

Policies
& Traditions

TOM KITA CHARA LODGE 96

ORDER OF THE ARROW

Forward

August 2004

The following are the local rules, regulations and traditions of the Order of the Arrow. They have developed over many years and reflect the spirit and dedication of hundreds of lodge leaders. These *Policies and Traditions* are local in their scope and exist within polices set by the National Committee of the Order of the Arrow as described in the *OA Handbook*, *Field Operations Guide* and *Guide to Officers and Advisers*. At no time can lodge policy diverge from national regulations.

If you wish to significantly change any lodge policy, you must first present the proposed change, in writing, to the Lodge Chief, who will present the proposal to the Lodge Executive Committee. If the committee approves the proposal, the Lodge Chief will present it in writing and orally before the lodge membership at one of the two annual meetings – Fall Conference or Winter Banquet – for final discussion and vote. If a simple majority of the voting membership (those under 21 years of age) approves the proposal, the proposal will immediately become official lodge policy and the Lodge Vice Chief of Administration will record and update the changes in the *Policies and Traditions*.

Remember, these *Policies and Traditions* are the foundation of nearly seventy years of Tom Kita Chara Lodge tradition and, therefore, should be upheld if at all possible.

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Definitions

1. **Active Member** – a member of the Order of the Arrow who:
 - a. Is registered in the BSA, Samoset Council, and Tom Kita Chara Lodge.
 - b. Takes an active role in Scouting and the Order of the Arrow.
 - c. Has his TKC dues paid.
2. **Youth Member** – a member of Tom Kita Chara Lodge who is under twenty-one (21) years of age. Active youth members will be the only voting members of the lodge.
3. **Adult Member** – a member of Tom Kita Chara Lodge who is at least twenty-one (21) years of age.
4. **Elected Officer** – a youth member who is elected to a lodge or chapter position by the lodge or chapter membership.
5. **Appointed Officer** – a youth member who is appointed to a position by the lodge or chapter chief.
6. **Executive Committee** – as used in this booklet will refer to the Lodge Executive Committee, made up of the elected lodge officials, lodge committee chairmen, Chapter Chiefs, and the advisers of these members.
7. **Key 3** – leading lodge body; made up of the Lodge Chief, Lodge Adviser, and Lodge Staff Adviser.

I. Lodge Structure

a. The Lodge Executive Committee

The Lodge Executive Committee is made up of all lodge officers, committee chairmen, chapter chiefs and advisers. This committee serves as the steering mechanism of the lodge and its purpose is to govern the lodge and deal with all business brought before it. The committee will meet monthly; however, it may be necessary to call additional meetings. Any active lodge member may attend an Executive Committee meeting, but only the youth members of the committee will be permitted to vote. If a youth member of the committee is unable to attend a meeting, his appointed youth representative will be permitted to vote in his place.

Each Executive Committee meeting will be preceded by a meeting of the Lodge Key 3, as well as the Lodge Officers. At this meeting, the agenda will be set, and lodge operation reviewed.

b. The Key 3

The Lodge Key 3 will consist of the Lodge Chief, Lodge Adviser, and Staff Adviser. This group serves as the administrative center of the lodge. Its primary function is to plan agendas for lodge meetings, but it also reviews and advises on the actions of the Executive Committee. It is often necessary to get approval from a member of the Key 3 before major actions or expenditures of the lodge can take place.

c. The Lodge Budget

Tom Kita Chara Lodge runs off of a yearly budget following the calendar year beginning on January 1st and ending on December 31st. This budget is planned and approved by the Lodge Executive Committee prior to the Winter Banquet. The budget approved by the Executive Committee is then presented for the approval of the Lodge Membership at Winter Banquet. The Elected Officers of Tom Kita Chara Lodge reserve the right to alter the operating budget approved by the membership of the lodge at any time throughout the year, especially at the start of a new term. The alterations may only relocate up to 15% of the budgeted funds without additional approval of the Lodge Executive Committee and the Lodge Membership.

d. The Role of the Chapter

Tom Kita Chara Lodge is divided up into six chapters, which have the same name and boundaries as the six districts of the council. The majority of the lodge's functions take place on the chapter level – elections, camp promotions, service projects, brotherhood workshops, fun, and fellowship. Not only is the chapter where the Order is most visible to non-members, it is also the place for new members to get involved. The chapter structure is quite similar to that of the lodge, with officers, committee chairmen, committee members, advisers, and members. The chapter also has the opportunity to establish their own Executive Committee or Key 3 to help them accomplish its responsibilities.

II. Procedure for the Election of Lodge Officers

a. Requirements to Run for Lodge Office (Including Chapter Chief)

1. The four elected offices in the lodge will be:

- Lodge Chief
- Lodge Vice Chief of Chapters
- Lodge Vice Chief of Program
- Lodge Vice Chief of Administration

2. Any member of Tom Kita Chara Lodge may run for election to any of these offices, provided he is/has:

1. A registered, active member of Samoset Council and Tom Kita Chara Lodge. (*Nat'l Policy*)
2. Under 21 years of age for his entire term in office. (*Nat'l Policy*)
3. Living daily within the boundaries of Samoset Council.
4. A brotherhood member of the OA, or has completed the requirements for Brotherhood prior to the Fall Conference of his election.
5. Held a prior lodge or chapter position (officer, committee chairman) or been an active member of a lodge or chapter committee.
6. Attended at least two (2) lodge functions since becoming a member.
7. Going to attend the Lodge Officer Training Seminar in the fall following his election.

3. Only in extreme circumstances, may one of the lodge-specific requirements be waived by the Lodge Chief. In such a case, no more than one of these requirements may be waived. Should the candidate not meet more than one of these requirements, he may not run for office.

b. Nomination Procedure

1. Nominating Committee: Prior to the Fall Conference, the Lodge Chief will appoint a Nominating Committee Chairman to choose candidates for the lodge offices. His committee will consist of:

- a. One youth representative from each chapter.
- b. Either the Lodge Chief or a Lodge Vice Chief.
- c. If available, the Lodge Adviser or Staff Adviser.

