

Tiwahe Lodge #45
Order of the Arrow

Policy 1
Lodge Activities
(Lodge Constitution, Article X, Section 1)

The Lodge shall hold or participate in the following events each year. The dates shall be determined and confirmed by the Lodge Council of Chiefs. Individual Chapters or appointed committees shall be assigned to chair the planning and implementation of the events.

Fall Fellowship: This will be the informal gathering of the lodge. Lodge Officer Elections will be held. There should be a growth of fellowship through competitions, seminars, training, and general discussions.

Section Conclave: Also known as the W4B Conclave. This is a gathering of the Lodges in the Western Region, Area 4, Section B, of which Tiwahe is a member. On occasion, there may be an Area 4 Conclave held which includes all Lodges in Western Region, Area 4, Sections A, B, and C. Tiwahe will participate in this also. The purpose of this gathering is to promote fellowship and goodwill between the Lodges.

Lodge Banquet: This will be a formal gathering of all Lodge members and their families for dinner and a program. The program will include Lodge Awards, Chapter Awards, Individual Awards, Vigil Call-out, installation of new Lodge Officers, and any other special presentations. This will be hosted by the Lodge Chief.

Fall Work Project/Spring Work Project: These will be pre and post summer camp service projects. They may be held in conjunction with, but separate from, spring and fall Ordeals. They should also be held at one of the two council camps such that both events are held in different camps.

Lodge Ordeal: The Lodge shall conduct an Ordeal separate from Chapter Ordeals. This Ordeal will be held with the purpose of 'making up' Ordeals missed by Ordeal Candidates.

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Policy 2
Lodge Dues and Activity Fees
(Lodge Constitution, Article XI)

1. Funds Affected

- A. This policy covers all dues, Lodge activity money, and Chapter activity money.
- B. Supplies will be restricted to being sold by Chapters or the Lodge trading post. No Lodge items will be available for sale at the council service center.

2. Fund Control

- A. Only Chapter Treasurers or Chapter Advisers may accept money on the Chapter level.
- B. Only the Lodge Treasurer or his Adviser may accept money on the Lodge level.
- C. When Tiwahe is Host Lodge for the Section Conclave, only Lodge Treasurer, his adviser, and the Staff Adviser may accept and handle money.
- D. Money collected in the council service center shall have a receipt placed in the Lodge file, which should be emptied at least weekly by the Lodge Treasurer or his Adviser.
- E. All monies submitted to the Lodge Treasurer by Chapters shall have a complete list of names, accounts, and activity for which the money was collected. No money should be collected that is not properly listed and identified.

3. Early Bird Fee

- A. An 'Early Bird' fee may be established by the Lodge Council of Chiefs.
- B. All prices and deadlines shall be determined by the Lodge Council of Chiefs or the Chapter chairing the event.
- C. If fees for Lodge or Chapter events are paid prior to the set deadlines, a discounted price, if any, will be deducted from the event price.

4. Chapter Procedures

- A. The mechanics of Chapter deadlines, method of receipt, and method of turning in money over to the Lodge will be the responsibility of the Chapter Treasurer and Adviser. If others are allowed to submit money, their names must be given in advance to the Lodge Treasurer.

5. Forms

- A. Receipts are to issued for all dues and event money received.
- B. Membership cards may be signed only by the Chapter Adviser or Chapter Secretary and are given to all members paying dues.

6. Transfers

- A. Members transferring from other Lodges may pay dues to become members of the Lodge upon submitting membership cards from their previous Lodge.

7. Refunds

- A. Once payment for a Lodge Event has been received, there may be a refund if it is requested, in writing, at least seven (7) days prior to the event.
- B. The refund will be in the form of a check following Council procedure.
- C. No refund will be made following the event.
- D. If a member is unable to attend an event and a patch is involved in the event, the Chapter Adviser will receive the patch and the Lodge will have no further responsibility.

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Policy 3
Wowitan Award
(Lodge Constitution, Article 12, Section 2A)

The purpose of this award is to recognize that chapters whose members have demonstrated outstanding performance in all aspects of Lodge membership.

