

**STANDARD OPERATING PROCEDURE**

**Section I. Names and Affiliation of the Lodge**

- A. The name of this Lodge of the Order of the Arrow shall be Manitous Lodge, number 88.
- B. This Lodge shall be affiliated with the Great Sauk Trail Council, Boy Scouts of America, number 255, and shall be under the administrative authority of the Scout Executive.
- C. The totem of this Lodge shall be the Medicine Wheel.
- D. The Lodge shall be administratively subdivided into Chapters.
  - 1. The Chapters shall correspond in number and geographical area to the Districts of the Council.
  - 2. The Running Waters District shall be called the Tecumseh Chapter.
  - 3. Each Chapter shall come under the supervision of the related District Camping Committee and the District Scout Executive.
- E. Each Chapter of the Lodge has the responsibility to see that all Lodge programs are offered in their highest potential to the members of their Chapter. Each Chapter must follow local Lodge and National policies. Final approval of major Chapter functions, such as Calling-out ceremonies or conclaves, must come from the Lodge Executive Committee at least thirty (30) days prior to said function. Chapter service projects need only the approval of the District Camping Committee.

**Section II. Insignia**

- A. The official insignia of the Lodge shall be as follows:
  - 1. All Order of the Arrow emblems and insignia that are regularly stocked and supplied through the National Supply Service of the Boy Scouts of America.
  - 2. A standard Lodge pocket flap emblem.
  - 3. Any special emblems or insignia that may be approved by the Lodge Executive Committee.
- B. The official insignia of the Lodge shall be made available for sale as follows:
  - 1. At the Council Trading Post during regular business hours.
  - 2. At all regular meetings of the Lodge during the time set aside for this purpose.
  - 3. At any other time and place designated by the Lodge Treasurer in cooperation with the Lodge Lay Adviser or the Lodge Staff Adviser.
- C. The following restrictions shall apply to the sale and use of the official insignia:
  - 1. All insignia shall be worn in accordance with the current regulations set forth by the National Council of the Boy Scouts of America.
  - 2. The Order of the Arrow sash and the Lodge neckerchief shall be worn only as follows:
    - a. When attending Order of the Arrow meetings.
    - b. When attending Order of the Arrow service projects.
    - c. When representing the Order of the Arrow in an official capacity at any Scouting or civic event.
    - d. When deemed proper by the Lodge Chief or Chapter Chief.

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- D. No Chapter or Committee of this Lodge shall create any insignia of any kind without first receiving approval of the Lodge Executive Committee.
- E. The Lodge Executive Committee may place or remove any restrictions on any special emblems or insignia it may issue, but the Lodge Executive Committee may not change the restrictions or the design of any standard insignia.
- F. All insignia designs and associated graphic artwork of Manitous Lodge 88 and the merged Lodges that were predecessor to Manitous 88 (Munhacker Lodge 88, Tecumseh Lodge 332, Allohak Lodge 88 & Teetonkah Lodge 206) are the exclusive property of Manitous Lodge 88. Any and all use of these insignia designs and associated graphic artwork must be approved by the current Lodge Executive Committee at the time of the requested usage.

**Section III. Officers**

- A. The Lodge officers shall be: Lodge Chief, Vice Chief of Program, Vice Chief of Membership, Vice Chief of Chapters, Secretary and Treasurer.
  - 1. The Lodge Chief shall preside over all meetings of the Lodge Executive Committee at which he is present. He shall appoint members to the various committees of the Lodge. He shall sign or designate the Secretary to sign all official Lodge documents. He shall serve as the official representative of the Lodge and the youth of the Council and he shall inform the Council Executive Committee of the Lodge's operations from time to time. He shall oversee the planning and execution of the Lodge Program Planning Day to assist in the transition between Executive Committees. He shall assume all other duties and powers as assigned to him in the other sections of these Operating Procedures.
  - 2. The Vice Chief of Program shall oversee the general program of the Lodge. He will coordinate the necessary committees dealing with Service, Camping Promotion, Training, Spirit and Dance to develop and manage the programs of the Lodge. He will also work with the Vice Chief of Membership to develop, maintain and execute a standard leadership and program training pathway. He shall act in place of the Lodge Chief in the absence of the latter. He shall assume all duties as directed by the Lodge Chief and all other powers and responsibilities as assigned to him in other sections of these Operating Procedures.
  - 3. The Vice Chief of Membership shall coordinate the induction and development of the Lodge members. He shall work with the committees dealing with Ceremonies, Brotherhood, Vigil, Communications, History and all other necessary committees. He will also oversee Executive Committee and general lodge member completion of a standard leadership and program training pathway. He shall act in the place of the Lodge Chief in the absence of the Vice Chief of Program and the Lodge Chief. He shall assume all duties as directed by the Lodge Chief and all other powers and responsibilities as assigned to him in other sections of these Operating Procedures.
  - 4. The Vice Chief of Chapters shall oversee the operations of the various Chapters and shall report to the Lodge Chief on their actions from time to time.

