



# Konepaka Ketiwa Lodge #38

Order of the Arrow



## Konepaka Ketiwa Lodge #38



## Members Handbook



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## Order of the Arrow



# LODGE HANDBOOK

Congratulations on becoming a member of the Order of the Arrow! It is an honor to be chosen by your peers to join the Order of the Arrow, or OA. It shows that you have special leadership ability. It also shows that you have outstanding camping and scouting skills. The entire lodge welcomes you to our organization. Information not included in this booklet can be found in your Order of the Arrow Handbook. It is our wish that this booklet will answer your questions and inform you of the facets of the Order of the Arrow.

Some terminology that you will meet, will be explained in the following pages. First, the Lodge is the Council-level organization of the OA. Each lodge is chartered by the BSA through the local council. We re-charter each year with ILLOWA Council #133. Most of the activities that you will be involved in are on the Lodge level. The lodge is operated by the Lodge Executive Committee. This committee consists of Lodge Officers, Lodge Committee Chairmen, and Chapter Chiefs. There are adult advisers for each member on the executive board. These advisers cannot vote. The lodge officers include: the Lodge Chief, two Vice Chiefs, a Secretary and a Treasurer. The number and nature of the lodge committees may change as appropriate.

### CHAPTERS:

You are a member of a chapter. A chapter serves the same function that a district does. Each Chapter has monthly meetings, at which a chapter chief presides. The chapter has officers. Each chapter includes a Chief, Vice- Chief and Secretary. Each chapter has committee chairmen as needed. There is an adult adviser appointed to each chapter and each committee. This adult adviser provides guidance and resources to the youth members, but has no vote.

### YOUTH MEMBERS:

The Order of the Arrow is a youth run organization, with all youth's being voting members. A youth member is any arrowman, of the Order of the Arrow, that is under the age of 21.

### ADULT MEMBERS:

Adult members, of the Order of the Arrow, are arrowmen that are 21 years old and over. They are resources for the Lodge. They have no vote.

## NATIONAL:

The Order of the Arrow is a nationally implemented part of the BSA. Many times when an OA member refers to National, he is talking about the OA National Committee. This is a committee of the BSA that sets the policy of the Order of the Arrow. The national level has two youth members, the National Chief and the National Vice- Chief. The BSA provides a professional at the BSA headquarters in Irving, Texas. This person is the National Order of the Arrow Executive Secretary. He handles all national paperwork, such as Vigil Honor petitions.

## REGION:

As with the organization of the BSA, the nation is broken up into FOUR REGIONS. The OA has a professional - the Region Staff Adviser; and a youth - the Region Chief. Our Lodge is in the Central Region. The region chief represents the region. He participates at national functions, such as National Order of the Arrow Conferences and at regional functions, such as our Section Conclave and National Leadership Seminar's.

## AREA:

The region is broken into several areas. The OA has an area adviser and an area director. They are both adult members of the Order of the Arrow. The area director is a professional, and the area adviser is a volunteer. There are no youth at this level.

## SECTION:

Each area is divided into several sections. Each section is decided by the number of lodges that can be properly be trained. Each year the section has a conclave to train the members of each of these lodges. This conclave is held at different locations within the section, and is normally held on the second weekend of September each year. This conclave includes more than training, and usually includes demonstrations, challenges and great times. It is a chance for the members of our lodge to learn from other lodges. You can meet OA members from other lodges'. The section has three youth officers and two adult members. The adult positions include a section staff adviser (Professional) and a section adviser. The section officers are the Chief, Vice Chief and a Secretary. On the section level we have the Council of Chiefs. The lodge chief, lodge adviser and lodge staff adviser, along with the section officers and advisers, make up the council OA chiefs. They plan the section conclave each year.

## KEY THREE:

The key three, in our lodge, are the volunteer Adviser, the Staff adviser (professional) and the Chief. There are key three personnel for each region, section and lodge levels.

### CONCLAVE:

A conclave is an activity where OA members gather to work on projects and gather to be trained. At the lodge conclaves, newly elected scouts and scouters may attempt to pass the Ordeal. Ordeal members may attempt to seal their membership in passing Brotherhood requirements. The lodge holds respective ceremonies for these events. The lodge also operates Vigil ceremonies at conclaves for Vigil Honorees.

### ORDEAL MEMBERSHIP:

Ordeal membership is the entrance phase of membership in the OA. This membership tests each Scout and Scouter in his dedication to scouting ideals and Order of the Arrow ideals.

### BROTHERHOOD MEMBERSHIP:

Brotherhood membership is the second phase of membership in the OA. It shows one's dedication to scouting and seals your membership in the Order of the Arrow.

### VIGIL HONOR MEMBERSHIP:

The Vigil Honor membership is an honor given to a Brotherhood member who gives distinguished service to his lodge, camp, or Scouting and shows unselfish interest in the welfare of others. Members are nominated by the Vigil selection committee, representing the Lodge. Few members become Vigil Honor members. The lodge may petition for a maximum of one person per every 50 active members of the lodge giving an arrowman limited opportunity to become a Vigil Honor member. At least 50% of the Vigil petitions of the lodge MUST be youth members.

### NOAC:

NOAC is short for National Order of the Arrow Conference. This is a national OA event held every 2 years at a National College. The purpose of this conference is to exchange ideas, attend training sessions, participate in national events, compete in ceremonies and trade flaps. It is a major event that highlights many arrowmen's memberships. This event is planned by the section chiefs at the national planning conference. All OA members are welcome and encouraged to attend.