2. The committee will select at least two qualified candidates for each of the ten elected lodge offices. The committee will provide each nominee with a list of the requirements, job responsibilities and an "Application for Lodge Office."

3. Additional Nominations:

Any other lodge member who meets the election requirements but is not nominated by the committee may still run for office, provided that he contacts the Lodge Chief or Nominating Committee Chairman and submits an "Application for Lodge Office" by Friday night of the Fall Conference. Therefore, the only members who will be nominated at the elections will be those nominated by the Lodge Nominating Committee or those who have stated their intentions to run by Friday of Fall Conference. It is recommended that those members interested in running for lodge office contact the Nominating Committee Chairman early in the summer. Most often, if the candidates meet the requirements and express an interest, the nominating committee will include them in their nominations.

4. All nominations must be approved by the Supreme Chief of the Fire, or his designee.

c. Fall Conference Election Procedures:

- (i) The annual lodge elections will take place at the Fall Conference.
- (ii) At the time of the election, the Lodge Chief will call the meeting to order and will explain the election requirements and procedures in full – as stated in the current *Policies and Traditions*.
- (iii) The elections will take place in the following order: Lodge Chief, Lodge Vice Chief of Chapters, Lodge Vice Chief of Program, and Lodge Vice Chief of Administration.
- (iv) The Lodge Officers will announce each position, explain the job responsibilities as outlined in the *Policies and Tradition*, and open the floor for nominations for the designated office. At this time, the Nominating Committee Chairman will present the committee’s choices and additional candidates.
- (v) After nominations are presented, each candidate will be allowed three minutes to speak for himself and/or have other youth members speak on his behalf.
- (vi) For each position, the audience will be allowed the opportunity to ask questions of the candidates. These may be addressed to a specific candidate, or the group.
- (vii) Once all candidates have used their time, ballots will be passed out. The voting is secret and a simple plurality will determine the winner.
- (viii) In the case of a tie, a new vote will be taken. In such a case, each candidate will be allowed an additional minute to speak before the second vote.
- (ix) If a candidate is defeated in an election, he may choose to run for another lodge office, provided that he indicates this intention on his “Application for Lodge Office.”
- (x) The newly elected officers will serve a one-year term, beginning at the Lodge Officer’s Training Seminar following their election and ending after the following year’s Lodge Officer Training Seminar.
- (xi) An officer may run for re-election, provided he still meets the election requirements.

d. Special Officer Circumstances

In most cases, when a member is elected to a Lodge Office and then to a Section Office, he is asked to give up his lodge position. Requirements in this situation will include the following:

- (i) The Lodge Chief may not also hold another voting Section Position.
- (ii) Any other elected Lodge Officers interested in also holding a voting Section Position they were elected to must convince the Lodge Key 3 that he will be able to perform all the duties entrusted to him for both positions.

III. Lodge Officer Responsibilities

General Duties of all Elected Officers

During his term in office:

1. Attends the Lodge Officer Training Seminar (LOTS) in the fall following his election.
2. Attends each monthly Executive Committee meeting.
3. By the following LOTS, submits a written report including accomplishments, suggestions for successor, and updated job responsibilities.
4. Constructs a calendar, throughout his term, to be used as a guide by his successor.
5. Meets with the elected officers, Lodge Adviser, and Lodge Staff Adviser prior to each Executive Committee meeting to set the agenda, and discuss any pending business.

Following his term in office:

1. Attends the LOTS to help orient the new officer to his position.
2. Offers assistance to his successor.

Specific Duties of the Elected Lodge Officers

Lodge Chief

1. Oversees all operations of the lodge.
2. Presides over all meetings of the lodge.
3. Plans the agendas for all Executive Committee meetings.
4. Supervises the other three elected lodge officers.
5. Appoints and supervises the Lodge Officer Nominating Chairman when Fall Conference is being planned (or takes this responsibility himself).
6. Appoints a Section Conclave Chairman each year to plan for TKC's role in the Section Conclave.
7. Appoints and supervises all other Ad-hoc committee chairmen.
8. With the Vice Chiefs, appoints a chairman for the Lodge Activities, Brotherhood, Ceremonies, Elections, History, Membership, Planbook, Troop Representative, and Service Committees as well as an Editor for the *Into the Air* newsletter.
9. Ensures the completion of Executive Committee responsibilities.
 - a. Removes from office (with approval of respective supervisor, Staff Adviser, and Lodge Adviser) any lodge officers, LEC members or chapter chiefs who fail to fulfill their responsibilities.
 - b. Appoints, with respective supervisors, replacements for the vacant positions.
 - c. Assists in orienting the replacement to his new position.
10. Maintains all items entrusted to him and passes them on to the next Lodge Chief (the Chief's Bonnet, records, files, etc.).
11. Works with the Lodge Staff Adviser on the annual renewal of the lodge's charter.
12. Sees that all new members are properly oriented to the Order of the Arrow, Tom Kita Chara Lodge, and its *Policies and Traditions*.
13. Represents TKC at all Section Council of Chiefs meetings to plan the Section Conclave and other Section business.
14. Organizes the National Order of the Arrow Conference business.
 - a. Promotes through the *Into the Air* and at lodge and chapter meetings.
 - b. Assures that the lodge makes the reservation deadline.
 - c. Completes any other National Conference correspondence.
15. Oversees continuous updates to the TKC Website. Updates will be discussed at each meeting of the LEC and will be published as soon as possible.
16. Represents TKC as a member of the Council Outdoor Promotions Committee.
17. Represents Samoset Council and TKC youth as a youth member on the Council Executive Board.
18. Serves as a member of the Lodge Key 3.

Lodge Vice Chief of Chapters

1. Assumes the duties of the Lodge Chief when he is unable to fulfill them or when such duties are appointed.
2. Oversees the operation of all six chapters, serving as the youth resource to the chapters.
 - a. Asks chapter officers who are not performing their duties to resign.
 - b. Recommends a replacement to the Lodge Chief
 - c. Orients the new official to his position.
3. Makes certain that all chapters operate according to national and lodge policy.
4. Determines criteria for and presents the “Quality Chapter” award.
5. Oversees the lodge Elections Chairman and lodge elections process.
6. Administers the Lodge Leadership Development (LLD) program at the LEC and chapter level.
7. Along with the Executive Committee, determines the recipients of the “Eagle Feather” and “Outstanding Arrowman of the Year” awards and makes those presentations at the Winter Banquet.
8. Carries out special assignments made by the Lodge Chief.

