

TATANKA LODGE NO. 141, W.W.W.

ORDER OF THE ARROW

LODGE OPERATION MANUAL

PREFACE

The Lodge Operation Manual is set forth by the Executive Committee of Tatanka Lodge 141, 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.....	December 20, 1997
II.	General Administration.....	November 1, 2010
III.	Lodge Fees and Dues.....	November 1, 2010
IV.	Lodge Standing Committees.....	November 1, 2010
V.	Ordeal Administration.....	December 20, 1997
VI.	Brotherhood Administration.....	December 20, 1997
VII.	Symbols and Customs.....	December 18, 2010

I. CREATION OR REVISION OF THE OPERATION MANUAL

- A. Revisions to this operation manual shall be made by the following method:
1. The proposed revision shall be submitted in writing to the Lodge Chief.
 2. Approval may be obtained at any regular or special meeting of the Lodge Executive Committee.
 3. The approval of two-thirds (2/3) of the voting members of the Lodge 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 Lodge Executive Committee.

II. GENERAL ADMINISTRATION

A. 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 chairmen 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.

b. VICE CHIEF OF PROGRAMS

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

- | | |
|----------------------|--|
| 1. Indian Events | 2. Fellowship Weekends - Tasks, Food, and Scheduling |
| 3. Pow-Wow | 4. Indian Village |
| 5. Community Service | 6. Ceremonial Teams |

c. VICE CHIEF OF MEMBERSHIP AND TRAINING

He is responsible for all matters of the lodge dealing with membership promotion and member training. He is responsible for training unit election teams, providing all unit election results to the Lodge Advisor, collecting data on all scouts and scouters Called Out at Buffalo Trail Council summer camps (BTSR) and providing it to the Lodge Advisor, informing ordeal candidates of when and where to take their ordeal, recruiting elangomats, managing the ordeal candidates at fellowship weekends, notification of members who are eligible for brotherhood membership, recruiting brotherhood counselors, scheduling brotherhood counseling sessions, administering the brotherhood hike, and scheduling and advertising the training sessions of the lodge. He also has direct oversight of the following committees and events:

- | | |
|-------------------------------|--------------------------|
| 1. Unit Elections | 2. Membership |
| 3. Elangomats | 4. Ordeal Administration |
| 5. Brotherhood Administration | |

d. VICE CHIEF OF COMMUNICATIONS

He is responsible for all publications and publicity for the Lodge. This includes the publication of the Lodge Newsletter, the Annual Lodge Membership Directory, the Where to Go Camping Guide, upkeep of the Lodge Website and the promotion of Council Camps. He also has direct oversight of the following committees and events:

- | | |
|------------------------------|---|
| 1. "Whispering Drum" | 2. Make up all media campaigns (Newspaper, Radio, TV) |
| 3. Where To Go Camping Guide | 4. Inter-Lodge and Chapter Communication |
| 5. Banquet Promotion | 6. Lodge Website and Webmaster |

e. LODGE SECRETARY

He is in charge of all 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 LEC.

1. Copies of all the original Unit Election forms and a summary report of all candidates arranged by chapters as provided by the Vice Chief of Membership and Training.
2. A summary report of every candidate who has completed the ordeal arranged by weekend as provided by the Vice Chief of Membership and Training.
3. A summary report of every ordeal member who seals their brotherhood membership arranged by weekend as provided by the Vice Chief of Membership and Training.
4. Record all awards, Founder's Award Recipients and Vigil Nominees from the annual banquet
5. Attendance records from each lodge events
6. Minutes of Lodge Executive Committee Meetings and General Lodge Meetings.

f. LODGE TREASURER

He is in charge of collecting dues, keeping financial records, event registration and giving budget and finance reports. He is to check once a month with his advisor to discuss Lodge Financial Status and report to the Lodge Chief. He also has direct oversight of the following committees and events:

- | | | |
|------------|-----------------|-----------------------|
| 1. Finance | 2. Trading Post | 3. Event Registration |
|------------|-----------------|-----------------------|

2. EXECUTIVE COMMITTEE

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

3. CHAPTERS

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

- | | | |
|--------------------|--------------|-----------|
| 1. Arrowhead | 2. Chaparral | 3. Cibolo |
| 4. Comanche Trails | 5. Lone Star | |

