

Indian Drum Lodge 152, W.W.W.
Order of the Arrow

Lodge Operating Manual

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Indian Drum Lodge 152, W.W.W.

Order of the Arrow

Lodge Operating Manual

MISSION OF THE LODGE

The mission of the lodge is to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the council through positive youth leadership under the guidance of selected capable adults.

PREFACE

The Lodge Operating Manual is set forth by the Executive Committee of Indian Drum Lodge 152, in accordance with the Lodge Rules, for the purpose of properly governing and leading the Lodge.

RULES AND DATE OF LAST REVISION

I.	Creation or Revision of the Rules of Operation	January 7, 1989
II.	Lodge Structure	January 7, 1989
III.	Lodge Fees and Dues	September 3, 2005
IV.	Lodge Standing Committees	January 7, 1989
V.	Ordeal Administration	January 7, 1989
VI.	Brotherhood Administration	January 7, 1989
VII.	Election of Lodge and Chapter Officer	January 7, 1989
VIII.	Other	January 7, 1989

I. CREATION OR REVISION OF THE OPERATION MANUAL

- A. Revisions to this manual shall be made by the following method:
 - 1. The proposed revision shall be submitted in writing to the Lodge Chief and Lodge Advisor.
 - 2. Approval may be obtained at any regular or special meeting of the Executive Committee.
 - 3. The approval of two-thirds (2/3) of the voting members of the Executive Committee present and voting shall be required for passage of the revision.
- B. Upon adoption, a revision to the Operation Manual will take effect immediately unless otherwise stated in the revision.
- C. Written notice of all changes to the Operation Manual shall be provided to all members of the Executive Committee and all Lodge members in the next issue of the Voice of the Drum.

II. Lodge Structure

1. LODGE OFFICERS

A. LODGE CHIEF

He is responsible for coordinating all Lodge functions with the Council and Adults. He is in

charge of setting policy for the Lodge and interpretation of the Lodge rules. He works with all advisors, taking all their advice into careful consideration. He appoints all committee chairman, with the consent of the Lodge Advisor, and assigns their duties. He coordinates with his officers and chairman all events of the lodge. He is also responsible for delegating duties among his officers, helping chapters, appointing Lodge Service projects and nominating committees. He is a member of all Lodge Committees. He is a standing member of the Council Camping Committee.

C. VICE CHIEF OF INDUCTIONS

He is responsible for all matters of the Lodge dealing with camping promotion, high adventure promotion, and the election of ordeal candidates. In conjunction with the Lodge Training Committee he is responsible for training unit election teams and providing all unit election results to the Lodge Advisor. He also has direct oversight of the following committees.

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|-----------------------------|----------------------|
| 1. Unit Elections | 2. Camping Promotion |
| 3. High Adventure Promotion | 3. Elangomat (Nimat) |
| 4. Ceremony Committee | |

Other duties assigned by the Lodge Chief.

D. VICE CHIEF OF ADMINISTRATION

He is responsible for all publications and publicity for the Lodge. This includes publication of the Lodge Newspaper, the Annual Lodge Membership Directory, the "Where To Go Camping Guide", upkeep of the Lodge Website and promotion of Camp Greilick. He also has direct oversight of the following committees and events.

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|------------------------------|-------------------------------------------------------|
| 1. "Voice of the Drum" | 2. Make up all media campaigns (Newspaper, radio, TV) |
| 3. Where To Go Camping Guide | 4. Inter-lodge and Chapter communication |
| 5. Fellowship promotion | 6. Lodge Website and Webmaster |
| 7. Lodge Plan Book | |

Other duties assigned by the Lodge Chief.

B. VICE CHIEF OF ACTIVITIES

He is responsible for coordinating all program activities in the Lodge and has direct oversight of the following committees and or events.

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| 1. Indian Events | 2. Fellowship Weekends |
| 3. Community Service | 4. Dance Team |
| 5. Section Conclave | 6. One Day of Service |
| 7. Service Committee | |

Other duties assigned by the Lodge Chief.

E. LODGE SECRETARY

He is in charge of recording all information for the Lodge. The Lodge Secretary shall create a notebook and file copies of all the following documents and reports for the use of the Executive Committee. He shall assist the Lodge Treasurer with registration at all Lodge events.

