



Kit-Ke-Hak-O-Kut Planbook



Mission

The mission of this lodge is to fulfill the purpose of the Order of the Arrow as an integral part of the Mid-America Council and the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.

I. Name and Affiliation of the Lodge

- a. The name of this lodge is Kit-Ke-Hak-O-Kut Lodge, Wimachtendienk, Wingolauchsik, Witahemui.
- b. This lodge shall be affiliated with the Mid-America Council #326, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and administrative authority of the Council Scout Executive.
- c. The totems of the lodge shall be the beaver, the cedar tree and the white buffalo.
- d. The lodge shall be divided into chapters corresponding to the districts of the Mid-America Council and having the same names as their district. Other divisions may be created by a vote of the Lodge Key 3 (for divisions larger than a district) or of the district Key 3 (for subdivisions within a district).

II. Membership

- a. The requirements for membership in this organization are as stated in the most current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*
- b. The procedure for the Ordeal shall be as stated in the most current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide to Inductions*.
- c. Dues for the Lodge shall be set by the Lodge Executive Committee and shall be published by the LEC not less than 2 months prior to the coming calendar year.
- d. Variants on membership to the lodge may be offered by the LEC, provided such variants are not in conflict with National Policies and Procedures.

III. Officers

- a. The officers of this lodge shall be Lodge Chief, Vice Chief Administration (Lodge Secretary), Vice Chief of Program, Vice Chief of Service, and Vice Chief of Finance (Lodge Treasurer). Other officers may be appointed to fill specific functions upon the approval of the Key 3. These officers must be younger than 21 during their entire term of office.
 - i. Elected officers may not hold any other elected office in a lodge or chapter.
 - ii. A candidate for office must receive at least 50% of the votes cast in order to be elected. In the case of a plurality result, a second round of voting with the top two vote getters will be held. In the event of a tie, candidates will be given 5 minutes to speak to the lodge, following which another vote will be held.
 - iii. Elections for lodge officers shall be held at the Fall OA Weekend of each year and the incoming Lodge Officers shall then be installed at the Winter Banquet. Between the events, Lodge Election and Winter Banquet, the incoming officers shall have the opportunity become fully knowledgeable of

lodge operations by working alongside the outgoing officers, participate in a Lodge Officer Lodge Leadership Development course (LLD) to be held each November, attend all Lodge Executive Committee meetings (LEC), and any other scheduled Lodge meetings. Their term of office shall then begin at the conclusion of the formal "Passing of the Bonnets Ceremony" held at the annual Lodge Winter Banquet.

- iv. If, in the event that Fall OA Weekend is not held in 2020, The lodge officer's terms will be extended for another year. Their term will terminate at the end of the "Passing of the Bonnets" ceremony in 2021. If the Officer would not like to continue their term, their replacement will be decided by at a Lodge Officer Meeting. If, an officer turns 21 during their extended term, the replacement will be decided at a Lodge Officer Meeting at least 2 months before so there is sufficient time to train them for their officer position. Any person taking over for a 2020 lodge officer will have their term end at the end of the "Passing of the Bonnets" ceremony in 2021.
 - v. In the event of the vacancy of the position of Lodge Chief, the Administrative Vice Chief shall become the Lodge Chief. In the event of the vacancy of any other position, it will be filled by appointment of the Key 3 as quickly as possible, with the appointment ratified by the vote of the Lodge Executive Committee (LEC) at its next regular meeting. In the event the vacancy is not ratified by the LEC, the position will be filled by a vote of the LEC during the same regular meeting.
 - vi. A lodge officer may be removed from office by one of the following means:
 1. Resignation
 2. Two separate votes of the LEC, held at least 30 days apart.
 3. Unanimous decision of the following: Lodge Adviser (or co-advisers), Lodge Staff Adviser, Council Camping Committee Chair, Council Scout Executive/Supreme Chief of the Fire
 - vii. If the lodge officer is removed, then the procedure for filling the vacancy will be as prescribed in this planbook, section IV (a)(iv).
- b. Responsibilities of Lodge Officers shall be as follows:
- i. Lodge Chief
 1. Attend and chair all meetings of the lodge, including the LEC.
 2. Attend the National Leadership Seminar of his choosing
 3. Be trained at the annual Lodge Leadership Development conference.
 4. Preside at all lodge functions and meetings.
 5. Appoint committee chairmen (with the advice and consent of the Key 3).
 6. Ensure the successful carrying out of all lodge functions and meetings.
 7. Advise the lodge officers in the proper carrying out of their functions and assisting them as needed.

