

**Youth Present:** Jake Redenbaugh (*Lodge Chief*), Nick Oliver (*Vice Chief of Service*), Barry Johnson (*Vice Chief of Brotherhood*), Nathan Vick (*Secretary*), Christian Pena (*Treasurer*)

**Notes:** This was a very quick LEC

Motion to draft modifications to The Guide and hold a Lodge Business Meeting to approve said modifications (see attached document)

Motion by Nathan Vick

Second by Nick Oliver

Motion passed

Meeting adjourned

# "The Guide"

Kawida Lodge #480

Order of the Arrow



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## Preamble

All National and Council guidelines will apply to this document. In the event of any conflict between this document and National or Council guidelines, the National or Council guideline shall prevail.

To make changes to the preamble or name and organization section of this document, a unanimous vote of the Lodge Executive Committee and approval from the Lodge Adviser is required.

## Name and Organization

1. This lodge is named Kawida.
  - a. To honor the memory of the predecessor organization of the Order of the Arrow in the Blue Grass Council's geographic area, this was known as the Tribe of the Ku-Ni-Eh.
  - b. Kawida was one of the five "Chief Braves" of the Tribe of the Ku-Ni-Eh, and was also known as "The Wise Brave".
2. The totem of the lodge is the thunderbird bearing the following symbols in memory of previous lodges that have merged with us.

- a. Seven stars arranged in the shape of Ursa Minor representing the former Mischa Mokwa Lodge # 435 of the Cumberland Council.
  - b. A tomahawk representing the former Tomahaken Lodge #241 of the Lonesome Pine Council.
3. The call of the Lodge is an owl's.
4. The official publication of the Lodge is "The Thunderbird"
5. The lodge is affiliated with the Bluegrass Council #204, B.S.A.
  - a. It is supervised by the Council Camping and Program Committees and the administrative authority of the Council's Scout Executive.
6. The lodge is a member of the Southern Region, Section SR-6.

#### Operating Procedure

1. Organization of Lodge Members
  - a. All Lodge members under the age of 21 shall be youth members.
  - b. All Lodge members 21 and older shall be adult members.
2. Election and Appointment of Officers
  - a. No elected officer may hold the same office for more than two consecutive years.
  - b. Adult members may not endorse or campaign for any candidate.
  - c. Elections for lodge officers will be held at the Fall Fellowship.
  - d. Elections for chapter officers must be held in the same month as the the Fall Fellowship.
  - e. If a position is not filled by December 1, then the newly elected Lodge Chief will appoint that position with the consent of the Lodge Key Three.
  - f. Elected Officers will be elected by the full youth membership present at the election.

g. Appointed Officers will be appointed by the L.E.C. with consent of the Lodge Key Three

h. Elected Officers

Deleted (Lodge & Chapter)

- i. Chief
- ii. Vice Chief of Service
- iii. Vice Chief of Brotherhood
- iv. Secretary

v. Treasurer

Deleted (Lodge Only)

i. Appointed Officers

i. Quartermaster

ii. Digital Media Coordinator

Deleted (Optional for Chapter)

Added comma

j. If the Chief steps down, the Vice Chief of Service will assume his responsibilities until an election (at the L.E.C. and Lodge Advisers discretion) can be held to reelect the office.

Corrected spelling

k. Officers elected at the Fall Fellowship will take office at the annual Awards Banquet after being sworn in by the current Lodge Chief or his designee.

3. Committees

Added this

a. Standing Committees

- i. Ceremonies
- ii. Chapter Action Plan
- iii. Digital Media
- iv. Elangomat
- v. Publications
- vi. Service

- vii. Strategic Plan
    - viii. Training
  - b. Intermittent Committees (formed when needed)
    - i. Awards
    - ii. Vigil Honor
  - c. Committee Membership
    - i. Each committee shall have a youth Committee Chairman and an adult Committee Adviser
    - ii. Committees will be primarily composed of youth
    - iii. Adults may be part of committees in an advisory role if the L.E.C. and the committee feel that they will contribute to the success of the committee.
  - d. The Lodge Chief, with the approval of the L.E.C., may create any committee as he sees fit.
- 4. The Lodge Executive Committee (L.E.C.)
  - a. Membership
    - i. Will consist of the following voting members

Redid order  
Replaced "elected" with  
"current"

1. All current lodge officers
2. All chapter chiefs
3. All lodge committee chairmen
4. The lodge officers from the past year (if under 21)

