

Tonkawa Lodge #99 W.W.W.
Order of the Arrow- Boy Scouts of America
Capitol Area Council

LODGE RULES

Revision Date: May 7th, 2017

Date of Last Revision: May 5th, 2013

ARTICLE I. NAME AND AFFILIATION OF LODGE

- A. The name of this Lodge of the Order of the Arrow shall be Tonkawa Lodge #99 W.W.W.
- B. The Lodge shall be affiliated with the Capitol Area Council #564 of the Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Scout Executive.
- C. The totem of this Lodge shall be the *Thunderbird*.
- D. The official publication of the Lodge shall be the *Thunderbird*.

ARTICLE II. MEMBERSHIP

- A. The requirements for membership in this Lodge are as stated in the current printing of the *Order of the Arrow Handbook*.
- B. Procedure for the Ordeal shall be as stated in the current printing of the *Order of the Arrow Handbook*, the *Guide for Officers and Advisers*, and the *Guide to Inductions*.
- C. Under Executive Committee-approved circumstances, and with approval from the Lodge Adviser, a Chapter may hold an Ordeal separate of the Lodge's predetermined Ordeals. To do so, the Chapter must have received Executive Committee approval at least six months prior to conducting their own Ordeal in order to begin planning, and the Chapter must then present complete plans for conducting the Ordeal on a council camp to the Executive Committee three months prior to the Ordeal in order to receive final approval to proceed.
- D. Completion of the Brotherhood membership and attainment of the Vigil Honor shall be in accordance with the latest edition of the *Order of the Arrow Handbook*, *Guide to Officers and Advisers*, and the *Guide to Inductions*.
- E. Active Membership and Privileges.
 - 1. An "active member" of Tonkawa Lodge #99 is an Arrowman who holds a current registration certificate as a member of the Boy Scouts of America in the Capitol Area Council and has paid the current calendar year's dues in this Lodge.
 - 2. The privileges of active membership
 - a. Only "active member" may participate in Lodge Activities.
 - b. "Active Members" are subject to the authority of the Lodge Executive Committee, the Lodge and Lodge Staff Advisers, and the Scout Executive.
 - c. "Active Members" age 21 and over are adults and will act in an advisory capacity only. Adults do not have a vote in matters of Lodge business.

ARTICLE III. OFFICERS AND ADVISERS

A. Officers

- 1. The Officers of this Lodge shall be: Lodge Chief, Lodge Secretary/Treasurer, Lodge Vice Chief of Inductions, Lodge Vice Chief of Program, Lodge Vice Chief of Publications.
- 2. The Officers of each Chapter shall be: Chapter Chief, Chapter Secretary/Treasurer, Chapter Vice Chief of Inductions, Chapter Vice Chief of Program, Chapter Vice Chief of Publications.

3. The Duties of each Lodge Officer, Chapter Officer, Lodge Executive, Committee Chairman and Executive shall be outlined in the Lodge Operations Manual and the Lodge Planbook, which shall be revised each term by the outgoing and incoming Lodge Chiefs and presented at the annual Lodge Leadership Development Conference. Revisions to the Lodge Operations Manual shall be accomplished by a two-thirds majority vote of the Lodge Executive Committee.
4. All nominees for Lodge and Chapter office must be an active member of this Lodge for at least one year prior to the election and under 21 years of age during the term of office. Lodge Chief nominees must be Brotherhood members prior to the election and must submit a letter of intent to the Lodge Adviser by a date selected by the Lodge Adviser. Each Officer shall serve no more than two consecutive terms in that office.
5. Lodge Officers will be elected at the Spring Business Meeting each year. Chapter Officers will be elected at the next Chapter meeting following the Spring Business Meeting. The results of the aforementioned Chapter election shall be submitted to the Lodge Secretary/Treasurer by August 1st. The term of office for all Officers shall be September 1st through August 31st of the following year.
6. The Lodge Officers shall be elected by individual chapter caucus. Each Chapter represented by at least one youth member shall receive 10 votes to cast on all ballots. The Chapter Chief or his representative must cast the 10 votes in proportion to the poll of his delegates. A nominee must receive a simple majority of the votes to be elected.
7. In the instance of three or more candidates running for a Lodge Officer position, and there is no simple majority victor after the first vote, then there shall be a runoff between the two to have received the highest total of votes. He who receives the simple majority will be elected.
8. Replacement of vacancies in a Lodge Office shall be accomplished by a simple majority vote of the Lodge Executive Committee with all nominees having been approved by the Lodge Adviser. If the office of Lodge Chief is vacated the Lodge Secretary/Treasurer shall assume the responsibilities of Lodge Chief until the Lodge Executive Committee can meet and conduct an election.
9. Replacement of vacancies in a Chapter Office shall be accomplished by a simple majority vote of active members under the age of 21 present at a Chapter meeting with all nominees having been approved by the Chapter Adviser.
10. In the event that a Lodge Officer is not present at an activity, the Lodge Chief may appoint a temporary replacement for him at that activity.
11. Any selected Lodge Officer may be suspended of all authority and responsibility by a two-thirds majority vote of the Lodge Executive Committee for neglect or misconduct during the course of his tenure as a Lodge Officer. The Scout Executive and the Lodge Adviser must approve or veto the suspension of the Lodge Officer. Any Officer may also be removed at the discretion of the Scout Executive upon the recommendation of the Lodge Adviser or appropriate Chapter Adviser.