The Winner of the award will be chosen by committee based on the following:

- A. Each Chapter must turn in an annual report to the Lodge Chief prior to or at the December Council of Chiefs meeting.
- B. This report should include (but not limited to) the following:
 1. Membership report. How many members did the chapter induct, how well did the chapter retain it's existing members, how well did the Chapter do in promoting brotherhood membership.
 2. Administration. Did the Chapter keep all members informed of all activities, did the chapter hold monthly meetings, how was the attendance at these meetings.
 3. Induction. How many elections did the Chapter hold, how many ordeals did the chapter conduct.
 4. Service. How many hours of service did each active member of the chapter perform, did the chapter have strong attendance at Lodge service events.
 5. Camp Promotion. How many 'Target Units' did the chapter visit, how well did the chapter promote camping.
 6. Participation. Was the chapter represented at N.O.A.C., N.L.S., W4B Conclave, Lodge Events. How many Wulamoen Awards did chapter members earn.
 7. Overall Progress. Did the chapter improve over previous years. More ceremonies, more props, more dancers, more community service.
- C. These reports shall be scored on a six point rating system of ranking Chapters in each category.
- D. Scoring and ranking shall be done by a committee consisting of:
 1. Lodge Chief
 2. Lodge Vice Chiefs
 3. Immediate Past Lodge Chief
 4. Lodge Adviser
- E. All reports must be substantiated by complete records.
- F. Some information in the reports will be used to determine rating for other Lodge Awards.

This award will be presented at the Lodge Banquet. It should be an impressive ceremony in accordance with the importance of the award.

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Policy 4
Spirit Award
(Lodge Constitution, Article XII, Section 2B)

The purpose of the Tiwahe Lodge Spirit Award is to recognize the Chapter which has gone far above and beyond normal expectations. The Chapter that receives this award will have clearly shown the ability to coordinate, organize, and motivate its members for the perpetuation of the purpose and principles of the Order of the Arrow.

The requirements for consideration are:

- A. The Chapter Chief shall submit in writing the reasons that his chapter should be honored with the Spirit Award.
 - 1. This letter shall be separate from any submission for the Wowitan award.
- B. This letter should be submitted with the Chapter Annual Report to the Lodge Chief prior to or at the December Council of Chiefs Meeting.
- C. The selection committee shall consist of:
 - 1. Lodge Chief,
 - 2. Lodge Vice Chiefs, or
 - 3. Lodge Secretary, or
 - 4. Lodge Treasurer
 - 5. Immediate Past Lodge Chief
 - 6. The Lodge Adviser
- D. The committee shall consider:
 - 1. The Chapter Chief's letter
 - 2. General Participation at Lodge Events
 - 3. The 'Spirit' of the Chapter in general

This award is to be presented at the Lodge Banquet with a proper ceremony equal to its status.

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Policy 5
Al Silva, Sr. Service Award
(Lodge Constitution, Article XII, Section 2C)

The purpose of this award is to recognize the Chapter that best represents the principles of service in the Order of the Arrow, and provides outstanding service to scouting and the community.

The award shall be based on the number of service hours completed by the chapter divided by the number of members in the Chapter.

Service hours shall include only those projects that have been regularly scheduled in advance and announced at a regularly scheduled Chapter meeting.

A Work Project Notice must be properly filed to obtain credit for service hours.

Service hours shall include:

- A. Work done at council camps
- B. Work done to directly benefit the community
- C. Other projects approved by the Lodge Council of Chiefs

This award shall be presented at the Lodge Banquet with a ceremony equal to its status.

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Policy 6
Crossed Feathers Award
(Lodge Constitution, Article XII, Section 3A)

The purpose of this award is to recognize and honor outstanding service to Scouting, camping, and to the Order of the Arrow. This award is limited to adults only.

The Lodge may only award up to three (3) awards per year.

Nominations and selection of recipients for this award shall take place at a meeting of the Lodge Chief, Chapter Chiefs, and Lodge Adviser only. No other adult Arrowmen are to be present at this meeting.

The Lodge Chief will conduct the voting by secret ballot. This meeting will be held at the Fall Fellowship.

This award shall be presented at the Lodge Banquet by the Lodge Chief, and should be presented with special ceremony equal to its status.

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Policy 7
Vigil Selection Procedures
(Lodge Constitution, Article III, Section 3B)

Rules of Election

Tiwahe shall follow all rules and guidelines as set forth in the current edition of the Order of the Arrow Handbook.

Committee Structure

All committee members should hold the Vigil Honor

The Committee shall consist of the Lodge Vigil Chief, Lodge Adviser, Lodge Staff Adviser, one (1) youth representative from each chapter. All chapter and lodge representatives shall be approved by the Lodge Vigil Chief and Lodge Adviser. ONLY youth representatives may vote.

