

Planbook of the Kit Ke Hak O Kut Lodge #97

- I. Name and Affiliation of the Lodge
 - a. The name of this lodge is Kit-Ke-Hak-O-Kut, Lodge #97, 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 Key 3 (for divisions larger than a district) or of the district Key 3 (for subdivisions within a district).

- II. Membership
 - a. **Requirements for membership in this organization will be as stated in the most current printing of the Order of the Arrow handbook, the Guide for Offers and Advisers, National Bulletin, or National Policy Statements.**
 - b. **Procedure for the Ordeal shall be as stated in the most current edition of the Order of the Arrow handbook, the Guide to Inductions, and the Manual for the Ordeal.**
 - 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 elected officers of this lodge shall be: Lodge Chief, Administrative Vice Chief, Program Vice Chief, Secretary, and Treasurer. Other officers may be appointed to fill specific functions on upon the approval of the Key 3.
 - 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 office shall be held at the summer conclave of each year. Officers shall be installed at the conclusion of said conclave (Saturday evening or Sunday morning). Their term of office shall begin at the conclusion of the summer conclave.

- iv. 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.
 - v. 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
 - vi. If the lodge officer is removed, then the procedure for filling the vacancy will be as prescribed in this plan book, section 3 (a)(iv).
- b. Responsibilities of Lodge Officers shall be as follows:
- i. Lodge Chief
 1. Attend all meetings of the lodge, including 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. Administrative Vice-Chief
 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. Preside in the absence of the Lodge Chief
 5. Oversee the proper administrative functions of the Lodge
 6. Advise and assist the following committees:
 - a. Arrowhead
 - b. Awards
 - iii. Program Vice-Chief
 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 successful planning and carrying out of all lodge activities
 5. Advise and assist the following committees:
 - a. Camp Promotion
 - b. National/Section Affairs
 - c. Ceremonies
 - d. Vigil Honor
 - e. Elangomat
- iv. Secretary
1. Attend all meetings of the lodge, including LEC
 2. May attend the National Leadership Seminar of his choosing
 3. Be trained at the annual Lodge Leadership Development conference
 4. Responsible for minutes of each Executive committee meeting and giving notice of upcoming meetings.
 5. Advise and assist the following committee:
 - a. Elections/OA Troop Representative
- v. Treasurer
1. Attend all meetings of the lodge, including LEC
 2. May 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 lodge events
 6. Advise the following committee:
 - a. Trading Post
- vi. Committees
1. Committees shall exist at the discretion of the Key 3 and LEC.
 2. Committee responsibilities shall be determined at the discretion of the lodge Key 3 and LEC.
 3. Changes in committees or 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 Advisers shall consist of the following, with the office they advise:
 - 1. Lodge Adviser (Co Advisers): Lodge Chief
 - 2. Associate Lodge Adviser for Administration: Administrative Vice-Chief
 - 3. Associate Lodge Adviser for Program: Program Vice-Chief
 - 4. Associate Lodge Adviser for Membership: Secretary
 - 5. Associate Lodge Adviser for Finance: 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 (Co-advisers) will be appointed by the Supreme Chief of the Fire.
- v. The Lodge Adviser (Co Advisers), Lodge Staff Adviser, and Lodge Chief shall comprise the Lodge Key 3.
- vi. All other lodge advisers shall be appointed by the Key 3, with the advice and consent of the Supreme Chief of the Fire.
- vii. Advisers will serve for a period of one year, renewable.

V. Brotherhood membership. Brotherhood membership shall be conferred in accordance with the current printing of relevant National Order of the Arrow materials.

VI. Vigil Honor membership.

- a. Vigil Honor Membership shall be conferred in accordance with the current printing of the Guide for Officers and Advisers.
- b. Selection of the Vigil Honor shall be as follows:
 - i. Members shall have paid their dues by January 30 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 the 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, ie, 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 youth 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. In accordance with National Policy, no one age 21 or older may vote in any matter 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. 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 #97 from any other lodge.
 - d. The Lodge shall pay for up to ½ 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 Advisers 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 committee chairmen, chapter chiefs, and advisers and staff advisers to each.
 - 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 and their advisers and staff advisers.
 - 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.