



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 *Inductions Handbook* 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 and trainings 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 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.

Immediate Past Lodge Chief

The Immediate past lodge chief shall be a guide to the lodge chief immediately following their term. They shall assist in the transition process between chiefs. They shall also be the leader of the Kanwa tho Activities Scholarship selection panel (see Kanwa tho Activities Scholarship, Article IV)

The lodge shall adopt procedures outlining the election process for its officers. The elections committee, in consultation with the lodge adviser or designee, shall come to a unanimous decision to temporarily adjust the election procedure. Any permanent changes must be approved by the lodge executive committee.

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.

Kanwa tho Activities Scholarship

The Kanwa tho Activities Scholarship is available to any Arrowman under the age of 21 to provide financial assistance for attendance at lodge, section, region, or national OA events. The scholarship application shall be available on the lodge website. Rules, such as eligibility criteria and submission deadlines shall be attached to the scholarship application.

Any person may donate any amount of money to scholarship fund. Donation of \$250.00 or more makes the donor or their honoree eligible for the Kanwa tho Activities Fellowship Award (see Article VI).

Scholarship funds shall be awarded by the scholarship selection panel. This panel shall be comprised of a small group of past lodge chiefs and/or other key lodge members. The immediate past lodge chief shall serve as leader of the selection panel. The selection panel shall be no smaller than three people. The decision of the selection panel shall be reviewed by the lodge key three. The selection process for recipients of any scholarship funding shall be determined by the selection group.

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

The Lodge Totem shall be of a design approved by the lodge executive committee. There shall be no restrictions on the sale or possession of the Official Kanwa tho Lodge totem except for the following: they will be sold to and worn by only registered active members of Kanwa tho Lodge. Beads given with the totem shall only show service given to Kanwa tho Lodge unless stipulated in the program outline found in the appendix. The totem may be worn with field uniform as well as any activity uniform.

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.

Kanwa tho Activities Fellowship Award

The Kanwa tho Activities Fellowship Award is given to an Arrowman who donates to the Kanwa tho Activities Scholarship Fund in the amount of \$250.00 or more. The donor may also choose to donate the money in honor of a different named individual. The lodge will name two fellows each year under the age of 21 who have given significant time and service to the lodge. All new fellows will be recognized 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

Pre-Election Preparation

Candidates for Office

Any Arrowman under the age of 21 for the entire term of office may run for an elected position in Kanwa tho Lodge. Anyone interested in running for lodge chief or a vice chief position must speak with the lodge adviser prior to the start of elections. Those running for treasurer or secretary are not required to reach out to the lodge adviser. If no candidates are running for an office, then it is up to the lodge leadership team to provide support in creating another conclave event where elections can be held.

Officer Election Committee

The lodge chief will appoint four youth members to serve as the officer election committee. These Arrowmen shall not run for any position, nor shall they accept a nomination to run for an office. The committee shall be responsible for ensuring that the lodge follows the following outlined procedures for the elections. The chair of the officer election committee shall consult with the event chair and lodge officers to establish election time(s) and location(s) at the conclave.

Election Questions

Questions for the candidates shall be solicited from lodge members and shall be reviewed by the officer election committee. The questions should be directed towards the office, not to an individual candidate, and should be written anonymously. Candidates may not submit questions for any office for which they are running. Members of the officer election committee may not submit questions for any office.

The officer elections committee shall make available and monitor a box for each position from the Friday night cracker barrel until Sunday breakfast. Prior to the election, the committee shall review and select the best questions for each office, or in the event there are no adequate questions, shall create them. When examining the questions, the committee should consider the following criteria:

Does the question pertain to the candidate's qualifications and/or goals?

Does the question apply to all candidates for the particular office?

Does the question give insight to the candidate's personality as it pertains to the office the candidate is seeking?

From the supply of eligible questions, two questions shall be randomly chosen for the candidates to answer.

Election Procedures

Nominations and Election Speeches

The following steps shall be followed during the nomination phase:

A member of the officer election committee shall read the position description and job duties for the office being elected.

Nominations for the office shall be accepted from the floor. No member of the officer election committee may nominate a candidate for office.

After nominations are closed candidates shall be taken to an area where they cannot see or hear other candidates as they speak to the audience.

One at a time, each candidate shall be given the opportunity to speak in front of the audience. The candidate will have two minutes to introduce himself/herself/themselves and to explain why he/she/they are running for office, what his/her/their qualifications are, and what his/her/their goals are for the lodge.

A member of the election committee will be given a 30 second warning with a closed fist the air as well as a countdown from 5 seconds to 0.

