DUES FEE and the DUES FREE for the following year.
- C. Dues for New Arrowmen
 - a. If a new Arrowman is inducted through an Ordeal from January through August, their ordeal fee covers only that calendar years dues.
 - b. If a new Arrowman is inducted through an Ordeal from September to December their ordeal fee covers that calendar years dues, and the following year dues are waived.
- D. Dues for Transferring Arrowmen
 - a. The Arrowman must provide proof of membership from his former Lodge.
 - b. If the Arrowman transfers into the Lodge before the end of the Lodge Banquet, the Arrowman must pay the DUES FEE. The Arrowman will then be current for the remainder of the year.
 - c. If the Arrowman transfers into the Lodge after the end of the Lodge Banquet, the Arrowman must pay the National Registration Fee and the DUES FEE. The Arrowman will then be current for the remainder of the year, and the following year as well

Policy 4 – Lodge Committees

- A. Activities and Service
 - a. Will coordinate Lodge service projects and Ordeal service projects for Ordeals held on Central Florida Council properties.
 - b. Will seek out and suggest service project opportunities for the Lodge and the chapters.
 - c. Will record all Lodge and chapter service projects, including a description, number of Arrowmen providing service, and the total number of hours of service for each project, and will provide a written report to the LEC on a monthly basis, listing the above information.
 - d. Will consist of the Lodge and Chapter Activities and Service Chairmen and Advisers and any other members appointed by the Lodge Chief and Lodge Adviser.
- B. American Indian Activities
 - a. Will promote and facilitate activities to develop an interest in American Indian dancing, drumming, singing, and crafts within the Lodge.
 - b. Will coordinate all Lodge American Indian activities during section and national events.
 - c. Will consist of the Lodge and Chapter American Indian Chairmen and Advisers and any other members appointed by the Lodge Chief and Lodge Adviser.
- C. Camping Promotions
 - a. Will update and issue a "Where to go Camping" book listing campsites in the Central Florida area, as directed by the Lodge Chief.
 - b. Will coordinate with the Council Camping Committee to promote year-round camping and summer camp.
 - c. Will consist of the Lodge and Chapter Camping Promotion Chairmen and Advisers and any other members appointed by the Lodge Chief and Lodge Adviser.
- D. Ceremonies
 - a. Will conduct training for Ordeal and Brotherhood Ceremony teams.
 - b. Will coordinate Ordeal and Brotherhood Ceremonies.
 - c. Will maintain the Lodge ceremonial ring and the supplies associated with the ceremonies.
 - d. Will conduct an evaluation of chapter ceremonial teams at the Fall Fellowship and Spring Conclave each year. The team with the highest rating at the Spring Conclave will be given the opportunity to represent the Lodge at the Section Conference ceremonial evaluation.
 - e. Will consist of the Lodge and Chapter Ceremonies Chairmen and Advisers and any other members appointed by the Lodge Chief and Lodge Adviser.
- E. Finance
 - a. Will recommend an annual budget to the LEC no later than the first Monday in October.
 - b. Will assist the Lodge Treasurer in maintaining records of the Lodge finances and issuing reports of the financial status of the Lodge.
 - c. Will consist of the Lodge Finance Committee Chairman and Adviser, Lodge Treasurer and his Adviser, and other members appointed by the Lodge Chief and Lodge Adviser.
- F. Founder's Award
 - a. Will be responsible for soliciting and accepting nominations for the Founder's Award.
 - b. Will conduct an annual meeting to determine which, if any, members will receive the award that year. The award will not necessarily be given every year. Rather, Tipisa Lodge presents the award from time to time to recognize continuous outstanding service over a long period of time.
 - c. Will coordinate the presentation of the award.
 - d. Will consist of active members of Tipisa Lodge who have received the Founder's Award from Tipisa Lodge, and any other members appointed by the Lodge Chief and Lodge Adviser. All members of this committee, youth and adult, will be entitled to participate in the decisions of this committee. All members of this committee will, by virtue of their membership on the committee, invalidate themselves from consideration as a candidate for the award in that year.
- G. Inductions
 - a. Will be responsible for training Unit Election teams, Brotherhood Counselors, and Elangomats.
 - b. Will produce all paperwork required for Unit Elections (including youth and adult forms, team training packets, and a letter to Unit Leaders), Brotherhood (including the Brotherhood Manual, eligibility letter, certificates, and counselor's guidebook), Elangomats (including the Elangomat Handbook), and Ordeals (including Spirit of the

Arrow booklets master copy, Administration Guide for the Ordeal, Ordeal Preparation Checklist, Ordeal Fee Breakdown, and Ordeal Report Forms).

