3. LODGE OPERATING COMMITTEES

3.1 CHOOSING CHAIRMEN

All Lodge Chairmen, regardless of the type of committee, are appointed by the Lodge Chief. The following steps are to be taken before the appointment is made official:

- Look for possible Chairmen by asking the previous Chairman and Adviser for ideas. Also consult with the Lodge Adviser.
- Ask the Chapter Chiefs and Advisers of any potential candidates to see if he will be in the area for an extended time. Also be sure that the candidate will be under 21 years of age for at least six months.
- Ask the candidate if he can do the job, based on your description of the duties. Be explicit in your description.
- If the candidate says no, go back to step one. If he says yes, thank him, and be sure he knows about the next Lodge Executive Committee Meeting date and the agenda for his report. Tell him that he has an Adviser and that the Adviser will get in touch with him soon. Tell him the present Adviser's name, and be sure to check to see if the Chairman will be able to work with the Adviser. Tell the Lodge Adviser of the Chairman's decision.
- At the next Lodge Executive Committee Meeting, introduce the new Chairman and also introduce the Adviser, even if it is the same one as before the appointment.

3.2 CHOOSING ADVISERS

Advisers are appointed by the Council Scout Executive through the Lodge Adviser (see Lodge Rules). After the Lodge Chief contacts the Adviser and tells him the decision of the new Chairman, either the same Adviser will be kept or a new one must be appointed. The following conditions must be met:

- The boy Chairman must be able to work with the Adviser. If not, the Adviser must be replaced.
- The Adviser must be able to insure that his advising a Lodge Committee will not interfere with his other responsibilities.
- A potential Adviser's Chapter Adviser should be consulted before the appointment. Before any new appointment, the Chairman, Lodge Chief, and Staff Adviser are to be consulted for recommendations.

3.3 COMMUNICATIONS

- Responsible for publication of the Lodge Newsletter (*Shark's Tooth*) at least four times a year.
- Photographs Lodge participation in events for the newsletter.
- Plans and carries out any additional duties as may be assigned by the Lodge Chief.
- Acts as resource and aide for the Chapter Publication and Communications Chairmen.
- Suggests a nominee for Publisher and Editor to the Lodge Chief for appointment.
- Judges the annual Chapter newsletter contest and awards the Best Content and Best Layout Award at the Lodge Banquet.

3.3.1 Publisher

- Works with the Editor and Communications Chairman to create the *Shark's Tooth*.
- Oversees the creation of the *Shark's Tooth* by creating the layout
- Plans and carries out any additional duties as may be assigned by the Communication Chairman.
- Plans and carries out any additional duties as may be assigned by the Lodge Chief.

3.3.2 Editor

- Works with the Editor and Communications Chairman to create the *Shark's Tooth*.
- Writes and chooses articles for the *Shark's Tooth*.
- Plans and carries out any additional duties as may be assigned by the Communication Chairman.
- Plans and carries out any additional duties as may be assigned by the Lodge Chief.

3.4 CAMP PROMOTION/HIGH ADVENTURE

- Responsible for preparing an annual publication to guide Chapter Camp Promotion/High Adventure Teams.
- Solicits new information and changes on locations, etc., to provide annual revisions to the Lodge *Let's Go Camping Guide*.
- Acts as a resource and aid for the Chapter Camp Promotion/High Adventure Chairmen.
- Plans and carries out any additional duties as may be assigned by the Lodge Chief.

3.5 CEREMONIES

- Acts as a resource for Chapter Ceremonies Teams. Organizes and holds the ceremonies training and competition portion of the Lodge Fellowship and/or Indian Seminar. Obtains competition judges.
- When requested evaluates and critiques each Chapter Ceremonies Team by attending Chapter Ordeals, etc., giving helpful advice and comments as necessary, and making a report to be kept on file in committee records.
- Maintains an inventory of Chapter Ceremonies equipment belonging to the Lodge (paid for with Lodge or event funds).
- Assists in overcoming Chapter shortages of costume materials.
- Plans and carries out any additional duties as may be assigned by the Lodge Chief.

