



Kanwa tho Lodge, Order of the Arrow Lodge Operating Procedures

As provided for in the lodge bylaws, the following are the procedures of operation for Kanwa tho Lodge. They shall be considered binding unless changed or amended as described.

ARTICLE I CHAPTER NAMES AND AFFILIATIONS

There will be three chapters in the lodge, each corresponding with one of the three traditional districts within Three Harbors Council. Names and affiliations will be:

Aurora District
Eluwak Chapter
"The Great One"

Red Arrow District
Wikiak Sabbeleu Chapter
"Our House Shines Brightly"

Southern Shores District
Téhink Sipu Chapter
"Heart of the River"

Any member not registered to a traditional unit shall be a member of a chapter based on their geographical region.

ARTICLE II JOB DESCRIPTIONS

Section 1 Lodge Officers

Lodge Chief

The lodge chief shall preside at all business meetings of the lodge. They shall appoint such standing and temporary chairpersons as are called for in the lodge rules or by special action. They shall counsel with the lodge adviser concerning all lodge operation and be an ex officio member of all committees. They shall serve as the youth member of the council executive board of Three Harbors Council.

Vice Chief of Operations

The vice chief of operations shall preside at business meetings of the lodge and the lodge executive committee in the absence of the lodge chief. They shall have primary responsibility for the planning and execution of all lodge events and selection of event chairpersons with approval of the lodge executive committee. They shall assist in the coordination of all relevant committees to plan, promote, and execute all efforts required to conduct successful lodge events. They shall be an ex officio member of the communications, service, special events, and Vigil Honor committees and perform any other duties assigned by the lodge chief.

Vice Chief of Inductions

The vice chief of inductions shall preside at business meetings of the lodge and the lodge executive committee in the absence of the lodge chief and the vice chief of operations. They shall lead all elements of the induction sequence and be concerned with both the individual elements of the induction and the cohesiveness of the whole process. It is expected that they be *Polestar* trained. They shall be an ex officio member of the Brotherhood, ceremonies, Ordeal,

and unit election committees and perform any other duties assigned by the lodge chief.

Lodge Secretary

The lodge secretary shall preside at business meetings of the lodge and the lodge executive committee in the absence of the lodge chief, vice chief of operations, and the vice chief of inductions. They shall be responsible for the minutes of the lodge, interpretation of the rules of the lodge, and shall serve as the lodge parliamentarian. They will be responsible for the selection of all lodge awards except for selecting candidates for the Vigil Honor. They shall be an ex officio member of the communications committee and perform any other duties assigned by the lodge chief.

Lodge Treasurer

The lodge treasurer shall preside at business meetings of the lodge and the lodge executive committee in the absence of the lodge chief, vice chief of operations, vice chief of inductions, and lodge secretary. The lodge treasurer shall be responsible for the collection of lodge funds, the custody of lodge properties and accessories other than ceremonial and archives, and will work with their adviser in the process of bookkeeping and expenditure of the funds of the lodge. They shall make an accounting of financial transactions at each lodge executive committee meeting and lead any efforts to develop lodge-branded items and patches. They shall perform any other duties assigned by the lodge chief.

Chapter Chiefs

Each chapter chief shall represent their chapter at lodge executive committee meetings and relay information to the members of the chapter. They will preside at chapter meetings and promote lodge programs. They shall serve as an ex officio member of the unit election committee, and will assist with the recruitment and training of unit election teams and ensure that unit elections are conducted in their chapter following all procedures and guidelines set by the unit election committee

Section 2 Standing Committees

Brotherhood Committee

This committee shall be charged with the responsibility for all candidate experiences of the induction sequence from after the Ordeal ceremony up until the Brotherhood ceremony. They shall be responsible for the ongoing recruitment and training of nimats and for the "nimat program." It is expected that the committee chair and adviser be *Polestar* trained.

Ceremonies Committee

This committee shall be charged with the responsibility of training and conducting ceremonies and demonstrations for the lodge based on the latest national publications. This committee designs and creates ceremonial regalia and the proper background properties. This committee shall further maintain an inventory and repair all lodge regalia and props. The style of regalia used is

that of the Woodland Native Americans of southeastern Wisconsin. It is expected that the committee chair and adviser be *Polestar* trained.

Communications Committee

This committee shall be charged with the management of the lodge website as well as all lodge social media accounts and platforms. In cooperation with the lodge leadership, they will be primarily involved with promotion of lodge events and publish lodge newsletters (digital or print) as requested. They will administer the lodge e-mail and file-sharing systems. They shall also be responsible for the creation and proper execution of branding guidelines.

Ordeal Committee

This committee shall be responsible for all candidate experiences of the induction sequence from after the unit election up until the Ordeal ceremony. They shall be responsible for the ongoing recruitment and training of elangomats. They interpret the *Guide to Inductions* for lodge application. It is expected that the committee chair and adviser be *Polestar* trained.