- ii. Vice-Chief Administration (Lodge Secretary)
 - 1. Attend all meetings of the lodge, including the LEC.
 - 2. Preside in the absence of the Lodge Chief.
 - 3. Oversee the proper administrative functions of the Lodge.
 - 4. Is responsible for creation of the minutes of each Lodge Executive Committee meeting and to provide timely notice of upcoming meetings.
 - 5. Provide copies of meeting minutes in a timely manner to the Lodge leadership as needed.
 - 6. Oversee the Lodge Annual recharter process.
 - 7. Oversee and provide regular progress reports to the LEC for the ongoing Lodge Journey to Excellence (JTE).
 - 8. Advise and assist assigned committees as defined in the Lodge Committee Guide Book.

- iii. Vice-Chief Program
 - 1. Attend all meetings of the lodge, including the LEC.
 - 2. Should attend the National Leadership Seminar of his choosing.
 - 3. Be trained at the annual Lodge Leadership Development conference.
 - 4. Responsible for the successful planning and carrying out of all lodge activities.
 - 5. Advise and assist assigned committees as defined in the Lodge Committee Guide Book.

- iv. Vice-Chief Service
 - 1. Attend all meetings of the lodge, including the LEC.
 - 2. Should attend the National Leadership Seminar of his choosing.
 - 3. Be trained at the annual Lodge Leadership Development conference.
 - 4. Responsible for the planning of lodge service during all Induction/Ordeal weekends.
 - 5. Establish a Service Corps to broaden the service range of the Camp Trails Committee.
 - 6. Apply for the National Service Grant as needed.
 - 7. Work with the chapters to encourage, plan, and implement Arrowman service in their area.
 - 8. Advise and assist assigned committees as defined in the Lodge Committee Guide Book.

- v. Vice-Chief Finance (Lodge Treasurer)
 - 1. Attend all meetings of the lodge, including LEC.
 - 2. Should attend the National Leadership Seminar of his choosing.
 - 3. Be trained at the annual Lodge Leadership Development conference.

4. Responsible for the planning of the annual lodge budget, and income and expense reports for the meetings of the LEC.
5. Provides advice for the budgets and financial planning of all lodge events.
6. Advise and assist assigned committees as defined in the Lodge Committee Guide Book.

vi. Operating Committees

1. Committees shall exist at the discretion of the Key 3 and LEC.
2. Committee assignments are defined in the Lodge Committee Guide Book.
3. Committee responsibilities shall be determined at the discretion of the lodge Key 3 and LEC and are defined in the Lodge Committee Guide Book.
4. Committee assignments for lodge officers are *not* subject to the amendment process of this planbook but may be changed by the lodge Key 3 and LEC.

vii. Additional Officers

1. Additional officers may be appointed to fill specific functions at the discretion of the Key 3.
2. These may include but are not limited to area officers, area advisers, area staff advisers.

IV. Advisers

a. Requirements to Serve

- i. All advisers shall meet current adviser guidelines as set forth in the most current printing of the *Guide for Officers and Advisers* or other current Order of the Arrow publications.
- ii. Lodge Associate Advisers shall consist of the following, with the Lodge officer they advise:
 1. Lodge Adviser (Co Advisers): Lodge Chief
 2. Associate Lodge Adviser for Administration: Vice-Chief Administration (Lodge Secretary)
 3. Associate Lodge Adviser for Program: Vice-Chief Program
 4. Associate Lodge Adviser for Service: Vice-Chief Service
 5. Associate Lodge Adviser for Finance: Vice-Chief Finance (Lodge Treasurer)
- iii. The lodge shall have one or more staff advisers, who will serve at the discretion of the Supreme Chief of the Fire.
- iv. The Lodge Adviser shall be appointed by the Supreme Chief of the Fire.
- v. The Lodge Adviser, Lodge Staff Adviser, and Lodge Chief shall comprise the

Lodge Key 3.

- vi. All other advisers shall be appointed by the Lodge Adviser with the advice and consent of the Lodge Key 3.
- vii. Advisers will serve for a period of one year, renewable on a calendar year basis. Terms start 1 January and end 31 December) basis.

V. Brotherhood membership.

Completion of Brotherhood membership shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.