NOTE: It is illegal for any OA member to request or accept cash, gratuities, donations, expense money, or costume maintenance money, especially in return for performing a service to Scouting or the Community. The OA is Scouting's National Honor Society, and the BSA is a non-profit organization. If the only way a Chapter Ceremony Team can sustain its self is by these means, the team will be disbanded and the services will no longer be provided.

3.6 INDIAN DANCE

- Acts as a resource for Chapter Dance Teams. Organizes and holds the Indian training and competition portion of the Lodge Fellowship and/or Indian Seminar. Obtains competition judges.

- Maintains an inventory of Chapter Indian Dance equipment belonging to the Lodge (paid for with Lodge or event funds).
- Assists in overcoming Chapter shortages of costume materials.
- Plans and carries out any additional duties as may be assigned by the Lodge Chief.

NOTE: It is illegal for any OA member to request or accept cash, gratuities, donations, expense money, or costume maintenance money, especially in return for performing a service to Scouting or the Community. The OA is Scouting's National Honor Society, and the BSA is a non-profit organization. If the only way a Chapter Ceremony Team can sustain itself is by these means, the team will be disbanded and the services will no longer be provided.

3.7 MEMBERSHIP

- Provides labels for the Lodge Newsletter mailings, Chapter mailings, and membership cards.
- Produces dues forms, membership cards, and membership rosters.
- Mails membership cards and files dues forms for active members.
- Keeps Chapters informed on status of "Active" Chapter Membership by periodically distributing updated rosters.
- Produces all Charter renewal membership statistics.
- Acts as a resource and aid for Chapter Membership Chairmen.
- Plans and carries out any additional duties as may be assigned by the Lodge Chief.

3.8 INDUCTIONS

3.8.1 Responsibilities

- Elections
    - Provides guidelines for the annul unit elections for Chapter Unit Elections Committees, paying specific attention to policies and procedures set forth in the *Order of the Arrow Guide for Officers and Advisers*, the Lodge Rules, and these Operating Procedures.
    - Provides forms necessary for Chapter Unit Elections Teams.
    - Acts as a resource and aid for the Chapter Unit Elections Chairman.
- Ordeal Administration
    - Provides guidelines for chapters, paying specific attention to policies and procedures as set forth in the *Order of the Arrow Guide for Officers and Advisers*, the Lodge Rules, these Operating Procedures, and publications of the National Order of the Arrow Committee.
    - Provides forms as necessary for administration of the Ordeal.
    - Acts as a resource and aid for chapters, and conducts Elangomat and Ordeal master training as requested.
- Brotherhood Honor
    - Provides guidelines for implementation of the Brotherhood program in the Lodge, paying specific attention to policies and procedures set forth in the *Order of the Arrow Guide for*

Officers and Advisers, the Lodge rules, these Operating Procedures, and publications of the National Order of the Arrow Committee.

- Acts as a resource for conducting the Brotherhood Discussion and the Brotherhood Hike.
- Develops and implements programs for Brotherhood conversion and provides the Brotherhood letter to news members of the Lodge.

- Other
  - Plans and carries out any additionally duties as may be assigned by the Lodge Chief.