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 Lodge Chief is responsible for the participation of the Chapter in Lodge activities. The Chapter Chief is the Chairman of the Chapter Officers Council. He is responsible for reporting to the Lodge the status of the Chapter's ceremonial teams, the Chapter's brotherhood elevation selections and the Chapter's special service bead selections. He is also responsible for the Unit Elections for the Units 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 absence of the Chapter Chief, the senior Chapter Vice Chief shall perform the duties of the Chapter 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 meeting and functions. He is also responsible for informing members of the Chapter of Lodge and Chapter Events. This person is in charge of making certain that all Unit Election Teams that go out bring back a written record of all elections. One copy is for the Scout Troop; one copy is for the Scout Office; and one copy for the LODGE MEMBERSHIP Secretary's records.

c. Chapter Committees

1. CHAPTER OFFICERS COUNCIL

The Chapter Officers council shall be made up of the Chapter Chief, the Chapter Vice Chief(s), the Chapter Secretary, the Chapter Advisor and Assistant Chapter Advisors. Only Chapter Officers under the age of 21 may vote on matters pertaining to the Chapter. The Chapter Officers Council is responsible for the following:

- (a.) Making Special Service Bead Presentations
- (b.) Maintain records and making the elevation awards for Brotherhood Members of the Chapter.
- (c.) Validating the Unit Election Team reports and presenting them to the Lodge Advisor.
- (d.) Seeing that all Ordeal Candidates in the Chapter are notified about the Ordeal.
- (e.) Promoting Chapter Attendance at Chapter and Lodge Functions.

2. The Chapter Chief may appoint other Chapter Committees as he feels necessary to conduct the Chapter Business. He will receive advice and council on committee appointments from the Chapter Officers and Advisors. Each Committee shall be chaired by a youth member who will not reach the age of 21 during his tenure. An adult advisor may be appointed to counsel the youth chairman where it is felt that such an appointment will materially assist the program.

III. LODGE FEES AND DUES

- A. The annual membership dues for the Lodge shall be : **\$10.00**
- B. The Ordeal Candidate Fee for the Lodge shall be:..... **\$30.00**
- C. The Brotherhood Candidate Fee for the Lodge shall be:..... **\$30.00**
- D. The Arrowman and non-Arrowman Guest Fellowship Weekend Fee shall be: **\$15.00**
- E. The Arrowman and non-Arrowmen Guest Pow-Wow fee shall be:..... **\$20.00**

- F. Fees for other events of the lodge shall be set by the committee in charge of that event and approved by the Executive Committee.

IV. LODGE COMMITTEES

A. COMMITTEES

The Lodge Chief in conjunction with the Lodge Executive Committee 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. The Lodge Adviser, at his discretion, may appoint an Adviser for each committee. Committee Chairmen should be youth members of the lodge. In special circumstances, adult chairmen may be utilized when specifically allowed by the Lodge Operations Manual. Committee Members shall be appointed using the guidelines in the committee description.

B. STANDING COMMITTEES

1. WHERE TO GO CAMPING COMMITTEE

- a. Objective: To promote scout camping within the units of the Lodge and promote the use of the Buffalo Trail Scout Ranch for both long and short term camping.
- b. Members: The Committee shall be composed of a Youth Chairman, Adult Adviser and other youth and adult members as appointed by the Lodge Chief or Committee Chairman.
- c. Meetings: At the leisure of the Committee Chairman.
- d. Tasks:
 - * Publish the Where to Go Camping Guide and keep it up to date.
 - * Provide resources and training for teams performing unit election / summer camp promotion visits.
- e. Special Rules: * None
- f. Reports to: Vice Chief of Communications

2. COMMUNICATIONS COMMITTEE

- a. Objective: To promote effective communication within the Lodge, Council and Community.
- b. Members: The Committee shall be composed of the Lodge Vice Chief of Communications as Youth Chairman, the Assistant Lodge Adviser for Communications as Adult Adviser, the Lodge Webmaster, the e-group Administrator and other youth and adult members as appointed by the Lodge Chief or Committee Chairman.
- c. Meetings: At the leisure of the Committee Chairman.
- d. Tasks:
 - * Create, publish and distribute the *Whispering Drum*.
 - * Maintain the Lodge Website.
 - * Maintain the Lodge e-mail group.
 - * Create, publish and distribute the Lodge Directory.
 - * Coordinate all media campaigns (Press Releases, Newspaper, TV, Radio, etc.)
 - * Provide articles about Tatanka Lodge to the Council, OA Section and OA National Bulletins.
 - * Provide training and resources to promote better communications within the Chapters.
 - * Provide printed and online resources to unit leaders and the community to educate them about the history, purpose and mission of the OA.
 - * Maintain and collect Tatanka Lodge Historical Items for preservation and publication.
- e. Special Rules: * None
- f. Reports to: Vice Chief of Communications