B. Advisers

1. The Scout Executive or his appointee shall serve as Lodge Staff Adviser.
2. The Lodge Adviser shall be appointed annually by the Scout Executive with the Council Camping Committee Chairman. An Associate Lodge Adviser may be appointed by the Scout Executive, in consultation with the Council Camping Committee Chairman and the Lodge Adviser.
3. The Scout Executive shall appoint Chapter Staff Advisers.
4. The Chapter Advisers shall be appointed by the Scout Executive in consultation with the District Camping Committee Chairman and Lodge Adviser. Associate Chapter Advisers shall be appointed by the Chapter Adviser in consultation with the Lodge Adviser and the Scout Executive.
5. Adult Advisers to all Lodge Committees shall be appointed by the Lodge Adviser in consultation with the Lodge Chief and Lodge Staff Adviser.

ARTICLE IV. LODGE COMMITTEES AND EXECUTIVES

- A. The Lodge Executive Committee shall be composed of all elected Lodge Officers, Chapter Chiefs, all standing Committee Chairmen and their Advisers, all Lodge Executives and their Advisers, the immediate past Lodge Chief, Lodge Adviser, Chapter Advisers, Lodge Staff Adviser, Chapter Staff Advisers, and the Scout Executive.
- B. The voting members of the Lodge Executive Committee shall be the five elected Officers, Chapter Chiefs, all standing Committee Chairmen, all Lodge Executives, and the immediate past Lodge Chief (if under age 21). If any Arrowman holds more than one position on the Lodge Executive Committee, he may cast only one vote. Any active member of the Lodge shall have the right to attend Executive Committee Meetings and present their point of view.
- C. The Lodge standing Committees shall be the following:
 - 1. Brotherhood Committee
 - 2. Camping Promotions Committee
 - 3. Fellowship Committee
 - 4. Membership Committee
 - 5. Service Committee
 - 6. Vigil Committee
 - 7. Media Committee
- D. The Lodge Executives shall be the following:
 - 1. Ordeal Master
 - 2. Head Elangomat
 - 3. Head Ceremonialist
 - 4. American Indian Activities (AIA) Representative
 - 5. Lodge Historian
 - 6. Lodge Webmaster
 - 7. Thunderbird Society Chief
- E. The Lodge Chief shall create ad-hoc Committees and Executives as necessary in consultation with the Lodge Executive Committee.
- F. The Lodge Chief shall appoint all Committee Chairmen and Executives with the approval of the Lodge Adviser and Staff Adviser in consultation with the Lodge Officers. Committee Chairmen and Executives can be removed from their position by a decision of 3 out of the 5 Lodge Officers with approval of the Lodge Adviser.
- G. Any active member under the age of 21 may join any Committee, standing or ad-hoc, unless said Committee is made up of selected members or pre-established members as outlined in the Lodge Operations Manual.
- H. Each Committee and Executive may develop their own set of Operational Goals and Objectives with the approval of the Lodge Executive Committee. No Lodge Standing Committee Bylaws or Programs shall conflict or supersede the Lodge Bylaws or National Policy. In order to ensure concurrence, all Standing Lodge Committees' and Executives' Operational Goals and Objectives shall be reviewed annually by the Lodge Executive Committee.