1. Copies of all original Unit Election forms and a summary report of all candidates arranged by chapters as provided by the Vice Chief of Camp Promotion and Unit Elections.
2. A summary report of every candidate who has completed the ordeal as provided by the Vice Chief of Camp Promotion and Unit Elections.
3. A summary report of every member who seals their brotherhood membership as provided by the Vice Chief of Camp Promotion and Unit Elections.
4. Record of all awards, Founders' Award recipients, Vigil Honor Award nominees and recipients.
5. Attendance records from all Lodge events.
6. Monthly financial reports.
7. Other written reports submitted to the Lodge Executive Committee.
8. Copies of all chapter reports provided by the Chapter Chiefs at each Executive Committee meeting..
9. Minutes of the Lodge Executive Committee Meetings and General Lodge Meetings.
10. Preparation of the Annual Lodge Recharter.
11. Preparation of the annual Section C-2B DeCourcy application.
12. Other duties assigned by the Lodge Chief.

F. LODGE TREASURER

He is in charge of collecting dues, keeping financial records, maintaining lodge inventory records, event registration and giving budget and financial records. He is to check once a month with his advisor to discuss the lodge financial status and report to the Lodge Chief. He also has direct oversight of the following committees and/or events:

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| 1. Finance/Budget | 2. Trading Post |
| 3. Event Registration | 4. Lodge inventory |

Other duties assigned by the Lodge Chief.

2. EXECUTIVE COMMITTEE

The Executive Committee duties, membership and powers are defined in the Lodge Bylaws.

3. CHAPTERS

Each Chapter will support the programs of the Boy Scouts of America, the Order of the Arrow, Scenic Trails Council and Indian Drum Lodge 152. The Chapter will create an annual program encompassing the goals of Indian Drum Lodge 152. Each Chapter will submit its annual program, in writing, to the Lodge Executive Committee at the October Executive Committee meeting (ECOM) for review and approval.

a. The Chapters in the Lodge shall be as follows:

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|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 1. Kabibanaka (Northern Trails District)
Antrim, Charlevoix, Cheboygan, Emmet
and Otsego Counties | 2. Wa-Wa Esh Ki (River Trails District)
Osceola and Wexford Counties |
| 3. Wulowachtawoapin (Bay Trails)
Leelanau, Grand Traverse
and Kalkaska Counties | 4. Wundchenneau (River Trails District)
Benzie and Manistee Counties |

b. Chapter Officers

1. Chapter Chief

The Chapter Chief is the voice of the Chapter. The Chapter Chief will represent the Chapter as a member of the Lodge Executive Committee. The Chapter Chief is responsible for supporting and implement the goals of the lodge and activities within the Chapter. He will work with the Chapter Officers and Advisor in creating the Chapter annual program. He is responsible for reporting to the Lodge all activities of the Chapter and for camp promotions and unit elections in his Chapter.

2. Chapter Vice Chief(s)

The Chapter Vice Chief(s) shall assist the Chapter Chief in all matters and will assume duties as directed by the Chapter Chief and the Chapter Advisor. In the absence of the Chapter Chief, the senior Chapter Vice Chief shall perform the duties of the Chapter C Chief.

3. Chapter Secretary

The Chapter Secretary shall produce and manage all Chapter correspondence as well as maintain the membership rolls for the Chapter. He will also be responsible for maintaining a record of the various Chapter meetings and functions. He will complete the Monthly Chapter Report and submit it to the Lodge Secretary prior to the next meeting of the Lodge Executive Committee. He is also responsible for informing members of the Chapter of Lodge and Chapter events. He is also responsible for insuring that all Camp Promotion and Unit Election Teams submit a written record of all unit elections. He will maintain a copy of this report for Chapter purposes and submit the original copy to the Lodge Vice Chief of Inductions.

c. Chapter Committees

The Chapter Chief in conjunction with the Executive Committee and the Lodge Advisors may appoint as many committees as deemed necessary to meet the needs of the Chapter. Each committee whether a special committee or a standing committee shall have a Committee Chairman appointed by the Chapter Chief. This Committee Chairman shall be a youth member who will not reach the age of 21 during the term of his appointment. The selection of the committee chairman shall be made with the advise, counsel, and approval of the Chapter

Advisor. The Chapter Advisor may appoint an adult counterpart of the Committee Chairman if he deems it will benefit the Committee. The adult committee person shall provide the Committee Chairman with advise and assistance as necessary to carry out the duties assigned.