- ii. Will consist of the following non-voting members

Redid order

1. The Lodge Adviser and all lodge associate advisers
2. All chapter advisers

3. All lodge committee advisers
4. The lodge officers from the past year (if over 21)
5. The Supreme Chief of the Fire.
6. The Lodge Staff Adviser
7. A member of the council camping committee.
8. Any active youth member of the lodge.

b. Duties

- i. Have the power to approve and pay unbudgeted justifiable purchases of \$500 or less.
- ii. Have the power to establish honors and recognitions for deserving members of the Lodge.
- iii. Have the power to set and collect dues for membership in the Lodge, and to set prices for merchandise, events, and inductions.
- iv. Have the power to draft modifications to "The Guide" proposed by any lodge member.
- v. Have the power to create and remove Lodge committees.
- vi. Have the power to set times and dates for all lodge events.

5. Lodge Business Meetings (L.B.M.)

Added Membership

a. Membership

- i. Voting membership will consist of all youth members of the lodge.
- ii. Non-voting membership will consist of all adult members of the lodge.

Organized this

b. Time and place of meetings



- i. Each Ordeal constitutes an official L.B.M. and the time and place of that meeting will be set by the L.E.C.
- ii. Meetings may be held at any other scheduled Lodge event.

Added this

#### 6. Rules at Lodge Functions

- a. When Lodge or Chapter functions are held on Council camp property, all camp policies set forth by the Council will be followed
- b. At any Order of the Arrow function, members are expected to adhere to the Scout Oath and Law

#### 7. Modifications and Updates to "The Guide"

- a. Must be voted on at a L.B.M.
- b. All modifications will be effective immediately after the vote.

### Officers

#### 1. The Lodge Chief

- a. Is responsible for the total lodge program.
- b. Will represent the lodge to the Bluegrass Council and to Section Events.
- c. Be an ex-officio member of all Lodge Committees, as well as oversee all officers and chairmen.
- d. Will preside over all Lodge events and prepare agendas for all events.

#### 2. The Vice Chief of Service

- a. Will be first in succession to the Lodge Chief in his absence.
- b. Will be responsible for planning all ordeals, workdays, banquets, and social events.
- c. Will be the task master at all ordeals and workdays.

- d. Will be responsible for establishing and overseeing the Service Corps activities.
- e. Will fulfill any other duties applicable to the office that are assigned by the L.E.C.

### 3. The Vice Chief of Brotherhood

- a. Will be second in succession to the Lodge Chief in the absence of the Lodge Chief and the Vice Chief of Service.
- b. Will see that the lodge meets the requirements for Quality Lodge.
- c. Be responsible for the Spirit of the Arrow activities and ceremonies.
- d. Be responsible for camp promotions and unit Order of the Arrow elections.
- e. Be in charge of Brotherhood inductions and activities (or his designee if he is not a Brotherhood or Vigil member.)
- f. Will fulfill any other duties applicable to the office that are assigned by the L.E.C.

### 4. The Secretary

- a. Will be responsible for the compilation and distribution of the Thunderbird.
- b. Will be responsible for publication of the 'Planbook' and 'Where to Go Scouting Guide'
- c. Will record, distribute, and retain minutes of all Lodge and L.E.C. meetings.
- d. Will work with the treasurer for registration at all lodge functions.
- e. Will be responsible for creating content for all lodge correspondences.
- f. Will fulfill any other duties applicable to the office that are assigned by the L.E.C.

### 5. The Treasurer

Changed Camping to Scouting

- a. Will collect annual membership dues.
- b. Will work with the secretary for registration at all lodge functions.
- c. Will be responsible for keeping all financial records of the Lodge (as possible under Council rules.)
- d. Will be responsible for making a complete financial report at each Lodge and L.E.C. meeting, and publish the report in the next issue of the Thunderbird.
- e. Will fulfill any other duties applicable to the office that are assigned by the L.E.C.

6. The Quartermaster

- a. Will keep an accurate, up-to-date, accessible inventory of Lodge property.
- b. Will provide for secure storage of Lodge property.
- c. Will maintain physical custody of Lodge property during all Lodge events.
- d. Will oversee issuance, return, inspection, maintenance, and repair of Lodge property.
- e. Will make recommendations to the L.E.C. about the purchase of new property, maintenance of existing Lodge property, and disposition of obsolete or surplus Lodge property.
- f. Will fulfill any other duties applicable to the office that are assigned by the L.E.C.