ARTICLE V. FUNDS

- A. All Order of the Arrow funds shall be handled through the Council Office and go through all normal accounting procedures of the Council. All Lodge funds are to be deposited in a custodial account maintained through the office of the Capitol Area Council. The Lodge shall be subject to the normal auditing procedures of the Council. The Lodge financials shall be maintained by the Lodge Secretary/Treasurer under the direction of the Lodge Adviser or by his delegate.
- B. Lodge Dues shall be determined annually by the Lodge Executive Committee.

- C. Inactive members may be restored to active status by paying current dues providing they are registered members of the Capitol Area Council #564 of the Boy Scouts of America. Upon paying dues they are considered active for the current calendar year.
- D. The Lodge Secretary/Treasurer is requested to submit an operating budget for the coming year and a calendar of events for the following year, in consultation with the Lodge Adviser and Staff Adviser, for approval by the Lodge Executive Committee at the Lodge Executive Committee Meeting in January.
- E. The Lodge Adviser can approve all expenditures totaling \$250 or less.
- F. Expenditures of greater than \$250 but less than \$1000 require the approval of the Lodge Adviser and 3 out of the 5 of the Lodge Officers.
- G. Expenditures of \$1000 or more must be approved by the Lodge Executive Committee.
- H. The Chapters of the Lodge will be allocated \$250 per calendar year, and which must be used within the year it was allocated. Additional expenditures above the allocated \$250 budget must be approved by the Lodge Executive Committee. All Chapters, Committees, and Executives of the Lodge may raise funds on their own, any and all fundraising activities done by the Chapters, Committee, or Executives must be approved by the respective Adviser, Lodge Adviser, and Lodge Staff Adviser.
- I. All Chapter expenditures must be approved by the Chapter Adviser and Lodge Adviser.
- J. All budgetary matters must be referred to the Lodge Executive Committee.

ARTICLE VI. LODGE INSIGNIA

- A. The Lodge Executive Committee shall have the sole authority to issue insignia and paraphernalia bearing the totem and symbols of Tonkawa Lodge #99 W.W.W.
- B. Sale of such insignia and paraphernalia shall not be restricted to any segment of Lodge membership.

ARTICLE VII. AMENDMENTS

- A. Revisions to the Lodge Rules regarding grammar and syntax must be approved by a three-fourths majority vote of the Lodge Executive Committee.
- B. Amendments to the Lodge Rules must be approved by a simple majority of the Lodge Executive Committee at least thirty days prior to being submitted to the general Lodge membership for a vote.
- C. A two-thirds vote of the active members under the age of 21 in attendance at any regular or special Lodge meeting is required for the final adoption of the submitted amendments.
- D. Any provision of these Lodge Rules or the Lodge Operations Manual which is found to be in direct conflict with National Policy shall be declared null and void and shall be stricken from them by the Lodge Adviser and the Scout Executive.

Past revision dates:

May 7 th , 2017	October 6 th , 2002	May 18 th , 1997
May 5 th , 2013	October 14 th , 2001	May 22 nd , 1994
May 4 th , 2003	May 16 th , 1998	May 19 th , 1991

Tonkawa Lodge #99 W.W.W.
Order of the Arrow- Boy Scouts of America
Capitol Area Council

Lodge Operations Manual 2017-2018

Revision Date: May 7th, 2017

Date of Last Revision: 2012

ARTICLE I. LODGE OFFICERS AND ADVISERS

A. Officers

1. LODGE CHIEF

- a. Presides over all Lodge Events and Executive Committee Meetings in accordance with the Lodge Rules.
- b. Appoints all Standing and ad-hoc Committee Chairmen and Executives with the approval of the Lodge Adviser and Staff Adviser in consultation with the Lodge Officers.
- c. Represents the Lodge at Council, Section, and National functions as requested by the Lodge Adviser and Staff Adviser.
- d. Is an active voting member of the Council Camping Committee.
- e. Creates an Agenda for all Lodge Executive Committee meetings in consultation with the Lodge Adviser and Officers.
- f. Maintains contact with Lodge Officers to ensure that their appointed Committees, Executives, and Chapters are properly executing their duties.
- g. Responsible for ensuring that the Lodge fulfills their obligation to the council program.
- h. Aids the Vigil Committee Chairman with the appointment of the Vigil Selection Committee in consultation with the Lodge Adviser.
- i. Publishes a Lodge Planbook, Lodge Operation Manual, and Lodge Goals in consultation with the Lodge Officers and Adviser and with the approval of the Lodge Executive Committee.
- j. Organizes training events at all Lodge Events including Executive Committee Meetings.
- k. Develops an annual calendar for the Lodge to be made available on the Lodge Website.
- l. Informs Lodge of National Updates.