Service Committee

This committee shall be charged with the responsibility of coordinating the service activities and projects of the lodge. It shall cooperate with the Ordeal and Brotherhood committees and coordinate with the camp maintenance personnel in establishing suitable projects for candidates. It shall also be responsible for organizing the annual State Fair parking service project.

Special Events Committee

This committee shall be responsible for planning and organizing fellowship activities at lodge events, as well as assisting with chapter social events if requested. They will assist the council events liaison with special requests and support OA programs at district klondike and camporee events.

Unit Election Committee

This committee shall oversee the unit election portion of the induction sequence. Their primary purpose is to create and promote a powerful candidate experience within each unit as the first stage of the induction. They shall evaluate the unit election procedure and adjust as needed and shall create a lodge-wide election experience to closely model the national unit election script. They shall conduct trainings for the chapter election teams. It is expected that the committee chair and adviser be *Polestar* trained.

Vigil Honor Committee

This committee shall be charged with the responsibility of reviewing the records of Brotherhood members, recommending those qualified for the Vigil Honor, and carrying out all the aspects of the Vigil Honor experience for all selected candidates.

Section 3 Additional Members of Importance

Scout Executive

The Scout executive is the final authority of the Order within the council and holds the title of Supreme Chief of the Fire. It is their job to interpret local application of national policy. They appoint a volunteer member to serve as lodge adviser. They may serve as staff adviser or appoint someone on the professional staff to the job.

Lodge Adviser

The Deputy Supreme Chief of the Fire, the lodge adviser, shall be a volunteer Scouter appointed by the Supreme Chief of the Fire. They shall assist the Supreme Chief of the Fire in the supervising of the policy operation of the lodge. They shall work directly with the lodge chief on all functions of the Order of the Arrow and consult with the lodge chief on the planning of all business meetings and lodge executive committee meetings prior to the each meeting. They shall consult with the lodge chief on all appointments and dismissals of committee chairs for both standing and temporary committees and must give approval on said appointments or dismissals. They shall select adult advisers as needed for other offices, including the lodge executive committee. They shall be a member of the council camping committee and report on lodge activities as requested. They shall be responsible for maintaining all of the expected standards of the lodge.

Lodge Staff Adviser

The Scout executive may be the lodge staff adviser or they may delegate this authority to a member of the professional staff of the council. All matters concerning the lodge are subject to the approval of the lodge staff adviser. They shall counsel directly with both the lodge treasurer and lodge treasurer adviser regarding council financial procedures to ensure proper accounting and accurate financial transactions and tracking. They shall coordinate all activities of the lodge as they pertain to work needed from the council professional or support staff, along with any meetings or events conducted in the council service center or at any council camp facility. They shall attend all lodge functions possible. They shall be responsible for maintaining all of the expected standards of the lodge and work closely with the lodge adviser in matters of policy and operations.

Lodge Historian

This person shall be responsible for proper maintenance and display of the lodge archives and will constantly seek additional appropriate material to add to the archives. They shall become knowledgeable in lodge history so that they can relate this history to others in publications and at events as requested. The lodge historian shall make note of significant historical events or milestones in the lodge and add those notes to the ongoing lodge history.

Lodge Registrar

This person shall be responsible for the individual membership records and lodge rosters. They will coordinate the annual dues notifications and maintain any other lodge records as needed.

S.N.A.R.E. Representative

This person shall be responsible for collecting and disseminating information regarding section, national, and regional events. They shall work with the communications committee and lodge leadership in creating promotions both in print and digital formats. They will prepare presentations and reports as needed.

Council Events Liaison

This person shall serve as a point of contact for council events where lodge support is requested. They may coordinate OA efforts at such events or request appointment of temporary chairpersons as needed. They will identify potential events and may be proactive by reaching out and offering assistance if suggested.

ARTICLE III Lodge Officer Election Procedure

The lodge shall adopt procedures outlining the election process for its officers. These procedures will be stipulated in the appendix.

ARTICLE IV Lodge Finance

Lodge Fiscal Year

The lodge fiscal year shall follow a regular calendar year. It will begin on January 1 and end on December 31. This coincides with the financial reporting of the council.

Lodge Budget

The lodge budget shall be established each year at the annual budget meeting in February. Each committee will be responsible for submitting an operating budget for incorporation and approval at the budget meeting. The lodge treasurer shall preside over the budget meeting and will present the annual budget to the lodge executive committee for approval.

Lodge Dues

As part of the annual budgeting process, the lodge executive committee shall approve an annual dues amount for each fiscal year. The establishment of regular dues, early bird discounts, or proration shall be done at the discretion of the lodge executive committee.

Lodge Store

The lodge store shall operate as an entity under the lodge executive committee and be under the responsibility of the lodge treasurer. All non-national store items shall require approval by the lodge executive committee. The lodge Key 3 shall have the authority to approve store items and quantities if a situation arises where a full lodge executive committee meeting is not possible or a quorum isn't available.