III. LODGE FEES AND DUES

- A. The annual membership dues for the Lodge shall be \$ 9.00. The annual dues will be reviewed each year by the Lodge Executive Committee at its October meeting. If it is deemed that an increase in dues is warranted it will require a 2/3 vote of the Lodge Executive Committee for passage. If a dues increase is approved it will be announced in the next issue of the Voice of the Drum.
- B. Fees for all events of the Lodge shall be set by the committee in charge of the event and approved by the Executive Committee.

IV. LODGE COMMITTEES

- A. The Lodge Chief in conjunction with the Executive Committee and the Lodge Advisors may appoint as many committees as deemed necessary to meet the needs of the Lodge. Each committee whether a special committee or a standing committee shall have a Committee Chairman appointed by the Lodge Chief. This Committee Chairman shall be a youth member who will not reach the age of 21 during the term of his appointment. The selection of the committee chairman shall be made with the advise, counsel, and approval of the Lodge Advisor. The Lodge Advisor may appoint an adult advisor to any committee if he deems it will benefit the Committee. The adult advisor shall provide the Committee Chairman with advise and assistance as necessary to carry out the duties assigned.

1. Lodge Committee Guidelines

- a. The Lodge Committee Chairman shall call, plan and conduct the necessary meetings of his committee and shall, with the help of his committee, see that all approved plans and duties are fulfilled.
- b. The Committee Chairman, in conjunction with the Training Committee, shall train an assistant who can take his place at any time.
- c. With the help of his assistant, the Chairman shall see that permanent records are kept of all meetings, members, committee activities and procedures. He shall provide a copy of the minutes and reports to the Lodge Chief, Lodge Adviser the Lodge Secretary.
- d. The chairman shall notify the Lodge Chief and Lodge Adviser of all meetings and have committee business planned out in advance.
- e. The chairman may ask any Lodge member to assist his committee as long as by doing so, it will not jeopardize the functions of another committee.

B. STANDING COMMITTEES

1. CAMP PROMOTION AND UNIT ELECTION COMMITTEE

The objective of the committee is to promote short and long term camping within Scenic Trains Council, high adventure camping, and unit elections within the council. The committee shall be composed of a Chairman and one member from each chapter. This is necessary so that coordination of the effort within the Lodge can be effected.

The Committee will coordinate the camp promotion and unit election effort within the Lodge and with the assistance of the Lodge Staff Advisor and the various chapters to insure that Unit Leaders are provided the timely and accurate information they need. The Camp Promotion and Unit Election Committee will establish goals, objectives and a program to carry out this important project. It will also assist in the preparation and distribution of any materials produced by the Lodge which promotes camping.

This committee is responsible for the publication and upkeep of the Where To Go Camping Guide.

The Camp Promotion and Unit Election Committee reports directly to the Vice Chief of Inductions

2. COMMUNICATIONS COMMITTEE

The objective of the communication committee is to promote effective communications within the Lodge, with our fellow scouts and within the community. The committee will assist the Lodge Secretary with Lodge communications to higher Order of the Arrow organizations and with internal Lodge communications. The committee will also be responsible for the gathering of information for publication and distribution of the Voice of the Drum. The Voice of the Drum will be published four each year. This responsibility will include setting the tone of the paper, coordinating the gathering of information from the various committees and chapters, and approving the final copy. The committee will also be responsible for assisting in the printing and in preparing the Voice of the Drum for distribution.

The Communication Committee will also assist the Chapters in establishing telephone/e-mail committees for the effectiveness on the Lodge level. They will also establish a focal point for all outside communication releases such as local newspapers, radio, and TV. The committee will use all means available to advertise the accomplishments and services the Order provides.

The Communication Committee reports directly to the Vice Chief of Administration.

3. MEMBERSHIP COMMITTEE

The primary objective of the Membership Committee shall be to promote membership within the Order of the Arrow, while maintaining the membership standards set forth in the Order of the Arrow Handbook. This committee will work through the communication committee to insure that all scouts in the council know about the Order of the Arrow and will answer unit leaders' questions about the Order of the Arrow and its requirements for membership. The committee will also assist the Lodge and Chapter Camp Promotion and Unit Election Committee in establishing procedures and methods for conducting unit elections. This way we can insure that all elections are conducted in accordance with the Order of the Arrow Handbook and that the results are reported to the Lodge. This committee is also responsible for promoting brotherhood membership and making sure all brotherhood candidates meet the requirements set forth in the Order of the Arrow Handbook.

