



Tiwahe Lodge

San Diego – Imperial Council, BSA

Order of the Arrow



Bylaws

Section I

- I. Name and Affiliation
 - a. The lodge shall be known as Tiwahe Lodge, San Diego – Imperial Council, Boy Scouts of America.
 - b. The lodge shall be under the supervision of the San Diego-Imperial Council Program Cabinet and the administrative authority of the council Scout executive.
 - c. The lodge shall comply with all policies and rules of the National Council, BSA and the San Diego – Imperial Council, BSA.
- II. Mission
 - a. The mission of the lodge is to fulfill the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.
- III. Lodge Identity and Insignia
 - a. Sash - the Order of the Arrow sash shall be worn in accordance with the requirements of the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
 - b. The totem of this lodge is the Red-tailed Hawk.
 - c. Lodge Flaps
 - (1) The lodge pocket flap shall be made of, and embroidered on, cloth, and must meet standard flap dimensions as determined by the national Order of the Arrow committee. It shall show the lodge name and totem. The design shall be approved by the lodge executive committee (LEC). Exceptions may be made for special issues per paragraph D below, upon approval of the LEC.
 - (2) The lodge pocket flap will be made available to new lodge members upon attendance at their first chapter or lodge meeting or event.
 - (3) The lodge may make available to Vigil Honor members, an insignia made of chenille. One insignia per life with the name of the Vigil Honor member on back and numbered sequentially may be issued. The patch will be sold at cost and purchase is not required.
 - (4) The design of the flap shall not deviate with exceptions for National Order of the Arrow Conference (NOAC) contingents, other lodge contingents, the addition of a segment in recognition of a region or national chief, or other landmark occasions.

All alterations must be approved by the LEC.

- (5) Lodge flaps may be sold from the council office to members outside of the Tiwahe Lodge if they have an active membership card in the OA. The price of the flaps may be at an elevated price as approved by the LEC.

d. Chapter Identity

- (1) Tiwahe lodge shall be divided into chapters.
- (2) Chapters will generally be aligned with and work with a zone or area as set forth by the San Diego-Imperial Council and the council Scout executive.
- (3) There shall be no geographical boundaries for membership in any chapter. Any lodge member shall be allowed membership in any chapter of the lodge.
- (4) The chapters shall take an American Indian name.
- (5) The chapters may have insignia to be worn on jackets or temporary patch location on the Scout uniform, but may not issue a right pocket flap patch, as they are prohibited by the national Order of the Arrow committee. The insignia must be approved by the lodge executive committee and must be ordered through the San Diego – Imperial Council.
- (6) Chapters shall not deviate from the official lodge insignia.

e. Ceremonial Dress

- (1) There is no official dress for lodge ceremonials. All team members should wear dress of the same type and should research and construct accurate American Indian costumes and be consistent with approved attire for Order of the Arrow Ceremonies published by the national Order of the Arrow committee.
- (2) Attire worn by ceremonialists shall consist of the following three options:
 - a. American Indian attire.
 - b. The Scout Field Uniform, with ceremonial medallion.
 - c. The alternate ceremonial clothing consisting of black shirt with black pants, O/A Sash, with ceremonial medallion.

IV. Membership

a. Ordeal Membership

- (1) The requirements for membership in Tiwahe Lodge are as stated in the *OA Handbook* and the *GOA*.
- (2) The procedures for the Ordeal shall be as stated in the *OA Handbook*, *GOA*, and the *Guide to Inductions*.
- (3) All adults nominated must be approved by the Scout executive or designee.

b. Brotherhood Membership

- (1) Completion of Brotherhood membership shall be in accordance with the requirements in the *OA Handbook*.

c. Vigil Honor Membership

- (1) Attainment of the Vigil Honor shall be accordance with the requirements in the *OA Handbook*.

- d. Membership Standing
 - (1) All members shall be currently registered with San Diego – Imperial Council, BSA.
 - (2) All members shall maintain current year lodge dues.
 - (3) All members fulfilling (1) and (2) are members in good standing.