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He shall coordinate with any necessary committees to develop and plan unit elections and camp promotions. He shall act in the place of the Lodge Chief in the absence of the Vice Chief of Membership, the Vice Chief of Program and the Lodge Chief. He shall coordinate the Quality Chapter and Chapter Recognition Programs by the guidelines set forth in the Lodge Bylaws. He shall assume all duties as directed by the Lodge Chief and all other powers and responsibilities as assigned to him in other sections of these Operating Procedures.

5. The Secretary shall record and publish the minutes of all meetings of the Lodge Executive Committee and the Annual Lodge meeting. He shall keep correspondence within and outside of the Lodge as directed by the Lodge Chief. He shall be responsible for the production and distribution of the annual Lodge Planbook. He shall act in place of the Lodge Chief in the absence of the Vice Chief of Chapters, the Vice Chief of Membership, the Vice Chief of Program and the Lodge Chief. He shall assume all duties as directed by the Lodge Chief and all other powers and responsibilities as assigned to him in other sections of these Operating Procedures.
  6. The Treasurer shall maintain the Financial records of the Lodge. He shall supervise the operation of a Lodge Trading Post. He shall act in place of the Lodge Chief in the absence of the Secretary, the Vice Chief of Chapters, the Vice Chief of Membership, the Vice Chief of Program and the Lodge Chief. He shall assume all duties as directed by the Lodge Chief and all other powers and responsibilities as assigned to him in other sections of these Operating Procedures.
- B. The Chapter officers for each Chapter of the Lodge shall be: Chapter Chief, Chapter Vice Chief(s) and Chapter Secretary / Treasurer. Each Chapter may have one or more Chapter Vice Chiefs according to their individual needs.
- C. The qualifications for office are those set forth in the Order of the Arrow Handbook.
- D. Elections
1. The Lodge Executive Committee shall be empowered to declare the date and time of elections. Elections shall take place at the Annual Lodge meeting held with the spring event, and the general membership shall be informed, in writing, of the approaching elections at least thirty (30) days in advance of the voting.
  2. At least 30 days prior to the date of the election, a nominating committee composed of the Vice Chief of Chapters and the Chapter Chiefs will identify and prepare a slate of qualified candidates for Lodge officer positions. Candidates for Lodge office are encouraged to notify the nominating committee of their intent to run for office at least 14 days prior to the meeting of the nominating committee. The Lodge Chief may appoint additional members to this committee if necessary. Candidates must announce their intent to run for office to the Lodge Adviser or the Staff Adviser before the election. Candidates for office having announced such intent shall be

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nominated from the floor at the time of the election. All candidates must read and sign a responsibility agreement stating he understands the obligations of the office he is running for, prior to the voting of that office. All nominations must be accepted by the candidate.