The Membership Committee reports directly to the Vice Chief of Administration.

4. CEREMONIES COMMITTEE

The major area of interest are the provision of Ceremonial Teams for all Order of the Arrow functions, and insuring that these ceremonies are properly conducted. Membership on the Ceremonies Committee is limited to Brotherhood and Vigil Honor members of Indian Drum Lodge. The committee shall also encourage the construction of outfits by the membership, especially in conjunction with the completion of Brotherhood. In addition, this committee shall have the responsibility for the construction and maintenance of all Ceremonies equipment and outfits. This Committee will provide teams to participate in all Section Ceremonies Competition. This committee will provide ceremony teams for Webelos Scout crossover ceremonies.

The Ceremonies Committee reports directly to the Vice Chief of Inductions.

5. DANCE COMMITTEE

The object of the Dance Committee is to promote the knowledge of Indian customs and traditions within the Lodge and the associated geographical area. The committee shall also encourage the construction of outfits by the membership, especially in conjunction with the completion of Brotherhood, and the participation in dance, drumming, and singing. The committee should be prepared to hold workshops for the Lodge or provide a list of knowledgeable Arrowmen to assist with workshops. The encouragement of outside participation in such activities which participate in Indian activities should be a part of this committee's efforts. In addition, this committee shall have the responsibility for the construction and maintenance of all Dance equipment and outfits. In addition, this committee shall have the responsibility for the construction and maintenance of all Lodge ceremonial equipment and outfits. This Committee will provide teams or members to participate in all Section Ceremonies Competition.

The Dance Committee reports directly to the Vice Chief of Activities.

5. PROGRAM COMMITTEE

The object of the Program Committee shall be to insure that all Lodge activities are centered around positive and meaningful activities. They will also insure that these activities are consistent with the purposes and objectives of the Boy Scouts of America, Scenic Trails Council and the Order of the Arrow. The committee shall be responsible for coordinating the fellowship weekend activities with the Scenic Trails Council Camping Committee, Camp Ranger, Lodge Staff Advisor and Lodge Advisor. They shall also develop long term projects and a program of short term projects to be completed at each fellowship weekend. This list is to include priority requirements. Coordination with the Service Chairman to arrange for tools and skilled members to complete each project.

The Program Committee reports directly to the Vice Chief of Activities.

6. ELANGOMAT COMMITTEE

The object of the Elangomat Committee is to insure that all Ordeal and Brotherhood candidates have a meaningful experience and are conducted within the guidelines established within the Order of the Arrow Handbook. The committee shall coordinate with the Ordeal and Brotherhood Master to insure that a meaningful task is set for the candidates. The committee is also responsible for the provision of qualified Elangomats (Nimats) to assist the candidates. Coordination should also be affected by the committee to insure that the preparations are made to provide suitable meals for the candidates. The committee will also insure that all candidates are free from medical or physical incapacitates or restrictions which would preclude their participation in the Ordeal. If such problems exist the committee will modify the Ordeal for that candidate consistent with his limitations. This committee shall also be responsible for coordination with the Trading Post to draw the required sashes, pocket flaps and handbooks.

The Elangomat Committee reports directly to the Vice Chief of Inductions.

7. TRADING POST COMMITTEE

The Trading Post Committee shall have as its objective to serve the Lodge by providing for sale merchandise produced for the Lodge and merchandise purchased from the National Order of the Arrow for resale. The committee shall stock and operate a trading post at various Lodge functions as deemed appropriate. Stock levels will be reviewed periodically by the Executive Committee. When a trading post is done it shall inventory all merchandise before and after the event. The committee will submit a detailed report, with cash receipts and monies, to the Council Service Center within three (3) days after the event. All purchases of merchandise require prior approval of the Executive Committee. This same report shall be submitted to the Lodge Secretary for inclusion in the minutes of the next Lodge Executive meeting.

The Trading Post Committee reports directly to the Lodge Treasurer.