- c. Will coordinate the Brotherhood process at Lodge Weekends and assist chapters as needed for Ordeals.
- d. Will coordinate the Unit Election process for the Lodge, including the collection of the "Lodge Copy" of all unit election reports from each chapter prior to that chapter's call-out ceremony. If any elections are held after the callout, the Lodge copy will be submitted immediately after the election.
- e. Will ensure that members newly eligible for Brotherhood membership receive a letter encouraging them to do so.
- f. Will consist of the Lodge and Chapter Inductions Chairmen and Advisers and any other members appointed by the Lodge Chief and Lodge Adviser.

H. Legacy

- a. Will be responsible for maintaining the Lodge Museum facility & the items contained within.
- b. Will work on preserving the legacy of Tipisa Lodge and the Order of the Arrow
- c. Will work with Camp La-No-Che, the Council Properties Committee, & the LEC to ensure proper maintenance & security of the facility, as well as future upgrades and enhancements.
- d. Will consist of the Legacy Committee Chair and adviser, and any other members appointed by the Lodge Chief and Lodge Adviser.

I. Membership

- a. Will assist the Lodge Secretary in maintaining membership records, collecting dues, and issuing dues cards.
- b. Will conduct registration at all Lodge Events and produce an attendance list for each event.
- c. Will notify all members when their dues have recently expired.
- d. Will consist of the Lodge and Chapter Membership Chairmen and Advisers, Lodge and Chapter Secretaries and Advisers, and any other members appointed by the Lodge Chief and Lodge Adviser.

J. National Events

- a. Will serve a distinct role as a promoter of OAHA, NLS, and other OA National Events, National Programs of Emphasis, and National OA Staff (such as Operation Arrow at the 2017 National Jamboree)
- b. Will consist of Lodge and chapter Nation Events Chairmen and Advisers and any other members appointed by the Lodge Chief and Lodge Adviser.

K. Publications

- a. Will be responsible for editing, publishing, and distributing the Lodge newsletter, The Nimat, on at least a quarterly basis.
- b. Will assist with the production of other Lodge materials, as requested by the Lodge Chief.
- c. Will be overseen by the Lodge Secretary
- d. Will consist of the Lodge and Chapter Publications Chairmen and Advisers and any other members appointed by the Lodge Chief and Lodge Adviser.

L. Social Media

- a. Will be responsible for and administer all Lodge social media accounts.
- b. Will ensure all Lodge and chapter social media accounts, groups, and pages follow National guidelines.
- c. Will be overseen by the Lodge Secretary.
- d. Will consist of Lodge and chapter social media chairmen and advisers and any other members appointed by the Lodge Chief and Lodge Adviser.

M. Unit Service

- a. Will be responsible for coordinating chapter Unit Service Committee members in teaching skills to units of Central Florida Council.
- b. Will produce and distribute all needed training materials for the Unit Service Committee.
- c. Will consist of the Lodge and Chapter coordinators and any members, especially those members between the ages of 18 and 35, appointed by the Lodge Chief and Lodge Adviser.

N. Vigil Honor

- a. Will be responsible for soliciting and accepting nominations for the Vigil Honor.
- b. Will conduct an annual meeting in accordance with the National Policies to determine those who will receive the Vigil Honor.
- c. Will conduct all ceremonies of the Vigil Honor. Ceremonies will be conducted by Vigil Honor members of the committee.
- d. Will consist of the Vigil Honor Chairman and Adviser and one youth member from each chapter who is not eligible to be selected for the Vigil Honor.

O. Website

- a. Will be responsible for the Lodge website.
- b. Will present the Lodge website at the Section Website competition.
- c. Will ensure all Lodge and chapter website follow all national guidelines.
- d. Will be overseen by the Lodge Secretary.
- e. Will consist of Lodge and chapter website chairmen and Advisers and any other members appointed by the Lodge Chief and Lodge Adviser.

P. Ad-Hoc

- a. Will be created and dissolved by the Lodge Chief as needed for short-term projects.
- b. Will have a chairman and Adviser who will be non-voting members of the LEC throughout the duration of the committee.
- c. Will consist of members appointed by the Lodge Chief and Lodge Adviser.

