

Order of the Arrow-Aina Topa Hutsi #60

Alamo Area Council #583

Operating Guidelines

Signed - September 12th, 2025

Lodge Chief - Alexandro ortiz

Lodge Adviser - [Signature]

Supreme Chief of the Fire - [Signature]

Nationally Mandated Language	4
I. Mission	4
I. General Operations and Introduction.....	6
II. Amendments to these Guidelines.....	6
III. Lodge Structure.....	7
IV. Insignia.....	12
V. Lodge System of Record.....	13
VI. Lodge Membership and Dues.....	13
VII. Lodge Program.....	13
VIII. Finance.....	14
IX. Honors and Recognitions.....	15
APPENDIX	17

Nationally Mandated Language

Nationally Mandated Language Each lodge should develop and formally approve a written set of lodge rules to govern its operations. These rules should be reviewed annually and should cover topics like insignia, officers and advisers, officer election and replacement, meetings, activities, and dues. In addition, the National Order of the Arrow Committee requires that the following rules be incorporated into all lodge rules. No lodge rule, policy, or procedure may deviate from or change in any manner a requirement in the current edition of any of the Order's literature.

I. Mission.

The mission of this lodge is to fulfill the vision, mission, and purpose of the Order of the Arrow in the council, districts, and units.

II. Name and Affiliation of the Lodge

The lodge shall be known as: Aina Topa Hutsi #60 Lodge, Alamo Area Council No. 583, Scouting America, and shall be under the supervision of the council camping or program committee and the administrative authority of the Scout executive.

III. Election to Membership

- A. The requirements for membership in this lodge are as stated in the current edition of the Order of the Arrow Handbook and the Order of the Arrow Handbook for Officers and Advisers.
- B. The procedure for the Ordeal shall be as stated in the current edition of the Order of the Arrow Handbook and the Inductions Handbook.

IV. Officers

- A. The elected officers of this lodge shall be Lodge Chief, Vice Chief of Communication, Vice Chief of Events, Vice Chief of Administration, and Vice Chief of Finance. These elected officers must be younger than 21 during their entire term of office. For purposes of alignment with national nomenclature, the Vice Chief of Administration shall serve as the lodge secretary, and the Vice Chief of Finance shall serve as the lodge treasurer.
- B. The members of the lodge executive committee shall be the elected lodge officers, immediate past lodge chief, lodge operating committee chairs, lodge adviser, one member of the council camping or program committee if appointed by the Scout executive, chapter chiefs and chapter advisers (where applicable), Scout executive, and lodge staff adviser. Only LEC members under age 21 may vote on LEC business.

V. Brotherhood Membership

Brotherhood membership. Completion of Brotherhood membership shall be in accordance with the requirements in the current edition of the Order of the Arrow Handbook and the Order of the Arrow Handbook for Officers and Advisers.

VI. The Vigil Honor

The Vigil Honor. Attainment of the Vigil Honor shall be in accordance with the requirements in the current edition of the Order of the Arrow Handbook and the Order of the Arrow Handbook for Officers and Advisers.

VII. Finances

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

VIII. Voting

Arrowmen under the age of 21 who are primarily registered with a unit in this council and whose dues are currently paid in this lodge may vote in matters of the lodge business.

Aina Topa Hutsi Lodge #60

Lodge Operating Guidelines

I. General Operations and Introduction

- 1) The lodge will operate in accordance with the most current official publications of Scouting America and the National Office of the Order of the Arrow.
- 2) If at any time, the lodge operating guidelines conflict with national guidelines, the national guidelines will take precedence.
- 3) The national publications used to define the operations of this lodge are:
 - i) Guide to Safe Scouting
 - ii) Order of the Arrow Handbook
 - iii) Handbook for Officers & Advisers
 - iv) Inductions Handbook
 - v) Unit Elections Handbook
 - vi) Lodge Finance Manual
- 4) These guidelines are to provide a consistent process for managing the operations of this lodge.
- 5) All members of the lodge are expected to adhere to these Lodge Operating Guidelines.