Lodge Vice Chief of Program

1. Manages all aspects of lodge program, event planning, service projects, ceremonial events, etc.
2. With the Lodge Chief, appoints and supervises the following LEC members:
 - Activities Chairman
 - Brotherhood Chairman
 - Ceremonies Chairman
 - History Chairman
 - Troop Representative Chairman (Optional – Duties as assigned by Lodge Officers)
 - Service Chairman
3. Helps committee chairmen succeed in their duties.
4. Sees that these lodge committees operate according to national and lodge policy.
5. Ensures the completion of program committee responsibilities.
 - a. Attends committee meetings as he sees fit to ensure the completion of duties.
 - b. Asks committee chairmen who are not performing their duties to resign.
 - c. Recommends a replacement to the Lodge Chief.
 - d. Orients the new committee chairman to his position.
6. Carries out special assignments made by the Lodge Chief.

Lodge Vice Chief of Administration

1. Manages all aspects of lodge recordkeeping and communications.
2. Maintains, along with Lodge Membership Adviser, the lodge membership records, keeping a listing of all active and inactive members.
3. Acts as recording secretary for the Executive Committee.
4. Following the Fall Conference, compiles a list of all Executive Committee members, their home addresses, phone numbers, and e-mail addresses, and distributes it to members of the Executive Committee at LOTS.
5. Keeps a file with all agendas, minutes, and lodge and national newsletters.
6. With the Lodge Chief, appoints and supervises the following LEC members;
 - Editor of the *Into the Air* Newsletter
 - Membership Chairman
 - Planbook/Publications Chairman
7. Ensures the completion of administrative committee responsibilities.
 - a. Attends committee meetings as he sees fit to ensure the completion of duties.
 - b. Asks committee chairmen who are not performing their duties to resign.
 - c. Recommends a replacement to the Lodge Chief.
 - d. Orients the new committee chairman to his position.
8. Promotes sales, keeps supplies secure, and sells merchandise at appropriate functions. Maintains accurate records of income from membership fees and sale of OA supplies. Maintains inventory of lodge merchandise making supply recommendations to LEC.
9. Along with the Lodge Chief and Staff Adviser, tracks lodge income and expenditures.
10. Carries out special assignments made by the Lodge Chief.

IV. Lodge Executive Committee Responsibilities

General Duties of all Appointed LEC Members

During his term in office:

1. Attends the Lodge Officer Training Seminar (LOTS) in the fall following his appointment.
2. Attends each monthly Executive Committee meeting.
3. Forms a committee, including the appropriate chapter chairmen, to help him fulfill his responsibilities.
4. Supervises and trains the chairmen from the six chapters.
5. With his advisor and committee, establishes a detailed set of committee goals for the lodge year at LOTS.
6. Maintains a list of his committee, including: names, addresses, phone numbers, and e-mail addresses.
7. Keeps in contact with his committee to make sure that assigned tasks are being completed.
8. Maintains constant and regular contact with his advisor and supervisor, informing them of progress of the committee, discussing upcoming meetings or activities, and requesting assistance as he needs it.
9. Keeps an accurate record of all expenses incurred throughout his term. Has expenditures approved with his supervisor before purchases.
10. By the May Executive Committee meeting, submits a written report including accomplishments, calendar, and suggestions for successor, as well as updated job responsibilities.
11. Promotes committee business through the *Into the Air* and Lodge Website.
12. Carries out special assignments made by his supervisor.

Following his term in office:

1. Attends the LOTS to help orient the new officer to his position.
2. Offers assistance to his successor.

Specific Duties of the Appointed LEC Members

Lodge Activities Chairman

1. Working with the Executive Committee, plans, organizes, and runs:
 - a. Winter Banquet – including, but not limited to:
 - 1) Making Reservations for a banquet hall.
 - 2) Coordinating a menu with the cooks.
 - 3) Planning the program, including guest speaker.
 - 4) Organizing, with the Council Service Center personnel, an event account for registration.
 - 5) Designing and arranging the printing of programs for the banquet.
 - 6) Coordinating the set-up and decoration of the banquet hall.
 - 7) Finding people to take care of the activities at the banquet, including: registration, dues, trading post, displays, etc.
 - 8) Coordinating appropriate clean up of the banquet hall.
 - 9) Establishing a budget with approval of the Key 3.
 - b. Fall Conference – including, but not limited to:
 - 1) Coordinating a menu with the cooks.
 - 2) Presenting patch designs to the Executive Committee for decision no later than the May Executive Committee meeting. Along with the Key 3, ordering the patches
 - 3) Finding people to take care of the activities at the conference, including: registration, dues, trading post, arrow fair, tournaments, etc.
 - 4) Organizing, with the Council Service Center personnel, an event account for registration.
 - 5) Coordinating pre-registration at Camp Tesomas.
 - 6) Designing and arranging the printing of programs for the conference.
 - 7) Finding appropriate clergy to conduct religious services, if desired.
 - 8) Coordinating the set-up of the camp.
 - 9) Appointing people to coordinate tournament officials.

- 10) Providing recognitions for all competitions.
- 11) Coordinating appropriate clean up of the camp.
- 12) Establishing a budget with approval of the Key 3.
- 2. Promotes the activities in the “Into the Air”, “Family Fire”, Website, and other media.
- 3. Reports to the Lodge Vice Chief of Program.

Lodge Brotherhood Chairman

- 1. Updates Brotherhood forms and applications (as needed), prints copies, and distributes them to the Chapter Brotherhood Chairmen.
- 2. Sends a letter and application to Ordeal members prior to the Spring Work Trek.
- 3. Sets up the Brotherhood hike and ceremony (with the Lodge Ceremonies Chairman) for the Spring Work Trek, Fall Conference, and other Brotherhood Ceremonies.
- 4. Updates (with the Lodge Membership Chairman) the membership cards following the induction of new Brotherhood members.
- 5. Updates (with the Lodge History Chairman) the history with lists of newly inducted members, and photographs of all groups earning their Brotherhood.
- 6. Coordinates the mailing of the four Brotherhood letters to all of the new Ordeal members.
- 7. Organizes and carries out the Brotherhood Training Clinic/Weekend.
- 8. Reports to the Lodge Vice Chief of Program.

