

Wagion Lodge No. 6
Order of the Arrow
Westmoreland-Fayette Council, INC.
Manual of Administration

SECTION I
LODGE RULES

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WAGION LODGE No. #6
ORDER OF THE ARROW

SECTION 1: MISSION

1. 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 through positive youth leadership under the guidance of selected capable adults.

SECTION 2: NAME AND AFFILIATION OF THE LODGE

1. The name of this lodge of the Order of the Arrow (OA) shall be Wagon Lodge No. 6 W.W.W.
2. The lodge shall be affiliated with the Westmoreland-Fayette Council, Inc., **Council 512**
3. Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and under the administrative authority of the Scout Executive (Supreme Chief of the Fire). **The Scout Executive may designate another council professional to serve as Staff Advisor (Chief of the Fire).**

SECTION 3: ELECTION TO MEMBERSHIP

1. The requirements for membership in this lodge are as outlined in the latest edition of the *Order of the Arrow Handbook* and the **latest edition of the appropriate national Order of the Arrow publications.**
2. Unit elections shall be held in accordance with the procedures outlined in the latest edition of the appropriate national Order of the Arrow publications.
3. The Ordeal Calling Out Ceremony shall be conducted at a council summer camp and shall be coordinated by the Lodge Chief or Summer Camp Chief. **The Calling Out Ceremony shall be conducted in accordance with the latest edition of the appropriate national Order of the Arrow publications.**
4. The candidates will receive written notification of the time and place to appear for their Ordeal. They shall **remain eligible to complete their Ordeal for the time period specified in the latest edition of the appropriate national Order of the Arrow publications.** If they do not complete their Ordeal by this time, they must be re-elected.
5. The procedure for the execution of the Ordeal shall be as stated in the latest edition of the appropriate national Order of the Arrow publications.
6. **The only honors of the Lodge shall be those recognized by the National Order of the Arrow: Ordeal Honor, Brotherhood Honor, and Vigil Honor. All members have equal status regardless of honor.**

SECTION 4: LODGE OFFICERS

1. The officers of this lodge shall be the Lodge Chief, Program Vice Chief (PVC), Administrative Vice Chief (AVC), Lodge Secretary, and Lodge Treasurer. These elected officers must be younger than the age of 21 during their entire term of office.
2. The lodge officers shall be elected at the October Service Weekend. They shall be installed at the October Service Weekend business meeting. The term of office of all elected officers, committee chairs, and volunteer adult advisors shall be from January 1 to December 31 of the following year. The procedures for election shall be outlined in the *Manual of Administration*. To be eligible to run for office, a candidate must be under 21 for their entire anticipated term.
3. The Lodge Chief may serve two consecutive terms. All other officers may succeed themselves any number of times.
4. If the Lodge Chief, is unable to serve during their term, the order of succession among elected(not appointed) officers is as follows: Program Vice Chief, Administrative Vice Chief, Lodge Secretary, Lodge Treasurer. If no elected officer is eligible to succeed the Lodge Chief, the Scout Executive or their designee and the Lodge Advisor shall appoint another member as Chief to serve the remainder of the term.
5. If an officer (other than Chief) is unable to fulfill their responsibilities during their term, or succeeds the Chief under the paragraph above, the Lodge Chief shall appoint a replacement for that officer with the approval of the Lodge Advisor and the Scout Executive or their designee.
6. The Lodge Chief shall appoint the chairs of all committees with the consultation of the Lodge Advisor and the approval of the Scout Executive, or their designee. Chairs must be under 21 during their entire term. If a chair is unable to fulfill the duties of their position during their term, the Lodge Chief shall designate a replacement with the approval of the Lodge Advisor and Scout Executive or their designee.
7. All adult advisors to officers and committee chairs shall be appointed by the Lodge Advisor with the input of the Lodge Chief and the approval of the Scout Executive, or their designee. If an advisor is unable to fulfill the duties of their position during their term, the Lodge Advisor will designate a replacement with the input of the Lodge Chief and approval of the Scout Executive or their designee.
8. The volunteer adult Lodge Advisor (Deputy Supreme Chief of the Fire) shall be appointed annually by the Scout Executive and would normally serve no more than three consecutive terms without the approval of the Scout

Executive.