3. Elections shall take place after the Spring Ordeal Ceremony.
4. The order of the questions at the Annual Meeting shall be as follows: Any amendments to, or ratification of, the Lodge Standard Operating Procedures; the office of Lodge Chief; the office of Vice Chief of Program; the office of Vice Chief of Membership; the office of Vice Chief of Chapters, the office of Secretary; and the office of Treasurer. Each candidate for the office of Lodge Chief will have up to three (3) minutes to speak on his behalf before the vote for that office. Each candidate for the remaining offices will have up to two (2) minutes to speak on his behalf before the vote for that office. If a majority is not reached on the first roll call, then each candidate for all offices will have an additional one (1) minute to speak for each successive vote.
5. Votes shall be publicly cast by each chapter chief or his designee. Each chapter shall have ten (10) votes and be granted one (1) additional vote for every five voting members present at the beginning of the election. The Lodge Chief or his designee shall determine the number of voting members present in each chapter and declare this number to the members present. Once established, this number will be used throughout the entire voting process. Additional votes will not be given for partial groups of five and no rounding will be used to determine additional votes. Chapter Chiefs shall be responsible for taking a vote of the chapter members present and using the outcome to appropriately cast the Chapter's ballots. Votes can be split among candidates in any fashion the Chapter and its Chief see fit. A roll call of the Chapters shall occur and each Chapter will announce its votes. The Key Three shall record the ballots as they are announced. A simple majority of the votes cast shall be necessary and sufficient for a candidate to be declared a winner. The Lodge Chief shall announce the outcome of each vote after each ballot. If there are more than two candidates and no majority is reached on the first roll call, the candidate receiving the fewest votes will be dropped and the remaining candidates will be entered into a second roll call. This procedure will continue until a majority vote is reached.
6. In the event of a deadlock, a second vote shall be taken. If a deadlock persists after this vote, the Lodge Chief shall cast the deciding vote in favor of the candidate of his choice.
7. Should the Lodge elections be declared closed and a Lodge office remain vacant, the newly elected Lodge Executive Committee shall immediately convene to nominate individuals for the position in question. It is the responsibility of the Lodge Chief to approach the nominees for said office within the next thirty (30) days to determine their willingness to serve. A

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proclamation shall be issued by the Lodge Chief or his designee stating that anyone interested in assuming a vacant office must approach the Lodge Chief within thirty (30) days of the election. After the passage of thirty (30) days, the Lodge Executive Committee shall vote on the nominees for the position during a regularly scheduled meeting. A simple majority vote of the committee shall be necessary and sufficient for election. The newly elected officers shall be installed that evening.

8. If no one has come forward wishing to serve at the end of the thirty (30) day deadline, the Lodge Chief shall be empowered to appoint an Arrowman to the vacant position.
  9. The various Chapters shall hold elections elections for their officers within thirty (30) days of the Annual Lodge Meeting. The election procedure shall be determined by the Chapter leadership.
- E. The terms of all officers, Lodge and Chapter, shall be for approximately one year, fall meeting to fall meeting.
- F. In the event any officer officer of the Lodge or a Chapter shall be unable or unwilling to serve in the opinion of the Lodge Executive Committee, the office shall be declared vacant by a two-thirds (2/3) vote of the Lodge Executive Committee. In the case of a vacancy in any Lodge or Chapter office, the Lodge Chief shall be empowered to fill such a vacancy with the approval of the Lodge Adviser and the Staff Adviser, until the next scheduled election, or until a special election is held. In case the office of Lodge Chief should become vacant, the Vice Chief of Program shall fulfill the remaining part of the Lodge Chief's unexpired term.
- G. Lodge Officers elected at the Spring Ordeal weekend shall assume office at the business meeting held during the Annual Lodge meeting during the Fall Fellowship weekend. Lodge Program Planning Day shall take place within one (1) calendar month of the Fall Fellowship, and shall include all members of the Executive Committee. A job description of each position will be provided, and will be part of the workshop.

**Section IV. Lodge Executive Committee**

- A. The Lodge Executive Committee shall be composed of voting and nonvoting members.
1. The voting members shall be the Lodge Officers, the immediate past Lodge Chief (if under age 21), the Chairmen of the various Lodge standing (operating) committees and the Chapter Chiefs. In the absence of the Chapter Chief, the next chapter officer in succession may vote.
  2. The nonvoting members shall be the Scout Executive; the Staff Adviser; the Lodge Adviser; the Advisers to all the Lodge Operating Committees; the Lodge Chief-Elect, if his term has not yet begun; the immediate Past Lodge Chief, if 21 years of age or older; the Chapter Advisers; and all others designated by the Lodge Executive Committee.
  3. No vote of the Executive Committee shall occur unless five (5) voting members are present.

