

Kittan Lodge Rules and Operating Procedures as Amended 12/02/2023

Mission Statement: The mission of this Lodge is to fulfill the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the Twin Rivers Council through positive youth leadership under the guidance of selected capable adults.

Article I — The Official Name of the Lodge

Section 1. The name of the lodge of the Order of the Arrow shall be Kittan Lodge, meaning "Great River" and taking this name from the three rivers contained in the Lodge's area.

Section 2. The Lodge shall be affiliated with the Twin Rivers Council #364, Boy Scouts of America, and shall be under the administrative authority of the Council Scout Executive, or their designee.

Section 3. The totem, and the call of the Lodge, shall be that of a Porcupine.

Section 4. There shall be five chapters in Kittan Lodge. Ktemaque Chapter shall cover the same territory as the Fort Orange District, Loon Chapter shall cover the same territory as the Adirondack District, Naxa Nimat Chapter shall cover the same territory as the Mohawk District, Taghkanic Chapter shall cover the same territory as the Yankee Doodle District, and Wakpominee Chapter shall cover the same territory as the Turning Point District.

Note – The following units are exceptions to the above District-based Chapter assignments as requested by the specific Unit and as approved by the Lodge youth members, Lodge Executive Committee, and Council Executive during the 2016 redistricting efforts:

- 1) Troops 3050, 4034, and 4046 are assigned to the Naxa Nimat Chapter.
- 2) Troops 4035, 6062, 6070, and 6073 are assigned to the Wakpominee Chapter.

Article II — The Objectives of Kittan Lodge

Section 1. The purpose, mission, and principles of this Lodge are those specified in the current printing of the official Order of the Arrow Handbook.

Article III — The Rules for Membership in Kittan Lodge

Section 1. The requirements for membership in this Lodge are those specified in the current printing of the Order of the Arrow Handbook, and the Order of the Arrow Handbook for Officers and Advisers.

Section 2. The active members shall be those who are currently registered with the Boy Scouts of America and have paid their dues for the current charter year.

Section 3. There shall be no Honorary Membership in Kittan Lodge in accordance with the Order of the Arrow Handbook.

Section 4. Active members shall receive notices of all regular meetings, special meetings, and activities of the Lodge. Lodge officer meetings and event planning meetings are exempt from the above notice requirement.

Section 5. A member who has not paid the required dues shall receive a notice from the Lodge Treasurer to the effect that the member's membership is inactive, together with a form by which the member may request reactivation. Lack of a reply will indicate no further interest in renewing their membership, and this member will be considered inactive.

Section 6. An inactive member may be restored to the active status by paying that year's current dues. Proof of membership must be provided by the inactive member if the Lodge records do not reflect being registered prior to the reactivation.

Section 7. Ordeal membership shall be granted to duly elected candidates in accordance with the Order of the Arrow Handbook, the Order of the Arrow Handbook for Officers and Advisers, and the Guide to Inductions.

Section 8. Brotherhood membership shall be granted to Ordeal members in accordance with Order of the Arrow Handbook, and the Order of the Arrow Handbook for Officers and Advisers.

Section 9. Vigil Honor membership shall be granted in accordance with Order of the Arrow Handbook, and the Order of the Arrow Handbook for Officers and Advisers.

Section 10. Only dues paid members of the Lodge under the age of twenty-one (21) shall be considered active voting members and have a vote in official matters of Lodge business.