Policy 5 – Financial Management

A. Lodge Budget

- a. The Lodge Finance Committee, under the guidance of the Lodge Treasurer, will solicit budget requests from committee chairmen and other members of the LEC and will meet to create a recommended budget. That budget will be presented to the LEC no later than the first Monday in October. The budget will be discussed and approved no later than the December LEC meeting.
- b. The annual budget of Tipisa Lodge will be followed and adhered to by the lodge officers, committees, members and Advisers. The indicated amounts of total expenses approved for each budgeted item will not be exceeded without the prior approval of the LEC. Proposed changes to the approved annual budget will be submitted in writing and will be considered for approval by the LEC. If these changes are approved, the budget will be amended to implement the changes. No disbursement of Lodge funds will be authorized or made unless the amount of such disbursement is set forth in the annual budget, or an amendment is passed by the LEC to approve such expenditures. Any account dependent on membership or attendance will be automatically adjusted by the Treasurer to reflect those factors.
 - i. Exceptions for unexpected situations may be authorized by unanimous approval of the Lodge Key 3.

B. Disbursement of Lodge Funds

- a. The disbursement of lodge funds will be limited to the amounts set forth in the annual budget, or amendments thereto. Disbursement of lodge funds by the council staff will be made only on the basis of submittal of a written request which has been approved by the Lodge Chief or Lodge Treasurer, and the Lodge Adviser or Lodge Staff Adviser. The disbursement will be made in accordance with applicable council policies. The request will contain a detailed description of the expense item, the payee, and the appropriate expense account identification number. A copy of each written request will be provided by the requesting party to the Lodge Treasurer who will be responsible for preparing and maintaining a record of all such disbursements.
 - i. Exceptions for unexpected situations may be authorized by unanimous approval of the Lodge Key 3.
- b. Disbursement of chapter funds by the council staff will be made only on the basis of the submittal of a written request which has been approved by the Chapter Chief or Chapter Treasurer and the Chapter Adviser or Chapter Staff Adviser. The request will contain a detailed description of the expense item, the payee, and the appropriate expense account identification number. A copy of the written request will be submitted by the chapter to the Lodge Treasurer. Chapters will be permitted to maintain a petty cash fund, which will not exceed \$100, by drawing against the chapter's money in the lodge account.

C. Lodge Activity Reports

- a. At the completion of any lodge event, the lodge officer or member in supervision of the event will prepare and submit a written report of the outcome to the LEC. The activity report will present a detailed summary covering the following:
 - i. income
 - ii. expenses
 - iii. net financial outcome
 - iv. number of participants
 - v. noteworthy issues concerning the planning, promotion, and conduct of the activity
 - vi. recommendation of the planning, promotion, and conduct of similar activities in the future

D. Financial Review

- a. An independent examination of the Lodge Financial Records may be conducted, at the discretion of the Lodge Key 3.
- E. Chapter Ordeal Financials Report
 - a. Within six weeks after the completion of a Chapter Ordeal, the Chapter Chief will submit a written report of the outcome in the LEC. The activity report will present a detailed summary covering the following:
 - i. income
 - ii. expenses
 - iii. net financial outcome
 - iv. number of participants
 - v. noteworthy issues concerning the planning, promotion, and conduct of the activity
 - vi. recommendation of the planning, promotion, and conduct of similar activities in the future
- F. Registration Fees
 - a. All Registration fees paid to the lodge will be transferable to another lodge account, unless the lodge has incurred expenses or obligations with respect to registration fees.
- G. Non-Budgeted Expenditure or Donations
 - a. Requests for non-budgeted expenditures or donations from the Lodge for Non-Lodge use in any amount or Lodge use of an amount greater than 3% of Lodge Equity will only be
 - i. One-time single-amount (non-recurring)
 - ii. Approved after completing the following three-step process
 - 1. Step 1: Presentation
 - a. Written submission to the LEC.
 - 2. Step 2: Consideration
 - a. At least 21 days following presentation.
 - b. Chapter leaders will convey the request to members and determine their support or opposition
 - 3. Step 3: Decision
 - a. Requests will be granted following approval of at least two-thirds of the voting LEC members at an LEC meeting with at least quorum attendance