Lodge Ceremonies Chairman

- 1. Ensures that all lodge ceremonies follow all national and lodge policies.
- 2. Submits a detailed inventory of all lodge ceremonial regalia and equipment upon entering and leaving office.
- 3. Maintains and expands the lodge ceremonial regalia and equipment during his term in office.
- 4. Works with the Tesomas OA Coordinator to ensure that enough supplies for all ceremonies are on-hand for the entire summer.
- 5. With the OA Coordinator, oversees all aspects of the Ordeal and Brotherhood processes. It is recommended to find assistants to help fulfill responsibilities.
- 6. Reports to the Lodge Vice Chief of Program.

Editor of the *Into the Air* Newsletter

- 1. Oversees all publications of the lodge newsletter, the *Into the Air*, including:
 - a. Publishing the newsletter on a quarterly basis.
 - b. Setting deadlines for articles to be submitted and reminding LEC members of deadlines.
 - c. Editing and polishing articles into presentable form.
 - d. Organizing the layout of each issue.
 - e. Sending complete final draft to printing.
 - f. Mailing, by agreed upon deadline, through the Council Service Center.
- 2. Sees that all active members of Tom Kita Chara Lodge receive a copy of the *Into the Air* by obtaining, from the Membership Committee, an updated active mailing list each year.
- 3. Carries out communications-related special projects as appointed by the Lodge Officers.
- 4. Reports to the Lodge Vice Chief of Administration.

Lodge Elections Chairman

- 1. Before Camp
 - a. Sees that elections abide by the latest lodge procedures, which are in accordance with national policy.
 - b. Produces copies of the Unit Election Form.
 - c. Trains each chapter’s Election Chairman before the end of January.
 - d. Sees that all elections/forms will be completed and received before the deadline in May.
 - e. Compiles a list of all elected/nominated Scouts and Scouters, separated by week at camp and organized by troop, prior to the opening of camp.
 - f. Gives completed list to the Tesomas OA Coordinator, who will check with Scoutmasters and arrange Uncases.

2. During Camp, records with the assistance of the Tesomas OA Coordinator absent candidates or partial completions, so they can be done at the Fall Conference.
3. After Camp
 - a. With the Lodge Vice Chief of Administration, compiles a list of new members.
 - b. Contacts candidates yet to complete Ordeal process, reminding them of their one year of candidacy.
4. Reports to the Lodge Vice Chief of Chapters.

Lodge History Chairman

1. Maintains and updates the lodge history books and the Tesomas Archives Room.
2. Maintains a binder of all lodge and national publications (*Into the Air* and *National Bulletin*).
3. Keeps a binder of the minutes from Executive Committee – and any other – meetings.
4. Takes pictures of the following, has them developed, and updates the history books:
 - a. Lodge Events.
 - b. Groups of new Ordeal members, each Ordeal.
 - c. Groups of new Brotherhood members, each ceremony.
 - d. Group of new Vigil members, each year.
5. Prepares displays for all lodge functions.
6. Reports to the Lodge Vice Chief of Program.

Lodge Membership Chairman

1. Maintains a to-date file of active and inactive members of Tom Kita Chara Lodge and cooperates with Service Center personnel to maintain membership information at the council office.
2. Compiles and issues a membership directory of all active members for each chapter (following LOTS and upon request).
3. Works with the Vice Chief of Administration to make certain that all active members receive *Into the Air* – and any other – mailings.
4. Sends out a letter at the beginning of the new calendar year, notifying inactive members of their status and requesting payment of their dues.
5. Works with the Elections Chairman to create files for each of the new Ordeal members inducted during the summer.
6. Maintains, along with Brotherhood Chairman and Vigil Chairman, membership updates following induction ceremonies.
7. Receives dues payments, along with the Vice Chief of Administration, at lodge events.
8. Reports to the Vice Chief of Administration

Lodge Planbook/Publications Chairman

1. Assembles and prints copies of the annual Lodge Planbook including, but not limited to:
 - a. The Lodge Goals and the goals of each Executive Committee member.
 - b. The calendar of events for the lodge year.
 - c. Past recipients of TKC awards and recognitions.
 - d. Other information that could be beneficial to the Executive Committee.
2. Sees that copies are made available to the Executive Committee by the new calendar year.
3. Provides several copies for viewing at all lodge functions.
5. Maintains the lodge *Where to go Camping* booklet, updating it as needed (at least once every four years).
6. Reports to the Lodge Vice Chief of Administration.

Lodge Service Chairman

1. Suggest possible service projects to the chapters.
2. Keep track of service that the lodge, chapters, and council troops are performing.
3. Administers lodge service projects/weekends.
4. Coordinates the *Leadership in Service* program.
5. Reports to the Lodge Vice Chief of Program.

Vigil Honor Committee

1. Consists of youth chair, two additional youth members, and two adult advisers.
2. Oversees nomination, selection, and induction for/into the Vigil Honor.
3. In coordination with Executive Committee, plans and manages Vigil Honor member functions.
4. Youth chair reports to the Lodge Chief and acts as a voting member of the LEC.

Lodge Officer Nominating Chairman

1. Ensures that the Nominating Committee selects at least two candidates for each of the ten elected lodge positions.
2. Distributes to all nominees, copies of the requirements to run for lodge office and the responsibilities of the position for which they are running.
3. Sees that all candidates fill out an "Application for Lodge Office" prior to Friday night of Fall Conference.
4. Prepares a presentation of the candidates for display on Friday night of Fall Conference, including: pictures, application, etc.
5. Works with the Lodge Chief candidates in developing a list of committee chairmen to serve on his Executive Committee should he be elected Chief. This should be done prior to the election so the new committee might meet at the Fall Conference. Vice Chief candidates should also prepare suggestions for committee chairmen/members, should they be elected.
6. Gives names of those people interested in holding a position to the Nominating Committee.
7. Reports to the Lodge Chief.