II. Amendments to these Guidelines

- 1) Lodge officers will read these guidelines within the first 21 days of being elected into office and sign in agreement to these guidelines at the officer installation.
- 2) Members of the lodge may suggest changes to these guidelines by submitting suggested changes in writing to the lodge officers, the Lodge Adviser, and the Staff Adviser.
- 3) Changes to the nationally mandated language will be made and lodge membership notified of the changes.
 - a) The Vice Chief of Administration and their adviser will review the changes to see if they affect any guidelines published by the lodge.
 - b) If the lodge operating guidelines require changes as a result of the changes by national, the lodge officers will be notified and will define the verbiage for the required changes.
- 4) Amendments related to spelling or grammar that do not change the intent of a guideline will be reviewed and approved by a simple majority vote at a Lodge Executive Committee (LEC).
- 5) Amendments that change a guideline or introduce new guidelines will be published to the general membership of the lodge at least 21 days prior to the vote to accept the proposed amendments.
 - a) The lodge membership will have 21 days to review and comment in writing to the lodge officers, the Lodge Adviser, and the Staff Adviser.
 - b) Discussion and vote to approve the recommended changes will be by two-thirds vote of the membership in attendance at the LEC where the vote is to be held. Approval by the Lodge Adviser and Staff Adviser is required before changes become enacted.

III. Lodge Structure

Lodge Officers

- 1) Lodge officers are elected to their position by the active youth membership.
- 2) The elected officers of this lodge in order of accession are:
 - a) Lodge Chief
 - b) Vice Chief of Communications
 - c) Vice Chief of Events
 - d) Vice Chief of Administration
 - e) Vice Chief of Finance
- 3) All lodge officers will have at least one adult adviser appointed by the Lodge Adviser with the approval of the Staff Adviser.
- 4) Lodge officers may not hold multiple leadership positions within the OA.
- 5) The term of office for elected officers is one year. Lodge officers assume their role at officer installation during the Scouting Expo.
- 6) An LLD should be hosted within 30 days before or after the installation.
- 7) Lodge officers elected to a position at the section level or above must resign their lodge position within 21 days of election to their new role.

Requirements for Candidacy for Lodge Offices

Those wishing to hold a lodge office must meet the following criteria:

- 1) Meet all requirements for holding a lodge office as defined by Scouting America and national guidelines.
 - a) Be actively registered with a unit in the lodge.
 - b) Be under the age of 21 for the duration of their term.
 - c) Have completed YPT training if 18 years of age or above.
- 2) Not hold another council-level leadership position including: Youth Course Lead for NYLT, President of the Venturing Officers Association, and Council Boatswain.
- 3) Have the approval of their unit's adult leader. If a scout is a member of multiple units, they must have approval from all units they are affiliated with.
 - a) If running for the Lodge Chief position, candidates should not hold the position of Senior Patrol Leader, Boatswain, or President within the unit(s) they are affiliated with.
- 4) Have been an active member of the lodge for at least one year.
- 5) Have sealed their membership by becoming a Brotherhood member.
- 6) Announce to the Lodge Adviser and Staff Adviser their desire to run for office with reasonable time to schedule an interview, at the Lodge Adviser's discretion.
- 7) Interview and receive approval from individuals designated by the Lodge Adviser.

Expectations for Lodge Officers

- 1) Attend all lodge events to include lodge executive councils, inductions, fellowships, annual banquet, and any other event the officer is directly responsible for.
- 2) If unable to attend, the officer must ensure a representative provided with necessary information is sent, all their duties are covered, and both their adviser and the Lodge Chief are informed.
- 3) Wear the complete field uniform of Scouting America with the OA sash when formally representing the lodge.