### LODGE INVOLVEMENT

There are many ways you, as a new or seasoned member of the Order of the Arrow can get involved in the Lodge.

First the lodge has several standing and special committees that you can help with including lodge elections, camp promotions, ordeal, conclave, and Indian Affairs. All of these committees help the lodge provide service and promote brotherhood for the members.

Other ways to get involved is to volunteer to help with the following activities:

Fellowship Weekends

Ceremonial Teams

Conclaves

TOAD (Total OA Development a training weekend)

Winter Dinner

Webelos Woods

HALT

Another good way to get involved and gain a greater understanding of the Ordeal is to serve as an Elongomat (Friend). Here you will help new Candidates successfully complete their Ordeal by guiding them through all phases of the process. This is a very rewarding experience and a great way to make new friends in the lodge.

Finally you can run for office at either the Chapter or Lodge level. Whatever your interest there is a place for you to help and be involved, just ask any lodge officer or advisor and they can steer you in the right direction.

# THE HISTORY OF MUC-KIS-SOU LODGE

The Muc-Kis-Sou Lodge #170 is chartered through the ILLOWA Council #133 and has a rich heritage. Muc-Kis-Sou is a Sac-Fox Indian word for Eagle, and the totem for our lodge is the bald eagle. Thus, even now we show our varied background. The Muc-Kis-Sou Lodge #170 was chartered in 1967 when ILLOWA Council was formed. Muc-Kis-Sou Lodge was formed from several mergers of Lodges, so we have an extensive and varied background.

The oldest lodge was Khu Ku Koo Huu Lodge #170. This lodge was first chartered in 1939 through the Moline Area Council, formed in 1917. The lodge dropped its charter in 1944, but rechartered in 1956. The 1956 charter is on display in the OA showcase at the council office in the conference room. Khu Ku Koo Huu means barred owl. This lodge existed until 1959 when it merged into WISAKA Lodge #170 retaining the lowest number of the lodges merged.

The Rock Island Council, first chartered in 1913, is the council of the Saukenuk Lodge #504. The Lodge received its charter in 1954. Saukenuk means village of the Sauk, and the totem of Lodge #504 is an Indian head that represented Chief Blackhawk. This lodge merged in 1959 into WISAKA Lodge #170 being the lowest number of the lodges.

In 1959 the Rock Island Council and the Moline Area Council merged. The Lodge that developed from this merger was known as the Wisaka Lodge #170. Wisaka was formed from the Khu Ku Koo Huu and Saukenuk Lodges. Wisaka means White Bison.

The Mesquaki Area Council, which began in 1917, gave birth to the Amequa Lodge #376. The Amequa Lodge was first chartered in 1948. Amequa is a Mesquaki word for beaver, and the Lodge was known as the Beaver lodge until a translation was found. This lodge merged in 1958 into Golden Eagle Lodge #313.

The Buffalo Bill Area Council was formed in 1917. The lodge that became affiliated with the Buffalo Bill Council was the Bison Lodge #313. The Bison Lodge was originally chartered in 1945. The totem of this lodge was the full face of a bison. A merger occurred on the Iowa side of Mississippi River in 1958. The Buffalo Bill Council and the Mesquaki Area Council merger, and the lodge that developed was the Golden Eagle Lodge #313. The lodge totem was a golden eagle.

This lodge merged in 1967 into Muc-Kis-Sou Lodge #170 with was the lower numbered lodge.

WISAKA merged into Muc-Kis-Sou Lodge 170 in 1967 with the event of creating the new ILLOWA Council #133 on both the Illinois and Iowa sides of the Mississippi River.

# THE HISTORY OF GOLDEN EAGLE LODGE

The Golden Eagle Lodge #313 was formed in July of 1958. Unlike some of the previous lodges, it was a brand new lodge due to the splitting up of the Mesquakie Area Council #174, Clinton, Iowa; part of which went to the Buffalo Bill Area Council #176, Davenport, Iowa, and part going to the Northeast Iowa Council in Dubuque, Iowa.

The Bison Lodge #313, Davenport, Iowa, and the A-Me-Qua Lodge #376, Clinton, Iowa, became the Golden Eagle Lodge #313. This was not a merger as such because the former council in Clinton was absorbed by the two other councils.

The first Lodge Chief for the Golden Eagle Lodge was Bob Curtis who served in 1958, 1959 and 1960. James Ross became the Lodge Chief in 1961. The totem for the lodge was a Golden Eagle and remained so until the merger in 1967.

The lodge had several distinctive patches: two F1s and A & B and also a F2. All three with a white background, a red border, and the symbolic totem, the Golden Eagle. They also issued one pie-shaped patch for a neckerchief. There are two other patches listed in the *Blue Book*, a YF1 and a YF2. These patches fall into a broad category of patches that for one reason or another do not fit into the main listing. I think these two were listed as such because of a blue border instead of red. Also, these two had different colored backgrounds; one was manila and the other was light yellow.

The Golden Eagle existed for nine years and merged in 1967 with the following councils: the Buffalo Bill Area Council #176, Davenport, Iowa, and the Sac Fox Council #134, Moline, Illinois, which merged to become the Illowa Council #133 with headquarters in Davenport, Iowa. The Wisaka Lodge #170 and the Golden Eagle Lodge #313 became the Muc-Kis-Sou Lodge #170.