V. Elected and Appointed Chapter Officer Responsibilities

Chapter Chief

1. Presides at all chapter meetings (sets up meeting date, time, location, and any special agenda items) and announces such meetings via chapter newsletter and/or other media.
2. Represents the chapter at all Executive Committee meetings.
3. Attends the Lodge Officer Training Seminar at the beginning and end of his term.
4. Brings the official actions, ideas, and projects of the Executive Committee back to the chapter.
5. Appoints Chapter Committee Chairmen as soon as possible following election as Chapter Chief.
6. Ensures that Chapter Committee Chairmen complete their responsibilities.
7. Ensures that the chapter follows Lodge and National OA policies.
8. Ensures that the chapter properly and respectively represents the chapter, lodge, OA, and BSA at all functions.
9. Serves as a member of the District Outdoor Promotions Committee.
10. Ensures communication in the chapter and with the lodge.

Chapter Vice Chief

1. Completes the duties of the Chapter Chief if the Chapter Chief is unable to, for a one-time function or a longer basis.
2. Ensures that Brotherhood activities are completed by the Chapter Brotherhood Chairman.
3. Actively works with the OA Troop Representatives on a regular basis.
4. Completes special assignments made by the Chapter Chief.

Chapter Secretary

1. Completes all chapter correspondence.
2. Takes minutes of all chapter meetings (or ensures that a replacement does) to be typed and presented to the Chapter Chief and at the next chapter meeting.
3. Keeps a file of all minutes, agendas, and other reports for presentation to the Lodge Vice Chief of Chapters as part of the Quality Chapter Petition.
4. Completes special assignments made by the Chapter Chief.

Chapter Activities Chairman

1. Plan, organizes, and conducts all chapter activities.
2. Creates written reports following activities as part of the Quality Chapter Petition.
3. Organizes chapter representation at all lodge activities.
4. Serves as a member of the Lodge Activities Committee.

Chapter Brotherhood Chairman

1. Obtains Brotherhood applications and requirements, then ensures copies are distributed to all chapter members desiring them.
2. Conducts Brotherhood workshops and coordinates interviews with approved applicants and interviewers.
3. Forwards completed applications to the Lodge Brotherhood Chairman.
4. Maintains a record of all Arrowmen completing the Brotherhood induction as part of the Quality Chapter Petition.
5. Serves as a member of the Lodge Brotherhood Committee.

Chapter Communications Chairman

1. Assists in the notification of chapter members about chapter events.
2. Oversees the writing and distribution of the chapter newsletter.
3. Keeps a file of chapter newsletters as part of the Quality Chapter Petition.
4. Gives information to the Lodge Vice Chief of Administration to be put on the Lodge Website.

Chapter Ceremonies Chairman

1. Maintains the chapter's ceremonial items, including: headdresses, shirts, drum, beadwork, etc.
2. Organizes and trains teams to properly conduct dances and Crossover/Arrow of Light ceremonies.
3. Organizes and oversees ceremonies as required by districts or units.
4. Serves as a member of the Lodge Ceremonies Committee.

Chapter Elections Chairman

1. Ensures that all elections in the district are completed for units desiring one. Election availability must be announced to district Scoutmasters (usually as part of the annual camp promotion package, but also at District Roundtable meetings).
2. Organizes the date, time, and location of all elections. This duty is normally done at the same time as the camp promotions. The two chairmen can work together to simplify the process.
3. Creates and trains elections teams on how to conduct an election. Elections should be on time, following all lodge and national policies, and done in proper uniform, with totem, sash, and correct insignia.
4. Keeps a chapter record of all election results, in case there is a disagreement.
5. Serves as a member of the Lodge Elections Committee.
6. Ensures that a camp promotion video is shown at each election.

Chapter History Chairman

1. Maintains chapter photo albums and binders, and passes them along to his successor.
2. Keeps a file of all chapter minutes, letters, newsletters, membership directories, documents, reports, correspondence, etc.
3. Obtains photographs and graphic materials to enter into the history, which are not part of the chapter minutes.

Chapter Membership Chairman

1. Maintains a current, correct, up-to-date membership directory of all youth and adult chapter members, including those inducted the past summer. Contacts all Scoutmasters to verify this directory.
2. Corrects any mistakes in the membership roster and makes them known to the Lodge Membership Chairman and Lodge Vice Chief of Administration.
3. Provides the Chapter Chief with a copy of the membership directory as soon as possible following the Fall Conference.

Chapter Adviser

1. Is recommended by the Chapter Chief as soon as possible after Fall Conference, and is approved by the Lodge Key 3.
2. Ensures that the chapter follows Lodge and National OA policies.
3. Attends all chapter and lodge Executive Committee meetings.
4. Supervises chapter members at chapter and lodge events.
5. Serves as a member of the District Outdoor Promotions Committee.
6. Ensures continued communications, administration, enthusiasm, and contact among chapter, district, lodge, and council youth/adult personnel.
7. Assists the Chapter Chief and all chapter members with their responsibilities and provides them with the needed adult support.

VI. Adult Membership/ Adviser Qualifications and Duties

Although the Order of the Arrow is a youth-run organization, the role of the adult is extremely important. Without adult Arrowmen (those 21 years of age and older), the OA could not exist. Adults provide service to the unit, the district, and the council. They serve as resources, making possible many things that could not be without them. Examples include providing transportation, operating dangerous equipment, and using their career and hobby skills to help enhance programs. They often serve as trainers and provide important continuity at all levels of the Order. However, one of the most crucial ways for an adult to serve the OA is as an adviser.

Role of the Adult Arrowman:

1. Helps bring about and maintain effective lodge administration to assure the successful operation of the lodge.
2. Keeps the leadership of the lodge in the hands of the elected officers.
3. Guides young men and helps them develop leadership abilities.
4. Supports the purpose of, and gives active leadership to, the OA.
5. Works behind the scenes to help the youth accomplish their duties.
6. Guides and inspires the youth to carry out their roles in the OA.
7. Sets an example for boys to follow.
8. Ensures communication between themselves and the youth officers.
9. Has no vote, but guides the youth who have votes, to use them wisely.