Removal from Office

- 1) Lodge officers are expected to fulfill the responsibilities of their position and uphold the policies of Scouting America and the lodge operating guidelines. However, if an officer feels they are unable to fulfill the responsibilities of their position, they may resign from their position by providing written notice at least 21 days in advance to both the Lodge Adviser and Staff Adviser.
- 2) If an officer consistently fails to carry out their duties, violates Scouting America policies, or disregards lodge guidelines, they may be removed from office by the Lodge Adviser and Staff Adviser, with approval from the Scout Executive if necessary.
- 3) Youth members may request the removal of a lodge officer by submitting a written statement, including their reasons and any supporting information, to the Lodge Adviser and Staff Adviser. The Lodge Adviser and Staff Adviser will review the request and determine the appropriate course of action.

Vacancies in Lodge Officer Positions

- 1) If the Lodge Chief is unable to fulfill the responsibilities of their office or resigns prior to the end of their term, the Vice Chief of Communications shall assume the role of Lodge Chief for the remainder of the term with approval of the Lodge Adviser and Staff Adviser.
- 2) If a Vice Chief position becomes vacant, the Lodge Key 3 will identify a qualified youth candidate to fill the position. The candidate shall be presented to the Lodge Executive Committee for approval by a majority vote of youth members present.

Campaigning for a Lodge Office

- 1) Candidates for lodge office may not distribute campaign materials—either in print or electronically—prior to the weekend of the election. During the election weekend, candidates may display campaign materials such as posters or biographies in designated areas, subject to review and approval by the Lodge Adviser or their delegate.
- 2) Campaign materials may only promote the candidate and their qualifications and may not reference or mention other candidates.
- 3) Any candidate found to be in violation of these campaign guidelines may be deemed ineligible to run for office by the Lodge Adviser and Staff Adviser.

Procedure for Lodge and Chapter Elections

1. Elections will take place near the end of the school year.
2. Nominations from the floor will not be accepted. Candidates must seek approval from the appropriate adviser.
3. Candidates may give a speech of up to three minutes, focusing on their qualifications, leadership experience, and goals for the position.
4. Candidates running for the same office will be separated to ensure they do not hear the speeches of others seeking the same position.
5. Elections will be determined by a majority of votes cast by youth members present and eligible to vote. A member must be in good standing with the lodge to vote. A candidate must receive more than 50% of the votes cast to be elected.
 - a) If no candidate receives a majority, the candidate with the fewest votes will be eliminated, and a new vote will be conducted with the remaining candidates. This process will continue until one candidate receives a majority of the votes cast.
 - b) No additional speeches or discussion by candidates may occur between voting rounds.

6. Candidates who are not elected may choose to run for any remaining open lodge officer positions during the election.
7. Lodge Officer Elections
 - a) The election will proceed in the following order:
 - (1) Lodge Chief
 - (2) Vice Chief of Communication
 - (3) Vice Chief of Events
 - (4) Vice Chief of Administration
 - (5) Vice Chief of Finance
 - b) Only officers who have met the criteria as in Requirements for Candidacy for Lodge Offices may run in the election.
8. Chapter Elections
 - a) Chapter Chief
 - b) Vice Chapter Chief
 - c) Other Chapter Officers as needed

Chapters

1. Chapters may be formed and named as defined by the Lodge Executive Committee, and are considered an extension of the lodge.
2. In situations where chapters are too small or inactive, the lodge will determine the amount of help the chapter needs to be successful. (Options are not limited to but include chapters combining with nearby chapters, direct lodge intervention, or removal of chapter.)
3. Chapter leadership should, at minimum, consist of a Chapter Chief and Chapter Vice Chief.
4. Chapter committees should be formed to manage unit elections, ceremonies, and other activities as defined by Chapter leadership.
5. Chapter Chiefs or their proxy are expected to be present at all lodge events.
6. Chapters should support the lodge in all matters of planning and execution of the lodge program.