V. Lodge Officer Roles and Responsibilities

- a. Lodge Officers
 - (1) Lodge officers shall be lodge chief, lodge vice chief(s), and lodge secretary-treasurer.
 - (2) The term of lodge officer shall be from September 1 to August 31 of the given year.
 - (3) Lodge officers shall be limited to two terms in the same office.
- b. Eligibility for Office
 - (1) A nominee for lodge office shall be a member in good standing as determined by Section IV.
 - (2) A lodge officer may hold no other elected position within the lodge during the term of office
 - (3) Lodge officers shall be under age 21 years of age over their entire term of office.
- c. Election Procedures
 - (1) The lodge will hold elections within three months prior to the start of a new program year under the guidance of the lodge chief.
 - (2) Nominations from youth will be entertained by the lodge secretary or designee, beginning with lodge chief.
 - (3) Each chapter will be accorded ten (10) votes to cast amongst nominees for each office. The results shall be recorded and announced by the lodge secretary or designee.
 - (4) A nominee must receive a majority (one vote more than fifty percent) of the votes cast on a given ballot to be elected (abstentions do not count as votes cast). Where a majority is not achieved, the nominee(s) receiving the least number of votes is (are) dropped and another ballot is taken. This procedure continues until one nominee achieves a majority and is declared elected, or until two ballots in succession result in tie votes and the balloting is declared deadlocked.
 - (5) When balloting is declared deadlocked, the youth conducting the election (Note: This is the lodge chief or a youth appointed by the lodge chief and approved by the lodge adviser) will announce to the voting delegates that one more ballot will be taken to break the tie and, if another tie results, he shall cast sufficient votes for the nominee of his choice to achieve a majority and declare him elected.
 - (6) Adult attendance at the elections shall be at the discretion of the lodge chief apart from the lodge adviser and staff adviser who will have no active participation in the nominations or elections.
 - (7) Campaigning for lodge office shall not begin more than 30 days prior to the lodge fellowship and be limited to youth members.

d. Duties of Lodge Officers

(1) Lodge Chief

- (a) Responsible to the Scout executive through the lodge adviser and staff adviser for performance of duties.
- (b) 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 Journey to Excellence recognition.
- (d) Attends all lodge activities and lodge executive committee meetings. Promotes attendance and participation of lodge officers and committee chairs.
- (e) Appoints lodge operating committee chairs in consultation with the lodge adviser and lodge staff adviser.
- (f) 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.
- (g) Responsible for planning and conducting lodge activities.
- (h) Delegates duties to fellow lodge officers and committee chairs.
- (i) Responsible for duties assigned in Section II of the by-laws.
- (j) Sees that the chapter program gives complete support to the lodge program.
- (k) Shall be a neutral leader of the lodge with no ties to any one chapter during the entire term of office.

(2) Lodge Vice Chief of Administration

- (a) Will act in the absence of the lodge chief.
- (b) Oversees the Communications and Unit Engagement committees.
- (c) Performs the duties of the Communications and Unit Engagement committee chairs if a position is vacant.
- (d) Establishes annual goals and objectives for assigned committees.
- (e)

(3) Lodge Vice Chief of Program

- (a) Will act in the absence of the lodge chief if the vice chief Administration is not present.
- (b) Oversees the Camp Promotion and Service Committees.
- (c) Performs the duties of the Camp Promotion and Service committee chairs if a position is vacant.
- (d) Establishes annual goals and objectives for assigned committees.

(4) Lodge Vice Chief of Inductions

- (a) Will act in the absence of the lodge chief if the vice chief program is not present.
- (b) Oversees the Ceremonies and American Indian Activities committees and the Vigil Honor chief.
- (c) Performs the duties of the Ceremonies and American Indian Activities committee chairs if a position is vacant.