7. The Digital Media Coordinator

- a. Will be responsible for creation and updates to the Lodge website.
- b. Will keep the lodge's membership database updated.
- c. Will distribute all lodge mailings.
- d. Will create and update the Summer Camp Promotion video.

- e. Will oversee technology needs (projectors, computers, digital presentations, etc.) at all lodge events.
- f. Will oversee photography at Lodge Events.
- g. Will fulfill any other duties applicable to the office that are assigned by the L.E.C.

### Advisers

1. The Lodge Adviser is appointed by the Supreme Chief of the Fire.
2. Each elected or appointed officer will have an adult Adviser appointed to them, by the Lodge Adviser
3. Each Lodge committee will have an Adviser appointed by the Lodge Adviser.
4. Each chapter will have a Chapter Adviser appointed by the Lodge Adviser.

### Committees

#### 1. Standing Committees

##### a. Ceremonies

Deleted "Chaired by the Vice Chief of Brotherhood"

- i. In charge of all lodge ceremonies except Vigil Honor.
- ii. In charge of training for ceremonies.

##### b. Chapter Action Plan

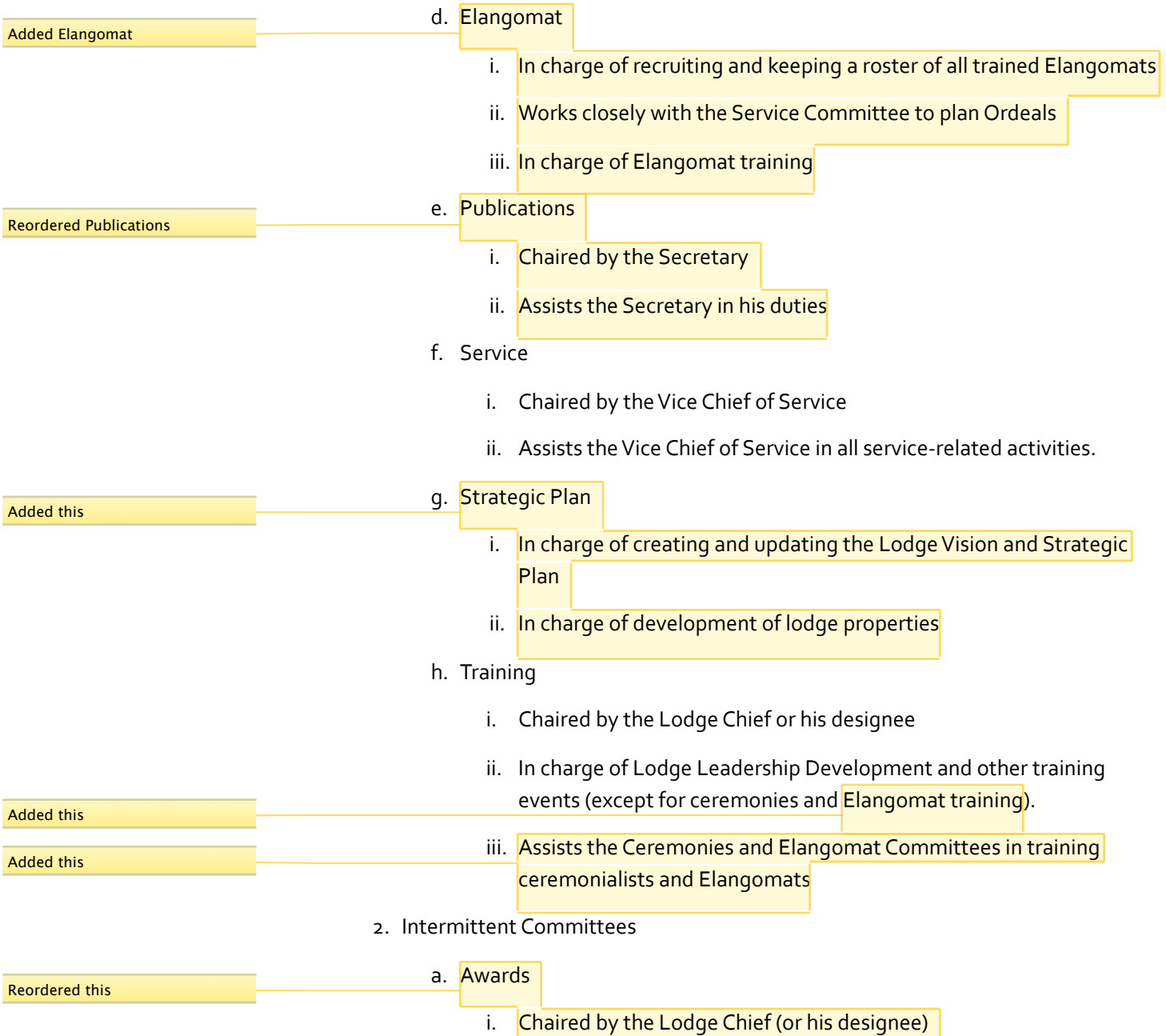
Added Chapter Action Plan

- i. In charge of working with chapter chiefs to improve their chapters
- ii. In charge of assisting the OA Troop/Team Representative program in chapters

##### c. Digital Media

Added Digital Media

- i. Chaired by the Digital Media Coordinator
- ii. Assists the Digital Media Coordinator in all lodge digital media activities



- ii. In charge of selecting the annual awards.

b. Vigil Honor

- i. Chaired by the Lodge Chief (or his designee if he is eligible for Vigil).
- ii. Members are selected by the chairman with the approval of the Lodge Adviser.
- iii. In charge of Vigil selection based on eligibility and credibility.
- iv. In charge of the Vigil induction.

Changed "weekend" to  
"induction"

Added this section

## Chapters

1. Chapter Areas

- a. Each district, as defined by the Blue Grass Council, shall have a chapter, unless the L.E.C. determines that a district shall have more than one chapter.
- b. No chapter shall cover less than a district.
- c. District boundaries shall be chapter boundaries.

2. Chapter Officers & Advisers

a. Positions

- i. Each chapter shall have, at the minimum, a youth Chapter Chief and an adult Chapter Adviser.