After the introductory speech, the officer election committee shall present the preselected questions one at a time. The candidate will have one minute to answer each question.

After each candidate has an opportunity to speak, voting shall begin for that office.

In the event that subsequent votes for the same office are necessary, all eligible candidates for the runoff election shall be presented with one more question, following the same procedures as outlined above. Each candidate will have one minute to answer the question.

Voting

Any member of Kanwa tho Lodge under the age of 21 may vote in officer elections. Arrowmen must be present at the election to vote. The order of elections shall be as follows:

Lodge chief

Vice chief of operations

Vice chief of inductions

Lodge secretary

Lodge treasurer

One Candidate for Office

In the event that there is only one candidate, that candidate may be escorted from the election space for a voice vote. A majority (more than 50%) is needed for election. An inconclusive voice vote can be followed by a hand vote if necessary. If the candidate does not receive a majority of the votes, the candidate will be considered not elected.

Multiple Candidates for Office

If there are two or more candidates, voting shall be conducted by secret ballot. The following voting procedures shall be followed:

Each round of voting shall be done on a separately colored ballot. Committee members shall pass out ballots just before the voting period. Each voting member will be allowed one ballot.

A winner must receive a majority (more than 50%) of the votes.

IF NO CANDIDATES REACH 50% of the votes, the procedures shall be followed:

If there are two candidates:

Each candidate will be given the opportunity to answer one more question, following the same procedures as outlined above.

After the third question another vote will take place, following the same procedures as outlined above.

This procedure will be repeated until one candidate receives a majority (more than 50%) of the votes.

If there are three or more candidates:

The candidates receiving the top two shares of the votes shall advance to the runoff election. (If there is a tie for the second-highest amount of votes, all members of the tie shall advance to the runoff election.)

The following procedures shall be followed:

Each candidate will be given the opportunity to answer one more question, following the same procedures as outlined above.

After the third question another vote will take place, following the same procedures as outlined above.

This procedure will be repeated until one candidate receives a majority (more than 50%) of the votes.

The officer election committee shall announce the results of each election. Once an office is filled, the committee shall proceed to the next election (or pause elections until the next scheduled election period, as decided when creating the event schedule) until all offices have been filled.

Ballot Counting

Two members from the officer election committee shall be responsible for counting the ballots. The lodge adviser or his/her/their adult designee shall monitor the process. The youth members shall cast their votes before entering the counting area. The following procedures shall be followed to ensure the security of the ballots:

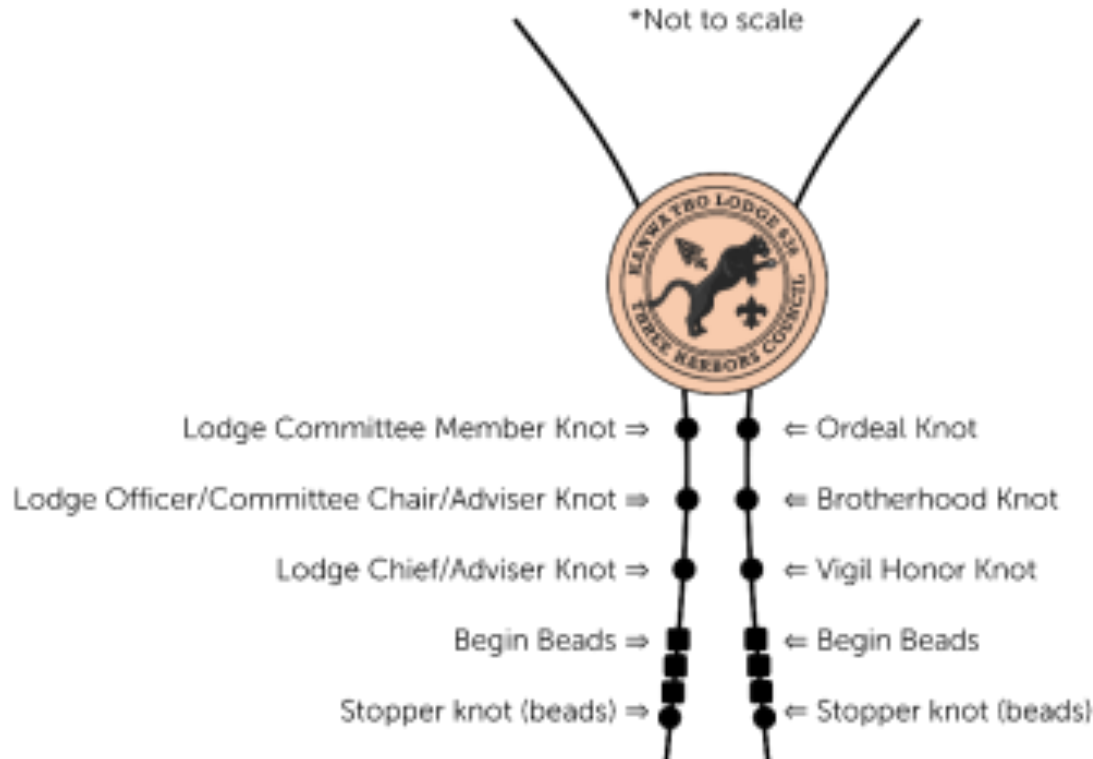
After the ballots have been counted, all ballots shall be placed into an envelope and sealed before any other round of voting occurs. The envelope shall be clearly marked with the office being elected and the candidates involved. Each member of the counting team and the observer shall sign his/her/their name over the seal to ensure that the seal stays intact.

