

**ORDER OF THE ARROW
WAGON LODGE #6
MANUAL OF ADMINISTRATION**



**BOY SCOUTS OF AMERICA
WESTMORELAND FAYETTE COUNCIL, INC.
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Approved by Lodge Executive Committee (LEC)- October 13, 2023

The Tenth Edition - 2023

This manual is designed to provide a minimal guide for lodge operations and procedure. It is a reference to the lodge administrative policies and tradition and should never replace utility, imagination, and expedience in providing Wagion Lodge 6 the capacity to fulfill the aims of the Order of the Arrow, and the Boy Scouts of America. This manual is maintained on a word processor.

Other reference materials are on file at the Westmoreland-Fayette Council Service Center; they may include, but are not limited to: **(some sources may be incomplete)**

1. Lodge Minutes (1939 to Present)
2. Lodge History
3. *T-Bird Times* (1965 to the Present)
4. Vigil Honor Calling Out Ceremony
5. Host Lodge Duties for Section Conclave
6. *Roberts Rules of Order*
7. *Camp Conestoga/Camp Buck Run Maintenance Manual*

First Edition	1965
Second Edition	1968
Third Edition	1972
Fourth Edition	1976
Fifth Edition	1985
Sixth Edition	1991
Seventh Edition	1997
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Wagion Lodge No. 6
Order of the Arrow
Westmoreland-Fayette Council, INC.
Manual of Administration

SECTION I
LODGE RULES

LODGE RULES
WAGON 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 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.

Wagion Lodge 6
Order of the Arrow
Westmoreland-Fayette Council, INC.
Manual of Administration

SECTION II
DUTIES OF THE LODGE OFFICERS
AND ADVISORS

“The Key Five”

Lodge Chief

Program Vice Chief (PVC)

Administrative Vice Chief (AVC)

Secretary

Treasurer

Summer Camp Chief

Immediate Past Lodge Chief

Lodge Advisor

Lodge Staff Advisor

Lodge Executive Committee (LEC)

Lodge Administrative Committee (LAC)

“The Key Five”

Lodge Chief (Netami Sakima): The Lodge Chief is the top leader of the lodge. They act as the chair of the Lodge Executive Committee (LEC), appointing its committee chair (with the consultation of their advisors) and assisting in the selection of their respective advisors. They supervise the work of all other officers and of the committees. The Lodge Chief may serve as a youth member of the Council Camping Committee, acting as a liaison between the committee and the lodge membership. They serve as a youth member of the Council Executive Board. Performs the duties specified in the most recent edition of the appropriate national Order of the Arrow publication.

Program Vice Chief (PVC) (Nischeneyit Sakima): The Program Vice Chief (PVC) directly oversees the program division and works in conjunction with their chairs in forming budgetary requests. They (if elected) also succeed the Lodge Chief in the event that they are unable to complete their term of office.

Administrative Vice-Chief (AVC) (Nechit Sakima): The Administrative Vice Chief (AVC) directly oversees the administrative division and works with their chairs in forming budgetary requests. They also act as the lodge parliamentarian and is in charge of taking an annual inventory of all lodge property and assets.

Lodge Secretary (Netami Lekhiket): The Lodge Secretary is in charge of recording minutes at all lodge meetings and issuing dues cards upon request to active lodge members. They also act as the lodge historian by compiling a comprehensive history and report of all lodge events for the year.

Lodge Treasurer (Netami Mawachpo): The Lodge Treasurer oversees the creation/revision of a yearly lodge budget (with the guidance of their advisors) and deposits the funds at the Council Service Center. They accept vouchers and arrange for the payment of bills through the Council Service Center. They also maintain an adequate financial record for the year.

NOTE: If an officer is unable to execute the responsibilities of their office, the Lodge Chief will designate a replacement with the approval of the Lodge Advisor and the Scout Executive, or their designee. The Program Vice Chief shall succeed the Chief if they are unable to serve. Only elected officers will be able to succeed the Lodge Chief. Appointed officers will not be allowed to succeed as Lodge Chief.

The order of succession of the lodge officers will be as follows: Lodge Chief, followed by elected Program Vice Chief (PVC), followed by elected Administrative Vice Chief (AVC), followed by elected Lodge Secretary, followed by elected Lodge Treasurer.