3.8.2 Membership Eligibility Requirements

- Youth – In addition to being a registered member of the Boy Scouts of America in a chartered Troop or Varsity Team of this Council and under 21 years of age on the date of the election, a youth must meet the following requirements:
  - Be a registered member of the Boy Scouts of America
  - First Class Requirement –Hold the First Class rank of the Boy Scouts of America, as a minimum.
  - Camping Requirement – After registration with a troop or team, have experienced 15 days and nights of Boy Scout camping during the two-year period prior to the election. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps.
  - Unit Leader Approval Requirement – To become eligible for election, a Boy Scout or Varsity Scout must be registered with the Boy Scouts of America and have the approval of his unit leader prior to the election. The unit leader must certify his Scout spirit (i.e., his adherence to the Scout Oath and Law and active participation in unit activities). The unit leader must also certify that the nominee meets all specified requirements at the time of this annual election.
- Scouter – Adults, in addition to being a registered Troop or Varsity Team in this Council and 21 years of age or older on the date of the recommendation, shall be selected as candidates based upon the following:
  - Each year, upon holding a troop or team election for youth candidates that result in at least one youth candidate being elected, the unit committee may nominate one adult to the Chapter adult selection committee, composed of the Chapter Adviser, chairman of the district committee on which the Chapter Adviser serves, and the District Scout Executive. Troops or teams having more than 50 registered active youth members may nominate an additional adult for every 50 registered, active youth, or fraction thereof. Recommendations of the Chapter adult selection committee will be forwarded to the Lodge adult selection committee comprised of the Lodge Adviser, the council camping chairman, and the Lodge Staff Adviser. Notification and/or call-out of the adult candidates is not permitted without the approval of the Lodge adult selection committee.
  - Camping Requirement – The camping requirements set forth for youth members are fulfilled.
  - Not a Recognition – Selection of the adult is based on the ability to perform the necessary functions to help the Order fulfill its purpose, and not for recognition of service, including current or prior achievement and positions.
  - Criteria for Adults – The individual will be an asset to the Order because of demonstrated abilities which fulfill the purpose of the Order.
  - The adult leader's membership will provide a positive role model for the growth and development of youth members of the Lodge.

3.8.3 Unit Election Procedures

A Troop of Varsity Team in the National Capital Area Council can hold one election per year between November 1 and June 1. No elections are permitted at Summer Camp. This election must be conducted by a Chapter Elections Committee in Amangamek-Wipit Lodge. Elections cannot be run by a unit leader or by the OA members of the unit in which the election is being held.

Prior to the election, the Troop or Varsity Team leader must certify and list the eligible unit members on the Elections Worksheet. At least fifty percent of the unit's active, registered members must be present for an election to be held. Every active registered member of the Troop or Varsity Team under the age 21 at the time of the election is eligible to vote for the youth candidates. A unit member may vote for any, all, or none of the eligible members certified by the unit leader. A unit member can also vote for no one. Anyone receiving at least fifty percent of the votes cast will be elected (if the number of ballots turned in is uneven, add one before determining fifty percent). If a blank ballot is turned in, that ballot is counted as a ballot turned in. If no one is elected on the first ballot, a second ballot is immediately held. If again no one is elected, no further election is held that year. The Election Team member will count the ballots with the unit leader or representative present.

Following the election, the results are certified by the Election Team members and copies of the Unit Election Worksheet are distributed to the unit leader and to the Chapter. The unit leader may then announce the results of the election to the unit or he can contact the Chapter Ceremony Team to arrange a calling-out ceremony at a Court of Honor or similar event (e.g. Camporee).

Elections which do not follow these procedures will be invalid and the candidacy, call-out, or induction resulting form the invalid procedures will not be recognized by Amangamek Wipit Lodge.

3.8.4 Unit Adult Recommendation Procedures

One Troop or Varsity Team adult (age 21 older) per year may be recommended to the Order of the Arrow Adult Selection Committee, if at least one youth has been elected in the same year. The unit committee recommends the one adult. Only members of the committee 21 years of age or older may participate in the recommendation. A Unit Adult Recommendation form must be completed and submitted to the Chapter Adviser.

Troops or teams having more than 50 registered active youth members may nominate an additional adult for every 50 registered, active youth, or fraction thereof, if at least one youth ahs been elected in the same year.

3.8.5 Call-Out Candidates

The ceremonial "Call-Out" of candidates by the Chapters is encouraged, but is not a requirement for taking the Ordeal.