3. UNIT ELECTIONS COMMITTEE

- a. Objective: To perform the annual unit elections.
 - b. Members: The Committee shall be composed of the Lodge Vice Chief of Membership and Training as Youth Chairman, the Assistant Lodge Adviser for Membership and Training as Adult Adviser, Chapter Chiefs and Chapter Advisers (or their designees), and other youth and adult members as appointed by the Lodge Chief or Committee Chairman.
 - c. Meetings: At the January Fellowship weekend and at the leisure of the Committee Chairman.
 - d. Tasks:
 - * Train unit election teams using current National OA election requirements and procedures.
 - * Communicate, promote, schedule and perform OA elections for every eligible unit in the Council.
 - * Perform BTSR summer camp promotion during election visits
 - * Provide election results to the Lodge.
 - * Provide the date and place each unit will attend summer camp to the Lodge.
 - e. Special Rules: * None
 - f. Reports to: Vice Chief of Membership and Training.
4. NATIVE AMERICAN DANCING AND SINGING COMMITTEE
- a. Objective: To promote the knowledge of Native American customs and traditions within the Lodge and our associated geographical area.
 - b. Members: The Committee shall be composed of a Youth Chairman, Adult Adviser and other youth and adult members as appointed by the Lodge Chief or the Committee Chairman.
 - c. Meetings: At the leisure of the Committee Chairman.
 - d. Tasks:
 - * Encourage Arrowmen participation in dancing, drumming and singing.
 - * Encourage the construction of Native American / Mountain Man outfits by Arrowmen.
 - * Hold Native American workshops and training for the Lodge or the Chapters.
 - * Maintain a list of knowledgeable Arrowmen or Community Members who can to assist the Lodge or Chapters with workshops or training related to Native American customs and traditions.
 - * Encourage participation in outside activities like Explorer Posts and Indian Hobbyist Groups.
 - * Be a resource for Lodge Ceremonial Teams and Dancers competing at Section and National Conferences.
 - * Be responsible for coordinating the dancing, drumming and singing at the Lodge Pow-Wow and other events as required.
 - e. Special Rules: * None
 - f. Reports to: Vice Chief of Programs.
5. FELLOWSHIP WEEKEND COMMITTEE
- a. Objective: To plan, coordinate and supervise every effort for and towards the Lodge Fellowship Weekends
 - b. Members: Vice Chief of Programs as Youth Chairman, Assistant Advisor for Programs as Adult Advisor. Other members should include the Camp Ranger(s) (or their designee), the Cooking Committee Chairman, Chaplin Committee Chair, Trading Post Committee Chair, all Ordeal Masters, and others appointed by the Lodge Chief or the Committee Chair.
 - c. Meeting: At all Fellowship Weekends and at the leisure of the Committee Chairman.
 - d. Tasks:
 - * Review and evaluate the proposed work projects for each weekend, recruit taskmasters and secure special tools and craftsmen.

- * Develop and publish a schedule of events for Arrowmen and Candidates at the weekend.
- * Make sure trading post and registration duties are covered at the weekend.
- * If required, make sure appropriate tasks and assignments are selected for the Ordeal Candidates.
- * If required, make sure Ordeal Administration duties are performed. These duties include, but are not limited to, pre-ordeal meetings, elangomats, runners, feeding of the candidates and generally keeping track of and guiding the candidates throughout the weekend.
- * If required, make sure Brotherhood Administration duties are performed. These duties include, but are not limited to, the Brotherhood Hike.
- * Make sure the appropriate types and numbers of Ceremonies are provided at the weekend.
- * Produce a summary of all tasks performed at the Weekend for the Lodge Program Report.

e. Special Rules: * None

f. Reports to: Vice Chief Programs, Lodge Chief and Lodge Advisor

6. TRADING POST COMMITTEE

a. Objective: To serve the Lodge by providing snacks, drinks, Lodge produced items, National OA catalog items and Buffalo Trail Council items for sale at various Lodge Events.

b. Members: The Committee shall be composed of a Youth Chairman, Adult Adviser and other youth and adult members as appointed by the Lodge Chief or Committee Chairman.

c. Meetings: At the leisure of the Committee Chairman.

d. Tasks:

- * Operate the trading post at various lodge events.
- * Store, transport and maintain the Lodge Bead Box.
- * Store, transport and maintain the Lodge trading post inventory.
- * Prepare sashes, flaps, handbooks and claws for distribution to new Ordeal members.
- * Prepare sashes and flaps for distribution to new Brotherhood members.
- * Monitor and divide OA and Camp trading post earnings (if required).
- * Report to the Lodge Executive Committee inventory levels, inventory needs and earnings at regular intervals.

e. Special Rules: *

- * Funds collected shall be handled by responsible adult advisers and deposited with the Council Office after each event.
- * Trading post inventory purchases must be approved by the Lodge Executive Committee.

f. Reports to: Lodge Treasurer, Lodge Chief and Lodge Advisor.