9. The Lodge Chief, in consultation with the Lodge Advisor and the Scout Executive or their designee, may create ad hoc committees from time to time for specific purposes outside the scope of standing committees. The Chief will document the creation and purpose of any ad hoc committee in the minutes of the next LEC meeting. Chairs of ad hoc committees are not voting members of the LEC. Ad hoc committees are intended to be of short duration limited to achieving the specific purpose for which they are created.
10. The duties of the Lodge Chief, the Lodge Advisor, and the Scout Executive or designated Lodge Staff Advisor shall include those set forth in the *Order of the Arrow Handbook* and the latest edition of any other appropriate national Order of the Arrow publication.

SECTION 5: LODGE ADMINISTRATIVE COMMITTEE (LAC) AND LODGE EXECUTIVE COMMITTEE (LEC)

1. The five elected officers, their respective advisors, the Lodge Advisor and the Scout Executive or designee comprise the Lodge Administrative Committee (LAC).
2. The Lodge Executive Committee (LEC) shall be composed of the members of the LAC, the immediate past Lodge Chief, the chairs of standing committees, and their respective advisors, and a member of the Council Camping Committee if appointed by the Scout Executive.
3. Only members of the LEC under 21 shall be voting members.
4. In addition to these Rules, the affairs of the Lodge shall be managed in accordance with a *Manual of Administration*, (MoA) which shall be revised from time to time, after (i) approval by the Lodge Advisor and Scout Executive or their designee and (ii) approval by majority vote of the LEC. At a minimum the MoA shall:
 - a. Include these Rules
 - b. Outline the duties of all elected officers
 - c. Identify all standing committees and outline the duties of those committees
 - d. Outline the roles and expectations of adult advisors
 - e. Include other information and resources the LEC may deem necessary to ensure efficient operation and year-to-year continuity of the lodge
5. Any provision of these Rules, or the MoA, that is inconsistent with the then-current policies or official publications of the Order of the Arrow or the Boy Scouts of America shall immediately be invalid. Any change to those policies or publications shall become effective immediately, and shall be

promptly incorporated into these Rules or the MoA.

6. The LEC, from time to time, may create, reorganize, or dissolve standing committees.
7. The Scout Executive or their designee may authorize or direct the LAC or LEC to take actions inconsistent with these Rules in case of an emergency or if otherwise necessary to protect the interests of the lodge or Council.

SECTION 6: LODGE MEETINGS

1. The LEC shall hold at least four meetings per year prior to lodge business meetings. Meetings may be held by video conference or similar technology.
2. A majority of voting LEC members shall constitute a quorum for all LEC meetings. Except for amendments to these Rules, only a majority vote of those present and voting shall be required for all business.
3. The Lodge shall schedule events as listed:
 - a. Annual Fellowship Banquet (normally in February)
 - b. April Service Weekend
 - c. Spring Nature Walk (for Cub Scouts)
 - d. June Service Weekend
 - e. August Service and Fellowship Weekend
 - f. October Service Weekend
4. An annual meeting shall be held at the October weekend solely for the election of officers. Only voting lodge members as defined in Section 11 below, with the exception of the Lodge Advisor, Nominating Committee Advisor, and the Scout Executive or their designee, may be present. There is no quorum requirement for this meeting.
5. Lodge business meetings, comprised of all youth and adult members of the lodge whose dues are paid, shall be held at each of the four service weekends and at the banquet. There is no quorum requirement for lodge business meetings. Voting shall be limited to those members defined in Section 11 below. Except for amendments to these Rules, only a majority vote of those present and voting shall be required for all business.
6. Special LEC or membership meetings may be called at the discretion of the Lodge Chief or the Scout Executive or their designee. If called by the Lodge Chief, they must be approved by the Lodge Advisor and the Scout Executive or their designee.
7. As a point of order, any lodge member may ask the Lodge Chief to instruct all non-voting members (except the Lodge Advisor or their designee and the Scout Executive or their designee) to leave an LEC or lodge business meeting

during a debate on a topic or a vote.

8. All lodge meetings will be run in accordance with the latest edition of *Robert's Rules of Order*.
9. The Lodge will publish a periodic newsletter to keep members informed of lodge activities and may also publicize on social and other media. All officers and committee chairs (as appropriate) will contribute to each edition of the newsletter and to other media so that members are aware of and encouraged to participate in lodge activities.

