

**OPERATING PROCEDURES
NAYAWIN RAR LODGE**

SECTION 1 – OFFICERS

1/10/26 edt.

1. Lodge Chief

- a. Presides at all meetings of the Lodge and oversees all Lodge functions.
- b. Serves as the youth representative on the Council Executive Board.
- c. Creates an agenda for all meetings of the Lodge.
- d. Calls all meetings and special meetings in conjunction with the Lodge Adviser and Lodge Staff Adviser.
- e. Establishes operating committees necessary to carry out the business of the Lodge.
- f. Assigns Lodge members and appoints chairmen to operating committees.
- g. Is responsible for the adherence to the program and policies of the Lodge.
- h. Assigns duties of the Lodge officers and Committee Chairmen
- i. Works in conjunction with the Chapter Chiefs to ensure that the Chapter program gives complete support to the Lodge program.
- j. Is responsible for making and/or adding to an existing carry over manual.
- k. Is familiar with the Bylaws and Procedures of the Lodge.
- l. Delegates duties throughout the Lodge as needed.
- m. Wears the Scout uniform correctly

2. Vice Chief of Operations

- a. Assumes the duties of the Lodge Chief in their absence.
- b. Is responsible for the Winter, Spring, and Fall Fellowships.
- c. Is responsible for coordinating the Lodge's responsibilities at Conclave **(unless Nayawin RaR is the host lodge)**.
- d. Is responsible for coordinating the Lodge's service projects and workdays.
- e. Is responsible for coordinating the spiritual well-being of the Lodge members.
- f. Is familiar with the Bylaws and Procedures of the Lodge.
- g. Wears the Scout uniform correctly

3. Vice Chief of Membership

- a. Is responsible for unit elections throughout the Council.
- b. Is responsible for recording unit election results and providing copies to the Council office and Lodge Key Three.
- c. Coordinates interest meetings with chapter chiefs
- d. Heads the recruitment of eligible scouts from troops
- e. Is the chairman of the Elangomat Committee.
- f. Is familiar with the Bylaws and Procedures of the Lodge.
- g. Wears the Scout uniform correctly

4. Vice Chiefs of Ceremonies

- a. Is responsible for the Call Out ceremonies conducted at Camp Tuscarora
- b. Coordinates all Pre-Ordeal, Ordeal, and Brotherhood ceremonies.
- c. Coordinates the Brotherhood questionnaire process.
- d. Is responsible for our regalia and keeping in touch with our local tribe.
- e. Is familiar with the Bylaws and Procedures of the Lodge
- f. Wears the Scout uniform correctly

5. Vice Chief of Communication

- a. Maintains membership records of the Lodge.
- b. Takes minutes at all meetings of the Lodge.
- c. Furnishes copies of minutes to the Lodge Executive Committee no more than 15 days after a meeting has occurred.
- d. Is the editor of the Lodge newsletter and webmaster of the Lodge website and social media accounts.
- e. Produces no less than 4 newsletters annually.
- f. Updates the Lodge website at the request of the Lodge Executive Committee.
- g. Is responsible for all communication methods ordained by the Lodge Executive Committee.
- h. Is familiar with the Bylaws and Procedures of the Lodge.
- i. Wears the Scout uniform correctly

6. Vice Chief of Finance

- a. Organizes and proposes an annual budget to the Lodge Executive Committee.
- b. Records lodge funds in conjunction with their adviser and the Lodge Staff Adviser.
- c. Chairs the Lodge Trading Post Committee.
- d. Is familiar with the Bylaws and Procedures of the Lodge.
- e. Wears the Scout uniform correctly

7. Chapter Chiefs

- a. Presides over all meetings of their chapter.
- b. Oversees and is responsible for all chapter functions.
- c. Sets the agenda for all chapter gatherings.
- d. Delegates duties throughout the chapter as needed.
- e. Wears the Scout uniform correctly

SECTION 2 – COMMITTEES

1. Lodge Executive Committee

- a. The Lodge Executive Committee (LEC) oversees all operations of Nayawin RaR Lodge.
- b. The LEC is chaired by the Lodge Chief.

2. Camping Promotions Committee

- a. The Camping Promotions Committee (CPC) identifies opportunities for the Lodge to further the camping program within the Tuscarora Council and ways to improve Camp Tuscarora.
- b. The CPC revises the **'Where To Go Camping'** Guide each odd-numbered year.

3. Elangomat Committee

- a. The Elangomat Committee is responsible for recruiting Elangomats, carrying out the Elangomat program, and remaining in contact with newly inducted brothers.
- b. The Elangomat Committee ensures that there is one (1) Elangomat for every ten (25) Ordeal Candidates.

4. Religious Affairs Committee

- a. Is responsible for the spiritual well-being of the Lodge members by initiating or performing the following tasks: Chapel Services at all Fellowships and other official Lodge functions. Conducting grace at all meals at official Lodge functions. Other duties that may be assigned by the VCO.