Selection of Adult Candidates

1. The selection committee shall consist of:
 - a. Two adults from each chapter (the Chapter Adviser and one other adult).
 - b. The Lodge Adviser, who leads the committee, promotes nominations, and communicates the results.
 - c. The Lodge Staff Adviser.
2. The committee shall meet during the Spring Work Trek to vote on the nominated adults.
3. All nominations must be approved by the Supreme Chief of the Fire prior to the meeting.
4. Camping Requirements may be waived by the selection committee (in accordance with National Policy).
5. Voting Procedure
 - a. All nominations will be reviewed.
 - b. Each candidate must receive one-half of the votes to be approved, just as in the youth elections.

Adults should not be inducted into the OA as recognition, but only when their involvement in the OA can benefit the youth. The OA *Handbook* clearly describes the role of the Scouter in the Order of the Arrow.

Advisers of the Lodge

All advisers in Tom Kita Chara Lodge will be adult members (at least 21 years of age) and will be appointed annually at the Fall Conference. They will serve a one-year term. The Scout Executive will appoint or approve the Lodge Adviser and Staff Adviser. The Key 3 will then appoint or approve an adviser for each lodge committee and chapter.

1. The Council Scout Executive (Supreme Chief of the Fire)
 - a. Has final authority over the Order of the Arrow within Samoset Council.
 - b. Interprets National policy and its application at the lodge level.
2. The Lodge Adviser (Deputy Supreme Chief of the Fire)
 - a. Qualifications

- 1) Will be a volunteer member appointed by the Scout Executive (with recommendation by the Lodge Chief).
- 2) Must be a registered, active member of Tom Kita Chara Lodge.

b. Duties

- 1) Serves as the liaison between the lodge and council executive board.
- 2) Acts for the Scout Executive in giving guidance to the Executive Committee.
- 3) Sees that the lodge and chapters follow National Boy Scout and Order of the Arrow policies.
- 4) Works with the Lodge Chief on the annual renewal of the lodge charter.
- 5) Works with the Lodge Secretary/Treasurer and the council office in all financial business. Approves, with the Key 3, all expenditures made within the lodge budget.
- 6) Works with the Council Service Center personnel to coordinate all lodge financial business and other office work, such as: *Into the Air*/other mailings, ordering of patches and supplies, etc.
- 7) Sees that all members of the Executive Committee receive a copy of each *National Bulletin*.
- 8) Attends each monthly Executive Committee meeting and Lodge Officer Training Seminar at the beginning and end of the term.
- 9) Serves as a member of the Lodge Key 3.

Chapter Advisers and Advisers of Lodge Committees

a. Qualifications

- 1) Will be volunteer members appointed by the Lodge Key 3 (with recommendation by the committee chairman or Chapter Chief).
- 2) Must be registered, active members of TKC and the BSA.

b. Duties

- 1) Attends the Lodge Officer Training Seminar in the fall.
- 2) Attends each monthly Executive Committee meeting.
- 3) Helps his/her advisee/committee:
 - a) Establish a detailed set of goals for the lodge year.
 - b) Develop a full calendar of events and activities for the lodge year and itemize a work plan to complete the decided-upon goals.
- 4) Keeps in close contact with his/her youth to make sure that he is fulfilling his responsibilities. Provides the adult support necessary for him to complete his job.

VII. Tesomas Order of the Arrow Coordinator

a. Duties

1. With a list of everyone elected, makes Uncas lists for every week of Summer Camp.
2. Organizes every detail for every Call-Out, Pre-Ordeal, Ordeal, and Brotherhood Ceremony throughout the summer.
3. Works with the Lodge Membership Chairman and Lodge Vice Chief of Administration to update the Brotherhood and Ordeal files from the summer.
4. Leads the candidates during the Ordeals throughout the summer.
5. Leads the sand painting before every Call-Out Ceremony.
6. Will be part of the Tesomas Scout Camp Service Staff.
7. Puts together a letter to the Scoutmasters of those who were not able to go through the Ordeal process at Summer Camp telling them of the other Ordeal opportunities.

b. Hiring Process

1. At the request of the Tesomas Key Staff, the Lodge Executive Committee will be read the duties of the Order of the Arrow Coordinator and the applications of those who applied for the position will be looked over.
2. From those applications, the Lodge Executive Committee will vote on at least two recommendations and forward these names to the Tesomas Key Staff who will then make the final hiring decision.
3. The name of the hired OA Coordinator for the upcoming summer will be publicly announced.
4. The salary will be decided the Lodge Executive Committee when the rest of the Lodge Budget is planned.

VIII. Lodge Ceremony Traditions

a. The Calling-out Ceremony

The TKC Calling-out Ceremony will continue to follow its written and established script, with only minor changes as seen fit by the Lodge Chief and OA Coordinator. Microphones are not to be used in this ceremony in any way. The characters must be people with the ability to vocalize. The parts of Chingachgook , Uncas, Blackhawk, and First Chief are special parts, and therefore, will only be given to those who have shown an outstanding dedication to the lodge and its ceremonies. Likewise, the part of Allowat Sakima will be allowed only to dedicated Arrowmen.

b. The Pre-ordeal

Weather permitting, Allowat Sakima will be paddled to the Pre-Ordeal Bowl, carrying a flaming torch. He will then light the fire and the ceremony will proceed as written.

c. The Ordeal

Following the day of labor, the candidates will be given an Ordeal interview. These forms ask questions regarding their Ordeal experiences. An Ordeal Name in TKC will be given to the inductee based on this interview and any other characteristics seen throughout his/her Ordeal.