VI. The Vigil Honor.

- a. Attainment of the Vigil Honor shall be in accordance in with the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
- b. Selection of the Vigil Honor shall be as follows:
 - i. Members shall have paid their dues by the last day of February of the current year in order to be eligible for selection that year.
 - ii. Membership and participation in the selection committee shall be as stated by National Order of the Arrow policy.
 - iii. Prepared nominations shall be copied for each member of the selection committee.
 - iv. Brief nominations can be made and accepted from the floor in the “open” Vigil nominating session.
 - 1. The ‘open’ session shall be chaired by the Vigil Chairman
 - 2. No speeches in support of written nominations will be accepted
 - 3. Once the chair opens the session, a time limit of 1 hour shall be imposed, i.e., the open session shall last no longer than 1 hour.
 - 4. Each speaker in the open session may speak for a maximum of 2 minutes.
 - 5. A limit of 5 speeches per nominee may be made.
 - v. No new nominations can be made or accepted during the closed session of the Vigil Honor committee.
 - vi. The nomination committee shall consider all nominations written and received prior to the deadline before any “floor” nominations will be considered.
 - vii. Youth nominations shall be considered prior to adult nominations.
 - viii. Every effort shall be made by the committee to accept as many youths into the Vigil Honor prior to deciding on adult membership.
 - ix. Only two adult members (the vigil adviser and one other adult may be a part of the Vigil Honor selection committee meeting.)

VII. Voting.

Only Arrowmen under the age of 21 may vote in any matters of lodge business.

VIII. Finances

- a. All Order of the Arrow funds shall be handled through the council service center and go through all normal council accounting procedures.
- b. Dues are paid annually on a calendar year basis. The amount of annual dues will be determined by the Lodge Executive Committee, including due dates and any applicable late fees.
- c. Late fees shall not be charged to individuals transferring to Kit-Ke-Hak-O-Kut Lodge from any other lodge.
- d. The Lodge shall pay for at least $\frac{1}{2}$ of the registration expenses for lodge officers and advisers to attend the National Leadership Seminar and National Lodge Adviser Training Seminar, pending budget approval. In the event that budget restrains limit funding, priority will be given to youth over advisers. The Key 3 shall make final determinations regarding funding and may choose whatever funding formula they see fit.
- e. All spending is subject to approval of the Lodge Adviser and Lodge Staff Adviser; further approvals from council professional staff may also be required, at the discretion of the council.

IX. Lodge Executive Committee

- a. The Lodge Executive Committee shall operate in accordance with all current policies of the Order of the Arrow.
- b. The LEC shall be composed of: elected lodge officers, immediate past Lodge Chief, Lodge operating committee chairmen, Lodge Adviser, Lodge Associate Advisers, Lodge operating committee advisers, Chapter Chiefs, Chapter Advisers, Lodge Staff Adviser, and the Scout Executive.
- c. In the event that a member of the LEC is unable to attend a meeting, he may appoint a replacement to sit in the meeting and gather information to report back. Replacement members may vote in the LEC.
- d. The LEC shall meet at least four times annually.
- e. Lodge Officer Meetings (LOM) shall consist of elected lodge officers, their advisers and staff adviser.
- f. LOMs may take place at the discretion of the Lodge Chief; LOMs are recommended prior to every LEC.
- g. Decisions of the LOM are *not* final but may serve as recommendations for the LEC.

X. Chapter Leadership

- a. Chapters shall elect a chapter chief annually. Other chapter officers are elected or appointed at the discretion of the chapter Key 3, in a regular, established pattern.
- b. Chapter advisers shall be appointed by the District Key 3, upon recommendation of the chapter camping chair.

XI. Amendments

- a. Amendments to this document shall be according the following:
 - i. Proposed amendments submitted to the Lodge Secretary, prior to an LEC;
 - ii. The proposed amendment may be debated and changed as needed at an LEC. This shall consist of the First Reading.
 - iii. At a subsequent meeting of the LEC, to take place not less than 30 days following the First Reading, the LEC shall have a Second Reading, and final vote on the amendment. At this time, the amendment takes place immediately.
 - iv. The Lodge Planbook shall be reviewed and revised annually by the Lodge Key 3 to insure conformity to the published rules of the Order of the Arrow.

Revision History

- V 1.1; March 28, 2013 – Key 3 review, modified to align document with guidance in current OA Guide to Advisers.
- V 1.2; May 5, 2013 - Committee structure moved to Lodge Committee Guide Book.
- V 1.3; Oct 14, 2014 - Lodge Officers redefined
- V 1.4; Jan 13, 2015 – Lodge Officer terms of service updated
- V 1.5; 10 Mar, 2015 – Key 3 review, modified to align document with guidance in current OA Guide to Advisers.
- V 1.6; 1 Aug, 2018 - Key 3 review, modified to align document with guidance in current OA Guide to Advisers and OA Branding Guide.
- V 1.7; 6 Sep, 2020 – Changing the Lodge Officer Election date to Fall OA weekend (from Summer). Added special situation for 2020 Lodge Officer Elections.
- V 2.0; Jan, 2021 – Updated the look of the guidebook