It is recognized that there is some value to having a call-out run at a summer camp; therefore, Call-Out ceremonies may be conducted by the OA Coordinator at Goshen for those candidates previously elected by their Units. The unit election must have been run by the Chapter prior to the Troop's departure for summer camp and a letter of authorization for conducting a calling out at Goshen must be issued by the Chapter Chief. The letter authorization and the Scoutmasters copy of the Troop's Unit Election Worksheet must be presented to the Order of the Arrow representative at Goshen in order to validate the Candidate's eligibility to be Called Out. Troops desiring in having a call-out run at of council summer camps must have a letter of authorization issued by the Amangamek Wipit Lodge Chief. Call-out for out-of-council troops will not be run without such authorizations.

Following the call-out (if held) by the Chapter or at Goshen, the Chapter Elections or Membership Committee sends the Ordeal invitation letters to the candidates. The candidates are eligible to attend an Ordeal anytime within one year of the date of their election (youth) or approved recommendation (adult). Youth must be re-elected and adults must be recommended again if they do not attend an Ordeal within that one year period. The Lodge Executive Committee may extend the one-year limit if a candidate is ill or there are other unusual circumstances. Ordeal candidates may attend another Chapter's Ordeal with the permission of both Chapter Chiefs. A candidate my not take the ordeal in another Lodge.

3.8.6 District and Council Procedures for Adult Scouters

Adult leaders whose primary registration is in a Council or District position may be recommended to the Lodge

Adult Selection Committee by the Chapter Executive Committee, District Chairman, Council President, Scout Executive, or by a member of the professional staff. All requirements set forth for adult leaders in units will be fulfilled with the exception of the camping requirement which may be waived at the discretion of the Lodge Advisor, Lodge Chief, and Council Scout Executive.

3.8.7 Professional Scouters

Professional staff members designated by the Council Scout Executive as Chapter Staff Advisers are automatically ex-officio members of the Lodge. If they have not been inducted into some Lodge of the Order of the Arrow, they should be given an early opportunity to complete the ordeal and the Ordeal Ceremony. These professional Scouters do not have to be approved by the Lodge Adult Selection Committee; they are just given an invitation to take the Ordeal.

3.8.8 Honorary Memberships

There is not such thing as an honorary membership in the Order of the Arrow. A candidate must meet all of the eligibility requirements, is a member of the Boy Scouts of America, and be elected or recommended and approved by the procedures covered here, the *Order of the Arrow Guide for Officers and Advisers*, and Amangamek Wipit Lodge rules. A candidate must complete the ordeal including the Ordeal Ceremony in order to become an ordeal member. An Ordeal member must complete all the eligibility requirements including the Brotherhood ceremony to become a Brotherhood member. A Brotherhood member must complete all the eligibility requirements, be selected by the Lodge, be approved by National, and complete the Vigil Ceremony to become a Vigil member.

3.9 GOSHEN SCOUT RESERVATION ORDER OF THE ARROW COORDINATOR

- The Lodge has authorized the funding of three Goshen Scout Reservation Order of the Arrow Coordinators each summer, who will be assigned to each Boy Scout Camp at Goshen Scout Reservation.
- Is interviewed by the Lodge Staff Adviser and recommended by the Lodge Chief to the Lodge Executive Committee for approval.
- Serves as a member of the Staff at Goshen Scout Reservation, and operates under the day to day oversight of the Goshen Scout Reservation Camp Director, where he is assigned who serves as the Staff Adviser to the OA Coordinator.
- Is assisted by Order of the Arrow members at each Camp, who are asked by the Goshen Order of the Arrow Coordinator to assist him.
- Under the guidance of the Lodge Chief, Lodge Adviser, and the Goshen OA Coordinator Adviser, coordinates and carries out a program aimed at informing units in camp of the purposes of the Order of the Arrow and the programs of Amangamek Wipit.
- Encourages and promotes active Order of the Arrow member involvement and unit involvement in servicing Goshen Scout Reservation through work projects.
- Makes available Unit Camping, Indian Lore, and Order of the Arrow literature to camp staffs and to campers which promotes the Order of the Arrow, encourages year-round unit camping programs, and enhances in-camp programs.
- Supplies items needed for Brotherhood Ceremony (i.e. smudge pots, rostrum, candles, regalia, headdresses, etc.), and maintains the ceremony site.
- Coordinates Brotherhood Discussions and Walks for Brotherhood Candidates that are in camp. The Goshen OA Coordinator and Adviser shall be given full access to Lodge Master and shall file reports on Brotherhood conversions on a weekly basis with the Membership Committee. The Committee shall notify the respective Chapter Chiefs and Advisers of the conversions. A final

report shall be filed with the Lodge at the first LEC following the camping season.