2. LODGE SECRETARY/TREASURER

- a. General oversight of the Membership Committee.
- b. Maintains contact with his Chairman and Chapter Secretaries to ensure that they are properly executing their duties.
- c. Attends all Executive Committee meetings within capabilities to fulfill duties.
- d. Serves as parliamentarian and keeper of the minutes of the Lodge Executive Committee Meetings.
- e. In cooperation with the other Lodge officers, proposes an annual operating budget and proposed calendar of events for the next calendar year.

- f. Presents minutes from the immediate prior Executive Committee meeting and budget report for approval.
- g. Has direct oversight over the Registration and Trading Post operations at all Lodge Events.
- h. Plans and executes the Lodge's plan and designated goals for annual Journey to Excellence (JTE) and recharter, and assists the chapters in their own Journey to Excellence efforts.
- i. Ensures transparency of all Lodge operations between the Executive Committee and general membership.
- j. Attends as many Chapter and Committee meetings as possible.
- k. Assists in the development of the Lodge Planbook, Lodge Operations Manual, and Lodge Goals.
- l. Oversees the creation of ad-hoc Committees to update and revise the Lodge Rules, Lodge Planbook, and Lodge Operations Manual as needed.
- m. Assumes other responsibilities as designated by Lodge Chief.

3. LODGE VICE CHIEF OF INDUCTIONS

- a. General oversight of the Ordeal Master, Head Elangomat, Head Ceremonialist, and the Brotherhood and Vigil Committees.
- b. Maintains contact with his Chairmen, Executives, and Chapter Vice Chiefs of Inductions to ensure that they are properly executing their duties.
- c. Responsible for ensuring the quality of the inductions process by abiding by the Ten Inductions Principles, including the tapout, Ordeal, Brotherhood, and Vigil.
- d. Organizes the Lodge Assemblies throughout the year. Develops the Ordeal weekend calendar with the Inductions Committees and the Service Committee.
- e. Works with the Head Elangomat and Brotherhood Committee to support the Elangomat and Nimat programs.
- f. Conducts conversion to Brotherhood according to the National Guide to Inductions.
- g. Works with the Head Ceremonialist to provide Brotherhood ceremonies at all Lodge events possible.
- h. Maintains membership conversion records and provides them to the Membership Committee.
- i. Encourages Chapters to recruit and question all Brotherhood candidates prior to Lodge Events providing Brotherhood ceremonies.
- j. Attends as many Chapter and Committee meetings as possible.
- k. Assists in the development of the Lodge Planbook, Lodge Operation Manual, and Lodge Goals.
- l. Assumes other responsibilities as designated by Lodge Chief.

4. LODGE VICE CHIEF OF PROGRAM

- a. General oversight of the AIA Representative, Thunderbird Society Chief, and the Fellowship and Service Committees.
- b. Maintains contact with his Chairmen, Executives, and Chapter Vice Chiefs of Program to ensure that they are properly executing their duties.
- c. Works with the Lodge Chief to plan the annual Lodge calendar.
- d. Works with the Fellowship Committee in the planning of Lodge functions, including the bi-annual Fellowship, Post-Ordeal Fellowship, Lodge Banquet and other Lodge events.
- e. Attends as many Chapter and Committee meetings as possible.
- f. Assists in the development of the Lodge Planbook, Lodge Operation Manual, and Lodge Goals.
- g. Assumes other responsibilities as designated by Lodge Chief.

5. LODGE VICE CHIEF OF PUBLICATIONS

- a. General oversight of the Lodge Historian, Lodge Webmaster, Camping Promotions, and Media Committees.
- b. Maintains contact with his Chairmen, Executives, and Chapter Vice Chiefs of Publications to ensure that they are properly executing their duties.
- c. Responsible for creating, editing, and publishing monthly thunderbirds throughout the year.
- d. Assists in the productions of all Lodge Publications throughout the year.
- e. Aids in the updating of the Lodge website when necessary.
- f. Oversight of active engagement within facets of Lodge social media.
- g. Attends as many Chapter and Committee meetings as possible.
- h. Assists in the development of the Lodge Planbook, Lodge Operation Manual, and Lodge Goals.
- i. Assumes other responsibilities as designated by Lodge Chief.