IX. Lodge Awards

a. Eagle Feather Award

The Eagle Feather Award serves as recognition for non-Arrowmen who have continued to contribute more than is expected to their troop and/or to the lodge. The Lodge may select up to three recipients per year. Each chapter is expected to bring two nominations to the December Executive Committee meeting, where the nominees will be discussed and voted upon. Vote will be by secret ballot. Each voting Executive Committee member may vote for up to three nominees. The nominations should include a description of the candidate's contributions to Scouting and the Order. Presentation of this award will be at the Winter Banquet.

b. Outstanding Arrowman of the Year Award

The Outstanding Arrowman of the Year Award serves as a recognition for those Arrowman who consistently give their time and energy to the Order of the Arrow. Up to five of these awards may be presented per year. Each chapter is expected to nominate three members at the December Executive Committee meeting. Of these, two should be from the chief's chapter, while one may be from elsewhere. One may not receive this award if they have in the past. Also, no more than 50% of the recipients may be adults, as in the Vigil elections. Recipients of this award must be an active Brotherhood or Vigil Honor member of Tom Kita Chara Lodge. Presentation of this award will also be made at the Winter Banquet. After a brief discussion of the nominees by the LEC, voting will ensue. Each voting Executive Committee member may vote for five by secret ballot.

c. Founders Award

Members of Tom Kita Chara Lodge will be nominated for this national honor in the following way:

- Each chapter will be asked to supply one or more names of individuals that they feel are deserving of this recognition.
- From these names, a list will be compiled.
- Voting will be by secret ballot at the Fall Conference LEC meeting.
- The name(s) of any chosen member(s) will then be forwarded to the National Office along with the proper paperwork.

Recognition for the Founders Award will take place at the Winter Banquet.

d. Quality Chapter Award

Tom Kita Chara Lodge has instituted a Quality Chapter Award to recognize those chapters who meet a certain standard of excellence. The Executive Committee must approve these criteria yearly at LOTS. The period of judging will last from LOTS until the Fall Conference. Chapter Chiefs are asked to submit reports to the Vice Lodge Chief of Chapters before the Fall Conference so that he can determine if the criteria were met, and present the appropriate recognition. The criteria, though approved by the LEC at LOTS, are to be written by the Lodge Vice Chief of Chapters.

X. Lodge Emblems

a. Flap Patch

The official lodge flap patch of Tom Kita Chara Lodge will be the one originally designed by Daniel Koslovsky in 1956 and most recently revised in 2002. The patch is fully embroidered with a leaping buck on a gold background with a small forest depicted in the back. "Tom Kita Chara," "96," "WWW," the arrow, Fleur-de-lis, and border will be red. A member may wear the original flap patch, provided that it was the patch in use at the time of his induction. Members inducted after the revision are only to wear the new flap patch. The 50th Anniversary flap patch was to be only worn in 1986, as well as the 60th in 1996.

b. Neckerchief/Bolo Tie

The official neckerchief of Tom Kita Chara Lodge will be the one designed by Tony Lazewski in 1964. It is a fully embroidered patch on a white neckerchief with a red border. The design on the patch is a buck leaping over a council fire. As with the flap patch the lettering "Tom Kita Chara," "96," "WWW," the arrow, Fleur-de-lis, and border are red, all set on a gold background. The design of the bolo tie is a replica of the patch set on a metallic bolo with red cords. The neckerchief and bolo tie are appropriate for wear with the Scout uniform. The 50th Anniversary neckerchief and 50th Anniversary bolo tie were only to be worn in 1986.

c. Lodge Totem

The totem of Tom Kita Chara Lodge is a leather thong with a deer antler bead held in place by two overhand knots and is to be worn around the neck. For Brotherhood membership, a pair of figure-eight knots is tied halfway between the lower overhand knot and the end of the leather pieces. Vigil membership is shown by replacing the deer antler bead with a deer antler tip with a triangle inscribed on it. All Executive Committee members may wear stevedore knots tied at the end of their thongs. The elected lodge officers are also able to replace the deer antler bead with a deer antler tip not inscribed with a triangle. Although they will not be members of the lodge, any out-of-council Arrowman who completes an induction ceremony in Tom Kita Chara Lodge will receive a lodge totem.

d. Other Lodge Emblems

Other lodge emblems will be in accordance with national policy. Arrow sashes, pins, ribbons, books, and back patches are acceptable lodge emblems. All patches and emblems issued at lodge functions will be considered official lodge emblems. Chapter emblems, if they detract from the lodge's image, may be considered unofficial. This policy will be controlled by the Executive Committee.

NOTE: All lodge and OA emblems, except hat pins, are to be worn by currently registered OA members. The Order of the Arrow Handbook and National Insignia Guide describe how and when to wear the various insignia.

XI. Lodge Dues

Dues for membership in Tom Kita Chara Lodge will be \$10.00 annually, lasting through December 31 of each year. New members can pay \$35.00 to cover the rest of the year in which they were inducted, plus the entire next year. This fee also pays for the OA Handbook, flap patch, lodge totem, and registration for the Fall Conference of their year of induction.

Although they will not be members of our lodge, out-of-council OA members may pay dues in Tom Kita Chara Lodge and will then be included on the lodge's mailing list.

Lodge dues cover the costs of mailings, production of the *Into the Air*, the annual Planbook, *Policies and Traditions*, committee expenses to run the lodge, ceremony supplies, camp promotion materials, National charter fee, etc.

The payment of dues indicates that you are an active member, are permitted to participate in lodge functions, and wear the outward emblems of the Order of the Arrow. Upon payment of dues to the lodge, Arrowmen will receive a membership card signed by a lodge officer. This card will serve as proof of membership and as identification for OA functions.

In 1963, Tom Kita Chara Lodge adopted a policy of no longer granting life membership, as BSA does not offer life membership. Life membership issued prior to 1963, which some of our members hold, will be honored as long as they are registered in Scouting. Once inactive, the life membership is forfeited, and dues are to be paid on the annual basis if they register again.

XII. History of the Order of the Arrow & Tom Kita Chara Lodge

The Order of the Arrow was founded during the summer of 1915 at Treasure Island Scout Reservation, the Philadelphia Council camp. The founder, Dr. E. Urner Goodman and Carroll A. Edson, wanted to recognize those Scouts who best exemplified the spirit of the Scout Oath and Law in their daily lives. Since the camp was located in the Delaware Valley, which was rich in Indian history, and the camp itself is an old camping ground of the Delaware Indians, it seemed fitting to base this brotherhood of honor campers on the traditions of the Delaware. On July 16, 1915, the first lodge, Unami Lodge, was formed. The first Ordeal Ceremony taught three important lessons: Brotherhood, Cheerfulness, and Service. Over the years, the ceremonies have changed, but those three lessons are still the basis of the Order of the Arrow. Word of the new organization quickly spread and the Order of the Arrow eventually became a national organization.