# **THE HISTORY OF A-ME-QUA LODGE**

The A-Me-Qua Lodge #376 was first chartered in January 1948. The council was the Mesquakie Council #174 of Clinton, Iowa.

The original application for Lodge #376 of the Order of the Arrow indicated that the lodge name was to be Beaver Lodge. It was the intent of the charter members that as soon as the name could be translated into the Mesquakie Indian language, that the Indian name would be used as the name of the lodge. Thus came the name A-Me-Qua which in Mesquakie means "Beaver."

The lodge issued four patches in all: two round ones and two flaps. The round patches both had red borders, white backgrounds and black lettering. One flap had a green border and one had a dark green border; both had white backgrounds and red lettering.

The Lodge Chiefs that I have information on were Robert Long in 1951; Sam William Jr. in 1952, John Harden in 1953, Jack Rockwell in 1954, 1955, and 1956, and Curtis Powell in 1958.

As stated in the Golden Eagle history, the Mesquakie Council split in 1958 with part going to the Buffalo Bill Area Council, Davenport, Iowa, and part going to the Northeast Council, Dubuque, Iowa.

The A-Me-Qua Lodge and the Bison Lodge became the Golden Eagle Lodge #313 in 1958.

# **THE HISTORY OF BISON LODGE**

Perhaps for this history we should talk a little bit about council history first. The council originated as the Davenport Council in 1914 to serve the city of Davenport, Iowa. It was designated a first class council in 1919. The council number 176 was assigned in 1927 and the name was changed to the Buffalo Bill Area Council.

The Buffalo Bill Area Council didn't have its first Order of the Arrow Lodge until 1945. At this time the Bison Lodge #313 was chartered. The totem for the lodge was the full face of a bison.

In 1958 came the absorbing of the A-Me-Qua Lodge #376 with the Bison Lodge #313 to form the Golden Eagle Lodge #313. The council still remained as the Buffalo Bill Area Council with headquarters in Davenport, Iowa.

The Bison Lodge issued two patches during their existence; both were F type flaps, one had a brown border, manila background and a dark blue letters. The other had a dark brown border, light yellow background and dark blue letters.

All the information I can find on the officers was for two years. Phillip Fleming was Lodge Chief in 1955 and Kevin Burnside was Lodge Chief in 1956.

With the absorption of the A-Me-Qua Lodge #376 in 1958, the lodge name was changed to the Golden Eagle #313. The council, however, remained as the Buffalo Bill Area Council #176.

# **THE HISTORY OF WISAKA LODGE**

The Sac Fox Council #134 was formed with the merger of the Fort Armstrong Council #142, Rock Island, Illinois, and the Moline Area Council #134 in July 1959. The OA lodges from both these councils also merged. The Saukenuk Lodge #504 and the Khu-ku-koo-hoo Lodge #170 merged in July 1959 to become the Wisaka Lodge #170.

The word Wisaka means White Buffalo. When a legendary Indian brave became a Manitou, he at the time took the form of a White Buffalo.

The first couple of known officers were Orwin Carter who served as Lodge Chief in 1959 and 1960. The second was Richard Holtman who served as Lodge Chief in 1961. Maybe some of the distinguished gentlemen in our lodge would remember one or both of these gentlemen.

There was only three known patches with variations; the F1 or first flap was a twill patch with a yellow background and a distinctive red arrow across the top and a solid patch with a multi-colored background and, of course, the Buffalo Head which was the totem of the lodge. They also had a pie-shaped patch and two different neckerchiefs.

The lodge remained as Wisaka until 1967. The Buffalo Bill Area Council, Davenport, Iowa, and the Sac Fox Council, Moline, Illinois, merged in 1967 to form the Illowa Council #133. The OA lodges, Wisaka Lodge #170 and the Golden Eagle Lodge #313, merged and became the Muc-Kis-Sou Lodge #170.

# THE HISTORY OF SAUKENUK LODGE

On the weekend of April 30, May 1, 1954, an Order of the Arrow Lodge was formally organized in the Fort Armstrong Council. On Friday evening, April 30, eleven scouts and five scouters, selected by the Camping and Activities Committee of the Council as a charter group, began their ordeal at the Loud Thunder Scout Reservation (Then known as Camp Na-Se-Us-Kuk). The pre-ordeal ceremony was delayed about one hour by a heavy rain storm which dampened the forest but failed to dampen the spirits of the sixteen honor campers. The original ritual team was composed of Glen Brolander, Allowat Sakima; Richard Swanson, Meteu; Arnold Nelson, Nutiket; and Ronald Anderson, Kichkinet, the last three being students at Augustana College. On Saturday night, May 1, after a day of cheerful service, the following group of scouts and scouters became charter ordeal members of the new Order of the Arrow Lodge:

## Scouters:

Ronald Deardoff, Orville Boltz, Brian Gray, Dale Dickinson,  
Bud McRoberts, W. I. Huddleston, Earl Robinson, W. L. Hudson,  
John Seward, William Stetson, Ronald Tabor

## Scouts:

Douglas Utley, Owen Cartwright, Bob VanDeMaele, Dick Cooper,  
Fred Whitebrook

The first Order of the Arrow weekend was followed on Monday, May 3, 1954 by the first business meeting of the Lodge, held at South Park Presbyterian Church in Rock Island. At this meeting the following officers were elected: Lodge Chief, Earl Robinson; Vice Lodge Chief, Dick Cooper; Lodge Secretary, Bud McRoberts; Lodge Treasurer, Brian Gray. Glen Brolander was appointed Lodge Adviser. Also chosen at this meeting were the name of the Lodge - "Saukenuk" meaning "Village of the Sauks" in recognition of the historic Indian Village once located nearby, and the totem of the Lodge - an Indian Head representing Chief Blackhawk. The number assigned by the National Order of the Arrow Committee was Lodge #504.