- (5) Lodge Secretary-Treasurer
 - (a) Records accurate minutes of all LEC meetings and publishes them for approval at the following LEC meeting.
 - (b) Maintains files of chapter reports.
 - (c) Makes sure all forms and necessary paperwork for lodge business and chapter business are available on the lodge website.
 - (d) Responsible for monitoring and reporting lodge finances to the LEC.
 - (e) Shall be responsible for receiving and recording nominations for lodge officers at lodge elections.
 - (f) Shall be responsible for lodge supplies and property to include:
 - 1) Conducting annual inventories of lodge supplies (sashes, books, beads, etc.)
 - 2) Conduct an annual inventory of lodge storage containers.
 - (6) Specific duties of lodge officers may be delegated by the lodge chief to lodge committee chairs where applicable. However, the lodge officer retains overall responsibility for the execution of these specific duties.
- e. Lodge Executive Committee Roles and Responsibilities
- (1) The Lodge Executive Committee is responsible for the administration of the lodge program to include membership sustainment and growth, program planning, and training for the lodge membership.
 - (a) Voting members of the LEC shall consist of:
 - 1) Lodge Chief
 - 2) Lodge Vice Chief Administration
 - 3) Lodge Vice Chief of Program
 - 4) Lodge Vice Chief of Inductions
 - 5) Lodge Secretary-Treasurer
 - 6) Chapter chiefs
 - 7) Immediate past lodge chief
 - 8) Elected sectional, regional, or national officers who are lodge members
 - (b) An arrowman may only hold one position on the LEC.
 - (c) Each voting member shall be allowed to cast only one vote.
 - (d) A LEC quorum shall consist of 50% of the chapter chiefs and three lodge officers.
 - (e) The LEC shall meet once a month and should be held in conjunction with lodge events when possible.
 - (f) The lodge chief may hold special meetings if necessary.

- (2) Lodge Committees
 - (a) Lodge standing committees are established as follows:
 - 1) American Indian Activities
 - 2) Camp Promotion
 - 3) Ceremonies
 - 4) Communications
 - 5) Service
 - 6) Unit Engagement
 - (b) Committee chairs shall be under the age of 21 during the entire term of their appointment.
 - (c) Lodge committee chairs are not voting members of the LEC, however, they are encouraged to participate in LEC discussions.
- (3) Duties of the Committee Chairs are as follows:
 - (a) American Indian Activities: promotes inclusion of American Indian elements into the program of lodge and chapter events. Program elements may include American Indian dance and drumming and outreach to the American Indian community.
 - (b) Camp Promotion: coordinates unit visits with the unit engagement committee to schedule camp promotion presentations; updates and maintains the lodge *Where to Go Camping Guide*.
 - (c) Ceremonies: assists chapters in recruiting arrowmen to participate in ceremony team training and performance; maintains a roster of active ceremonialists and their known roles; and makes sure ceremonialists are available for all lodge ceremonies.
 - (d) Communications: publishes the lodge newsletter, *Tiwahe Lodger*, on a quarterly schedule; makes sure the lodge website contains current versions of forms and is updated routinely; makes routine social media posts.
 - (e) Service: coordinates with council facilities committee to plan service for lodge ordeals and work parties.
 - (f) Unit Engagement: maintains lodge membership records, Brotherhood and Vigil Honor eligible lists; coordinates unit election visits, Cub Scout crossover and Arrow of Light ceremonies with chapters; and maintains a roster of current OA unit representatives.

f. Vacant Office

- (1) If for any reason the lodge chief cannot finish their term of office, the lodge vice chief administration will assume the duties, position, and responsibilities. If there are 6 months or more of the term remaining, then the lodge executive committee shall elect a new chief.
- (2) If a lodge vice chief or the secretary-treasurer cannot finish their terms and providing there are 6 or more months remaining the lodge executive committee shall elect a member to the position.
- (3) All special elections shall require a 2/3 affirmative vote by the present quorum.

g. Replacement of Lodge Officer

- (1) A lodge officer may be replaced if: a chapter chief or representative brings a motion before the lodge executive committee. If seconded, the lodge committee will allow one month to pass before the actual vote occurs. At the LEC meeting, each chapter must be represented and at least two lodge officers must be present who are not the subject of replacement. To replace the officer, a full 100% affirmative vote must be recorded.

h. Lodge Chief Privileges

- (1) Each lodge chief shall be provided the opportunity to attend either an Order of the Arrow High Adventure program (Philmont Scout Ranch, Summit Bechtel Reserve, Northern Tier, and Sea Base Ocean Adventures) or National Order of the Arrow Program of Emphasis at the partial expense of the lodge.
- (2) This is a one per life gift and must be committed during the term of office. If the year following a chief's term is a NOAC year, and the chief desires to apply their gift to that NOAC, the funds must be committed during the current year, and the chief must remain active in the lodge for the NOAC year.
- (3) The amount of the gift is \$2 per arrowman paid at recharter the year the chief is elected. This chief's gift is in addition to any supplement the lodge makes to youth arrowmen for OA High Adventure or yearly program of emphasis. The amount of the gift shall not exceed the combined event fee and travel expenses.