Through the efforts of William E. Hoffmann, then Scout Executive of Samoset Council, MA-KA-JA-WAN Lodge of the North Shore Area Council, Highland Park, Illinois called out the first members of our lodge on July 26, 1936. That same summer Samoset Council's Executive Board approved the Order of the Arrow as an official part of the council's camping program. As tradition indicates, a buck leaped through the Grand Council Ring during that first Call-Out Ceremony. The name of our lodge, Tom Kita Chara, means "leaping buck" in the language of the Chippewa Indians, who lived in Samoset's part of Wisconsin. Our lodge number is 96, meaning that it was the 96th lodge to be formed.

After being chartered in December of 1936 the first formal lodge meeting was held in early 1937 in Wausau, at which time new by-laws were adopted and officers were formally elected. That spring, members of our Lodge held two "work camps" at Tesomas to develop an athletic field. This laid the foundation for what is now the annual Spring Work Trek. Although it is now open to all Scouts and Scouters of the Council, this is still an excellent opportunity for any arrowmen to participate in a weekend of cheerful service.

The first National Boy Scout Jamboree was held in 1937 at Washington, DC. The Samoset Council contingent consisted of 35 Scouts and Leaders, most of them members of the Order of the Arrow. The contingent was set up as an Indian Village using the now famous "Paper Teepees" with suitable decorations. The twelve 16-foot buckskin colored teepees, with authentic Indian designs, became one of the sensations of the Jamboree and earned a tremendous amount of favorable publicity for the Council. After the Jamboree, due to a tremendous demand from all parts of this country and abroad, over one hundred "teepee kits" were made and sold by the lodge.

Our lodge received much recognition shortly after it was formed. At the 1938 National Conference, William E. Hoffmann was elected as a member of the National Executive Committee, which he served on for fourteen years. His work on the National Committee warranted his recognition as the only member of our lodge to earn the Distinguished Service Award and gave our lodge access to the activities and resources of the Order of the Arrow on a National level. In 1940, Tom Kita Chara assisted in the organization of four new lodges in Wisconsin and Upper Michigan. 1945 marked the first Lodge Fall Conference, which has since become an annual event.

In 1946, General Dwight D. Eisenhower, who was made an honorary member of the lodge, honored the lodge with a visit. In turn, he presented the lodge with a letter and a sword, which are now located in the Archives Room at Camp Tesomas. The sword was part of his family for many generations and is indicated by the then spelling of the family name: Eisenhauer.

In January 1947, Kurt Krahn wrote our version of the Lenni Lenape legend used in the Calling-Out Ceremony. That same year the National Order of the Arrow Bulletin published this dramatization and gave full credit for its original development to Tom Kita Chara Lodge. The National Committee adopted this and Krahn's legend is still used by TKC as well as many other lodges in the Order. 1947 also marked the first Lodge Winter Banquet, which has also since become an annual event.

Although there had previously been many nationwide gatherings, the first National Order of the Arrow Conference was held in 1948 at Indiana University. In the early 1950's, our lodge was invited to participate in the weekly Pow Wows on the Lac du Flambeau Indian Reservation. These experiences expanded the repertoire of both groups; we learned more about the heritage of the Chippewa Indians of Wisconsin, while they learned some dances of other Indian groups in the United States. In 1961, the lodge celebrated our 25th anniversary. The Winter Banquet set a record attendance and was the time at which we acquired the Eagle Feather Bonnet, which is now a symbol of the Lodge Chief.

During the 1970's, some reorganization of our lodge and the Order of the Arrow areas took place. In 1974 the Order recognized its 50 years of establishment by returning the National OA Conference to Indiana University.

Reorganization efforts continued in the early 1980's as we continued to try to better serve the changing needs of Samoset Council and Camp Tesomas. Reorganization also took place in the early 1990s placing us in Section C-1B, within the Central Region.

In 1985, the Lodge made significant contributions as part of the 50th anniversary celebration for Camp Tesomas. The most notable was the construction of the current gateway to the Grand Council Ring and the Camp Tesomas Archives Room, both of which were dedicated in the memory of William E. Hoffman. The following year marked the 50th anniversary of our Lodge. This anniversary year included many memorable ventures, including a look back to the previous 50 years. The TKC Executive Committee issued a special anniversary flap patch, neckerchief, and bolo tie. The Fall Conference activities included a re-enactment of the original call-out ceremony and the unveiling of the new lodge history albums.

The Order of the Arrow celebrated its 75th anniversary in 1990. Highlights included a special celebration hosted by Unami Lodge at Treasure Island in July and a spectacular National OA Conference at Indiana University in August. Throughout the 1990s, Tom Kita Chara participated on the national level by sending a contingent to every National OA Conference. In 1993, Samoset Council established Akela's World Cub Scout Adventure Camp, in the now Crystal Lake Scout Reservation. TKC took an active role in setting up the camp through service weekends and Spring Work Treks. Tom Kita Chara also provides Akela's World with *Chief Akela*, the spirit of Cub Scouting, at the session-end ceremony for second year Webelos throughout the summer.

In 1996, Tom Kita Chara celebrated its 60th anniversary, and hosted the Section C-1B Conclave at Camp Tesomas. TKC also commissioned a special anniversary flap patch that all arrowmen called-out in 1996 received, along with a unique purple deer antler bead. Throughout the late 1990s, Tom Kita Chara continued to offer service and brotherhood to the Scouts and Arrowmen of Samoset Council. In 1999, Samoset Council founded the Crystal Lake Scout Reservation, which includes Tesomas Scout Camp, Akela's World Cub Scout Camp, and the then new Hanna Venture Base. Fall Conference 2000 was heavily attended do to the simultaneous Crystal Lake Scout Reservation camp staff reunion. Over 200 former and present staff members and Arrowmen attended the event.

A more complete history can be found in *Samoset Council's – History of Scouting*.