The Lodge continued to develop during the summer and on October 29, 30, 1954, the second group was inducted. This group consisted of eight scouts and two scouters who had been elected by their units. Shortly before the ordeal ceremony, the first snow of the year fell.

The winter activities of the Lodge were highlighted by the first Winter Banquet held February 1, 1955 at Trinity Episcopal Church in Rock Island with an attendance of 28.

Activities during the summer of 1955 included an Order of the Arrow weekend at Loud Thunder on June 24, 25 at which time eleven became Brotherhood members and Fred Brooks was inducted into the Vigil Honor. The annual convention was held at Camp on August 26, 27, & 28 at which time thirteen scouts and one scouter became Ordeal members and seven became Brotherhood members. By this time the lodge membership totaled 48 and Saukenuk Lodge had become a significant organization within the Fort Armstrong Council.

# **THE HISTORY OF KHU KU KOO HUU** **LODGE**

This lodge was first chartered in 1939 through the Moline Area Council, formed in 1917. The lodge dropped its charter in 1944, but rechartered in 1956. The 1956 charter is on display in the OA showcase at the council office in the conference room. Khu Ku Koo Huu means barred owl. This lodge existed until 1959 when it merged into WISAKA Lodge #170 retaining the lowest number of the lodges merged.

# THE HISTORY OF THE INALI LODGE

Lodge #38 went through many name changes in its early existence. The reasons not known for sure, but remember the Order of the Arrow was not very well organized in it the early years.

Lodge #38 SHAUBENA received its first charter from the National Lodge on June 5, 1928. Shaubena was believed to be the name of a local Indian Chieftain and the name of a camp located near Lake Bracken, south of Galesburg. This name was used until April 24, 1931.

Lodge #38 INDIAN CREEK was used from April 24, 1931, until November 23, 1931. The whys of this seven-month duration of name are not known. A guess might be that a camp was located just south of the junction of U.S. Highway #34 and Illinois #78 on the east side of the road; the place of the last induction of candidates was held here. Indian Creek Camp was the camp for the Kewanee Area Council and the late Indian Creek Council.

Lodge #38 POKAWACHNE was chartered in August 1929 to Kewanee Area Council. The name in Lenape language means "A Creek Between Two Hills." It is assumed that Lodge #38 Indian Creek and Lodge #45 Pokawachne merged and became Lodge #38 Lenape Wil, when Indian Creek and Wigwam Council #124 merged and became headquartered in Galesburg, Illinois.

Lodge #38 LENAPE WIL, which in the Lenape language means "Indian Head," was used from November 23, 1931, until sometime in 1933.

Lodge #38 POKAWACHNE was used between 1933 and October 31, 1938. Remember that was supposedly the name of Lodge #45 of the Kewanee Area Council from August 1929 until it became Indian Creek and was also when Indian Creek Council merged with Wigwam Council.

Lodge #38 SHAUBENA was the name used from October 31, 1938, until January 1, 1941. This was also the name of the lodge from June 5, 1928, until April 24, 1931.

Lodge #38 INALI January 1, 1941, until July 1, 1994. Inali in the Cherokee language means "Black Fox." The totem for the lodge was a black fox; however, the first patches of Inali Lodge were felt and twill and were shaped like covered

wagons. It wasn't until the 1960s that the Black Fox appeared on any of the emblems.

After the council merger in 1993 between the Prairie Council and the Illowa Council, we remained as two separate lodges: Inali and Muc-Kis-Sou Lodge for the remainder of 1993 and started holding merger talks early in 1994. After several meetings, agreement was reached and we became a new and much larger lodge on July 1, 1994. Combining Inali Lodge #38 and Muc-Kis-Sou Lodge #170 into a new and better lodge - Konepaka Ketiwa Lodge #38, which in the language of the Sac-Fox means "Soaring Eagle."

I could not have completed this history without the knowledge and help of several people. I would like to acknowledge a few of them at this time: Forrey Clay, Frank Ward, Larry Adams, Tom Reagor, Charles McMahon, and myself, Charlie Tanner. I hope you find this very informative because, as you can see, the lodge had a long and rich history. May we as Konepaka Ketiwa have equally as long of time together?





# Konepaka Ketiwa Lodge #38

## Order of the Arrow



# BY LAWS

Revised 11/1/03

### **SECTION 1 : MISSION OF THE LODGE**

It is the mission of the Lodge to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the council through positive youth leadership under the guidance of selected capable adults.

### **SECTION 2 : NAME AND AFFILIATION OF THE LODGE**

- A. The name of this lodge of the Order of the Arrow shall be Konepaka Ketiwa Lodge #38 W.W.W.  
hereafter referred to as the Lodge.
- B. The Lodge shall be affiliated with the Illowa Council No. 133 Boy Scouts of America and shall be  
under the supervision of the Scout Executive or his designee.
- C. The Totem of the Lodge shall be an Eagle.