Article IV — The Election of Lodge Officers

Section 1. The officers of the Lodge shall be a Lodge Chief, a Lodge Vice-Chief of Administration, a Lodge Vice-Chief of Program, a Lodge Secretary, and a Lodge Treasurer. The duties and responsibilities of each officer are described below. These elected officers must be under twenty-one (21) years of age for the entire term of their office.

a. The duties of the Lodge Chief are:

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- Serves as the Chairman of the Lodge Executive Committee.
- Represents the Lodge at necessary functions and is responsible for adhering to the program and policies of the Lodge.
- Authorizes each Lodge Committee and appoints all Committee Chairs.
- Delegates duties to other Lodge Officers and Committee Chairs.
- Coordinates the annual Lodge calendar of events with the Lodge Adviser.
- Serves as a member of the Council Board of Directors.

b. The duties of the Lodge Vice-Chief of Administration are:

- Works under the authority of the Lodge Chief.
- Coordinates the participation and support of the Chapters to the Lodge for all functions and meetings.
- Assures that each Chapter provides a Chapter Report for each LEC Meeting.
- Over sees the Lodge participation in the then current Performance Measurement Program.

c. The duties of the Lodge Vice-Chief of Program are:

- Works under the authority of the Lodge Chief.
- Coordinates the activities of the Lodge Committees.
- Ensures the Committee Chairs are present at all the LECs and that they submit a report to the Lodge for their respective Committee.

d. The duties of the Lodge Secretary are:

- Works under the authority of the Lodge Chief.
- Maintains all Lodge membership records.
- Records the attendance and minutes of all LEC and Lodge meetings and events.
- Coordinates the publishing of the Lodge Newsletter and Internet presence (e.g., website, FaceBook, etc.)

e. The duties of the Lodge Treasurer are:

- Works under the authority of the Lodge Chief.
- Works with the Lodge Financial Adviser to:
 - Coordinate the payment of Lodge bills
 - Maintains the Lodge's financial records
 - Coordinate the collection of funds at Lodge functions and fundraisers
 - Provide a Lodge financial report at all LEC Meetings

Section 2. In addition to the duties listed in Section 1 above, the Vice-Chief of Administration will monitor the workings of the five (5) chapters. The Vice-Chief of Administration will be responsible for obtaining chapter reports for each Lodge Executive Committee Meeting, these reports should be read at the Lodge Executive Committee Meeting. The Vice-Chief of Program will monitor the workings of the Lodge Committees. The Vice-Chief of Program will work with the lodge committee chairs and the committee advisers. The Vice-Chief of Program will be responsible for obtaining committee reports for

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each Lodge Executive Committee Meeting, these reports should be read at the Lodge Executive Committee Meeting.

Section 3. All candidates interested in running for a Lodge office shall submit a letter of intent specifying each office they are running for and be recommended by their Chapter Adviser for each office. This letter should be submitted to the Lodge Adviser at least seven (7) days prior to the Annual Business Meeting when elections are to be held. Lodge Officers running for re-election must submit a letter of intent at least seven (7) days prior to the Annual Business Meeting and be recommended by their Lodge Adviser.

Section 4. Lodge Officers shall be elected by a majority vote of all Chapters. Each Chapter shall receive a number of votes equal to the number of voting members that are physically present at the election up to a maximum of ten (10) votes for each office. To the extent practicable, each Chapter shall assign their votes proportionately to the candidates running based on a poll of their members. Lodge Officer elections shall be conducted as the last piece of Lodge business at the Lodge Annual Business Meeting. Officers shall be elected in the following order: Lodge Chief, Lodge Vice-Chief of Administration, Lodge Vice-Chief of Program, Lodge Secretary, and Lodge Treasurer. All new Lodge Officers shall be sworn into office immediately following the election. In the event a candidate for a Lodge Officer position is unopposed, the candidate shall be elected by vote of the Lodge Secretary, or the Lodge Treasurer if the candidate is for Lodge Secretary.

Section 5. The officers of the Chapters shall be a Chapter Chief, a Chapter Vice-Chief, and a Chapter Secretary. These elected officers shall be under twenty-one (21) years of age for the entire term of office. Chapter Chiefs, Chapter Vice-Chiefs, and Chapter Secretaries shall be elected at the Chapter meetings to be held at the determination of the Chapter Key III, Chapter Chief, Chapter Adviser, and Lodge Staff Adviser/Council Executive. Their duties and responsibilities will be consistent with the most recent version of the Handbook for Officers and Advisers, and the Chapter Operations Guide. Nominations shall be taken from the floor for the office of Chapter Chief, Chapter Vice-Chief, and Chapter Secretary. At the close of nominations for each office, a vote counter, designated by the Chapter Adviser, shall conduct a secret ballot for that office. A simple majority of valid ballots is needed to win office.