VI. Chapter Operations

a. Chapter Officers

- (1) Officers of the chapters shall be chapter chief and may include chapter vice chief and chapter secretary-treasurer.
- (2) Officers must be under 21 years of age for the entire term of office.
- (3) The term of office for chapter officers shall be the same as for lodge officers, Section V(a).

b. Eligibility for Office

- (1) A nominee for chapter office must be a member in good standing of the lodge.
- (2) A chapter member may not be eligible for nomination if they hold an elected lodge or other chapter position during the period referred to by the nomination. If elected, they must resign from the other position within 30 days.

c. Election of Chapter Officers

- (1) Chapter elections should be deferred until after lodge elections, if possible, but, in any case, prior to the Lodge Leadership Development.
- (2) Chapter elections shall be by secret ballot with each chapter deriving their own method of election.

- d. Chapter Officer Responsibilities
 - (1) Chapter officer responsibilities will be aligned with the *Chapter Operations Guide*.
 - (2) Chapter Advisers
 - (a) Chapter advisers shall be chosen yearly by the lodge adviser with the approval of the Scout executive.
 - (b) Chapter associate advisers and committee advisers shall be appointed by the chapter adviser.
 - (c) Chapter advisers shall be members of their district/zone camping committee.
 - (3) Chapter officers may be replaced if the motion is made, and seconded next regularly scheduled meeting. At least 50% of the chapter's active youth membership must be present with at least a 75% affirmative youth vote recorded.

VII. Advisers

- a. All advisers are appointed for one-year terms. Advisers may be re-appointed for subsequent terms, subject to approval of the Scout executive, lodge adviser, or chapter adviser as appropriate. Advisers are strongly encouraged to serve no longer than three years in any specific adviser position. This three-year limit may be waived by the lodge adviser when it is for the good of the lodge or the chapter. When deemed necessary, advisers may be relieved of their duties by the lodge adviser
- b. The lodge adviser shall be appointed by the Scout executive (Supreme Chief of the Fire).
- c. The lodge staff adviser shall be appointed by the Scout executive (Supreme Chief of the Fire).
- d. Lodge associate advisers and committee advisers shall be appointed by the lodge adviser.

VIII. Lodge Activities

- a. Annual Lodge Activities. The lodge shall hold or participate in the following events each year. Individual chapters or appointed committees shall be assigned to chair the planning and execution of the events.
 - (1) 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 Honor call-out, installation of new lodge officers, and any other special presentations. This will be hosted by the lodge chief.
 - (2) Lodge encampment (Spring event). This will be a gathering of the lodge usually held at one of the council camps. The purpose of this event is to provide necessary service to a council camp and to elect lodge officers for the next year. Additionally, time should be allocated for fellowship activities. A Brotherhood ceremony will normally be held in conjunction with the Spring encampment.
 - (3) Lodge Induction Weekend(s). The Lodge will conduct induction weekends to provide enough opportunities for newly elected Ordeal candidates to successfully complete their ordeal. The lodge may delegate the responsibility of ordeal planning to chapter(s) as appropriate.
 - (4) Section Conclave. This is an annual event where lodges from the local Order of the Arrow section, currently Gateway Region Section G13, come together for fellowship, training, and fun while celebrating the traditions of the Order of the

Arrow.

- (5) Lodge fellowship (Fall event). This will be a gathering of the lodge usually held at one of the council camps. There should be a growth of fellowship through competitions, seminars, training, and general discussions.
- (6) Lodge Leadership Development (LLD). The lodge will conduct leadership development training for all newly elected lodge and chapter officers annually around the time of lodge officer elections. All new officers and advisers should attend.

b. Chapter Activities

- (1) Chapters should meet monthly.
- (2) Chapters may hold an induction weekend with the approval of the lodge.
- (3) Chapters may hold Brotherhood ceremonies with approval of the lodge.
- (4) Chapter ceremonial teams must be certified by the lodge chief or designee before conducting any ceremony.