IV. Roles and Responsibilities

The Key 3

1. The Key 3 are the Staff Adviser, Lodge Adviser, and Lodge Chief.
2. The Key 3 will meet on a consistent basis (defined by the Key 3) to define goals, review progress, and discuss lodge business.
3. The Key 3 are responsible for assuring the following items are performed:
 - a) Charter Renewal
 - b) Annual Budget
 - c) Vigil Honor
 - d) Founders Award nominations
 - e) James E. West Honors
 - f) Other items requiring the authority of the scout executive to be successful

LEC Members of the Lodge

1. Serve as an example of the ideals of Scouting America and the Order of the Arrow.

2. Wear the full scout uniform and OA sash properly when officially representing the lodge and promote members to wear uniform properly.
3. Perform the duties defined in the Handbook for Officers & Advisers.
4. Work with their adviser to set meaningful goals for their area of responsibility that align with the Lodge's annual program plan, including the Lodge Performance Measurement Program.
5. Maintain clear and regular communications with their assigned adviser, the other officers, and committee chairs.
6. Promote participation of youth members in lodge functions and activities.
7. Follow these operating guidelines and inform an adviser if they believe the guidelines are not being followed.
8. Build a team to support them in executing the responsibilities of their position.
9. Carry out any other responsibilities as assigned that relate to the successful operation of the lodge.

Lodge Chief

1. Becomes a youth member of the council camping or program committee.
2. Presides over all lodge meetings and Lodge Executive Committee (LEC) meetings, working from an agenda prepared by the Lodge Key 3 with input from officers and committee chairs.
3. Maintains regular communication with the Lodge Adviser and Staff Adviser to coordinate lodge operations and receive guidance.
4. Appoints committee chairs and assigns members to lodge operating committees, in consultation with the Lodge Adviser and Staff Adviser.
5. Delegates responsibilities to fellow lodge officers and committee chairs to ensure the effective operation of the lodge.
6. Coordinates lodge service projects with the advice and approval of the Lodge Adviser.
7. Ensures that chapter programs support and align with lodge-wide goals and activities.
8. Appoints the Vigil Honor nominating committee, with the chair and members approved by the Lodge Adviser and Scout Executive.

Vice Chief of Communications

1. Manages lodge publications, including newsletters, email updates, and other digital communications.
2. Oversees lodge social media accounts and ensures consistent messaging and timely updates.
3. Takes minutes during Lodge Executive Committee (LEC) meetings and makes them accessible to lodge members.
4. Maintains regular contact with chapter chiefs and assists in gathering chapter updates for lodge reports.
5. Coordinates unit election communications, including scheduling visits, training election teams, and reporting results.
6. Works with appropriate committees or officers to ensure lodge activities are effectively promoted to members.
7. In the absence of the Lodge Chief, the Vice Chief of Communications shall assume the responsibilities of the Lodge Chief with Lodge Adviser approval.

Vice Chief of Events

1. Coordinates all lodge Ordeal and Brotherhood inductions in collaboration with the Inductions and Elangomat committees.
2. Recruits and supports ceremonial teams for pre-Ordeal, Ordeal, and Brotherhood ceremonies.
3. Assists chapters in conducting unit-level ceremonies when requested.
4. Appoints and mentors youth Event Committee Vice Chiefs (CVCs) to lead individual lodge events.
5. Works with CVCs to plan schedules, activities, and program content for each event.
6. Ensures event leadership teams have the resources and support needed to succeed.
7. Communicates event plans, schedules, and key details to the Vice Chief of Communications in a timely manner to support effective promotion.
8. In the absence of both the Lodge Chief and the Vice Chief of Communications, the Vice Chief of Events shall assume the responsibilities of the Lodge Chief.

Vice Chief Administration (Secretary)

1. Maintains accurate membership and dues records using OA LodgeMaster.
2. Coordinates lodge check-in and registration at events in collaboration with the Membership Committee.
3. Supports collection of Brotherhood applications and ensures they are reviewed and processed.
4. Forms and coordinates Brotherhood review teams at lodge events.
5. Monitors member registration status and assists with keeping LodgeMaster up to date.
6. Assists with health and safety coordination at lodge events, including identifying first aid coverage.
7. In the absence of the Lodge Chief, Vice Chief of Communications, and Vice Chief of Events, the Vice Chief of Administration shall assume the responsibilities of the Lodge Chief.