### **SECTION 3 : MEMBERSHIP**

- A. All members of the Lodge shall be registered members of the Boy Scouts of America.
- B. Election To Membership
  - 1. The requirements for membership in this Lodge are as stated in the current printing of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.
  - 2. Procedure for the Ordeal shall be as stated in the Order of the Arrow Handbook and Administrative Guide for the Ordeal.
  - 3. The Ordeal Ceremony shall be in accordance with the requirements of the current printing of the Ordeal Ceremony Guide.
- C. Brotherhood Membership

1. Completion of the 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.
2. The Brotherhood Ceremony shall be in accordance with the requirements of the current printing of the Brotherhood Ceremony Guide.

#### D. Vigil Membership

1. Elevation to the Vigil Honor 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.
2. The Vigil Ceremony shall be conducted in accordance with the Vigil Ceremony Guide.

### **SECTION 4: VOTING**

- A. Adult Scouters, age 21 or older do not have a vote in matters of the Lodge Business.
- B. Only registered active members of the Order of the Arrow will be allowed to vote in matters of Lodge Business.
- C. There shall be no absentee voting.

### **SECTION 5: LODGE OFFICERS, ADVISERS AND EXECUTIVE COMMITTEE**

- A. The officers of the Lodge shall be a Lodge Chief, a Lodge Vice Chief for O.A. Affairs, a Lodge Vice Chief for Scouting Affairs, a Lodge Secretary and a Lodge Treasurer.
- B. Officers of the Lodge must be under 21 years of age for the entire term of office.
- C. Lodge officers must be elected by the youth membership as prescribed in these rules.
- D. In the event that any elected officer of the Lodge resigns, is unable, or fails to carry out his duties as an officer, he can be replaced by a majority vote of the Executive Committee being in favor of replacing the officer.
- E. Adult Advisers
  1. The Lodge Adviser shall be appointed by the Council Scout Executive.
  2. There shall be two Associate Advisers. The associate advisor to the Vice Chief of O.A. Affairs and the associate advisor to the Vice Chief of Scouting

Affairs. These associate advisers shall be appointed by the Lodge Adviser with consultation from the Scout Executive or his designee.

F. Executive Committee

1. The Lodge Chief is the Chairman of the Executive Committee.
2. The Executive Committee of the Lodge shall be composed of the elected Lodge officers, Standing and Special Committee Chairman, the immediate past Lodge Chief, *Chapter Chiefs*, The Council Staff Adviser, the Lodge Adviser, associate Lodge Advisers, and the Scout Executive or his designee.
3. Voting members of the Executive Committee will be all Lodge officers and standing and special committee chairmen under 21 years of age. Also, each Chapter Chief of the Lodge, or his designated representative, shall have a vote in the Lodge Executive Committee. Advisors are members of the Executive Committee but have no vote.
4. The Executive Committee of the Lodge shall hold at least six meetings a year.

**SECTION 6 : STANDING AND SPECIAL COMMITTEES**

A. All Standing and Special Committee Chairman must be under 21 years of age for their entire term of office.

B. All Standing and Special Committees shall have an adult advisor appointed by the Lodge Adviser, with the consent of the Lodge Chief , and Council Staff Adviser.

C. Standing Committees

1. All Standing Committee Chairman of the Lodge shall be appointed by the Lodge Chief and confirmed by the Executive Committee.
2. The term of office for all Standing Committees will be, concurrent with Lodge Elections.
3. The Standing Committees of the Lodge are defined in the Lodge Operations Manual.

D. Special Committees

1. The Lodge Chief shall have the power to appoint Special Committees and Special Committee Chairman as may be required from time to time with the approval of the Executive Committee.

2. Special Committees will be dissolved at the end of the appointing Lodge Chief's term of office.

## **SECTION 7: LODGE OFFICER ELECTION PROCEDURES AND TERMS**

- A. Lodge Officers shall be elected at the annual Spring Conclave.
- B. All elections will be conducted by the Lodge Chief or his designated representative.
- C. Nomination For Election
  1. Candidates who file a letter of intent are automatically placed on the ballot for election to the office (s) indicated in the candidate's letter.
  2. Arrowmen who have not filed a letter of intent for the office under consideration may not be nominated from the floor, except, when there are no letters of intent to run for the office under consideration.
  3. Nominations of Arrowmen who have not filed letters of intent for the office under consideration must be accepted by the candidate.
- D. Letters Of Intent
  1. Candidates may register their intent to run for office by writing a letter of intent for each specific office they want to be considered for.
  2. Letters of intent must be hand delivered or mailed to the Davenport Scout Service Center in care of the Lodge Chief.
  3. Letters of intent will be accepted starting at the annual Winter Dinner.
  4. Letters of intent must be postmarked or hand delivered to the Scout Service Center the Friday (7 days) before the Spring Conclave.
- E. Presentation Of Candidates And Speeches
  1. The Lodge Chief will appoint a youth to read each letter of intent for each office to the assembled lodge, at the proper time, within each office category. The letters will be read in a randomly drawn order.
  2. A Youth Arrowman of the candidates choice shall be allowed to make a one minute nomination speech for each candidate at the time their letter is read, or their nomination from the floor is affirmed.