- ii. It is strongly recommended that chapters have a Secretary and at least one Vice Chief.

b. Elections

- i. Chapter Officers shall be elected by the full chapter youth membership present at the election.
- ii. Chapter Advisers shall be appointed by the Lodge Adviser.

Added this section

## Inductions

### 1. Ordeal

- a. The Ordeal experience shall be conducted in accordance with the current editions of the OA Guide for Officers and Advisers and the OA Guide to Inductions.
- b. The Ordeal ceremonies shall be conducted in accordance with the current edition of the OA Ceremony for the Ordeal.

### 2. Brotherhood

- a. The Brotherhood experience shall be conducted in accordance with the current editions of the OA Guide for Officers and Advisers and the OA Guide to Inductions.
- b. The Brotherhood ceremony shall be conducted in accordance with the current edition of the OA Ceremony for the Brotherhood.

### 3. Vigil Honor

- a. Selection of Vigil Honor candidates shall be in accordance with the current editions of the OA Handbook and the OA Guide for Officers and Advisers.
- b. The Vigil Honor experience shall be conducted in accordance with the current edition of the OA Ceremony for the Vigil Honor.
- c. The Vigil Honor ceremonies shall be conducted in accordance with the current edition of the OA Ceremony for the Vigil Honor.

## References

### 1. Books

- a. Order of the Arrow Handbook
- b. Boy Scout Handbook
- c. 2005 Lodge Program Resource Book
- d. 2004 Lodge Program Resource Book
- e. 2003 Lodge Program Resource Book
- f. The Brotherhood of Cheerful Service: A History of the Order of the Arrow
- g. A Thing of the Spirit: The Life of E. Urner Goodman

### 2. Publications

- a. The Guide for Officers and Advisers
- b. The Guide to Inductions
- c. Field Operations Guide
- d. Lodge Leadership Development Planning Guide
- e. Lodge Community Service Guide
- f. Manual for Producing a "Where to Go Camping Guide"
- g. Past Kawida Lodge Constitution (Rev. August 15, 2004)

### 3. Websites

- a. Order of the Arrow National – [www.oa-bsa.org](http://www.oa-bsa.org)
- b. O.A. Southern Region – [www.southern.oa-bsa.org](http://www.southern.oa-bsa.org)
- c. Section SR-6 – [www.oasection6.org](http://www.oasection6.org)
- d. Kawida Lodge – [www.kawida.org](http://www.kawida.org)

Added links

Changed website

Changed to SR-6 information