- Performs such other duties which are appropriate for Order of the Arrow service to Goshen Scout Camps as may be assigned to him by the key Three.

3.10 VIGIL HONOR SELECTION

- Meets annually under the leadership of the Committee Chairman to review the nominations from the Chapters for Lodge Vigil Honor candidates.
- Ensures that the process and procedures established in the following pages are followed in the administration of the Vigil Honor Selection process for the Lodge.
- Selects, by majority vote of the members of the Lodge Vigil Selection Committee those candidates to be nominated to the National Order of the Arrow Committee for approval to become ~~of~~ recipients of the Vigil Honor.
- Once approved by the national Order of the Arrow Committee, provides the names of the Vigil Honor Candidates to the Vigil Honor Induction event Chairman for appropriate ceremony.

3.10.1 The Vigil Honor

"The Vigil Honor is the highest honor that the Order of the Arrow can bestow upon its members for service to lodge, council and Scouting. It dates back to the year 1915, when founder E. Urner Goodman became the first Vigil Honor member. Since then, thousands of members have been accorded this honor.

It is a high mark of distinction and recognition reserved for those Scout, Explorer, and Scouter members of the Order who, by reason of exceptional service, personal effort, and unselfish interest, have made distinguished contributions beyond the immediate responsibilities of their position or office to one or more of the following: their lodge, the Order of the Arrow, Scouting, or their Scout camp. Under no circumstances should tenure in Scouting or the Order of the Arrow be considered as ample reason for Vigil Honor recommendation.

Vigil Honor members have an honorable tradition to uphold. They must at all times conduct themselves in accordance with the ideals of Scouting, the Order of the Arrow, and the Vigil Honor. Membership cannot be won by a person's conscious endeavor. It comes as recognition of his altruistic leadership in service. This fact should be given careful consideration in the selection of candidates for membership. The Vigil Honor has successfully fulfilled a definite and satisfactory service to the Order of the Arrow, to Scouting, and to individual members. Its continued success depends on the care with which future members are selected and on the maintenance by its members of the high ideals of service to others for which the Vigil Honor has always been known.

Any member of the Order of the Arrow registered in Scouting and in good standing in a regularly chartered lodge is eligible for recommendation to the National Order of the Arrow Committee for elevation to the Vigil Honor, provided that, at the time of his recommendation, he has been a Brotherhood member for a minimum of two years. Since the Order of the Arrow is primarily a young man's organization, it is suggested that, in recommending candidates for the Vigil Honor, that preference be given to those who have become members of the Order as Scouts rather than to those who were inducted into the Order as adult volunteer or professional Scouters.

Members of the Order can be inducted into the Vigil Honor only with the written approval of the National Order of the Arrow Committee."

Ref: pp: 48-49, *Order of the Arrow Handbook* – 1998 Printing

pp. 31-32, *Order of the Arrow Guide for Officers and Advisers* – 1998 printing

3.10.2 Vigil Nomination and Selection Procedures; Amangamek Wipit Lodge No. 470 Order of the Arrow

Once each year, Amangamek Wipit Lodge may select from its eligible membership those most deserving of the Vigil Honor. The candidates to receive this high recognition are picked by the Lodge Vigil Selection Committee. Written approval of each selected Lodge candidate must be obtained by the Lodge from the National Order of the

Arrow Committee.