7. POW-WOW COMMITTEE

a. Objective: To organize and put on an enjoyable and meaningful Pow-Wow for the Lodge and its guests each year.

b. Members: The Committee shall be composed of an Adult or Youth Chairman and other youth and adult members as appointed by the Lodge Chief or the Committee Chairman.

c. Meetings: At the leisure of the Committee Chairman

- d. Tasks:
 - * Submit a budget to the Lodge Executive Committee for approval on or before the February Fellowship Weekend.
 - * Reserve the Pow-Wow Location.
 - * Determine Family and Guest Policy.
 - * Determine the capacity of the facilities and set a maximum attendance figure.
 - * Coordinate with the cooking committee chairman for food requirements and menus.
 - * Select, plan and publicize events to be held during Pow-Wow.
 - * Recruit judges and facilitators for the events.
 - * Define scoring and judging procedures for the events.
 - * Prepare a schedule of Pow-Wow Events.
 - * Procure ribbons and awards for event winners.
 - * Recommend Event Patches.
- e. Special Rules:
 - * Procurement of patches should be done with approval of the Lodge Executive Committee.
 - * Committee may not exceed the budgeted amount for Pow-Wow expenses without the prior approval of the Lodge Executive Committee.
- f. Reports to: Vice Chief of Programs

8. COOKING COMMITTEE

- a. Objective: To serve the Lodge by planning, procuring and preparing high quality meals for the Arrowmen at Lodge functions.
- b. Members: The Committee shall be composed of an Adult or Youth Chairman appointed by the Lodge Chief and a cooking crew composed of adult and youth members selected by the Lodge Chief or Committee Chairman.
- c. Meetings: At the leisure of the Committee Chairman.
- d. Tasks:
 - * Determine menus for lodge events.
 - * Procure all supplies, groceries, utensils, and other foodstuffs required.
 - * Communicate with the Camp Ranger and Camp Business Manager regarding commissary items which will be used by the lodge and provide an accounting of items used at the end of each Lodge event.
 - * Maintain and transport any Lodge cooking and food storage equipment.
 - * Oversee and recruit Arrowmen to perform all dining hall operations including cooking, dining hall setup, meal ticket validation, serving, dining hall clean-up, kitchen clean-up and dishwashing.
 - * Report to the Lodge Executive Committee the quality of food, event food costs and cooking crew status on a regular basis.
- e. Special Rules: * None.
- f. Reports to: Vice Chief of Programs, Lodge Chief and Lodge Adviser.

9. TRAINING COMMITTEE

- a. Objective: To promote personal leadership development and the advancement of OA related knowledge among the Lodge members.
- b. Members: The Committee shall be composed of the Lodge Vice Chief of Membership and Training as Youth Chairman, the Assistant Lodge Adviser for Membership and Training as Adult Adviser and other youth and adult members as appointed by the Lodge Chief or Committee Chairman.
- c. Meetings: At the leisure of the Committee Chairman.

- d. Tasks: * Perform new member orientation at Fellowship weekends.
 * Plan and perform an Annual Lodge Training which meets Lodge needs and fulfills National Honor Lodge Requirements.
 * Implement National OA Training objectives as necessary.
 * Promote NLS attendance by Lodge Members

e. Special Rules: * None.

f. Reports to: Vice Chief of Membership and Training.