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- 4. All matters shall be decided by a majority of the votes cast.
- B. The Lodge Chief shall be the presiding officer at all Lodge Executive Committee meetings.
- C. Meetings of the Lodge Executive Committee shall be open to active members.
- D. The Lodge Executive Committee shall hold at least four regular meetings a year.
- E. A meeting of the Lodge Executive Committee shall be considered a regular meeting if notification of the meeting stating the time and place is provided to all members of the Lodge Executive Committee at least thirty (30) days and not more than one (1) year prior to the meeting.
- F. Special meetings of the Lodge Executive Committee may be called at any time by the Lodge Chief in cooperation with the Lodge Adviser or the Staff Adviser or by the Scout Executive. The Standard Operating Procedures shall be considered ratified and in effect until such time they are amended and re-ratified subject to section XIV. The members of the Lodge Executive Committee shall be provided with a copy of the Standard Operating Procedures during Lodge Program Planning. The members of the Lodge Executive Committee shall abide by and function according to the Standard Operating Procedures.
- G. Deadlines and dates:
  - 1. The Treasurer shall present a financial statement at each meeting of the Lodge Executive Committee and on the request of the Lodge Chief or the Lodge Adviser.
  - 2. The Secretary or his designee shall present the minutes of the immediate past meeting at each Lodge Executive Committee meeting. He shall present the minutes of the immediate past Annual Meeting at the Annual Lodge Meeting.

**Section V. Lodge Meetings**

- A. The structure and agenda for meetings of the Lodge Executive Committee shall be determined by the Lodge Chief in consultation with the Lodge Adviser and the Staff Adviser.
- B. Regular and special meetings of the Lodge may be called at the pleasure of the Lodge Chief with the approval of the Scout Executive or by the Staff Adviser.
- C. A meeting of the Lodge shall be considered a regular meeting if notification of the meeting stating the time and the place is provided to all active Lodge members at least thirty (30) days but not more than one year prior to the meeting.
- D. The Lodge Chief shall be the presiding officer at all Lodge Meetings.
- E. Each meeting of the Lodge shall be opened with the Obligation of the Order of the Arrow and closed with the Order of the Arrow Song.
- F. Voting at all Lodge meetings shall be by youth members in attendance, with each member having one (1) vote. All matters except amendments to the Standard Operating Procedures shall be decided by a majority of the votes cast. Amendments to the Standard Operating Procedures require a two-thirds (2/3) majority of the votes cast.

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- G. Quorum will consist of all youth members present at a meeting announced at least thirty (30) days in advance.
- H. The Lodge Executive Committee must formally approve all items of expenditure, income and policy.

**Section VI. Lodge Operating Committees**

- A. The Lodge Chief shall, with the approval of the Lodge Adviser and the Staff Adviser, be empowered to create those Lodge Operating Committees to advise the Lodge Executive Committee on matters of special importance and to make effective the program of the Order of the Arrow.
- B. The Lodge Operating Committees shall be composed of a Committee Chairman, the chairmen of the corresponding Chapter Committees, if such committees exist, and any other members as shall be appointed by the Lodge Chief, provided that each Chapter shall have an opportunity for equal representation.
- C. The Chairmen of the Lodge Operating Committees shall be appointed by the Lodge Chief with the approval of the Lodge Adviser and the Staff Adviser within thirty (30) days of the beginning of the Lodge Chief's term. The Chairmen shall continue to serve at the pleasure of the Lodge Officers. All Chairmen shall be under 21 years of age for the duration of their Chairmanship.

**Section VII. Chapter Operating Committees**

- A. The Chapter Chiefs, in cooperation with their Chapter Advisers, shall be empowered to create within their Chapters those Chapter Operating Committees necessary to make effective the program of the Lodge in the Chapter and to give the Chapter representation in the Lodge.
- B. The Chairman of the Chapter Operating Committee shall be appointed by the Chapter chief and continue to serve at the pleasure of the Chapter Chief. All Chapter Operating Committee Chairmen shall be under the age of 21 for the duration of their Chairmanship.

**Section VIII. Finances**

- A. Each active member (BSA and OA Registered) shall be assessed annual dues, which shall become payable on or before December 31<sup>st</sup> of the year before they are applied. A member whose dues are not by December 31<sup>st</sup> shall be classified as inactive. Lodge members that are in the United States Armed Forces shall be exempt from the payment of dues during their term of active duty, provided they retain their registration in the BSA.
- B. New members receive the dues for the current year in which they complete the Ordeal, and are assessed dues for the following year, as part of the Ordeal weekend package.
- C. The Lodge Executive Committee shall be empowered to set the amount of the annual dues payment by an affirmative vote of two-thirds (2/3) of the committee at any regular meeting.