5. Indian Affairs Committee

- a. The Indian Affairs Committee (IAC) is responsible for the Lodge's dance team, drum team, and Native American Education program.
- b. The IAC is responsible for the Lodge's entries into group dance, drum, and individual dance competitions at Conclave and NOAC. This includes preparing said teams and filing the proper paperwork with the event hosts.

6. Conclave Committee

- a. The Conclave Committee is responsible for planning and carrying out the activities and logistics of the annual Nayawin RaR delegation to Conclave.
- b. **When Nayawin RaR is the host lodge of Conclave, the Lodge Key Three will appoint a special committee with more specific instructions.**

7. Recognition Committee

- a. The Recognition Committee will serve as the selection board for the following awards:
 - i. Camp Staff Member of the Year
 - ii. Chief's Outstanding Chapter Award
 - iii. Chapter Spirit Award
 - iv. Founder's Award
 - v. Vigil Honor
 1. The Vigil Honor committee shall be chaired by the Recognition Chairman but shall include all Vigil Members (youth and adult) and any non-eligible brother who wishes to attend the meeting.
 2. The Vigil Honor Members of the Vigil Honor committee are also responsible for all preparations needed to bestow the Vigil Honor upon the given year's Vigil Class.

8. Lodge History Committee

- a. The Lodge History Committee is responsible for the research and documentation of the history of Nayawin RaR.
 - i. The LHC will take photographs at each lodge event to add to the lodge scrapbook.
 - ii. The LHC will seek out any and all information on the general history of the lodge to be recorded as the committee chair, in consultation with the Lodge Chief, sees fit.

9. Lodge Trading Post Committee

- a. The Trading Post Committee is responsible for operating the Trading Post at all events designated by the LEC.
 - i. The Committee reports inventory and ideas for additions to merchandise to the LEC through the Lodge Vice Chief of Finance.
 - ii. The Committee reviews all patch designs prior to their presentation to the LEC. **Only the Lodge Chief may streamline this process.**

SECTION 3 – LODGE EVENTS

The Lodge will host the following events each year. The proper steps of planning should be followed.

WINTER FELLOWSHIP

1. Notify Council staff of dates & facility needs – **STAFF ADVISER**
2. Schedule health officer – **VC OPERATIONS**
3. Schedule cook crew & communicate menu requests from LEC – **VC OPERATIONS**
4. Announce registration details – **VC COMMUNICATION**
5. Arrange for Camping Promotions display with appropriate chairman – **LODGE CHIEF**
6. Arrange for Ceremony and AIA practices with appropriate chairmen – **VC CEREMONIES**
7. Oversee registration/check-in and Trading Post – **VC COMMUNICATION & VC FINANCE**
8. Plan recreation activities for Friday night and Saturday afternoon – **VC OPERATIONS**
9. Organize Brotherhood questionnaire/walk – **VC CEREMONIES**
10. Arrange for Ceremony Team to conduct Brotherhood – **VC CEREMONIES**
11. Organizes and handles Sunday Morning Service - **LODGE CHAPLAIN**
12. Organize Sunday morning service & Chapter Meetings – **CHAPTER CHIEFS**

SPRING FELLOWSHIP

1. Notify Council staff of dates & facility needs – **STAFF ADVISER**
2. Schedule health officer – **VC OPERATIONS**
3. Schedule cook crew & communicate menu requests from LEC – **VC OPERATIONS**
4. Request service project ideas from camp ranger – **VC OPERATIONS**
5. Notify Ordeal candidates of registration details via personal letter – **VC COMMUNICATION**
6. Announce registration details to lodge members – **VC COMMUNICATION & VC MEMBERSHIP**
7. Organize brotherhood questionnaire/walk – **VC CEREMONIES**
8. Oversee registration/check-in and trading post – **VC COMMUNICATION & VC FINANCE**
9. Arrange for Ceremony Team to conduct Pre-Ordeal, Ordeal, & Brotherhood – **VC Ceremonies**
10. Organize Saturday night lodge information session – **LODGE CHIEF & COMMITTEE CHAIRS**
11. Plan recreation activity for Saturday night – **LODGE CHIEF**
12. Prepare new-member packets with handbook, patches, etc. – **VC COMMUNICATION & VC FINANCE**
13. Organizes and handles Sunday Morning Service - **LODGE CHAPLAIN**
14. Organize Sunday morning service & Chapter Meetings – **CHAPTER CHIEFS**