No member of the committee can be eligible for consideration for the Vigil Honor

Prior to the meeting of the selection committee, the Scout Executive may if he so desires review the list of eligible brotherhood members, and shall furnish the committee a list of those that he would approve of receiving the Vigil Honor.

The Selection Committee procedure

The Lodge Vigil Chief shall open the meeting with a brief explanation of the procedure and reading of the National Guidelines of consideration.

Eligible youth shall be considered first. The Lodge Secretary shall provide a list of all eligible youth to be considered. All eligible members must be considered.

Each name shall be discussed by the committee. Any comments must be positive in nature.

After all names have been discussed, a vote shall be taken. Two (2) negative votes shall remove a candidate from further discussion.

Every effort shall be made to insure the maximum number of youth candidates are selected.

After the youth have been chosen, adult candidates shall follow a similar procedure.

Guidelines

The Vigil selection shall be held at least 90 days prior to the call out.

The Lodge Vigil Chief and Lodge Adviser may change the required voting margin if there are less than 5 voting youth.

Voting for and discussing family members is discouraged.

All candidates must be approved by the Scout Executive and National prior to the Call Out.

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Policy 8
Founders Award
(Lodge Constitution, Article XII, Section 1A)

The Founders Award was created to honor and recognize those Arrowmen who have given outstanding service to the lodge. This award is reserved for an Arrowman who demonstrates to his fellow Arrowmen that he memorializes in his everyday life the spirit of achievement as described by founder E. Urner Goodman.

The selection of Founders Award candidates will be done by a committee of previous Founders Award recipients.

The Lodge may present up to four awards annually. If more than two awards are to be given, the Lodge must petition the National OA. Committee.

If the Lodge presents more than one award, then one must be to a youth member under the age of 21

The Founders Award will be presented at the Lodge Banquet.

The presentation should be done with dignity and proper ceremony equal to its importance.

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Policy 9
Camp Promotion Award
(Lodge Constitution, Article XII, Section 3B)

The Purpose of this award is to recognize those who have exhibited the spirit and purpose of the Order of the Arrow by promoting camping both in and out of his own unit.

The Requirements for the Camp Promotion Award are:

1. Attend Lodge approved Camp Promotion training session during the current year
2. Contact unit Leaders to obtain permission and support in planning and promoting long and short term camping in their unit.
3. During the Presentation, the following items should cover in detail the following:
 - a. unit savings card plan
 - b. financing through money raising projects
 - c. camperships, both council and OA.
 - d. needed insurance
 - e. permits, tour permits, wilderness permits, medical forms, 'two deep' leadership, high adventure, etc.
4. Explain and promote the council's facilities, long and short term camping, camp master program, equipment rentals, public and private campgrounds, awards, and the Where to Go Camping book.
5. Explain and promote summer camp, provisional camping, high sierra treks, Philmont, and Youth Leader Training Conference.

This award shall be presented at the Lodge Banquet. Members must be under 21 years of age at the time of completion. One award per person, per year. NO AWARDS ARE TO BE SOLD.

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Policy 10
Ceremonial Award
(Lodge Constitution, Article XII, Section 3C)

The purpose of this award is to recognize those members of Tiwahe Lodge who have given, of their time and talents in the preparation and presentation of Lodge Ceremonials.

The Requirements for this award are as follows:

1. The Ceremonial Team must have four (4) youth members. (Does not apply to the Vigil Honor)
2. The four principals of the Ceremonial Team must be certified by the Lodge. This certification will include judging the following areas:
 - a. Regalia .
 - b. Props
 - c. Memorization
 - d. Speech
 - e. Movements
 - f. Overall impression
3. The Certification will be done by a committee appointed by the Lodge Chief.
 - a. Said committee shall consist of at least two youth members and no more than one (1) adult.
 - b. Any comments (written or verbal) will be given to the team by the youth members.
4. Each member of the Team must have participated in at least one ceremony during the year, that is not a competition.
5. This award shall apply to Pre-ordeal, Ordeal, Brotherhood, and Vigil Honor ceremonials.
 - a. This award does not apply to call out or election teams.
6. Ceremonial Teams that win the competitions at the Lodge Fall Fellowship will represent the Lodge at the Section or Area Conclaves. Said teams may also represent Tiwahe Lodge at the National Conference competitions. If the first place team is not available, then the second, then third place teams shall have this honor or representing the Lodge.
7. This award is limited to one per youth per year.
8. This award is available only to members under the age of 21 at the time of completion.