The lodge adviser shall hold the envelopes for 30 days in case there is a request for a recount. If a recount is requested, two different members of the officer election committee and a different adult observer will be chosen to recount the ballots. Before the envelope is opened, the original counters and the observer will verify that the seal is still intact. If no recount is requested within 30 days, the ballots shall be disposed of.

APPENDIX B – Lodge Seal Image (Official)



APPENDIX C – Lodge Totem Guidelines & Qualifications



The Kanwa tho Lodge totem is a fellowship and recognition device for all dues-paid lodge members. It consists of a wooden circle hung along a leather cord. The wooden circle is branded or engraved with the lodge seal and may be stained to the liking of the lodge member. The totem may be further adorned with knots and beads as described below. It may be worn by any lodge member in good standing any time they are in the BSA field uniform or BSA activity uniform. The totem is available for purchase in-person at the lodge store for \$5.

There will be a total of six knots that may be earned: three for your sash of membership, and three for your services rendered towards the lodge. Each knot may only be earned once. The knot shall be a figure eight. The knots are worn below the lodge seal as shown in Diagram 1 and recognize the following:

1. Ordeal member.
 2. Brotherhood member
 3. Vigil Honor member
 4. Services rendered to any lodge committee or as a member of any lodge committee (requires approval of committee chair or adviser of term earned)
 5. Services rendered as a chair of any lodge committee, chief of any chapter, or officer of the lodge, or as the primary adviser to any of the above (requires approval of lodge chief or lodge adviser)
 6. Services rendered as lodge chief or lodge adviser of Oh-Da-Ko-Ta Lodge, Mikano Lodge, Chippecotton Lodge, Mascoutens Lodge, or Kanwa tho Lodge¹(requires approval of Kanwa tho Lodge adviser)
- The knots are retroactive for life (effective starting January 6, 2013)² for services rendered towards Kanwa tho Lodge. With exception towards the lodge chief or lodge adviser service knot, services towards a legacy lodge of Kanwa tho is not qualification enough to earn a knot.

1. Lodges are listed by date of creation (source: wikipedia.com).
2. January 6, 2013 is the official date of creation of Kanwa tho Lodge.

There will be a total of eight beads that may be earned for service towards Kanwa tho Lodge and the Order of the Arrow. Each bead may only be earned once. Unless otherwise specified, each bead is a wooden solid-colored pony bead matching the color of the leather cord. Two physical beads (one on each side) are worn for every bead earned. The beads are worn below the knots as shown in Diagram 1 and recognize the following (in no particular order):

1. Serving as an elangomat five or more times.
2. Serving as a nimat (brotherhood hike guide) five or more times.
3. Serving as a member of a unit elections team five or more times.
4. Serving as a ceremonialist five or more times.
5. Attending either the National Leadership Seminar, the Developing Youth Leadership Conference, or an Order of the Arrow High Adventure program one or more times.
6. Attending the National Order of the Arrow Conference one or more times.
7. Attending the annual Section G9 (formerly Section C-7) conclave one or more times.
8. Serving in any staff or support capacity to any Three Harbors Council event five or more times (applicable events include, but are not limited to, Haunted Hayride, Scouting the Zoo, Cub Scout Fun Day, and Ice Fishing Derby) (subject to approval of lodge chief or designee).

The beads are retroactive for life (effective starting January 6, 2013) for services rendered towards Kanwa tho Lodge. Services towards a legacy lodge of Kanwa tho is not qualification enough to earn a bead with the exception of the ceremonialist bead (requires approval of lodge chief or lodge adviser).

The lodge executive committee has approved the following alterations to bead colors:

- The council event support bead may be colored orange.