8. KITCHEN COMMITTEE

This committee shall have an adult led cooking crew and a youth led cleanup crew. This committee is responsible for the planning, procurement and preparation of all foods to support Lodge events. This committee will determine the menus, coordinate the availability of qualified personnel to procure and prepare the meals. Approximately thirty (30) days prior to an event the Vice Chief of Activities will provide the Kitchen Committee of the approximate number of people attending the event and the dollar amount of their budget for the event. This committee will maintain an inventory of all foods or related items left over from each event. On the Sunday of each event the Kitchen Committee Chairman or lead cook will submit all receipts and/or invoices to the Lodge Treasurer. This committee is responsible for the cleanliness of kitchen equipment, the kitchen, the dining hall, the cooks quarter and all restrooms.

The Kitchen Committee reports directly the Vice Chief of Activities.

9. TRAINING COMMITTEE

The object of the Training Committee shall be to elevate the level of training within the Lodge. The primary means of accomplishing this goal is the annual Lodge Leadership Development training session held in November. This committee will establish training goals and conduct other training sessions as necessary to obtain these goals.

This committee is responsible for the training of all Lodge Officers, Chapter Officers, Lodge or Chapter committee chairman as deemed necessary by the Lodge Advisor or Chapter Advisor. A member of this committee will be a standing member of the Lodge's Section Committee. This committee will promote, support and encourage all members of the Lodge to attend the National Leadership Seminar (NLS) or other training events in coordination with the Lodge Advisor and Lodge Staff Advisor.

The Training Committee reports directly to the Vice Chief of Administration.

10. LODGE RECORDS AND DATABASE COMMITTEE

The Lodge Records and Database Committee is responsible for maintaining all membership, dues and attendance records of the Lodge in a computerized format using a commercially available database program. The Committee shall also provide reports and mailing labels to the Lodge Executive Committee (LEC), Lodge Advisors and Chapter Advisors as necessary. The Committee will prepare and mail out dues statements to all members of the Lodge prior to the Winter extravaganza weekend. The Committee will provide reports to verify eligibility of ordeal and brotherhood candidates thirty (30) days prior to the events respective weekend. The Committee will provide the Vigil Honor Award (VHA) Chairman a list of eligible Arrowmen thirty (30) days prior to Vigil Honor Award selection committee meeting. The Committee shall audit the membership rolls of the lodge annually to insure all Arrowmen are currently registered with the Boy Scouts of America. The audit of the membership, with related dues paid information will be submitted to the Executive Committee at their meeting in November of each year. This information will be used by the Lodge in its annual recharter with the National Order of the Arrow. This committee will have an adult advisor with database knowledge.

The Lodge Records and Database Committee reports directly to the Vice Chief of Administration and the Lodge Advisor.

11. FOUNDERS AWARD SELECTION COMMITTEE

The Founders Award Selection Committee is responsible for selecting the honoree(s) for the Founders Award. The Committee will accept nomination letters/forms from the Lodge membership until the Fall Fellowship weekend. No nominee will be considered for the award without a nomination letter/form submitted prior to the selection committee meeting. All members of the committee will be exempt from receiving the award. The committee will consist of the Lodge Chief, the Lodge Advisor, the Vigil Honor and Award Chairman, and the Vigil Honor Award Advisor and all previous recipients of the award. All previous recipients of the award will be standing members of the committee.

The Founders Award Selection Committee reports directly to the Vice Chief of Administration and the Lodge Advisor.

12. VIGIL HONOR COMMITTEE

a. The Lodge Chief, Lodge Advisor, Vigil Honor & Awards Chairman will be presented a listing of all Arrowmen in the Lodge who meet the minimum requirements as defined by the Order of the Arrow Hand Book. All Arrowmen meeting the minimum requirements shall be considered by the Vigil Honor Selection Committee.

b. RECEIVING LETTERS AND COMMENTS ON ELIBIBLE VIGIL HONOR ARROWMEN

The Vigil Honor Committee will select new Vigil Honor Award members at the Fall Fellowship. An open discussion of and the reading of all letters or recommendation submitted for eligible Vigil Arrowmen. During the open discussion only comments which highlight and compliment the eligible Arrowmen will be accepted.

c. VIGIL HONOR COMMITTEE

All voting members of the Vigil Honor Selection Committee shall be Vigil Honor members under 21 years of age. The Lodge Adviser and Staff Adviser, or their designees shall witness the election and ensure the proper number of youth and adult nominees are selected.