10. LODGE RECORDS AND DATABASE COMMITTEE

- a. Objective: To maintain all Lodge Membership Records, the Lodge Membership Database and all lodge computer equipment.
- b. Members: The Committee shall be composed of an Adult or Youth Chairman appointed by the Lodge Chief and other adult and youth members selected by the Lodge Chief or Committee Chairman.
- c. Meetings: At the leisure of the Committee Chairman.
- d. Tasks: * Maintain all printed and electronic Lodge membership records.
 * Maintain all Lodge Computers, Printers and Software.
 * Prepare mailing labels for use by the Lodge Executive Committee, Youth Officers, Lodge Advisers or Council Office.
 * Prepare, mail, collect and process the Annual Lodge Dues Notices.
 * Collect, input and maintain unit election results in an Ordeal Candidate Database.
 * Prepare reports for use at Lodge events to determine certified Ordeal Candidates and eligible Brotherhood Candidates.
 * Prepare the Vigil eligibility report for use by the Vigil Honor Selection Committee.
 * Audit the Lodge Membership records to verify all Arrowmen are registered B.S.A. Members.
 * Collect preregistration data from the Council Scout Office for registration at Lodge events.
 * Produce final event attendance reports for the Lodge Executive Committee, Cooking Committee and Camp Rangers.
 * Report to the Lodge Executive Committee on event attendance, total lodge membership and lodge computer equipment on a regular basis.
- e. Special Rules: * Purchases of supplies, equipment and other necessary items must be approved by the Lodge Executive Committee.
- f. Reports to: Lodge Adviser and Lodge Chief.

11. VIGIL HONOR SELECTION COMMITTEE

- a. Objective: To select the annual recipient(s) of the Vigil Honor per the procedures of the Lodge, the requirements of the most recent printing of the Order of the Arrow Handbook and the guidelines in the most recent printing of the Order of the Arrow Guide for Officers and Advisers.
- b. Members: The committee shall be composed of a Youth Chairman, a youth representative from each chapter (if possible), the Lodge Adviser (or his designee), the Lodge Staff Adviser (or his designee) and other youth members as appointed by the Lodge Chief.
- c. Meetings: The Committee will meet during the Close Camp Fellowship at a time of the Lodge Chief's choosing. Additional meetings of the committee will be at the leisure of the Lodge Chief or the Committee Chairman.

- d. Tasks: * Review the provided list of those Arrowmen meeting the minimum requirements for the for the Vigil Honor as prescribed by the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.
- * Review letters of support for eligible Arrowmen from the Lodge Membership.
- * Hear comments and discussion from the Lodge membership regarding those eligible for the Vigil Honor during an open meeting.
- * The committee will select the Vigil Honor recipient(s) and inform the Lodge Adviser of their selection(s) at least seventy five (75) days prior to the Lodge Banquet.
- e. Special Rules: * Committee members are not eligible to receive the Vigil Honor.
- * The maximum number of Vigil Honor Members the Lodge can select and the minimum Youth/Adult ratio is dictated by National and will be provided to the committee.
- * The methodology of voting on or selecting the Vigil Honor recipients shall be determined by the Committee.
- * Only the youth members (under 21 years of age) of the committee can vote on or otherwise select the Vigil Honor recipients.
- * Committee results are secret and should be sealed until the Annual Banquet.
- f. Reports to: Lodge Chief and Lodge Adviser.

12. JAMES E. WEST AWARD COMMITTEE

- a. Objective: To select the annual recipient of the Tatanka Lodge James E. West Award.
- b. Members: The Committee shall be composed of an Adult Chairman, selected Lodge Members who are recipients of the James E. West Award and other youth and adult members as appointed by the Lodge Chief.
- c. Meetings: The Committee will meet at a time and place determined by the Lodge Chief.
- d. Tasks: * Receive letters of nomination/support for Arrowmen from the Lodge Membership.
- * The committee will select the James E. West Award recipient and inform the Lodge Adviser of their selection at least seventy five (75) days prior to the Lodge Banquet.
- e. Special Rules: * Committee members are not eligible to receive the James E. West Award.
- * The Committee may select an Adult or Youth Recipient.
- * The methodology of voting on or selecting the James E. West Award recipient shall be determined by the Committee.
- * All members of the committee (both youth and adult) may vote on or otherwise select the James E. West Award recipient.
- * Committee results are secret and should be sealed until the Annual Banquet.
- f. Reports to: Lodge Chief and Lodge Adviser.

13. FOUNDERS AWARD COMMITTEE

- a. Objective: To select the annual recipient(s) of the Tatanka Lodge Founders Award.
- b. Members: Youth Subcommittee: This subcommittee shall be composed of a Youth Chairman, selected Lodge youth members who are recipients of the Founders Award, a youth representative from each chapter (if possible) and other youth members as appointed by the Lodge Chief.
- Adult Subcommittee: This subcommittee shall be composed of an Adult Chairman, selected Lodge adult members who are recipients of the Founders Award, and other adult members as appointed by the Lodge Chief.
- c. Meetings: The subcommittees will meet at a time and place determined by the Lodge Chief.
- d. Tasks: * Receive letters of nomination/support for Arrowmen from the Lodge Membership.