Section 6. Defeated candidates from any office may be re-nominated from the floor for another office, provided their letter of intent covers that other office.

Section 7. The term of office for Lodge and Chapter Officers shall be one (1) year or until a new annual election can be held. Under no circumstance shall a Lodge or Chapter annual election be held before eleven (11) months have passed nor extend thirteen (13) months beyond the previous annual election.

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Section 8. In the event that a Lodge Officer or Chapter Officer fails to fulfill the duties of their office, the Lodge Adviser, Lodge Chief, and Council Scout Executive shall consider the facts and determine the corrective action in accordance with the latest version of the Handbook for Officers and Advisers.

Section 9. When a vacancy occurs in any office, for any reason, the Lodge Chief, with approval of the Lodge Adviser and Staff Adviser/Council Executive, shall appoint a replacement until the next Lodge Executive Committee (LEC) meeting where a replacement will be voted on. Candidates must still have a letter of intent and recommendation from their Chapter Adviser for them to be considered by the LEC. If the vacancy is in the Lodge Chief's position, the Vice-Chief of Administration will serve until the next LEC meeting, at which an election will occur as per Sections 2 and 3 of these rules, to be held no sooner than ten (10) days after a Lodge Chief vacancy and no more than forty-five (45) days after a Lodge Chief vacancy.

Article V — Kittan Lodge Meetings and Events

Section 1. The Lodge calendar shall include, at a minimum:

- a. Fall Induction Weekend
- b. Fall Fellowship Weekend
- c. Vigil Breakfast
- d. Vigil Weekend
- f. Section Conclave
- g. National Events

Section 2. Each meeting of the Lodge shall be opened with the Obligation of the Order of the Arrow.

Section 3. The Lodge Chief, upon request of the Lodge Executive Committee, shall be obliged to hold a special meeting of the lodge within forty-five (45) days.

Section 4. The Lodge will conduct the Annual Business Meeting at the Fall Fellowship where the following must be addressed:

- a. Election of Lodge Officers
- b. Lodge Budget for next year
- c. Lodge Calendar for next year

Article VI — The Lodge Executive Committee

Section 1. The Lodge Executive Committee shall be composed of the five (5) elected Lodge Officers, the Immediate Past Lodge Chief, the Lodge Committee Chairs and their Advisers, the Chapter Chiefs and Chapter Advisers, the Lodge Adviser, the Lodge Staff Adviser, and the Council Executive. The Lodge Chief will serve as the Lodge Executive Committee Chair.

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Section 2. The voting members of the Lodge Executive Committee are the five (5) elected Lodge Officers, the Immediate Past Lodge Chief, and the Chapter Chiefs. Each voting member of the Lodge Executive Committee, except the Lodge Chief, will have one (1) vote on the committee. Each voting member of the Lodge Executive Committee must be present to vote, and their votes are not transferable. The Lodge Chief will only be allowed a vote in tie breaking situations. Those members of the Lodge Executive Committee over the age of twenty-one (21) can participate and advise but shall not have a vote in the business of the Committee.

Section 3. The Lodge Executive Committee shall hold at least four (4) scheduled business meetings per year, including the Annual Business Meeting.

Section 4. Special Meetings of the Lodge Executive Committee may be called by the Lodge Chief, Lodge Adviser, or the Council Scout Executive.

Section 5. If a voting member of the Lodge Executive Committee (LEC) would receive two (2) votes because they are both a Chapter Chief and a Lodge Officer, they will receive only one (1) vote as a Lodge Officer. The Chapter Vice-Chief, or the Chapter Secretary in the absence of the Chapter Vice-Chief, will receive one (1) vote on behalf of the Chapter. If neither the Chapter Vice-Chief nor the Chapter Secretary are present, a member of the Chapter designated by the Chapter Chief will receive one (1) vote on behalf of the Chapter. The Chapter Chief must identify and approve the designee at least three days before the vote. If a voting member of the LEC is both a Lodge Officer and the Immediate Past Lodge Chief, that individual receives only one (1) vote.