This award shall be presented at the Lodge Banquet. NO AWARDS ARE TO BE SOLD.

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Policy 11
Dancer Award
(Lodge Constitution, Article XII, Section 3,D)

The purpose of this award is to recognize the Arrowman who has shown an interest over and above the average OA. Dancer in the study and work of making and using regalia. This award is for outstanding Arrowmen who have shown interest in the Native American Tradition, dancing, and Regalia.

Dancer award requirements are as follows:

1. Must own complete dance regalia that has been reviewed and approved by the Lodge.
2. Must have participated in at least one Lodge workshop and at least one Lodge dance competition or regalia competition.
3. Must compete in the Section Dance Competition as a member of Tiwahe Lodge.
4. Must have working knowledge of his regalia.

The Dancer award shall be presented at the Lodge Banquet. This award shall be one per life. It is available to all Lodge members. NO AWARDS ARE TO BE SOLD.

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Policy 12
Election Team Award
(Lodge Constitution, Article XII, Section 3E)

The purpose of this award is to recognize those Arrowmen who have given of their time and effort in the presentation of unit elections.

Election Team Award requirements are as follows

1. Attend at least five (5) troop elections with at least one other Arrowman.
 - a. Appropriate adult supervision also required.
2. Attend a pre-planning meeting to organize a presentation for the team and hold training for the team members.
3. Each team member must contact and arrange an election team presentation for at least two (2) troops prior to their visit.
4. Each team member must present themselves, during the election, in a full scout uniform with sash or appropriate Native American regalia with sash.

The Election Team Award is available only to Arrowmen under the age of 21 at the time the requirements are completed. Presentation of the award shall be at the Lodge Banquet. **NO AWARDS ARE TO BE SOLD.**

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Policy 13
Wulamoen Award
(Lodge Constitution, Article XII, Section 3F)

The purpose of this award is to recognize those Arrowmen, both youth and adult, who have kept their promise to the Order of the Arrow to be faithful in attendance of Lodge and Chapter events.

Requirements for the Wulamoen Award are as follows:

1. Have attained brotherhood membership.
2. Attend and participate in at least three (3) of the following events;:
 - a. Spring Encampment
 - b. Fall Ordeal
 - c. Fall Fellowship
 - d. W4B Conclave
3. Attend and participate in at least 75% of all chapter meetings and activities.
4. Records for this award are to be kept by the chapter secretary. Final approval for the award is given by the Lodge Secretary.

This award is available to all Arrowmen in the Tiwahe Lodge. It is to be presented at the Lodge Banquet. One award per person per year. NO AWARDS ARE TO BE SOLD.

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Policy 14
Elangomat Award
(Lodge Constitution, Article XII, Section 3G)

The purpose of this award is to recognize those Arrowmen, both youth and adult, who have given themselves in outstanding service to the Order of the Arrow in the pursuit of 'Finding the Arrow'.

The Elangomat Award requirements are as follows:

1. Attend an approved Lodge Elangomat training session.
2. Attend an ordeal acting as an elangomat.
 - a. defined by the most current edition of the OA. handbook and Managing Elangomat Ordeals.
3. Contact each member of their elangomat group to inform them of upcoming meetings or activities.
4. Help at least one member of their elangomat group to brotherhood .

This award shall be presented at the Lodge Banquet. This award is available to all Arrowmen in the Tiwahe Lodge. One award per person per year. NO AWARDS ARE TO BE SOLD.

Tiwahe Lodge
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Policy 15
Chapter Money
(Lodge Constitution, Article XI, Section 3A)

Section 3A allows for the collection of money in the name of Tiwahe Lodge. All Chapters may earn money through various fundraising efforts. All of this money must be deposited into the Lodge account.

The Lodge Treasurer shall keep a record of all money deposited and withdrawn by the chapter. Only the Chapter Adviser may withdraw chapter funds. This shall be done in the form of a council check and must be handled according to council policy.

Monies collected by the chapter may be used for events, equipment, and supplies for the use of the chapter.

All fundraising activities must be approved by the Council of Chiefs and by the Council. The fundraising efforts must be in accordance with the rules and policies of the council and B.S.A.

Activity Budget Worksheets must be used to account for this money as well as receipts and other records and should be included in the Chapter Annual Report.

Money may not be raised by adding a surcharge to the Lodge Trading Post items.

Tiwahe Lodge, #45, W.W.W.
Lodge Policies

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