The Vigil Honor Selection Committee shall determine the methodology of voting on or selecting the Vigil Honor recipients.

The results of the Vigil Honor Selection Committee are secret and should not be shared with the Lodge until public recognition at the Winterextravaganza.

The Vigil Honor Committee reports directly to the Lodge Advisor.

C. SPECIAL COMMITTEES

Special Committees may be created by the Lodge Chief, with the approval of the Lodge Adviser, as he sees fit. All special committees will cease to function when the Lodge Chief dismisses the committee or with the election of a new Lodge Chief, whichever comes first.

V. ORDEAL ADMINISTRATION

Administration of the Ordeal shall be as described in the Administration Guide to the Ordeal.

VI. BROTHERHOOD ADMINISTRATION

Administration of the Brotherhood shall be as described in the Administration Guide.

VII Election of Lodge and Chapter Officer

1. Election of Lodge Officers

All Lodge Officers (Lodge Chief, Lodge Vice Chief of Activities, Lodge Vice Chief of Camp Promotion and Unit Elections, Lodge Vice Chief of Administration, Lodge Secretary and Lodge Treasurer) will be

elected at the Spring Fellowship. Any youth member in good standing is eligible, who will not reach the age of 21 during his term of office, to run for lodge office. To run for office the youth candidate shall submit a completed "Petition for Office" form to the Lodge Secretary no later than Friday night of the Spring Fellowship. The election of officers will be conducted by the Lodge Chief or his designee, with consent of the Lodge Advisor, under the supervision of the Lodge Advisor or his designee.

For a Lodge Officer to be elected he must receive 51 percent of the vote or unanimous acclamation. Each chapter will cast fifteen (10) votes. The Chapter Chief or his designee will poll the chapter members present and cast the votes in a way that represents the desire of the chapter.

The elected Lodge Officers (Lodge Chief, Lodge Vice Chief of Activities, Lodge Vice Chief of Camp Promotion and Unit Elections, Lodge Vice Chief of Administration, Lodge Secretary and Lodge Treasurer) will be installed to their elected office at the Fall Fellowship. Their term of office shall be one (1) year from installation at the Fellowship until the next officer is installed.

If it is deemed in the best interests of the lodge, a newly elected officer may be installed in his elected position at the Spring Fellowship with the consent of the Lodge Advisor and the Lodge Staff Advisor.

2. Election of Chapter Officers

All Chapter Officers (Chapter Chief, Chapter Vice Chief(s), Chapter Secretary) will be elected at the Spring Fellowship or at the next Chapters meeting. Any youth member in good standing, who will not reach the age of 21 during his term of office, is eligible to run for Chapter Office. To run for office the youth candidate shall submit a completed "Petition for Office" form to the Lodge Secretary no later than Friday night of the Spring Fellowship. The election of officers will be conducted by the Chapter Chief or his designee, with consent of the Chapter Advisor, under the supervision of the Chapter Advisor or his designee.

For a Chapter Officer to be elected he must receive 51 percent of the vote of Chapter members present or by unanimous acclamation.

The elected Chapter Officers (Chapter Chief, Chapter Vice Chief(s), Chapter Secretary) will be installed to their elected office at the Fall Fellowship if elected at the Spring Fellowship. Their term of office shall be one (1) year from installation at the Fall Fellowship until the next officer is installed. If they are elected after the Spring Fellowship they will be installed at the next fellowship. If a Chapter Officer is elected after the Spring Fellowship his term of office will not exceed the Fall Fellowship.

If it is deemed in the best interests of the Chapter, a newly elected officer may be installed in his elected position at the Spring Fellowship with the consent of the Lodge Advisor, Chapter Advisor and the Chapter Staff Advisor.

VIII. Other

1. All unit elections will be conducted prior to summer camp
2. Summer Camp Chief: The Summer Camp Chief will be a youth member of the lodge in good standing. He will be appointed by the Lodge Chief with the consent of the Lodge Advisor and the approval of the

Lodge Executive Committee. The current Lodge Chief may hold this position if it does not interfere with his camp position and has the approval of the Camp Director.