3. Each candidate shall be allowed to give an election speech for a duration not to exceed three minutes. The order of the election speeches shall be determined by random draw.

#### F. Order Of Election

Officer elections shall be held in the following order: Lodge Chief, Vice Chief of O.A. Affairs, Vice Chief of Scouting Affairs, Lodge Secretary and Lodge Treasurer.

#### G. Casting Of Ballots

1. If there is only one candidate for an office the casting of ballots may be waived by the chair and the candidate may be selected to office if a motion to select the candidate be by acclimation passes.
2. The casting of ballots for each office shall be by secret ballot.
3. Tabulation of the ballots shall be by the Adviser, Associate Advisers, Staff Adviser and one youth member appointed by the Lodge Chief.

#### H. Election

1. *Each Chapter is allocated ten votes for each position. The Chapter may split those votes in any way they desire.*
2. The candidates must receive a simple majority of the votes to be elected.
3. If there are two candidates that each receive the same number of votes, a second ballot will be taken. If the two candidates still receive the same number of votes a third ballot will be taken. If the two candidates still receive the same number of votes a random drawing will determine the election.
4. In the event that there are three or more people running for the same office and no one receives a simple majority, the candidate that receives the lowest number of votes is out of the election.
5. If no candidate is elected to an office the Lodge Chief may appoint an arrowman to the unfilled office with the approval of the newly elected Executive Committee.

#### I. Officers Terms And Installation

1. The term for each office shall be from Spring Conclave to Spring Conclave.
2. New Officers will be formally installed at the conclusion of the election.

3. New Officers will assume their duties immediately upon election.

## **SECTION 8: LODGE MEETINGS**

- A. Special meetings of the Executive Committee or the Lodge as a whole maybe called at the pleasure of the Lodge Chief, Staff Adviser, or the Lodge Adviser.
- B. The Lodge shall have a minimum of two Fellowship Weekends, an officers training event (TOAD), one Vigil Honor Weekend, and an annual dinner.
- C. The Lodge shall offer the opportunity for taking the Ordeal and sealing of Brotherhood Membership a minimum of two times a year.

## **SECTION 9 : DUES AND FEES**

- A. There shall be an Ordeal Candidate fee, to be set by the Executive Committee, payable at the time of Ordeal. For said fee, each Ordeal Candidate shall receive the following:
  1. Pocket Flap
  2. Order of the Arrow Sash (Ordeal)
  3. Membership Card
  4. O.A. Handbook
  5. Fellowship Weekend Admittance
- B. There shall be a Brotherhood Candidate fee to be set by the Executive Committee, payable at the time of the Brotherhood. For said fee each Brotherhood Candidate will receive the following:
  1. Membership card
  2. Order of the Arrow Sash (Brotherhood)
  2. Fellowship weekend admittance
- C. All dues for the upcoming year will be paid by the Fall Conclave Weekend. New Ordeal member shall receive credit for the remainder of his / her first year's dues. Those who complete their Ordeal at the Spring Conclave will receive dues credit for the next Lodge year.
- D. Dues are payable to the Lodge Treasurer or such person authorized by him to collect dues. Dues may also be paid at the Local Scout Service Centers.

- E. The annual membership dues shall be set by the Executive Committee and published in the Lodge Operations Manual.

## **SECTION 10 : SYMBOLS**

### **A. Pocket Flaps**

1. The Lodge shall produce all pocket flaps. These to include all Special Edition pocket flaps for sales as it deems necessary.
2. Hat pins, Special Event Patches, Belt Buckles, and other Merchandise may be commissioned by the Executive Committee at any time. The Executive Committee may restrict the sale of any of the aforementioned items.

## **SECTION 11: SPECIAL AWARDS**

### **A. Founder's Award**

1. Eligibility and the number of Founder's Awards which may be presented shall be determined by the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers and the National Lodge of the Order of the Arrow.
2. All Founder's Award nominees are subject to approval by the National Lodge Order of the Arrow and the Council Scout Executive.
3. The Founder's Award Selection Committee will select the Founder's Award Nominees at the Spring Conclave Weekend.
4. The Founder's Award will be presented at the Annual Lodge Dinner.

## **SECTION 12: AMENDMENTS**

### **A. The Lodge Bylaws may be amended at any regular or special meeting of the Lodge provided:**

1. The proposed amendment has been presented to the Executive Committee at least 30 days prior to the regular or special meeting of the Lodge and
2. All registered members of the Lodge must be notified of proposed amendments at least ten days prior to the business meeting

3. Two thirds of the members present and voting at the meeting must vote in favor of the adoption of the amendment.

### **SECTION 13: FINANCES**

- A. All Order of the Arrow funds shall be handle through the council service center and go through normal accounting procedures.

### **SECTION 14: CREATION AND REVISION OF THE OPERATIONS MANUAL**

- A. Revisions to the operations manual shall be made by the following method:
  1. The proposed revision shall be submitted in writing to the Lodge Chief.
  2. Approval may be obtained at any regular or special meeting of the Executive Committee.
  3. The approval of two-thirds of the voting members of the Executive Committee present shall be required for passage of the revision.
- B. Upon adoption, a revision to the Operations Manual will take effect immediately unless otherwise stated in the revision.
- C. Written notice of all changes to the Operations Manual shall be provided to all members of the Executive Committee.