ARTICLE V Lodge Insignia and Branding

Lodge Seal

The official lodge seal shall include the lodge name, the council name and number, the Order of the Arrow trademark logo ("arrowhead"), the BSA fleur-de-lis, and an image of a "leaping panther" which always leaps "forward" or towards the right. The lodge executive committee shall approve its use on documents and lodge apparel. An image shall be attached to the operating procedures in the appendix. Examples of approved use of the lodge seal shall be described in the lodge branding guidelines maintained by the lodge communications committee.

Lodge Totem – To be worked on during the Winter of 2021-2022

Lodge Flap and Other Patches

The lodge flap shall be of the design approved by the lodge executive committee. There shall be no restrictions on the sale or possession of the official Kanwa tho Lodge flap patches except for the following: they will be sold only to registered members of the Order of the Arrow, and only active members of Kanwa tho Lodge shall be allowed to wear them. The lodge executive committee shall determine restrictions on the sale and possession of "not-for-uniform" lodge flaps. The lodge executive committee may approve event flaps for national events.

Lodge Branding and Style

Branding (the use of official lodge and OA logos, fonts, colors, etc.) of official lodge publications, store merchandise, and other lodge-created items shall follow the branding rules set forth by the lodge communications committee and the national OA branding guidelines. In the case of conflicting guidance, national branding guidelines shall supersede lodge-created branding rules. In order to show a professional and polished look, it is highly recommended that all lodge materials for public consumption be proofread and checked for quality standards by a member of the communications committee knowledgeable in the lodge and national brand guidelines.

ARTICLE VI Lodge Awards and Honors

Heart of the Fire Award

The Heart of the Fire Award is awarded to a youth lodge member who has given extraordinary service to Kanwa tho Lodge. The selection of this award shall be done by a committee of adult advisers of the lodge executive committee. The lodge secretary shall be responsible for organizing the selection and the award shall be given at the annual lodge banquet.

Honored Scouter Award

The Honored Scouter Award is awarded to an adult lodge member who has gone above and beyond his or her duties in service to Kanwa tho Lodge. The selection of this award shall be done by a committee of youth members of the lodge executive committee. The lodge secretary shall be responsible for

organizing the selection and the award shall be given at the annual lodge banquet.

Vigil Honor

The Vigil Honor is a high mark of distinction and recognition for those lodge members who, by reason of exceptional service, personal effort, and unselfish interest, have made distinguished contribution beyond the immediate responsibilities of their position of office to the lodge, the Order of the Arrow, the Scouting community, and/or Scout camp. The Vigil Honor committee shall be responsible for organizing the selection of the annual Vigil Honor class. The Vigil Honor call-out shall be conducted at the annual lodge banquet unless special circumstances require alternative notification. General lodge members will be granted the opportunity to submit nominations for consideration.

Founder's Award

The Founder's Award recognizes lodge members who have given outstanding service to their lodge. The award is reserved for members who demonstrate that he or she personifies the spirit of selfless service, as advocated by founder E. Urner Goodman and cofounder Carroll A. Edson. The total number of awards shall be dictated by national guidelines and the selection of this award will be the responsibility of the lodge Key 3 and facilitated by the lodge secretary.

James E. West Fellowship

The James E. West Fellowship is designed to recognize gifts of \$1,000 or more to the local council's endowment fund. Kanwa tho Lodge donates each year in the name of at least one lodge member who has shown unselfish service to the lodge. The total number of awards and selections shall be the responsibility of the lodge Key 3 and facilitated by the lodge secretary.

Order of the Arrow Unit of Excellence Award

The Order of Arrow Unit of Excellence Award seeks to identify those units, and the leaders within them, who excel at incorporating the OA into their annual planning. This award is intended to provide a tool for lodges to recognize, incentivize, and operationalize unit-level participation in the Order of the Arrow programs. Selection of this award shall be done in conjunction with the annual lodge review project and will be awarded at the annual banquet.

Other Awards (National Endowment Fellow, Centurion, etc.)

Other awards may be given at the direction of the lodge Key 3 and approval by the lodge executive committee. If a selection process is defined, the lodge secretary shall be the primary facilitator of that selection and will work with the lodge Key 3 to meet any nationally provided standards or qualifications.

ARTICLE VII Lodge Operating Procedure Changes

Section 1 Amendment Process

These operating procedures shall be subject to addition or amendment at any lodge executive committee meeting provided:

1. Such amendment has been submitted in writing to the lodge executive committee for at least 30 days prior to its approval.
2. Such amendment has been passed by a two-thirds majority vote at a lodge executive committee meeting where a quorum exists.

Section 2 Changes to National or Council Policy

In the event of a change in national or council policy, amendment to any bylaw or operating procedure will be made automatically. Notice of these changes will be sent to all members of the lodge executive committee at the earliest convenience.

APPENDIX A – Lodge Officer Election Process

To be worked on during the Winter of 2021-2022

APPENDIX B – Lodge Seal Image (Official)



APPENDIX C – Lodge Totem Guidelines & Qualifications

To be worked on during the Winter of 2021-2022