- * The subcommittees will select the Founders Award recipient(s) and inform the Lodge Adviser of their selection(s) at least seventy five (75) days prior to the Lodge Banquet.
- e. Special Rules:
 - * Committee members are not eligible to receive the Founders Award.
 - * The maximum number of Awards the Lodge can bestow is dictated by National and will be provided to the subcommittees before they meet.
 - * If only one Founder's Award recipient is selected, by National Rules, it must be a Youth Arrowman.
 - * The Youth subcommittee must select a Youth Recipient.
 - * The Adult subcommittee may select an Adult or Youth Recipient.
 - * The methodology of voting on or selecting the Founders Award recipient(s) shall be determined by each subcommittee.
 - * Committee results are secret and should be sealed until the Annual Banquet.
- f. Reports to: Lodge Chief and Lodge Adviser.

14. CHAPLAIN COMMITTEE

- a. Objective: To always remember that part of the Scout Law which reminds us to be Reverent and that part of the Scout Oath or Promise which reminds us of our Duty to God.
- b. Members: The Committee shall be composed of a Youth Chairman, an Adult Adviser and other youth and adult members as appointed by the Lodge Chief or Committee Chairman.
- c. Meetings: At the leisure of the Committee Chairman.
- d. Tasks:
 - * Coordinate the saying of Grace at the opening of and at all meals during Lodge Events.
 - * Plan, coordinate and present devotional services at Lodge Events.
- e. Special Rules: * None
- f. Reports to: Vice Chief of Programs.

C. SPECIAL COMMITTEES

Special Committees may be created by the Lodge Chief 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

- A. Administration of the Ordeal shall be as prescribed in the Administrative Guide to the Ordeal.
- B. Tatanka Lodge #141 shall use special means to execute the Ordeal as required by the time and place of the ordeal.

VI. BROTHERHOOD ADMINISTRATION

- A. Tatanka Lodge 141 makes recognition of three Brotherhood elevations. These elevations are conferred upon Brotherhood members by their respective Chapters and/or the Lodge for their service and devotion. These elevations are recognized by colored bands painted on the ends of the Eagle Claws on the Coup. (See Section VII, Symbols and Customs)
- B. General Requirements for Brotherhood Elevations:
 - 1. THE FIRE BUILDER HONOR
 - a. The recipient of this honor shall have been an active Brotherhood member of the Order of the Arrow for ten months. The recipient shall have been recommended by his respective Chapter Officers Council.

- b. The Claws of the Fire Builder shall be painted with a yellow band at the tip of each claw as shown in Section VII, Symbols and Customs, of the Lodge Rules of Operations.
- c. The job of Fire Builder is to make fires for the ceremonies when requested.

2. RUNNER HONOR

- a. The recipient of this honor shall have been a Fire Builder for approximately one (1) year. The recipient of this honor shall have been recommended by his respective Chapter Officers Council.
- b. The Claws of the Runner shall be painted with a light blue band directly above and adjacent to the yellow band as shown in Section VII, Symbols and Customs, of the Lodge Rules of Operations.
- c. The job of the Runner is to run for the Ordeal and to fill in as a Fire Builder when needed for ceremonies.

3. HONOR OF KEEPER OF THE SACRED BUNDLE

- a. The recipient of this honor shall be have been a Runner for approximately one (1) year. The recipient of this honor shall have been recommended by his respective Chapter Officers Council.
- b. The claws of the Keeper of the Sacred Bundle shall be painted with a white band directly above and adjacent to the light blue band shown in Section VII, Symbols and Customs, of the Lodge Rules of Operations.
- c. The job of the Keeper of the Sacred Bundle is to keep the sashes for the Lodge and to fill in for the Runner and Fire Builder when needed.

C. Special Provisions for Brotherhood Elevations

- 1. Elected Officers of the Lodge and all Chapter Chiefs who have attained Brotherhood membership shall be elevated to Keeper of the Sacred Bundle.
- 2. The Executive Committee reserves the right to bestow any honor upon any Brotherhood member as it sees fit.
- 3. Attainment of certain Brotherhood Elevations cannot be a requirement for Vigil Selection.
- 4. All Vigil Honor members of the lodge shall be elevated to Keeper of the Sacred Bundle upon their nomination as a Vigil Honor Candidate.