In order for the Lodge to give consideration to the best candidates each year, a Vigil Honor Nominating Committee is formed in each Chapter. The function of this Committee is to screen the eligible Chapter members, survey their contributions, and nominate those most worthy to the Lodge Vigil Selection Committee. The Lodge Vigil Selection Committee will select the final candidates to be petitioned to the National Order of the Arrow Committee from the nominees submitted by the Chapters and from those nominated by the Lodge Vigil Selection Committee. The following procedure outlines the specific steps to be followed:

1. By November 1st, each Chapter Chief will appoint a Vigil Honor Nominating Committee of three or more members who are approved by the Chapter Adviser and District Scout Executive. Voting committee members must be under 21 years old; one, and only one, non-voting adult adviser should be appointed. The Committee members should be Vigil Honor members; however, if three Vigil members are not available in the Chapter, a combination of Vigil and Brotherhood, or all Brotherhood members, may be appointed. If any Brotherhood members are appointed to the Committee, they must not be under consideration for Vigil this year. Each Chapter Chief must supply the name, address, telephone number, and Email address of his Chapter Vigil Honor Nominating Committee Chairman and Adviser to the Lodge Vigil Adviser by January 1st.
2. By January 15th each Chapter Vigil Nominating Committee should develop a list of Chapter members who meet all of the following eligibility requirements:
    a. Paid their current year's dues in Amangamek Wipit Lodge;
    b. Paid their current registration in a unit or other organization of National Capital Area Council, Boy Scouts of America; and
    c. Will have been a Brotherhood member for at least two years by May 31st.

    Eligibility must be verified. The authorities to be used are the <u>Lodge membership records</u> and the <u>Council Registration files</u>.
3. By February 1st, each Chapter Nominating Committee will screen the list of eligible Chapter members to determine those who, by reason of exceptional service, personal effort, and unselfish interest, are believed to have made distinguished contributions beyond the immediate responsibilities of their position or office to one or more of the following: their Lodge (or Chapter), the Order of the Arrow, Scouting (unit, district, or council), or their Scout camp. Remember, tenure in Scouting or the Order of the Arrow is not considered ample reason for Vigil Honor recommendation or recognition. When screening the eligible members, weigh "distinguished service" on a young-man standard for Scouts and on an adult standard for adults.
4. By February 1st , for those members the Chapter Nominating Committee considers to be most deserving, Vigil Honor Nominating Survey Letters will be mailed to people who know or work with the prospective nominees. At least three Survey Letters must be obtained for each prospective nominee. Some examples of people to send the letters to, are:

<u>For those under 21</u>	<u>For those 21 or over</u>
Unit Leader	District Executive
Parent	District Committee Member
Unit/District Committee Member	District Commissioner
Chapter Executive	Unit Leader, Committee Chairman
Committee Member	Chapter Adviser
Chapter Adviser	

5. There are a maximum number of candidates that the Lodge Vigil Selection Committee can petition for approval to the National Order of the Arrow Committee each year. This maximum number is based on the total Lodge membership that was reported on the latest Charter renewal application of the Lodge to the

National Committee. The number is determined by dividing the reported membership by 50 and rounding any resulting fraction up to the next whole number. There is no requirement that the Lodge must petition for the maximum number of candidates each year; however, with the exception of professional Scouters, the Council President, the Council Camping Committee Chairman, and Camp Rangers (all of whom do not count against the Lodge total), the maximum number cannot be exceeded. This procedure was set by the National Order of the Arrow Committee in order to maintain the Vigil Honor standards.

As mentioned previously, nomination of professional Scouters, the Council President, the Council Camping Committee Chairman, and Camp Rangers do not count against the maximum number of selections the Lodge may make each year. Scouters in this group do, however, have to meet the requirements of at least two years' service as Brotherhood members.

To maintain a proper ratio of young men to adults in awarding the Vigil Honor, the National Committee will not approve petitions having more than 50 percent of the candidates 21 years of age or over, including those who do not count against the Lodge maximum number. All candidates may be young men, but not more than 50 percent may be 21 or over. Chapters should consider this when nominating two or more candidates to the Lodge. If a nominee will turn 21 before July 1st, he will be counted as an adult.