IX. Finances

a. The lodge shall follow financial practices as defined by the council. Lodge monies will be maintained by the council.

- (1) No youth shall have physical custody of any funds collected at any lodge event at the conclusion of the event; an adult must have possession of the funds.
- (2) Money collected in the council service center will have a receipt placed in the lodge file, which should be emptied routinely by the lodge secretary-treasurer or their adviser.
- (3) All monies submitted to the lodge by chapters shall have a complete list of names, accounts, and activity for which the money was collected. No money shall be collected that is not properly listed and identified.
- (4) All money collected in the name of Tiwahe Lodge, shall be deposited into the appropriate account at the business office of the council. The lodge secretary-treasurer shall have a 'petty cash' fund of not more than \$50.00.
- (5) No chapter may use or dispose of any money collected for and belonging to the lodge without written approval of the LEC and the staff adviser or Scout executive.
- (6) An annual budget for lodge operations and lodge activities will be developed and be presented for approval by the LEC.

b. Procedures

- (1) Receipts will be issued for all dues and event money received.
- (2) Once payment for a lodge event has been received, there will be a refund if it is requested, in writing, at least seven days prior to the event or as defined in the event registration announcement. The refund will be in the form of a check following council procedure.
- (3) No refund will be made if requested following the event.
- (4) If a member is unable to attend an event and a patch is issued for the event, the Lodge adviser will receive the patch for distribution and the lodge will have no further responsibility.

c. Member Fees

- (1) A fee shall be charged to each newly elected member who participates in an induction weekend (Ordeal).
- (2) The amount of this fee shall be determined by the LEC.
- (3) The Ordeal fee should cover lodge dues, the cost of the new Ordeal member's sash, *OA Handbook*, and other Ordeal expenses.
- (4) Brotherhood candidates shall not be charged for the cost of their sash.
- (5) Vigil Honor candidates shall not be charged for the cost of their sash or associated national fees.

d. Annual Dues

- (1) Annual lodge dues are payable commencing on November 1 of the prior year.
- (2) After December 31st, dues are considered delinquent and may be subject to an additional late fee if deemed appropriate by the LEC. Members who have not paid their dues by February 1, shall be considered inactive members of the lodge, and may not participate in any lodge events until dues are paid in full for the year.
- (3) All members must show evidence of current membership in the Boy Scouts of America.
- (4) Annual dues shall be set annually by the LEC no later than the September LEC meeting.
- (5) Membership cards may be signed by the lodge chief, lodge secretary, chapter chief, or chapter secretary.

e. Event Fees

- (1) The lodge will establish fees for lodge events to cover the event expenses.
- (2) All prices and deadlines for lodge events shall be determined by the LEC.
- (3) An early bird fee or late fee may be established by the lodge executive committee.
- (4) Event fee refunds will be consistent with Section IX b.

f. Chapter Finances

- (1) Chapters may collect money, such as dues, registration fees and ticket sales for events, and so forth, in the name of the lodge. This money, called here "lodge money," must be deposited into the lodge account. Lodge trading post items are held by a chapter on consignment and must be sold at the price established by the lodge executive committee. Revenue from the sale of these items is not chapter money but is lodge money and shall be transmitted separately from chapter money.
- (2) Chapters may earn money for their own use. All fundraising activities must be approved by the lodge executive committee and by the council. The fundraising efforts must be in accordance with the rules and policies of the council and BSA 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.
- (3) Chapter funds will be maintained by the council. No chapter shall maintain an account at any bank or similar institution. No chapter is to maintain more than

\$50.00 in cash. Any amount over \$50 is to be deposited into the lodge account and the chapter's fund will be accounted for monthly by the lodge secretary-treasurer.

- (4) The lodge secretary-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.