B. Advisers

1. LODGE ADVISER

- a. Enthusiastically supports the leadership of the Lodge by informing Officers of their responsibilities and abilities as lined out by the Lodge Rules.
- b. Is a member of the Council Camping Committee.
- c. Interprets Lodge Rules and offers interpretations as needed.
- d. Ensures that every aspect of the Lodge operation and Lodge Rules are in accordance with National Policy.
- e. Appoints capable adult advisers in consultation with the Lodge Staff Adviser and with input from the Lodge Chief.

2. LODGE STAFF ADVISER

- a. Works closely with the Lodge Adviser and Lodge Officers to ensure that the Lodge effectively supports the Council operations.
- b. Ensures that the Lodge is provided with the proper resources to perform the responsibilities assigned them by the Council.
- c. Responsible for watching over Lodge finances for the Scout Executive.
- d. Coordinates Lodge activities with the other segments of the Council program.
- e. Coordinates the use of Council facilities.
- f. Is familiar with current National Order of the Arrow policies.
- g. Acts as a liaison with Council Staff.

ARTICLE II. CHAPTERS

- A. Chapter names and boundaries of Tonkawa #99 correspond with Districts of the Capitol Area Council.
- B. All Chapters and their members will be governed by the Chapter Operations Guide, National Order of the Arrow policy, Boy Scouts of America policy, The Tonkawa Lodge #99 Rules, and the authority of Tonkawa Lodge #99.
- C. If a Chapter cannot provide enough youth to actively fill all Chapter Vice Chief Positions and the role of Chapter Secretary/Treasurer, then the Chapter Chief may assess in consultation with the Chapter Adviser and Chapter Staff Adviser which of those Chapter Officer Positions are most needed to fill with the Chapter's

available youth members.

D. Chapter Officers

1. CHAPTER CHIEF

- a. Oversees all Chapter functions.
- b. Attends all Executive Committee meetings and represents the Chapter in the best interest of the Lodge.
- c. Creates Chapter Committees and appoints Chairman in consultation with the Chapter Adviser.
- d. Reports to the Lodge Chief.
- e. Responsible for adherence to National Policy and Lodge Rules.
- f. Ensures that all units are provided with an election team and a Camping Promotions presentation.
- g. Makes the Chapter's resources available to the District.
- h. Ensures that the Chapter provides and participates in all training passed down by the Lodge.
- i. Develops the designated Chapter-chosen Journey to Excellence goals for the year in consultation with Chapter Adviser and Chapter Officers.
- j. Plans to achieve the Lodge-chosen Journey to Excellence goals alongside the designated Chapter-chosen Journey to Excellence goals, using them both in planning and program.
- k. Updates the District leadership regarding Order functions as necessary.

2. CHAPTER SECRETARY/TREASURER

- a. Oversees the keeping of membership records within Chapter.
- b. Parliamentarian and keeper of the minutes and attendance at general Chapter Meetings as well as at Chapter Officer Meetings.
- c. Presents minutes from the immediate prior Chapter Officer Meeting for approval.
- d. Direct oversight over the Registration and Trading Post operations at all Chapter events.
- e. Assists in the development of the Chapter's plan for annual achievement of Journey to Excellence and recharter.
- f. Ensures transparency of all Chapter operations between the Chapter Officers and general membership.
- g. Attends as many Chapter meetings as possible.
- h. Assumes other responsibilities as designated by Chapter Chief.

3. CHAPTER VICE CHIEF OF INDUCTIONS

- a. Oversees all induction processes within Chapter.
- b. Responsible for ensuring the quality of the inductions process by abiding by the Ten Inductions Principles, including the tapout, Ordeal, and Brotherhood.
- c. Maintains contact with all Chapter ceremonialists to promote assessment and approval, and to hold the Chapter ceremonies to the same, if not higher, standards as the Lodge.
- d. Plans LEC and Lodge Adviser-approved Chapter-run Ordeal weekends as decided upon by the Chapter Officers, and remains in consultation with the Lodge Vice Chief of Inductions during the process.
- e. Works with the Lodge Brotherhood Committee and Chapter Chief to support the Nimat programs and maximize total Brotherhood conversions.
- f. Facilitates ceremony teams for Webelos Crossovers and Brotherhood ceremonies.
- g. Ensures that the Chapter provides maximum brotherhood conversion of its members.