# Konepaka Ketiwa Lodge #38

## Order of the Arrow



### LODGE OPERATIONS MANUAL

#### **PREFACE**

The Lodge Operation Manual is set forth by the Executive Committee of Konepaka Ketewa Lodge 38, in accordance with the Lodge By-Laws, for the purpose of properly governing and leading the lodge.

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#### **1. GENERAL ADMINISTRATION**

##### **A. LODGE STRUCTURE**

##### **1. LODGE OFFICERS:**

##### **a. LODGE CHIEF**

He is responsible for coordinating all Lodge functions with the Council and Adults. He is in charge of setting policy for the Lodge and interpretation of the Lodge rules. He works with all advisers taking all their advice into careful consideration. He appoints all committee chairman and assigns their duties. He coordinates with his officers and chairman for all events of the Lodge. He is also responsible for delegating duties among his officers, appointing Lodge Service projects and nominating committees. Serves as a voting member of the Illowa Council Executive Board.

##### **b. VICE CHIEF OF ORDER OF THE ARROW AFFAIRS**

He is responsible for coordinating all Order of the Arrow Affairs of the Lodge and has direct oversight of the following committees and events:

1. Indian Events
2. Fellowship Weekends - Tasks, and scheduling
3. Ceremonial Teams
4. Section Conclaves
5. National Order of the Arrow Conferences

- 6.
7. TOAD
8. Winter Dinner

c. VICE CHIEF OF SCOUTING AFFAIRS

He is responsible for all matters of the Lodge dealing with Scouting programs. He has direct oversight over the following events.

1. Camp Promotions
2. Unit Elections
3. Webelos Woods
4. HALT (haunted house)
5. Fright Night at Fellheimer (tee shirts)

d. LODGE SECRETARY

He is in charge of the recording of all information for the Lodge. The Lodge

Secretary shall create a notebook and file copies of all the following documents and reports for the use of the Lodge Executive Committee.

1. Copies of all the original unit election forms.
2. A summary report of every candidate who has completed the ordeal
3. A summary report of every candidate who has completed the brotherhood.
4. Record of all awards, Founder's Awards, Vigil Nominees
5. Attendance records for all Lodge events
6. Minutes of all Lodge Executive Committee Meetings and general Lodge Meetings.
7. Produce / mail with the Lodge Chief the Lodge Newsletter

e. **LODGE TREASURER**

He is charge of collecting dues, keeping financial records, event registration, giving budget and finance reports. He is to check once a month with his advisor to discuss Lodge Financial Status and report to the Lodge Chief. He also has direct oversight of the following committees and events:

1. Finance
2. Trading Post
3. Event Registration

**2. EXECUTIVE COMMITTEE**

The Executive Committee duties, membership and powers are defined in the Lodge By Laws.

**3. LODGE FEES AND DUES**

- A. The annual membership dues for the Lodge shall be.....\$10.00
- B. The Ordeal Candidate fee for the Lodge shall be.....\$35.00
- C. The Brotherhood Candidate fee for the Lodge shall be.....\$25.00
- D. The fees for Arrowmen and non-arrowmen attending Fellowship Weekends, and other events will be set by the committee in charge of that event with the approval of the Executive Committee.

**4. LODGE COMMITTEES**

A. **COMMITTEES**

The Lodge Chief in conjunction with the Executive Committee and the Lodge Advisers may appoint as many committees as deemed necessary to meet the needs of the Lodge. Each committee whether a special or standing committee shall have a Committee Chairman appointed by the Lodge Chief. This Committee Chairman shall be a youth member who will not reach the age of 21 during the term of his appointment. The selection of the committee chairman shall be made with the advice, council, and approval of the Lodge Adviser. The Lodge Adviser may appoint an adult counterpart to the

committee chairman if he deems it will benefit the Committee. The adult committee person shall provide the Committee Chairman with advice and assistance as necessary to carry out assigned duties.

## B. STANDING COMMITTEES

### 1. CAMP PROMOTIONS COMMITTEE

The major objective will be to promote camping within the Illowa Council. Notably to promote the use of Camp Loud Thunder as a long term summer camp. The Committee will coordinate the camp promotion effort within each district to insure that Unit Leaders are provided with timely and accurate information as is needed. The Camp Promotions Committee will establish goals, objectives, and a program to carry out this important project. This committee is responsible for the publication and upkeep of the Where to Go Camping Guide.

### 2. MEMBERSHIP COMMITTEE

The primary objective of the membership committee shall be to promote member participation in all Lodge activities and work with all Unit Leaders in conducting Unit Elections on a yearly basis. The procedures used to conduct the Unit Elections are outlined in the Order of the Arrow Handbook. This committee is also responsible for the promoting brotherhood membership and making sure all brotherhood candidates meet the requirements set forth in the O.A. Handbook.

### 3. INDIAN AFFAIRS COMMITTEE

The objective of the Indian Affairs Committee is to promote the knowledge of Indian customs and traditions within the Lodge. Major areas of interest are the provision for Ceremonial Teams for all Order of the Arrow Functions, and insuring that these ceremonies are properly conducted. The committee shall also encourage the construction of outfits by the membership especially in conjunction with the completion of the Brotherhood. The committee should be prepared to hold workshops for the Lodge to promote proper construction of Native American clothing, dancing, drumming and singing. In addition, this committee is

responsible for the construction and maintenance of all Lodge ceremonial equipment and outfits.