Section 6. The Lodge Executive Committee will vote on Special Events not listed in the lodge rules, camp grants, and other expenditures that are not explicitly related to the necessary Lodge operations and its subsequent events listed in the lodge rules.

Article VII — Committees

Section 1. The Lodge Chief shall create and appoint such operational committees, and their chairs, as may be required from time to time with the approval of the Lodge Executive Committee. All operating committee members and their chairs shall be under the age of twenty-one (21). Committee chairs to each operating committee chair are appointed by the Lodge Chief in conjunction with the Lodge Adviser. Committee advisers to each operating committee are appointed by the Lodge Adviser in conjunction with the Lodge Chief, with approval from the Scout Executive or Staff Adviser.

Article VIII — Finances

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- Section 1. All Order of the Arrow funds shall be handled through the Twin Rivers Council Scout Service Center in Albany, NY, and go through all normal accounting procedures used by the Council.
- Section 2. Dues shall be paid to Kittan Lodge and a current membership card shall be issued by the Lodge Secretary and distributed immediately to all paid and registered members.
- Section 3. The annual budget is submitted by the Lodge Treasurer and approved by the Lodge at the Annual Business Meeting. In the development of the annual budget, funds shall be made available for the mailings, activities, and annual expenses of the Lodge.
- Section 4. The registration fees for all Lodge events shall be determined by the Lodge Officers and Advisers as deemed necessary. Lodge annual membership dues shall be determined by the Lodge in the annual budget.
- Section 5. All other financial policies are stated in the Lodge Financial Policy approved by the Lodge Executive Committee and maintained as a separate document from the rules. The Lodge Financial Policy must be posted on the Lodge website.

Article IX — Lodge Rules

- Section 1. These Lodge Rules govern this lodge in all cases in which they are applicable, and they are not to be inconsistent with the rules or special rules that the lodge adopts in compliance with those of the Order of the Arrow. The lodge must comply with, or amend any rules that are inconsistent with, any rules adopted by the National Order of the Arrow Committee or the Boy Scouts of America. Failure to amend these rules does not remove the obligation of the Lodge and its members to comply with National Order of the Arrow Committee and Boy Scouts of America policies and membership requirements.
- Section 2. The Lodge Chief has the responsibility to follow and implement these rules during LEC meetings and to answer any questions should they arise in the implementation of practices found in the rules.

Article X — Amending the Rules

- Section 1. The rules shall be subject to amendment at any regular or special meeting of this Lodge provided that the Lodge Secretary submits the proposed amendments in writing for comment to the Lodge Executive Committee at least one (1) month prior to such a meeting, and that due notice has been sent to all active members at least two (2) weeks prior to such a meeting. The Lodge Secretary will make any changes deemed appropriate based on the comments raised from any active lodge member. The new changes will then be sent to all active members prior to the vote.

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Section 2. The Lodge Secretary shall acknowledge that they have received a proposal to amend the rules promptly after the Lodge Executive Committee has received the proposed amendment.

Section 3. An affirmative vote of one-half (1/2) of the active voting members as defined in Article III, section 10, in attendance at the meeting is required to put an amendment of these rules to a vote.

Section 4. An affirmative vote of two-thirds (2/3) of the active voting members in attendance and present shall be required to amend these rules.

Section 5. Both voting situations, as defined in Article X, section 3, and Article X, section 4, must be done in an anonymous manner fitly chosen by the person proposing the rule changes, this will typically be that of either the acting Lodge Chief, or the acting Lodge Secretary.

THIS MARKS THE END OF THE KITTAN LODGE RULES AND OPERATING PROCEDURES