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Award replaces the Arrowman of the Year Award and the William Fought Award, which have been discontinued.

**B. Requirements:**

1. Be an active, registered Brotherhood or Vigil Honor member.
2. Have performed an outstanding service worthy of special recognition.
3. Have participated in and actively promoted Scout camping in the Great Sauk Trail Council.
4. In support of the Scouting program whence comes our basis for existence, the nominee must be currently active in some Scouting capacity outside of the Lodge.
5. Past recipients of the Lodge Honor Award, the Arrowman of the Year Award, or the William Fought Award are not eligible for consideration.

**C. Procedures:**

1. Any three (3) registered Scouts or Scouters may make a nomination. Any Arrowman who meets the requirements may be nominated.
2. Only the voting members of the Lodge Executive Committee shall consider nominations.
3. A copy of the nomination form and any accompanying material will be presented to each voting member. Nominations from the floor are not permitted. The nominations and accompanying material will then be read verbatim by the Lodge Chief or his designee. Immediately following the reading of each nomination form, the reader will ask voting members as to any knowledge of inaccuracies in any of the presented material. Should any part be found to be blatantly false the Executive Committee, a vote may be taken to remove the nomination from consideration.
4. After this procedure has been completed for all nominations, there will be a two-minute consultation period wherein voting members may question their personal adviser or other qualified persons designated by the Lodge Chief. Five minutes of discussion may then take place. All nominations will then be considered simultaneously by secret ballot. A nomination must receive at least 75% of the votes of the members present. A voting member may list on a ballot any or all of the names he feels are fully qualified and very deserving of the honor and recognition. He need not feel compelled to vote for any of the nominees, and if he submits a blank ballot, said ballot shall be included in the calculation of the number of votes cast.
5. The ballots will then be counted by the Lodge Chief or his designees. At least two members should count the ballots. The results will be kept secret until the Winter Banquet. The Lodge Chief or his designee is responsible for arranging to have the awards presented at the Winter Banquet. Should presentation at that time be impossible, the Award should be presented at the next earliest Lodge function. The Lodge Adviser should retain one

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copy of each approved nomination to be kept on file in the Council Service Center and all remaining copies distributed prior to the voting are destroyed, as well as the used ballots.

**Section XIV. Archie Adams Dedication to Service Award**

- A. Purpose: To recognize Arrowmen who exemplify the spirit of Archie Adams through extraordinary cheerful service, enhancement of program quality and exceptional dedication to the youth of Manitous Lodge and the Great Sauk Trail Council over an extended length of time.
- B. Requirements:
  - 1. Be an active, BSA and Manitous Lodge registered Brotherhood or Vigil Honor. (Note: The award cannot be given posthumously)
  - 2. Be active in a Scout capacity outside the Lodge in the unit, district or council.
- C. Procedures:
  - 1. Any three (3) registered Scouts or Scouters may make a recommendation. Any Arrowman who meets the requirements may be recommended.
  - 2. Only the voting members of the Lodge Executive Committee shall consider recommendations.
  - 3. A copy of the recommendation form and any accompanying material will be presented to each voting member. Nominations from the floor are not permitted. The Lodge Chief or his designee will read the biography of Archie Adams on the recommendation form verbatim to the voting members. The Lodge Chief or his designee will then read the recommendation forms and accompanying material verbatim. Immediately following the reading of each recommendation form, the reader will ask voting members as to any knowledge of inaccuracies in any of the presented material. Should the Executive Committee find any part be found to be blatantly false, a vote may be taken to remove the recommendation from consideration.
  - 4. After this procedure has been completed for all recommendation, up to five minutes of discussion may then take place for each recommendation. All recommendation will then be considered by secret ballot. A recommendation must receive at least 90% of the votes cast to receive the award.
  - 5. The Lodge Chief or his designees will then count the ballots. At least two members should count the ballots. The results will be kept secret until the Winter Banquet. The Lodge Chief or his designee is responsible for arranging to have the awards presented at the Winter Banquet. Should presentation at that time be impossible, the Award should be presented at the next earliest Lodge function. The Lodge Adviser should retain one copy of each approved nomination to be kept on file in the Council

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Service Center and all remaining copies distributed prior to the voting are destroyed, as well as the used ballots.