- h. Conducts conversion to Brotherhood according to the National Guide to Inductions.
- i. Maintains membership conversion records and provides them to the Membership Committee.
- j. Encourages Chapter to recruit and question all Brotherhood candidates prior to Lodge Events providing Brotherhood ceremonies.
- k. Attends as many Chapter meetings as possible.
- l. Assumes other responsibilities as designated by Chapter Chief.

4. CHAPTER VICE CHIEF OF PROGRAM

- a. Oversees all program within the Chapter.
- b. Works with the Chapter Chief to plan the annual Chapter calendar.
- c. Ensures that there is plentiful enjoyable fellowship as well as meaningful service throughout the year.
- d. Facilitates the provision of at least two opportunities for AIA programs each year.
- e. Attends as many Chapter meetings as possible.
- f. Assumes other responsibilities as designated by Chapter Chief.

5. CHAPTER VICE CHIEF OF PUBLICATIONS

- a. Oversees all publications within the Chapter.
- b. Responsible for creating, editing, and publishing Chapter newsletters and informational updates throughout the year.
- c. Assists in the productions of all Chapter Publications throughout the year.
- d. Aids in active engagement within facets of Chapter social media.
- e. Attends as many Chapter meetings as possible.
- f. Assumes other responsibilities as designated by Chapter Chief.

E. Chapter Advisers

1. CHAPTER ADVISER

- a. Logistically facilitates the Chapter Chief's work and duties.
- b. Informs District leadership of Chapter and Lodge events.
- c. Enthusiastically supports the leadership of the Chapter by informing Officers of their responsibilities and abilities as lined out by the Lodge Rules and Operations Manual.
- d. Ensures that every aspect of the Chapter's operation is in accordance with National Policy.
- e. Appoints capable adult advisers in consultation with the Chapter Staff Adviser and with input from the Chapter Chief.

2. CHAPTER STAFF ADVISER

- a. Supports the Chapter Program and works closely with the Chapter Adviser and Chapter Officers to ensure that the Chapter effectively supports the District operations.

ARTICLE III. COMMITTEES, EXECUTIVES AND ADVISERS

- A. Committees and Executives will be governed by their respective Operations Manual(s), National Order of the Arrow policy, Boy Scouts of America policy, the Tonkawa Lodge #99 Rules, and the authority of Tonkawa Lodge #99.

B. Committees

1. BROTHERHOOD COMMITTEE
 - a. Reports to the Vice Chief of Inductions.
 - b. Ensures Brotherhood Ceremony Teams are available for every OA function desiring one, as well as reasonable questioning.
 - c. Provided LEC with reports on Brotherhood conversion numbers as well as specific reports for Chapter Chiefs with units with substantial percentages of Brotherhood-applicable Ordeal members.
 - d. Oversees the Lodge Nimat Program, ensuring that all portions of it are properly executed.
 - e. Ensures to the best of his ability that the brotherhood conversion rate meets Journey to Excellence requirements.

2. CAMPING PROMOTIONS COMMITTEE
 - a. Reports to the Lodge Vice Chief of Publications.
 - b. Updates and produces an annual *Where to Go Camping Guide*, easily accessible on the Lodge website.
 - c. Develops Camping Promotions training for teams to promote council camping to units.
 - d. Works with the Chapters to qualify the Lodge for the E. Uerner Goodman National Camping Award each year by promoting Camp Staff to all Arrowmen.
 - e. Creates a booth to promote council camping at Conclave and other Lodge functions as needed.
 - f. Publishes monthly *Campground of the Month* article in the *Thunderbird*.
 - g. Works with Lodge Chief and Council officials to coordinate Lodge support of Council Programs.

3. FELLOWSHIP COMMITTEE
 - a. Reports to the Lodge Vice Chief of Program.
 - b. Organizes at least four fellowship events throughout the year.
 - c. Publishes the criteria for Lodge Awards.
 - d. Organizes Lodge Awards for presentation at the annual Lodge Banquet.
 - e. Facilitates Lodge involvement and competition participation at the National Order of the Arrow Conference.
 - f. Facilitates Lodge involvement and competition participation at Section Conclave.