VII. SYMBOLS AND CUSTOMS

A. TRAINING PATCHES AND YEARLY TRAINING ATTENDANCE PINS

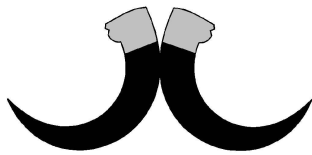
- 1. Training Patch Design and Distribution
 - a. The lodge training patch shall be a pocket patch with button loop in the "Trained for the Future" design.
 - b. All Training Patches shall be uniquely numbered.
 - c. Training Patches shall be distributed on a "one-per-life" basis to each Arrowman upon completion of their first Annual Lodge Training Session.
- 2. Training Year Pin Design and Distribution
 - a. Training Year Pins shall be the standard BSA Star Shaped Year Pin with a Red Backing.
 - b. Pins will not be given out to Arrowmen who have just completed their first Training Session.

- c. A year pin with the number “2” on it will be distributed to each Arrowman upon completion of their second Annual Lodge Training Session. Subsequent year pins shall be distributed as follows:
 1. A Training Year Pin (for single digit and 5 year multiples) or Pins (for two digit years) shall be distributed to each Arrowman at the completion of each Lodge Training Session equal to the number of training sessions attended. (i.e. complete 5 Training Sessions, get a 5 Year Pin)
 2. To receive a new year pin(s), an Arrowman must trade in their old year pin(s) to receive their new year pin(s). If an Arrowman loses or does not otherwise bring a pin to trade in, they must purchase their own year pin(s).

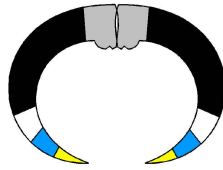
B. COUP

1. Eagle Claws

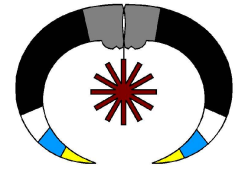
a. The Eagle Claws shall be worn as shown:



ORDEAL

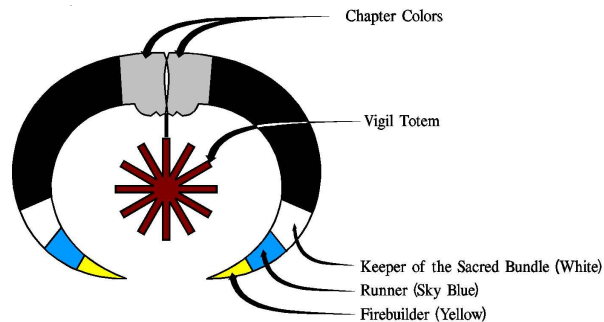


BROTHERHOOD



VIGIL

b. The Eagle Claws shall be painted as shown:



The colored bands representing the Fire Builder, Runner and Keeper of the Sacred Bundle honors shall be ¼ inch in width and shall only be added when that elevation has been bestowed by a Chapter or the Lodge.

The Chapter Colors are as follows:

CHAPTER	COLORS
Arrowhead	Purple
Chaparral	Sky Blue
Cibolo	Green
Comanche Trails	Orange with Silver Stripes
Lone Star	White

C. BEADS

1. Order of Beads

- a. If earned, the Black Round Eagle Beads shall be on the top of the coup.
- b. If earned, the Gold Square Founders Award Beads shall be directly below the Eagle Beads.

- c. If earned, the Purple Round Special Service Beads shall be directly below the Founders Beads.
 - d. All other beads may be placed on the coup in any order desired.
2. Requirements for earning certain beads:
- a. Turquoise Turtle Indian/Mountain Man Outfit at Ceremony (or Approved Lodge Function) Bead:
 - 1. May not be given to an Arrowman involved in performing the ceremony where the beads are presented.
 - 2. Arrowmen must be in a full outfit which at a minimum includes leggings, shirt and one other item. (ie. additional clothing, footwear, head covering, ornamental jewelry, medicine bag, etc.)
 - 3. Arrowmen earn one (1) bead for each ceremony (or approved lodge function) they attend in outfit. The maximum number of turquoise turtle beads which can be earned in a weekend is two (2).
 - 4. The ceremonial team and their adviser will determine who is and who is not in a full outfit. Any disputes will be presented to the Lodge Chief for a final determination.
 - 5. The Arrowman portraying Nutiket during the ceremony where the deserving Arrowmen are in attendance will distribute the beads to the deserving Arrowmen before the ceremony begins.
3. The Beads of Tatanka Lodge 141, W.W.W., are as listed in the following tables:
*NOTE: All Beads are presented in Pairs unless otherwise noted.