Vice Chief Finance (Treasurer)

1. Works with Lodge Key 3 to develop and maintain the lodge's annual operating budget.
2. Provides financial updates and reports at Lodge Executive Committee (LEC) meetings.
3. Prepares financial close-out reports following each lodge event to inform future planning.
4. Coordinates with event leaders to set event pricing and registration timelines.
5. Supports event food service planning, including menu creation and kitchen staffing.
6. In the absence of the Lodge Chief and all other Vice Chiefs, the Vice Chief of Finance shall assume the responsibilities of the Lodge Chief.

Chapter Chiefs

1. Plans and carries out well-organized chapter meetings, service projects, and fellowship activities.
2. Coordinates and supervises unit elections within the chapter, including recruiting and training election teams.
3. Organizes crossover and ceremony teams for use at the unit or chapter level and supports lodge induction ceremonies when requested.
4. Represents the chapter at all Lodge Executive Committee (LEC) meetings and at district or council events as requested.

5. Ensures chapter responsibilities assigned by the lodge are completed in a timely and effective manner.
6. Maintains regular communication with chapter officers and members to support engagement and participation in OA programs.

Committees

1. Committee Chair
 - a. The committee chair should recruit other active lodge members to serve with them on the committee.
 - b. Support and meet regularly with their designated lodge officer.
 - c. All committees will provide regular reports to the LEC.
2. The LEC or Lodge Chief may determine additional standing committees as a need is identified.
3. The recommended organization of committees are as follows:
 - a. Lodge Chief
 - i. Vigil
 - ii. Award
 - b. Vice Chief of Communications
 - i. Communications
 - ii. Chapter Chiefs
 - iii. Unit Elections
 - c. Vice Chief of Events
 - i. Inductions
 - ii. Ceremonies
 - iii. Programs
 - iv. Event CVCs
 - d. Vice Chief of Admin
 - i. Brotherhood Application and Reviews
 - ii. Member Administration
 - e. Vice Chief of Finance
 - i. Food
 - ii. Budget
 - iii. Trading Post

IV. Insignia

1. The name of the lodge, Aina Topa Hutsi, translates to Arrowhead Lodge.
2. The lodge totem is the perpetual burning flame.
3. The lodge logo contains both the lodge totem and an arrowhead.
4. Lodge branding will be designed in accordance with branding guidelines published by Scouting America and the national office of the Order of the Arrow.
5. Lodge flap designs will be submitted to council for review and final approval.
6. Lodge flaps will contain the following elements and be produced in accordance with Scouting America Custom Patch Guidelines and the Handbook for Officers and Advisers:
 - a) The perpetual burning flame and an arrowhead (recommended on standard patches)
 - b) Lodge name

- c) The fleur de lis

V. Lodge System of Record

1. The Order of the Arrow has developed the OA LodgeMaster membership management system for lodge administrative record-keeping.
2. Information that has a related module within Lodge Master but was submitted or maintained outside of Lodge Master will not be considered the official record of the lodge. This includes event participation, service hours, unit election reports, brotherhood applications, leadership positions, awards, etc. Paper documents should be handled properly until they are entered into OA LodgeMaster, at which point they should be disposed of to protect personally identifiable information.

VI. Lodge Membership and Dues

1. Membership in the Order of the Arrow does not constitute membership in the lodge.
 - a. Membership in the Order of the Arrow indicates completion of the Ordeal process and is considered a lifetime membership.
 - b. Membership in this lodge is defined as being actively registered with a unit and being a member of the Order of the Arrow and being current in the annual lodge dues.
2. Lodge dues are collected annually at the start of the calendar year.
3. The Lodge Executive Committee (LEC) determines the dues amount.
4. Only members of the lodge may participate in lodge events.