4. MEMBERSHIP COMMITTEE
 - a. Reports to the Lodge Secretary/Treasurer.
 - b. Works with Chapter Chiefs to support the OA Unit Representative Program within the Chapter. Aids in the provision of an OA Unit Rep Guide or Informational Packet.
 - c. With Chapter Chiefs, ensures that OA Unit Election teams are trained and provided with the proper materials to make a quality Unit Election Presentation.
 - d. Coordinates Unit Elections with Chapter Chiefs. Provides Chapter with youth and adult nomination forms.
 - e. Works with Lodge Chief to develop Unit Election and Camping Promotions teams available to the Lodge and to compete at Conclave and National Order of the Arrow Conference.
 - f. Develops and runs the Jumpstart program.
 - g. Keeps other Committee Chairs and Executives involved in the Jumpstart program.

5. SERVICE COMMITTEE

- a. Reports to the Lodge Vice Chief of Program.
 - b. Coordinates all service projects at each Ordeal with the Ordeal Master and Camp Ranger.
 - c. Recruits Adult Leaders for service projects at Ordeals.
 - d. Coordinates all service at Lodge Events.
 - e. Coordinates all request for service at District and Council Events.
 - f. Coordinates Lodge participation in the National One Day of Service.
 - g. Offer assistance to the Thunderbird Society Chief as needed in the optimization of Society program.
6. VIGIL COMMITTEE
- a. Reports to the Lodge Vice Chief of Inductions.
 - b. Inducts Vigil Honor Candidates as per National Procedures and Tonkawa #99 program.
 - c. Completes the proper paperwork and sends the information to the National office in a timely manner.
 - d. Conducts Vigil Honor public recognition ceremonies.
7. MEDIA COMMITTEE
- a. Reports to the Lodge Vice Chief of Publications.
 - b. Maintains all forms of Lodge social media.
 - c. Is responsible for promoting Lodge Events via various forms of media.
 - d. Records notable historical events that take place within the Lodge.
 - e. Assists in keeping the Lodge up-to-date with trends and progression within popular culture to promote growth and activity in Lodge programs and operations.

B. Executives

1. ORDEAL MASTER
- a. Reports to the Lodge Vice Chief of Inductions.
 - b. Organizes a group consisting of himself, the Head Ceremonialist, AIA Representative, Brotherhood Chairman, Head Elangomat, Fellowship Chairman, Service Chairman, Membership Chairman, Media Chairman, Webmaster, and Thunderbird Society Chief in order to plan Assembly Weekends, remaining in consultation with the Lodge Officers, Lodge Adviser, Lodge Staff Adviser, and the 10 Induction Principles during the process.
 - c. Facilitates and coordinates the main processes and programs of the Ordeal weekend.
 - d. Organizes and runs new member inductions portions of Assembly weekends including facilitation of ceremony teams and service.
 - e. Facilitates a shortened Ordeal process for LDS members who are unable to attend Sunday activities at Assembly.
 - f. If the Lodge Executive Committee and Lodge Adviser approve a Chapter-run Ordeal, the Ordeal Master aids the Vice Chief of Inductions in facilitating the Chapter's needs as far as is reasonable, as well as ensures that the experience is equally rich as to one that would be attained at a Lodge Assembly.
 - g. Coordinates with the Brotherhood Committee the Nimat Program for the Lodge.
2. AIA REPRESENTATIVE
- a. Reports to the Vice Chief of Program
 - b. Develops and trains Lodge dance and drum teams through workshops, Lodge Events, and outside events.

- c. Develops and maintains an inventory of all American Indian regalia owned by the Lodge for AIA in coordination with the Ladies of the Lodge.
- d. Provides opportunities, both inside and outside of Lodge functions, for youth and adults to participate in AIA events throughout the year.
- e. Works to provide performances and educational opportunities at in-Council events in order to increase the visibility and interest of American Indian Activities in Capitol Area Council.
- f. Offer assistance to the Thunderbird Society Chief as needed in the optimization of Society program.