LODGE OFFICERS AND ADVISORS	
Blue Square w/ white stripe	Lodge Chief
Blue Square	Lodge Officers
Purple Square w/ white stripe	Lodge Advisor
Purple Cylinder w/ white stripe	Lodge Assistant Advisor
Orange Round	Committee Chairman
CEREMONIAL SERVICE	
Black Flat	Tap-Out Team (Speaking Parts ONLY)
Purple Flat	Pre-Ordeal Ceremonial Team (Speaking Parts ONLY)
White Flat	Ordeal Ceremonial Team (Speaking Parts ONLY)
Green Flat	Brotherhood Ceremonial Team (Speaking Parts ONLY)
Yellow Flat	Ceremonial Service
Turquoise Turtle	Indian/Mountain Main Outfit at Ceremonies (1 per ceremony, max 2 per weekend)
CHAPTER OFFICERS AND ADVISORS	
Green Square w/ white stripe	Chapter Chief
Green Square	Chapter Officers
Orange Square	Chapter Advisor
Orange Square w/ white stripe	Chapter Assistant Advisor
Orange Round	Committee Chairman
FELLOWSHIP WEEKEND	
Red Cylinder	Ordeal Master
Red Flat	Taskmaster
Clear Round	Elangomat
Red Square w/ white stripe	Presented to Elangomat upon 50% of his clan completing Brotherhood.
Blue Flat	Vigil Weekend
Green Round	Fellowship Weekend.
Blue Round	5 Fellowship Weekends (Trade 5 green rounds for set).
SPECIAL EVENTS	
White Round	Annual Pow Wow
Brown Round	Annual Banquet
Orange Cylinder	Section Conclave
Wood Round	Member of an official delegation to National Order of the Arrow Event
White Cylinder	Indian Dance Team
Yellow Round	1 Long Term Camp (Summer Camp / Winter Camp, one set per year)
Yellow Square	5 Long Terms Camps (Trade 5 yellow rounds for set)
AWARDS AND HONORS	
Gold Square	Founder's Award
Black Round	Eagle Scout (Only one set per Eagle Scout Arrowman)
Purple Round	Special Service (Only one set per Arrowman)
MEMBERSHIP / MISCELLANEOUS	
Red Round	1 Year in the Order of the Arrow.
Red Square	5 Years in the Order of the Arrow (Trade 5 red rounds for set).
Orange Flat	Membership Recruitment (SINGLE)
Tan Flat	Unit Election Team
Tan Round	Chapter Participation
Brown Flat	Camp Staff

BEADS BY COLOR

Black Flat	Tap-Out Team (Speaking Parts ONLY)
Black Round	Eagle Scout (Only one set per Eagle Scout Arrowman)
Blue Square	Lodge Officers
Blue Flat	Vigil Weekend
Blue Round	Lodge Secretary and Treasurer
Blue Square w/ white stripe	Lodge Chief
Brown Flat	Camp Staff
Brown Round	Annual Banquet
Clear Round	Elangomat
Gold Square	Founder's Award
Green Square	Chapter Officers
Green Flat	Brotherhood Ceremonial Team (Speaking Parts ONLY)
Green Round	Fellowship Weekend
Green Square w/ white stripe	Chapter Chief
Orange Cylinder	Section Conclave
Orange Flat	Membership Recruitment (SINGLE)
Orange Round	Committee Chairman
Orange Square	Chapter Advisor
Orange Square w/ white stripe	Chapter Assistant Advisor
Purple Cylinder w/ white stripe	Lodge Assistant Advisor
Purple Flat	Pre-Ordeal Ceremonial Team (Speaking Parts ONLY)
Purple Round	Special Service (Only one set per Arrowman)
Purple Square w/ white stripe	Lodge Advisor
Red Cylinder	Ordeal Master
Red Flat	Taskmaster
Red Round	1 Year in the Order of the Arrow.
Red Square	5 Years in the Order of the Arrow (Trade 5 red rounds for set).
Red Square w/ white stripe	Presented to Elangomat upon 50% of his clan completing Brotherhood.
Tan Flat	Unit Election Team
Tan Round	Chapter Participation
Turquoise Turtle	Indian/Mountain Main Outfit at Ceremonies (1 per ceremony, max 2 per weekend)
White Cylinder	Indian Dance Team
White Flat	Ordeal Ceremonial Team (Speaking Parts ONLY)
White Round	Annual Pow Wow
Wood Round	Member of an official delegation to National Order of the Arrow Event
Yellow Flat	Ceremonial Service
Yellow Round	1 Long Term Camp (Summer Camp / Winter Camp, one set per year)
Yellow Square	5 Long Terms Camps (Trade 5 yellow rounds for set)