XVIII. Constitution or Policy Amendments

- a. Amendments to the lodge bylaws shall require:
 - (1) That the proposed amendments be read in a regular LEC meeting, and that the chapter chiefs be provided the opportunity to discuss these proposed changes with their chapters, and then be prepared to vote at the next scheduled LEC.
 - (2) A quorum of at least 2/3 of the chapter chiefs and at least three lodge officers must be established.
 - (3) A 75% affirmative vote must be recorded.
- b. Any change to the lodge bylaws shall require the lodge secretary-treasurer to publish an updated text to be posted on the lodge website and distributed at the next Lodge Leadership Development.

Tiwahe Lodge, San Diego – Imperial Council, BSA
Order of the Arrow
Bylaws

Section II

Tab 1. National Awards

- A. Founder's Award

Tab 2. Chapter Awards

- A. Al Silva Service Award
- B. Spirit Award
- C. Wowitan Award (Chapter of the Year)

Tab 3. Individual Awards

- A. Arrow of Light Award
- B. Crossed Feathers Award
- C. Camp Promotion Award
- D. Ceremonial Team Award
- E. Dancer Award
- F. Drummer Award
- G. Elangomat Award
- H. Election Team Award
- I. George Hyde Leadership and Service Award
- J. Individual Service Award
- K. Vigil Selection Procedures
- L. Wulamoen Award

Tab 1
National Awards
Founder's Award

The Founder's Award recognizes Arrowmen who have given outstanding service to their lodge. The award is reserved for an Arrowman who demonstrates that he or she personifies the spirit of selfless service, as advocated by founder E. Urner Goodman and cofounder Carroll A. Edson.

The selection of Founder's Award will be by a committee of previous Founder's Award recipients.

The lodge may present up to two awards annually. If lodge membership exceeds 1,000 members, up to three awards may be presented.

If the lodge presents more than one award, then at least one must be to a youth member under the age of 21.

The Founder's Award will be presented at the lodge banquet.

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

Tab 2
Chapter Awards
Al Silva Service Award

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 projects that have been regularly scheduled in advance and announced at a regularly scheduled chapter meeting.

A work project notice must be properly filed and entered in OA LodgeMaster to obtain credit for service hours. Service hours shall include:

- A. Work conducted at council camps
- B. Work conducted to directly benefit the community
- C. Other projects approved by the LEC

This award shall be presented at the lodge banquet with a ceremony commensurate to its status.

Spirit Award

The purpose of the Tiwahe Lodge Spirit Award is to recognize the chapter, which has gone far above and beyond normal expectations in spirit. 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 the chapter should be honored with the Spirit Award.
 - 1. The letter shall be separate from any submission for the Wowitan Award.
- B. The letter should be submitted with the chapter annual report to the lodge chief prior to the announced deadline.
- C. The selection committee shall consist of:
 - 1. Lodge chief,
 - 2. Two lodge vice chiefs, or
 - 3. One lodge vice chief and the lodge secretary-treasurer,
 - 4. Immediate past lodge chief, if available
 - 5. 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 ceremony commensurate to its status.

Wowitan Award
“Chapter of the Year”

The purpose of this award is to recognize the chapter whose members have demonstrated outstanding performance in all aspects of lodge membership.

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 the announced deadline.
- 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 its 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 NOAC, NLS, section conclave, lodge events. How many Wulamoen Awards did chapter members earn.
 - 7. Overall Progress. How the chapter improved over the previous year, e.g., more ceremonies, more members, more dancers, more community service, etc.
- 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. Two lodge vice chiefs
 - 3. Immediate past lodge chief
 - 4. Lodge adviser
 - 5. If one of the elected lodge officers above is unavailable, the lodge secretary-treasurer shall attend as a voting member of this committee in place of the missing officer.
- 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.

Tab 3

Individual Awards

Arrow of Light / Crossover Ceremony Award

The purpose of this award is to recognize those youth arrowmen who have shown an interest over and above that of the average member in the support of Cub Scout events, thereby advancing knowledge of the Order to prospective future candidates for election to the order.

The Arrow of Light / Crossover Ceremony Award requirements are as follows:

1. Be certified by the chapter ceremony team adviser, prior to participating in any of the ceremonies.
2. Participate in a minimum of two separate Arrow of Light, or crossover ceremony events (or combination thereof) in one year.
3. Wear a complete BSA uniform with OA sash during each ceremony.