VII. Lodge Program

Lodge Calendar

1. The program year for this lodge will start and end at Alamo Area Council Scouting Expo.
2. The Lodge Chief, Vice Chief of Events, and their advisers will establish a calendar that is planned at least 18 months out.
3. Calendar planning must take into account local celebrations, school district calendars, council events, and major holidays.
4. The calendar will be approved by a simple majority of lodge members present at the LEC where the calendar approval is a topic of discussion.
5. Following approval of the calendar, the Vice Chief of Events will work with the council to request the dates and locations be reserved and registration links created for all lodge-related events.
6. The lodge calendar will consist of the following events.
 - a) Service Days
 - b) Training Events
 - c) Lodge Executive Committee Meetings
 - d) Lodge/Chapter Leadership Development
 - e) Winter Banquet and Awards Ceremony
 - f) Spring Induction
 - g) Spring Fellowship
 - h) Fall Induction
 - i) Fall Fellowship

7. Additional events may be planned by the lodge after discussion and approval by Lodge Adviser and Staff Adviser.

Lodge Executive Committee (LEC)

LEC Agenda

1. The Lodge Chief will work with the Lodge Adviser and Staff Adviser to establish an agenda for each LEC.
2. The Lodge Chief will work with the Vice Chief of Communication to publish the agenda for the LEC no less than 5 days before the LEC.
3. Active members of the lodge may submit in writing to the Lodge Adviser and Lodge Chief items for the agenda no later than 14 days before the LEC.

LEC Procedures

1. Members of the LEC and those eligible to vote are defined in the Guide for Officers and Advisers.
2. Votes of the LEC will be carried with a simple majority of LEC members present at the time the vote is called for unless otherwise defined in this document.
3. The LEC will follow the agenda that has been publicized to the lodge members in advance of the LEC as defined in the section **LEC Agenda**.
4. The LEC should be youth-led with adult advisers providing guidance.
5. Items defined in this document as needing approval from the LEC will be voted on by a majority vote of LEC members present. Other decisions may be made by the appropriate members of the LEC with guidance from their advisers and do not require LEC approval.
6. The VC of Communications or a designee will take meeting minutes to be published in a timely manner.
7. The Lodge Chief has flexibility to use any structure they deem helpful to maintain order and fairness, including the use of Robert's Rules.

Lodge Leadership Development (LLD)

1. The LLD will occur within 30 days of officer installation.
2. Lodge and chapter leadership are required to attend the LLD.
3. The LLD will be open to all members of the lodge.

VIII. Finance

Annual Budget

1. All programs planned and executed by the lodge will have a budget established in accordance with the Lodge Finance Manual.
2. The Vice Chief of Finance will prepare an annual budget before the council's fiscal year, January-December.
3. The Lodge Chief, Lodge Adviser, and Staff Adviser will review the budget before submitting to LEC for review.
4. The budget will be reviewed by officers and their advisers prior to being published for general membership review and comment.
5. The budget will be published for lodge membership review 30 days prior to the November LEC for membership review and comments.

6. The budget will be presented at the November LEC for discussion and approval by majority vote of the LEC.

Lodge Expenditures

1. Budgeted Expenses: If the purchase is within the approved lodge budget, no additional Lodge Executive Committee approval is required.
2. Event Expenses: For purchases related to a lodge event, the event chair or Committee Vice Chief (CVC) may approve reasonable expenses within the event's budget, in consultation with their adviser.
3. Small Unbudgeted Purchases: Low-value expenses (e.g., under \$500) that support lodge operations or events may be approved by the Vice Chief of Finance and their adviser. These purchases should be reported at the next LEC meeting.
4. Large or Unbudgeted Expenses: Any purchase that exceeds the approved budget or does not fall within a budgeted category must be reviewed and approved by the Lodge Key 3 prior to purchase.
5. Unapproved purchases may not be eligible for reimbursement.

Reimbursement

1. Submit the request within 30 days of the purchase.
2. Include proof of pre-approval (email or form) and itemized receipts when applicable.
3. All reimbursements must be reviewed by the Vice Chief of Finance and their adviser before submission to the council office.
4. Sales tax will not be reimbursed. Lodge members should use the council's tax-exempt certificate when making purchases.
5. Reimbursements are subject to council procedures and processing timelines.