SECTION 7: DUES

1. A new member shall pay the current induction fee at the time of their Ordeal and shall receive:
 - a. Current year's dues
 - b. Ordeal Sash
 - c. Food for the weekend
 - d. One official lodge pocket flap patch
 - e. Other items as specified by the LEC
2. Lodge dues are paid annually for the year from January 1 to December 31. The LEC shall set the lodge dues, with approval of the lodge membership. Dues shall be collected by the Annual Fellowship Banquet of that year, or at such later times that year as the LAC may permit.
3. Failure to pay dues during a calendar year shall result in a member being placed on "inactive status." Members shall be notified in writing of "inactive status." Members may be reinstated without penalty by paying their current year dues.

SECTION 8: BROTHERHOOD MEMBERSHIP

1. Eligibility for and completion of Brotherhood membership shall be in accordance with the current version of the appropriate national Order of the Arrow publications.
2. The candidate shall pay the current sash fee prior to the ceremony.

SECTION 9: THE VIGIL HONOR

1. Eligibility for and attainment of the Vigil Honor shall be in accordance with the current version of the appropriate Order of the Arrow publications.
2. The procedure for selecting candidates for the Vigil Honor shall be as specified in the MoA.
3. The Vigil Honor Ceremony may be conducted at any service weekend where the approved candidates are present.

SECTION 10: FINANCES

1. The LEC will approve an annual budget. Committees may not exceed their budget funding without prior approval of the LEC. The budget shall be planned so that the lodge is self-supporting.
2. All Lodge funds shall be handled through the Council Service Center and maintained in the council's lodge custodial account. All lodge funds are subject to all standard council accounting and audit procedures. The MoA shall establish procedures for overseeing and managing lodge funds, e.g., collecting fees, and dues and other income, requests for reimbursement of expenses, etc.
3. Fees other than dues will be established by the LAC.

SECTION 11: VOTING

1. Only lodge members under the age of 21 who are primarily registered in this council and whose dues are currently paid in this lodge may vote in matters of lodge business.

SECTION 12: LODGE INSIGNIA AND AWARDS

1. The totem of this Lodge shall be that of the Thunderbird. The colors shall be as follows:
 - a. Eye-green
 - b. Head-red
 - c. Shoulder area-yellow
 - d. Wings-white
 - e. Abdominal region-blue
 - f. Bottom- orange
 - g. "W"-white
2. The lodge shall have one official pocket flap patch, bearing the image of the Thunderbird totem, the name, and number of the lodge. The LEC shall approve the design of the official pocket flap patch, which shall be made available to all lodge members.
3. The lodge may create other special insignia (including pocket flap patches and other patches) that use the Thunderbird totem and the name of the lodge for events or promotions (e.g., National Order of the Arrow Conference (NOAC)). Recipients of special insignia may be restricted to specific members, such as those who attend an event or fulfill the requirements for an award. The LEC will prescribe in the MoA the process for approval of special insignia.
4. The approval of all special insignia shall follow this process. It must be brought before the LEC and voted upon, gaining approval through a majority

vote. All patches shall be subject with the following exceptions: patches sold in the trading post approved by the finance committee, events approved by the LAC, NOAC approved by the NOAC committee, conclave approved by the Conclave committee, silver arrowman patches approved by the membership committee, and spring nature walk approved by Cub Relations.

5. All official lodge pocket flaps, other special insignia, publications, etc., will adhere to the design, branding, licensing and other requirements of the Order of the Arrow and the Boy Scouts of America.
6. The Thunderbird Award shall be presented for outstanding service to Wagon Lodge No. #6, for leadership, and for exemplifying the high ideals of the Order of the Arrow. The Thunderbird Award shall consist of a framed certificate of appreciation and the designated bolo tie. Procedures for selection of recipients shall be set forth in the MoA.
7. The Wagon Award shall be given each year to those troops/teams/crews who support the goals and visions of the Order of the Arrow by encouraging Scouts and Scouters to be a part of a long term camping experience. The LEC shall set the criteria for the Wagon Award.
8. The LEC may establish other awards from time to time.

SECTION 13: AMENDMENTS

1. These Rules may be amended in accordance with the following process.
 - a. Any member may propose an amendment by presenting it to the Chief. The Chief shall convene a meeting of the Key Three, who will decide whether the proposed amendment should be considered further. The decision of the Key Three is final.
 - b. If approved by the Key Three, the proposed amendment shall be presented to the LEC. Written notice of the amendment must be provided prior to the meeting at which it will be considered. It must be approved by a two-thirds vote of the LEC.
 - c. If approved by the LEC, the proposed amendment shall then be publicized in writing to the general membership at least two weeks before the business meeting at which the amendment will be considered.
 - d. A two-thirds vote of those voting members present at the business meeting shall be required to pass the amendment.