The Arrow of Light / Crossover Ceremony Award is available only to arrowmen under the age of 21 at the time the requirements are completed. One award per youth, per year. Presentation of the award shall be at the lodge banquet. No awards are to be sold.

CAMP PROMOTION AWARD

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 one's own unit.

The requirements for the Camp Promotion Award are:

1. Attend a 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 be covered in detail:
 - a. Financing through money raising projects
 - b. Camperships, both council and OA
 - c. Required insurance
 - d. Permits, tour and activity plans, 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, and awards
5. Explain and promote summer camp, provisional camping, high Sierra treks, Philmont and other high adventure bases, and National Youth Leader Training.

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.

CEREMONIAL TEAM AWARD

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

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. Costumes (regalia)
 - b. Props
 - c. Memorization
 - d. Speech
 - e. Movements
 - f. Overall impression
3. The certification will be conducted 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. This award is limited to one per youth per year.
7. 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. N

CROSSED FEATHERS AWARD

The purpose of this award is to recognize and honor outstanding continued service to Scouting, camping, and to the Order of the Arrow. This award is limited to adults only. The recipient need not be a member of the lodge. However, adult arrowmen, in most cases, will have previously been selected for the Vigil Honor.

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 within three months of the end of the program year.

This award shall be presented at the lodge banquet by the lodge chief and should be presented with ceremony commensurate to its status.

DANCER AWARD

The purpose of this award is to recognize the arrowman who has shown an interest over and above the average ceremonial dancer in the study and work of making and using a costume (regalia). This award is for outstanding arrowmen who have shown interest in the American Indian tradition, dancing, and costuming (regalia).

Dancer award requirements are as follows:

1. Must use a complete dance costume (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 costume (regalia) competition.
3. Must compete in the section dance competition as a member of Tiwahe Lodge.
4. Must have working knowledge of their costume (regalia).

The Dancer Award shall be presented at the lodge banquet. This award shall be one per life per dance form, i.e. Grass, Traditional, etc. It is available to all lodge members. No awards are to be sold.

DRUMMER AWARD

The purpose of this award is to recognize the arrowman who has shown an interest over and above the average member in the study and playing of American Indian drums and song.

Drummer award requirements are as follows:

1. Must describe the proper order of entrance to the arena by dancers for the Grand Entry.
2. Must demonstrate proper arena set up.
3. Must explain arena etiquette for dancers, drummers, and spectators.
4. Must demonstrate the blessing of the drum.
5. Must demonstrate the "Honor Beat" and explain its significance.
6. Must explain "vocables".
7. Must perform four songs from the following list: Grand entry, flag song, grass dance, fancy dance, inter-tribal, northern traditional, sneak-up, and round (social) dance.
8. Must drum and sing with the drum team at a Tiwahe Lodge event.
9. Must drum and sing with the drum team at a section, regional, or national event.

The Drummer 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.

ELANGOMAT AWARD

The purpose of this award is to recognize both youth and adult arrowmen 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 as defined by the 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 lodge. One award per person, per year. No awards are to be sold.

ELECTION TEAM AWARD

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 three troop elections as part of an election team.
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 one troop prior to their visit.
4. Each team member must present themselves in a full Scout uniform with sash.

The Election Team Award is available only to arrowmen under the age of 21 at the time the requirements are completed. One award per youth, per year. Presentation of the award shall be at the lodge banquet. No awards are to be sold.

GEORGE HYDE LEADERSHIP AND SERVICE AWARD

The George Hyde Leadership Award was created to honor and recognize youth arrowmen who have given outstanding leadership and service to the lodge. This award is reserved for an arrowman who has served in chapter or lodge leadership positions as defined by the National Order of the Arrow.

The selection of George Hyde Leadership and Service Award candidates will be done by the Lodge Executive Committee.

The lodge may present up to three awards annually.

The George Hyde Leadership and Service Award will be presented at the annual lodge banquet.