3. HEAD CEREMONIALIST

- a. Reports to the Lodge Vice Chief of Inductions.
- b. Encourages every Chapter to have at least one Arrow of Light/Crossover, tapout, Pre-Ordeal, Ordeal, and Brotherhood team, as well as a Head Ceremonialist.
- c. Evaluates all ceremony teams as needed.
- d. Provides for all ceremonies at all Lodge events as needed.
- e. Coordinates and Encourages competition at Conclave and National Order of the Arrow Conference.
- f. Keeps inventory of and maintains all ceremonies regalia owned by the Lodge.
- g. Ensures that all ceremonies are conducted in accordance with the National Guide to Inductions on the Lodge and Chapter Level.
- h. Organizes and monitors maintenance of all Lodge ceremony rings.
- i. Works with Chapter to provide Arrow of Light and Crossover ceremonies for Cub Scout Packs.
- j. Conducts a Ceremonies Workshop weekend to prepare camp for Assembly and to train ceremony teams.
- k. Offer assistance to the Thunderbird Society Chief as needed in the optimization of Society program.

4. HEAD ELANGOMAT

- a. Reports to the Lodge Vice Chief of Inductions.
- b. Provides training for Elangomat before the Ordeal.
- c. Coordinates the Elangomats at Ordeal.
- d. Aids in the Nimat program as needed.

5. LODGE HISTORIAN

- a. Reports to the Lodge Vice Chief of Publications.
- b. Photographs or films Lodge functions to keep records of the Lodge's previous program.
- c. Writes and presents articles and summaries of previous Lodge events for publication.
- d. Records and presents the history of Tonkawa Lodge #99.

6. LODGE WEBMASTER

- a. Reports to the Lodge Vice Chief of Publications.
- b. Maintains and updates the Lodge website to ensure that it has current and up-to-date information.
- c. Maintains email lists for the Lodge.
- d. Maintains the Lodge Google Calendar.

7. THUNDERBIRD SOCIETY CHIEF

- a. Reports to the Lodge Vice Chief of Program.
- b. Revises and publishes requirements for Thunderbird Society membership.
- c. Inducts new members who meet the requirements as set forth on the application.
- d. Enlists the help of the Service Chairman, Head Ceremonialist, and AIA Representative as needed to most effectively run the Society program.

C. Advisers

1. COMMITTEE AND EXECUTIVE ADVISERS

- a. Logistically facilitates the work of the Committee or Executive.
- b. Maintains contact with the Youth Chairman or Executives to ensure that he is able to accomplish his stated goals and fulfill the Mission of the Lodge.

ARTICLE IV. ADDITIONAL POSITIONS WITHIN THE LODGE AND CHAPTER

A. Positions Under Direct Executive Committee Oversight

1. CAMP CHIEF

- a. Reports to the Lodge Chief but is supervised by the Camp Director and Camp Program Director.
- b. Camp Chiefs are selected by and approved by the Lodge Executive Committee.
- c. Serves as Camp Coordinator of the Lodge Program at Summer and Winter Camp.
- d. Plans and executes The Order of the Arrow schedule for resident camp.
- e. Helps in directing the Living History program at camps.
- f. Schedules tapout and Brotherhood ceremony teams prior to the start of camp in coordination with the Head Ceremonialist.
- g. Works with the Camping Promotions Committee to engage and promote Arrowmen attendance and staffing at camp.
- h. Arranges and conducts Brotherhood questioning for Brotherhood-applicable Arrowmen at camp who intend to attain their Brotherhood membership.
- i. If deemed necessary, appoints a Camp Vice Chief and a Camp Secretary in consultation with the Lodge Chief, Lodge Adviser, and the Lodge Staff Adviser.
- j. Leads camp service projects in consultation with Service Committee.
- k. Annually, the budget, wage, and duties of the Camp Chiefs shall be outlined in the Lodge Planbook and Operations Manual.

B. Supportive Positions

1. OA UNIT REPRESENTATIVE

- a. Reports to Chapter Chief and Chapter Secretary/Treasurer.
- b. Attends as many Chapter functions as possible.
- c. Serves as a two-way communication between the Chapter and the Unit.
- d. Aids in the facilitation of Unit Elections and Promotional Teams.
- e. Brings the program of the Order into the units.
- f. Sets a good example, enhancing the image of the Order of the Arrow as a source of cheerful service to the Unit.

2. OA ASSISTANT SCOUTMASTER

- a. Supports the OA Unit Representative so that he might succeed in this role as the communication and programmatic link between the unit and the Lodge or Chapter.
- b. Attends District Roundtable as a representative of the Unit and it's ties and responsibility to the Chapter and Tonkawa Lodge #99.
- c. Sets a good example, enhancing the image of the Order of the Arrow as a source of cheerful service to the Unit.