IX. Honors and Recognitions

Founder's Award

1. Recommendations for the Founder's Award can be submitted by anyone regardless of affiliation with the OA or Scouting America
2. Requirements for submission are defined by the Handbook for Officers and Advisers.
3. An individual being recommended for this honor should be a member in good standing with the lodge and council and have provided service to the lodge that is above and beyond that of other members of the lodge.
4. The Lodge Chief and his designated committee will determine who the selected nominees will be. They will review the submissions or may choose to make their own selections for this honor. All Key 3 members must approve these selections.
5. The selection must be made within the timeframe needed to order the awards in time for presentation during the annual lodge banquet.

James E. West Fellowship Award

1. The lodge may donate to the James E. West Endowment in the name of one youth and one adult member of the lodge that have given outstanding service to the lodge.
2. The amount donated per individual should be \$1000 or meet requirements for the Bronze level.

3. Recommendations for this honor can be submitted by anyone regardless of affiliation with the OA or Scouting America.
4. The individuals being recommended for this honor should be a member in good standing with the lodge and council and have provided service to the lodge above and beyond that of other members of the lodge.
5. The Lodge Chief and his designated committee will determine who the selected nominees will be. They will review the submissions or may choose to make their own selections for this honor. All Key 3 members must approve these selections.
6. The selection must be made within the timeframe needed to order the awards in time for presentation during the annual lodge banquet.

Elangomat and Ceremonialist Service Awards

1. The lodge should define and maintain recognition for arrowmen who have shown exceptional service to the lodge as an Elangomat and/or Ceremonialist.
2. The lodge officers or a CVC appointed by the lodge officers will review the requirements annually to ensure they are applicable to current lodge operations and maintain the high standards required by these areas of service to the lodge.

Vigil Honor Selection

1. Selection for this honor is defined by the Handbook for Officers and Advisers.

Deceased Vigil Honor Members

1. Vigil Honor members receiving their honor in this lodge or transferring and having exceptional service to this lodge will have a shield created and presented at the Vigil Call Out ceremony.
2. The shield can be designed by anyone but should include someone that knew the Vigil Honor member.
3. The shield design will be on 1/2 inch grade plywood and have a diameter of 30 inches.

Other Honors and Recognitions

1. The LEC may establish other honors and recognitions at any time.
2. The lodge officers will appoint a CVC to define requirements and design the award.
3. The requirements, award design, and cost to sustain will be provided to the Lodge Adviser and Staff Adviser for review and approval to proceed.
4. The requirements and award design will be published to the general membership for review and comment 30 days prior to the LEC where it will be voted on.
5. If approved by the LEC, the lodge officers or a CVC appointed by the lodge officers will review the requirements annually to ensure they are applicable to current lodge operations and maintain the high standards required for the recognition.

APPENDIX

Template for LEC Agenda

Item	Who
Call to Order <ul style="list-style-type: none"> ● Pledge of Allegiance ● Obligation 	Lodge Chief
Announcements <ul style="list-style-type: none"> ● Example: Recognition of proxies for absent lodge leadership 	Lodge Chief
Chapter Roll Call and Reports	Lodge Chief
Call for approval of officer, committee or CVC appointments	Lodge Chief
Minutes from last LEC <ul style="list-style-type: none"> ● Review of minutes ● Open floor to address possible corrections <ul style="list-style-type: none"> ○ Entertain motion to accept a change ● Close discussion and call for motion to accept minutes as <ul style="list-style-type: none"> ○ Accept as read or accept with changes as recommended 	VC of Communication
Committee Reports. Updates on what committees are currently doing and if help or change is needed.	Committees
Old Business. Feedback or a review of previous events or decisions	Lodge Chief
New Business. This is an open discussion of pre-approved items and having predefined time limit that will result in a decision of some sort such as: <ul style="list-style-type: none"> ○ Vote rejecting idea ○ Vote that more information is needed with a timeline to report back to lodge offices and/or LEC for further discussion ○ Vote to approve and proceed with idea to include appointing a member to manage and report to LEC and/or lodge officers 	Lodge Chief
Open floor. This is an open discussion of items not pre-approved.	Lodge Chief
Adviser Minute/final announcements	Lodge Adviser
Meeting Adjournment and OA Song	Lodge Chief