Policy 6 – Ordeal Administration

- A. Management of Ordeals
 - a. Each chapter will conduct an Ordeal each program year. The lodge may hold additional Ordeals, as determined by the LEC.
- B. Ordeal Membership Reports
 - a. No later than Saturday evening of each Chapter Ordeal, the chapter will provide the following items to the designated lodge representative attending that Ordeal.
 - i. Complete roster of new members, including full name, address, city, state, zip code, telephone number with area code, date of birth, troop number or district/council position, district, and chapter.
 - ii. Complete roster of new Brotherhood members, including full name, phone number, date of birth, and dues expiration date.
 - iii. Complete list of members' dues payment collected by the chapter, including: full name, phone number, date of birth, date dues previously expired, amount of dues collected, and new dues expiration date.
- C. New Members Supplies
 - a. Each chapter will provide to each new member the following items: Ordeal sash, Ordeal flap, Order of the Arrow Handbook, dues card, and Lodge Plan book.
 - b. Each chapter will provide the eight (8) Spirit of the Arrow (SOA) booklets for each new member: Booklet 7 will be furnished to the Lodge and mailed by the Lodge when the member becomes eligible for Brotherhood. The other seven booklets will be distributed by the chapter at the appropriate times.
 - c. The Lodge will provide the Ordeal sash, Ordeal flap, and Order of the Arrow Handbook for the new members for as low a cost as possible, rounding up to the nearest increment of 25 cents over cost. These items will be provided to the chapters after arrangements have been made for payment.

Policy 7 – Property of the Lodge

- A. Lodge Box
 - a. The Lodge Box and associated inventory will be properties of the Lodge.
 - b. Will be maintained by the Lodge Treasurer and the Lodge Treasurer Adviser.
 - c. Will be open at all Lodge weekends, Chapter Ordeals held at Camp La-No-Che, and the Lodge Banquet.
- B. Lodge Tipi
 - a. The Lodge Tipi and the materials associated with the Tipi will be the property of the Lodge.
 - b. Will be maintained by the Lodge Chief or his Designee
- C. Lodge Drum
 - a. The Lodge Drum, its stand, and the equipment associated with the drum will be the property of the lodge.
 - b. Will be maintained by the American Indian Activities Committee or the designee of the committee.
- D. Lodge Historical Display
 - a. The Lodge Historical Display will be the property of the Lodge.
 - b. Will be maintained by the Lodge Legacy Committee.
- E. Lodge Patch and Memorabilia Collection
 - a. The Lodge will own one of each patch, neckerchief, pin, insignia, and any other memorabilia the lodge produces.
 - b. The Lodge will own one of each patch, neckerchief, pin, insignia, and any other memorabilia a chapter produces.
 - c. Any Lodge flags, signs, or other large spirit items or insignia will be the property of the Lodge, and used at any Lodge, Section, National, or Council event deemed necessary by the Lodge Chief or his designee.
 - d. These items will be kept in the Lodge Museum and maintained by the Lodge OA Museum Committee.

Policy 8 – Lodge Awards

- A. Founder's Award
 - a. Selected by: Founder's Award Committee
 - b. Eligibility: All dues-paid members of Tipisa Lodge except members of the Committee.
 - c. Selection method: Determined by committee with nominations solicited from the Lodge membership.
 - d. Presentation: Saturday evening of the Spring Conclave, unless there is a significant reason for an alternate presentation as determined by the Committee.
 - e. Criteria: Special recognition awarded from time to time, not necessarily annually, for continuous outstanding service over a long period of time.
- B. Outstanding Service Award.
 - a. Selected by: LEC at the last LEC meeting prior to each Service Weekend.
 - b. Eligibility: All dues-paid members of Tipisa Lodge, including previous recipients of the award.
 - c. Selection method: LEC majority vote. The youth select the adult recipient and the adults select the youth recipient. in case of a tie, another ballot shall be cast. If the result is again a tie, both of the nominees (youth or adult) in that category shall receive the award.
 - d. Presentation: Lodge Banquet
 - e. Criteria: Outstanding, high-quality service during the past year.
- C. Vigil Honor
 - a. Selected by: Vigil Honor Committee (V.H.C.).
 - b. Eligibility: In accordance with national guidelines.
 - c. Selection method: Determined by V.H.C., traditionally by a two-thirds vote, with nominations solicited from the Lodge membership.
 - d. Presentation: Spring Conclave
 - e. Criteria: In accordance with national guidelines.
- D. James E. West Fellowship Award
 - a. Selected by: All lodge members in attendance at service weekend, from a list of nominees generated by the adult members of LEC during the May LEC meeting.
 - b. Eligibility: All dues paid youth members of the Lodge.
 - c. Selection Method: At the LEC Meeting immediately prior to the annual service weekend, adult LEC advisers will nominate up to 6 youth members for consideration. The nominees will be placed on a paper ballot and presented

to all members at Service Weekend for voting. All members in attendance may vote, except the Lodge Adviser. In the event of a tie, the Lodge Adviser shall cast a single vote and break the tie.