SUMMER CAMP CALL-OUTS

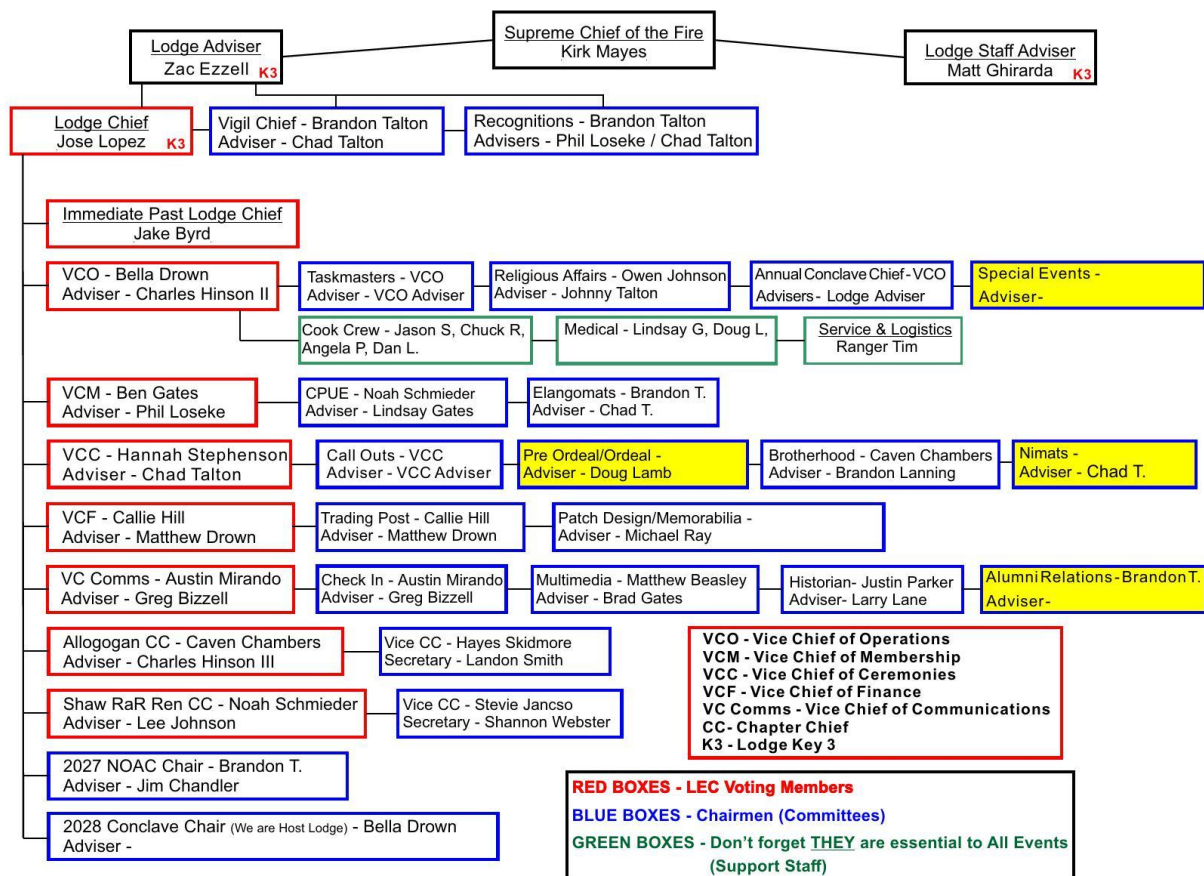
1. Arrange for Ceremony Team to provide four principal characters – **VC CEREMONIES**
2. Arrange for needed materials to arrive at proper location (and properly returned) – **VC CEREMONIES**
 - a. Tiki torches, fluid, hand-held torches
 - b. Regalia (as needed)
 - c. War-canoe, paddles, PFD's
 - d. Headdresses
 - e. Podium & sound-system
 - f. Rocks/pine-branches
3. Present list of appropriate names to ceremonialists – **VC CEREMONIES**
4. Prepare candidate information session – **LODGE CHIEF**
5. Prepare parent information session – **LODGE ADVISER**
6. Organizes and handles Sunday Morning Service - **LODGE CHAPLAIN**
7. Collect candidate contact information – **VC COMMUNICATION**

FALL FELLOWSHIP

1. Notify Council staff of dates & facility needs – **STAFF ADVISER**
2. Schedule health officer – **VC OPERATIONS**
3. Schedule cook crew & communicate menu requests from LEC – **VC OPERATIONS**
4. Request service project ideas from camp ranger – **VC OPERATIONS**
5. Notify Ordeal candidates of registration details via personal letter – **VC Communication**
6. Announce registration details to lodge members – **VC COMMUNICATION & VC MEMBERSHIP**
7. Organize brotherhood questionnaire/walk – **VC CEREMONIES**
8. Oversee registration/check-in and trading post – **VC COMMUNICATION & VC FINANCE**
9. Arrange for Ceremony Team to conduct Pre-Ordeal, Ordeal, & Brotherhood – **VC CEREMONIES**
10. Prepare all needs for the Vigil Honor – **LODGE CHIEF & VIGIL CHAIRMAN**
11. Organize Saturday night lodge information session – **LODGE CHIEF & COMMITTEE CHAIRS**
12. Plan recreation activity for Saturday night – **LODGE CHIEF**
13. Prepare new-member packets with handbooks, patches, etc. – **VC COMMUNICATION & VC FINANCE**
14. Organizes and handles Sunday Morning Service - **LODGE CHAPLAIN**
15. Organize Sunday morning service & Chapter Meetings – **CHAPTER CHIEFS**

SECTION 4 – LODGE FLOWCHART

2026 NAYAWIN R&R Lodge Organizational Chart



Updated 1/10/2026