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

Specific requirements for the award:

1. Serve in a Chapter Leadership position (Chief, Vice Chief), or a Lodge Leadership position (Chief, Vice Chief, Secretary, Treasurer, Committee Chairman).
2. Actively participate in chapter and lodge meetings and events (80%).
3. Plan, coordinate and conduct a chapter or lodge event.
4. Actively engage troops, ships, crews, in their respective district/zone to promote membership and participation in the Order of the Arrow.
5. Participate in a section or National event.
6. Coordinate a service project benefiting the San Diego Imperial Council

The George Hyde Leadership and Service Award is available only to Arrowmen under the age of 21 at the time the requirements are completed. One award per youth, per year. Presentation of the award shall be at the lodge banquet.

Award Recognition will be in the form of a plaque and a monetary gift to the recipient.

INDIVIDUAL SERVICE AWARD

The purpose of this award is to recognize the arrowman who have performed selfless service at a council camp under the direction of the camp ranger or that directly improves the camp for future use.

Individual Service award requirements are as follows:

1. Must accumulate 40 hours of direct or supported service to a council operated camp, e.g., Mataguay Scout Ranch, Camp Bashor, Camp Balboa, or Camp Fiesta Island.
2. Service must be at approved scheduled lodge or chapter events. Examples are Spring Encampment, induction weekends, and scheduled service projects.
3. Supported service include serving on the kitchen crew, medical support, registration, and ceremony teams during scheduled service events.
4. Service during other activities related to council, district, or unit events will not be counted for this award.
5. Arrowmen will read the biography of Joel Warner on the lodge website and write a brief statement on why the habit of cheerful service is important.
6. Arrowmen must be a Brotherhood or Vigil Honor members at the time of award.

The Individual Service Award recipients shall be acknowledged at the lodge banquet. This award is available to all lodge members. No awards are to be sold.

VIGIL SELECTION PROCEDURES

Rules of Election

The lodge shall follow all rules and guidelines as set forth in the *OA Handbook and GOA*.

Committee Structure

The committee shall consist of the lodge Vigil Honor chief, Vigil Honor chief adviser, lodge adviser, lodge staff adviser, and one youth representative from each chapter. All chapter and lodge representatives shall be approved by the lodge Vigil Honor chief and lodge adviser. Only youth representatives may vote.

All committee members should hold the Vigil Honor or be a Brotherhood member, who is not eligible for consideration for the Vigil Honor by the committee. If a chapter has no Vigil Honor or eligible Brotherhood member to assign to the selection committee, the chapter chief may nominate an Ordeal member to represent the chapter.

Selection Process

- Prior to the meeting of the selection committee:
 - Each eligible Brotherhood member of the lodge will be given the opportunity to submit a Vigil Honor Information Sheet to provide the committee with supplemental information as to why the member should be considered for the Vigil Honor. No nominations or letters of recommendation shall be considered by the committee.
 - The Scout executive may review the list of eligible Brotherhood members and shall furnish the committee a list of those considered approvable to receive the Vigil Honor.

The selection committee procedure:

- The Vigil Honor chief shall open the meeting with a brief explanation of the procedure and reading of the national guidelines of consideration.
- The entire list of eligible youth and adult members will be considered to remove eligible members who have neither submitted an information sheet nor are known by a member of the selection committee. Inclusion for further consideration requires only one positive vote.
- Eligible youth shall be considered first.
- Each name shall be discussed by the committee. Any comment made on the member must be positive in nature.
- After each eligible member is discussed, a vote shall be taken. Two negative votes shall remove a candidate from further discussion.
- After all youth and adult members have been voted on, the Vigil Honor chief and adviser will review the results to determine the number of eligible members to be found worthy of the Vigil Honor. If the number is over the number allowed, the selection committee will narrow the list down to the allowed number available. Every effort shall be made to make sure the maximum number of youth candidates is selected.

Guidelines

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

The Vigil Honor chief and lodge adviser may change the required voting margin if there are less than five voting youth.

All candidates must be approved by the Scout executive and national Order of the Arrow office prior to the Vigil Honor call out.

WULAMOEN AWARD

The purpose of this award is to recognize both youth and adult arrowmen 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. Lodge encampment
 - b. Induction weekend(s)
 - c. Lodge fellowship
 - d. Section 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-treasurer.

This award is available to all arrowmen in the lodge. It is to be presented at the lodge banquet. One award per person, per year. No awards are to be sold