**Section XV. Amendments and Ratification**

- A. These Standard Operating Procedures shall be subject to ratification at any regular or special meeting of this Lodge, provided that a copy of this document has been sent to the active membership of the Lodge at least ten (10) days prior to the meeting. A vote of two-thirds (2/3) of the members present shall be necessary and sufficient for ratification of the Standard Operating Procedures.
- B. These Standard Operating Procedures shall be subject to amendment at any regular or special general membership meeting of this Lodge, provided such an amendment has been approved by the Lodge Executive committee at least twenty (20) days prior to such a general membership meeting, and that due notice has been sent to all active members at least ten (10) days prior to the meeting where the amendment is voted upon. A vote of two-thirds (2/3) of the members present shall be required for approval of all amendments to these Standard Operating Procedures.
- C. The Standard Operating Procedures shall be subject to review every four years from the time of the last revision. At this time, the Lodge Chief shall appoint an ad-hoc chairman to call together a committee. This committee shall review these Standard Operating Procedures to check their validity with current policy and practice. This review is for the purposes of keeping the document current and to familiarize new generations of Executive Committee members with the document, thus sustaining practice in accordance to the standing policy. Any changes must be put forth for a vote of the general membership within one (1) year of convening of this committee, otherwise the proposed amendments shall be discarded. At that point, new committee must be formed to make any changes.

**Section XVI. Lodge Bylaws and Field Guidelines**

- A. The Bylaws and Field Guidelines shall be appendices to this Constitution. The Lodge Bylaws and Field Guidelines can be amended at any regular meeting of the Executive Committee by a vote of two-thirds (2/3) of the members present. At least thirty (30) days must separate the meeting of which the amendment is first read and the meeting of which the Executive Committee approves the amendment.
- B. Lodge Bylaws and Field Guidelines should be reviewed each year at the Lodge Program Planning Day and any amendments should be presented to the Executive Committee in October.
- C. The Bylaws and Field Guidelines extend the power and scope of these Standard Operating Procedures unless otherwise specified. The interpretation of any rules and practices contained with these Standard Operating Procedures supersedes any of those contained within the Lodge Bylaws. The interpretation of any rules and practices contained within the Lodge Bylaws supersedes any of those contained within the Lodge Field Guidelines.
- D. The Lodge Bylaws shall include, but not be limited to the following:
  - 1. The duties and responsibilities of the Executive Committee their advisers.

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2. Patch and merchandise creation, management and distribution procedures.
  3. Chapter recognition, participation and spirit programs.
  4. Standard Operating Procedure review, amendment procedure and suggested timelines.
  5. Bylaw review, amendment procedure and suggested timelines.
  6. Field Guidelines review amendment procedure and suggested timelines.
  7. Lodge and Chapter budget creation, maintenance procedure and suggested timelines.
  8. Chapter Operation Guidelines.
  9. Current edition of the official Lodge history.
- A. The Lodge Field Guidelines shall include, but not be limited to the following:
1. Ordeal Administration
  2. Spring Ordeal Event Administration
  3. Fall Fellowship Event Administration
  4. Winter Banquet Event Administration
  5. Lodge Program Planning Day (LPPD) Administration
  6. Brotherhood Workshop / Service Day Administration
  7. Camping Promotions Day Administration
  8. Lodge Leadership Development Conference (LLDC) Administration
  9. Program Backdating Calendars
  10. History Structure, Maintenance Guidelines and Standards
  11. Communications Structure, Operation Guidelines and Standards
  12. Planbook Guidelines
  13. Troop Representative Program Operation Guidelines
  14. New Member Orientation Administration
  15. Awards and Recognition Guidelines and Nomination Forms
  16. Ceremonial and Inductions Guidelines and Standards
  17. Elangomat Manual
  18. Camping Promotions Guidelines and Standards
  19. Training Guidelines and Standards
  20. Service Guidelines and Standards
  21. Executive Committee Agenda, Minutes and Attendance Form Standards

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