#### 4. ORDEAL COMMITTEE

The objective of the Ordeal Committee is to insure that the Ordeal is a meaningful experience for all candidates, and conducted within the guide lines established within the Order of the Arrow Handbook. The committee is also responsible for the provision of qualified Elangomats to assist the candidates. Coordination should also be affected by the committee to insure that the preparations are made to provide a suitable meal for the candidates, that runners are available to take the food to them, that guides are available to place the candidates on the trail, and that runners are available to bring the candidates down from the trail. The committee will also insure that all candidates are free from medical or physical incapacitates or restrictions which would preclude their participation in the Ordeal. If such problems exist the committee will modify the Ordeal for that candidate consistent with his limitations. This committee shall also be responsible for coordination with Trading Post to draw the required sashes, patches, Handbooks and make sure they are at the Ordeal Ceremony.

#### 5. COMMUNICATIONS COMMITTEE

It is the function of the Communications Committee to inform all Arrowmen of upcoming events and special activities as the they come up. In addition, they are responsible for production and distribution of the Lodge's annual calendar and working with other standing committees to produce and distribute information about other Scouting events that the Lodge may be involved in. These would include Webelos Woods, HALT, Fright Night at Fellheimer, and other activities approved by the Executive Committee. It is the responsibility of this committee to insure that all information is accurate, and distributed in a timely manner. It is also their responsibility to inform the Scout Shop at the Council Service Center, of all activities to guarantee that the appropriate information is being distributed

by the Scout Service Center. This committee is also responsible for the Lodge newsletter that should be published at least 6 times a year.

#### 6. CONCLAVE COMMITTEE

The Conclave Committee is responsible for the scheduling, planning, activities, and execution of the plan of the conclaves of the Lodge. It is their responsibility to set the budget, schedule with the ranger and camping committee all activities that involve camp maintenance, fun program activities, and special projects that might become a part of a conclave weekend. In addition they are responsible for the projects and special work days that might be scheduled at either camp in order to help maintain camp properties.

#### 7. TRAINING COMMITTEE

The objective of the Training Committee shall be to elevate the level of training of the Lodge. The primary means of accomplishing this goal is the annual training session (TOAD) conducted by the Lodge. However, the committee should establish such training as it sees fit and conduct other training sessions as necessary to reach these goals. The committee shall also be responsible for coordinating other training by the Council or other training groups. Such training may include things like Low Impact Camping Seminars for Scoutmasters. The committee shall also be responsible for setting the official Lodge delegation to the National Leadership Seminar or other training events in coordination with the Lodge Adviser and the Lodge Staff Adviser.

#### 8. TRADING POST COMMITTEE

The Trading Post Committee shall have as its objective to serve the Lodge by providing for sale those things available from no other source for the membership. The committee shall stock and operate a trading post at various Lodge functions as deemed appropriate. Purchases and stock levels may be established and reviewed periodically by the Executive Committee. All money and expenditures

made by this committee will be managed through the Council's bookkeeping system.

#### 9. KITCHEN COMMITTEE

The kitchen committee shall have an adult led cooking crew and an youth lead clean up crew. The cooking crew will be responsible for planning, procuring, and preparation for all meals required to support Lodge functions. The cooking crew will determine the menus, coordinate the availability of qualified personnel to procure and prepare the meals. The cooking crew will make regular reports to the Executive Committee regarding the quantity and quality of food served at OA functions. The cooking crew will also maintain any Lodge equipment required to accomplish its task. The clean up crew shall be charge of the recruitment of personnel to punch meal tickets, set up tables before meals and clean up after each meal. They are also responsible for cleaning of the dining facilities after each event to the satisfaction of the camp ranger.

#### 10. FOUNDERS AWARD COMMITTEE

The Founders Award Committee is responsible for the selection of honorees for the Founders Award. The Founders Award Committee shall have a youth committee and an adult advisor. This committee shall select all youth and adult recipients of the award. The Founders Award Committee will accept nomination letters from the lodge until the close of the Fall Fellowship weekend. The Committee will be selected by the Lodge Chief with care being taken to have representatives that are a cross section of the Lodge membership. All previous recipients of the Founder's Award are permanent members of the Founder's Award Selection Committee. All members of the committee should be exempt from receiving the Founders Award. Presentation of the Founders Awards will be made at the Lodge's Winter Dinner.

#### 11. VIGIL COMMITTEE

The Vigil Committee shall be responsible for the selection of Vigil Honor nominations. The Committee members shall all be holders of the Vigil Honor. Voting members of the committee shall be members under the age of 21 and should represent a cross section of the Vigil Members of the Lodge. It is recommended that this committee meets some time in the late spring at a pot luck type dinner held for the purpose of Vigil Honor selections. At this dinner, all Brotherhood members that are eligible for the Vigil Honor will be discussed and Vigil Honor Nominations will be made. In addition, Indian names and paperwork to be submitted to the National Committee will be filled out at this dinner and filed with the National Office within ten working days of the close of the dinner. All procedures used by this committee will be as outlined in the Order of the Arrow Handbook. In addition this committee is responsible for seeing that the Vigil candidates have a good meaningful Vigil ceremony.

#### c. SPECIAL COMMITTEES

Special committees may be created by the Lodge Chief as he sees fit. All special committees will cease to function when the Lodge Chief dismisses the committee or with the election of a new Lodge Chief, whichever comes first.