6. Between March 1st and March 31st, each Chapter Nominating Committee will assemble all survey forms, review them, and vote. Only those Committee members under age 21 can vote. The Chapter Committee may nominate to the Lodge those eligible Brotherhood members that the Chapter Committee feels without any reservation are worthy. The Chapter Committee will then complete Vigil Honor Nomination Forms for the nominees, select the Indian names and the English Equivalents (use the Indian-English translations from the Lenni Lenape word list in the Order of the Arrow Handbook), attach at least three Survey Letters to each Nomination Form, and send these to the Lodge Staff Adviser at the Scout Service Center. Be sure to include the month and year of Brotherhood and Ordeal induction on each Nomination Form (this is required by the National Committee).

   Special care should be exercised in selecting the Indian name for each nominee. The English meaning should be descriptive of the nominee and indicate something significant to him or her. They will have their selected name forever. Review their Scouting history carefully and select a distinguished name that accurately reflects the person and their unselfish leadership in service. An alternate name and meaning must also be supplied; this permits unique names to be selected for all the candidates in a given year.

   Chapter nominations are due by April 1st. As a reminder, the Lodge Selection Committee will contact each Chapter Adviser whose nominations are not received by that date.

7. By April 1st, all Chapter nominations must be received by the Lodge Staff Adviser at the Scout Service Center. Incomplete forms or nominations received after April 1st will not be considered. Eligibility requirements will be re-verified for each nominee. Nominees found to be ineligible will not be considered. The Lodge Vigil Selection Committee Adviser will call each Chapter Adviser confirming receipt of their nominations and informing them of the nominations that were incomplete or not received on time.

   The Lodge Vigil Selection Committee may add additional nominees for consideration to those submitted by the Chapters. The Lodge Committee will consider young men separate from the adults in reviewing the total nominations and in making the final selections. Within the maximum number of selections that can be made by the Lodge and adhering to the young man-adult ratio, those most deserving will be selected. It is not required that the maximum number of Lodge nominations be filled. The Lodge Committee will use the same criteria for selection as the Chapter Committees.

8. By June 1st, the Lodge Vigil Selection Committee will prepare the petitions to the National Committee, secure the signatures of the Lodge Chief and Scout Executive, and forward the petitions to the National Committee for approval.

9. Following notification by the National Committee, the Lodge Vigil Selection Committee will notify each approved nominee of his or her selection. Notification will be made by confidential letter congratulating the candidate, notifying him or her of the time and place of their induction, and swearing them to secrecy about their selection. At the same time, each Chapter Adviser will be notified confidentially of the approved

nominees.

The Lodge Vigil Induction Committee will arrange an induction ceremony for the candidates prior to the annual Lodge Banquet. The public recognition of the Lodge's new Vigil Honor members will occur at the Banquet along with the presentation of their certificates. Complete secrecy about the selection will be maintained until the induction of the candidates'.

3.11 FOUNDER'S AWARD SELECTION

- Is an ad hoc committee.
- Meets annually under the leadership of Committee Chairman and the advisory of the Founder's Award Selection Advisor to consent and discuss possible candidates for the Founder's Award.
- Ensures that the process and procedures established by the National Order of the Arrow Committee are followed in the administration of the Founder's Award selection process.
- Selects by majority vote of the members of the Founder's Award Selection Committee those candidates to be nominated to the National Order of the Arrow Committee for approval of receipt of the Founder's Award.
- Once approved by the National Order of the Arrow Committee, the Chairman prepares an appropriate public recognition procedure to be given at the annual Lodge Banquet.

3.12 SERVANT LEADERSHIP AWARD SELECTION

- Is an ad hoc committee.
- Meets annually under the leadership of Committee Chairman and the Servant Leadership Award Selection Advisor to consent and discuss possible candidates for the Servant Leadership Award.
- Selects by majority vote of the members of the Servant Leadership Award Selection Committee those candidates to be nominated to the Lodge Executive Committee for approval of receipt of the Servant Leadership Award.
- Once approved by the Lodge Executive Committee, the Chairman prepares an appropriate public recognition procedure to be given at the annual Lodge Banquet.