- d. Presentation: Lodge Banquet
 - e. Criteria: the recipient of this award should be a youth Arrowmen who had demonstrated a sincere and fruitful effort in developing their fellow youth leaders of Tipisa Lodge over the past program year.
- E. Most Dedication Lodge Officer
- a. Selected by: Past Lodge Chief
 - b. Eligibility: Successful service during the past year as Lodge First Vice Chief, Lodge Second Vice Chief, Lodge Secretary, Lodge Treasurer, or Lodge Historian.
 - c. Selection method: Discretion of the Past Lodge Chief
 - d. Presentation: Lodge Banquet
 - e. Criteria: Officer who performed the most exemplary service during his term of office.
- F. Most Dedicated Committee Chairman
- a. Selected by: Past Lodge Chief.
 - b. Eligibility: Successful service during the past year as Lodge Committee Chairman.
 - c. Selection method: Discretion of the Past Lodge Chief.
 - d. Presentation: Lodge Banquet.
 - e. Criteria: Officer who performed the most exemplary service during his term of office.
- G. Most Dedicated Advisers
- a. Selected by: Past Lodge Adviser.
 - b. Eligibility: Successful service during the past year.
 - c. Selection method: Discretion of the Past Lodge Adviser.
 - d. Presentation: Lodge Banquet.
 - e. Criteria: Advisers, typically two, who performed the most exemplary service during the past year.
- H. Lodge Spirit Award
- a. Selected by: Not applicable.
 - b. Eligibility: Dues paid members of Tipisa Lodge.
 - c. Selection method: Not applicable.
 - d. Presentation: Lodge Banquet.
 - e. Criteria: Completion of requirements specified in the Lodge Planbook, as established by the Lodge Chief.
- I. Forty Hours of Service Award
- a. Selected by: Not applicable.
 - b. Eligibility: Dues paid members of Tipisa Lodge.
 - c. Selection method: Not applicable.
 - d. Presentation: Lodge Banquet.
 - e. Criteria: Completion of requirements specified in the Lodge Planbook, as established by the Lodge Chief.
- J. Michael Young Indian Dancer Award
- a. Selected by: American Indian Activities Committee
 - b. Eligibility: Dues paid members of Tipisa Lodge who have performed and American Indian dance during the year.
 - c. Selection method: Determined by the AIA Committee
 - d. Presentation: Lodge Banquet.
 - e. Criteria: Presented to the person who has most effectively promoted American Indian dancing within the Lodge.
- K. Chapter Achievement Program
- a. Selected by: Past Lodge Chief.
 - b. Eligibility: Chapters of Tipisa Lodge.
 - c. Selection method: Published criteria for the award, as established by the Lodge Chief.
 - d. Presentation: Lodge Banquet.
 - e. Criteria: This program is developed and administered by the Lodge Chief in order to provide chapters with a focus for greatness and to recognize those chapters who have been successful at achieving their goals. The Honor Chapter award is presented to those chapters who have provided excellent and innovative programs throughout the course of the year. The Best All Around Chapter award is presented to the chapter that has best served its members through a high-quality program developed by its visionary leadership.
- L. Lodge Event Awards
- a. Typical Lodge events include:
 - b. Quest for the Golden Arrow

- c. King's Cup
- d. Most Spirited Chapter
- e. Best Trained Chapter
- f. Ceremonial Recognitions
- g. Prior to the event, criteria for each award shall be presented by the event chairman to the LEC.
- M. Chapter JTE Recognition
 - a. Chapters shall participate in a Journey-to-Excellence program modeled after the Lodge Program.
 - b. This award criteria shall be developed by the Lodge Chief and Adviser, or their designee, based on that year's Lodge Criteria, and the baseline Chapter JTE Program provided by National.
 - c. Chapters shall be recognized at the Lodge Banquet for their achievement during the past program year.
- N. Other Lodge Awards
 - a. At the discretion of the Lodge Chief and Lodge Adviser, or of the LEC, other awards may be presented on behalf of the Lodge.

Policy 9 – Penalties

- A. Penalties for Violations
 - a. Should a violation of the Lodge Rules, Lodge Standing Policies, or Lodge Policies occur, appropriate penalties may be imposed. These penalties may range from a private or public reprimand to expulsion from the Lodge.
- B. Imposition of Penalty
 - a. The penalty which will be imposed will be determined by the Lodge Adviser, Lodge Staff adviser, and if applicable the youth's adviser. No youth will be a part of the penalty selection process.
- C. Appeal of Penalty
 - a. Penalties imposed as described above may be appealed to the LEC, which may modify or eliminate the penalties.