A. Lodge Chief

- a. Oversees and coordinates the Special Division.
- b. Responsible for the adherence of the lodge to the policies and procedures published by the National Order of the Arrow Committee.
- c. Sets agendas and presides over all Lodge Executive Committee and lodge business meetings.
- d. Provides training and advice to all lodge officers and committee chairs.
- e. With the aid of their advisors, appoints all committee chairs (the Lodge Chief has the authority to remove any committee chair or officer and appoint a successor with the concurrence of their advisors. The Lodge Chief also may recommend to the Lodge Advisor the removal of other advisors.)
- f. Responsible for overseeing that each committee is properly functioning through the use of their officers. They should make every effort to channel their authority through the appropriate chair. (If a chair in any division does not fulfill their duties, the officer in charge of that committee's division may temporarily be assigned the duties of the respective committee until a new chair has been installed.)
- g. Oversees the performance of all lodge officers, delegating their authority through them, ideally providing them with maximum flexibility in dealing directly with the committee chairs and their respective divisions.
- h. Selects a theme, in conjunction with their officers, for the lodge year, and oversees its implementation in all possible aspects of the year.
- i. Undertakes and oversee all lodge functions, with the aid of the officers, chairs, and advisors.
- j. The Lodge Chief may, in consultation with their advisors, create ad-hoc committees as may be required from time to time.
- k. Represents the lodge at all Section Council of Chiefs meetings, Council Executive Board meetings, and Council Camping Committee (if serving on the Council Camping Committee) meetings.
- l. Works with their division in formulating budgetary requests.
- m. Responsible for overseeing the maintenance of the *Manual of Administration* and proposing amendments to the lodge rules.
- n. Performs the duties specified in the most recent edition of the appropriate national Order of the Arrow publications.

B. Program Vice Chief (PVC)

- a. Oversees and coordinates the Program Division.
- b. Works with their chairs to develop program for service weekends and events.
- c. Responsible for overseeing that each committee in their division is properly functioning. (He should make every effort to channel their authority through their appropriate chairs when possible.)
- d. Works directly with their division to plan and execute the Annual Lodge Fellowship Banquet.
- e. Secures a banquet site for the following year, attempting to keep in the tradition of alternating counties.
- f. Works with their division in formulating budgetary requests.

C. Administrative Vice Chief (AVC)

- a. Acts as the parliamentarian for the lodge.
- b. Oversees and coordinates the Administrative Division.
- c. Works with their chairs to develop program for service weekends and events.
- d. Responsible for overseeing that each committee in their division is properly functioning. (He should make every effort to channel their authority through their appropriate chairs when possible.)
- e. Oversees that an inventory of all lodge materials and assets is completed and submitted to the Lodge Key 3 and Council Service Center by the end of each lodge year.
- f. Works with their division in formulating budgetary requests.
- g. Handles the administration and use of the OA Training Center.
- h. Responsible for overseeing that the proper care and cleaning is being executed for all buildings in camp.
- i. Maintains the *Manual of Administration* with the assistance of the Lodge Chief.

D. Lodge Secretary

- a. Oversees and coordinates the Communications Division.
- b. Works with their chairs to develop program for service weekends and events.
- c. Responsible for overseeing that each committee in their division is properly functioning. (He should make every effort to channel their authority through their appropriate chairs when possible.)
- d. Records the minutes of all lodge executive committee and lodge business meetings. These minutes and other lodge publications shall be submitted to the Council Service Center for archiving.
- e. Works with their division in formulating budgetary requests.
- f. Compiles a year-end lodge presentation to be presented at the following year's banquet.
- g. In consultation with the Lodge Chief, handles reminders of meeting times, places, and the topics to be discussed at lodge executive committee and lodge business meetings.
- h. Serves as the primary communicator during all lodge events or functions.

E. Lodge Treasurer

- a. Oversees and coordinates the Financial Division.
- b. Works with their chairs to develop program for service weekends and events.
- c. Responsible for overseeing that each committee in their division is properly functioning. (He should make every effort to channel their authority through their appropriate chairs when possible.)
- d. Develops an annual lodge budget, with the aid of their advisors to be passed at the first lodge executive committee meeting of each new lodge year.
- e. Works with their division in formulating budgetary requests.
- f. Maintains accurate financial records for the lodge and reports them at least quarterly to the LEC.

- g. Monitors lodge expenditures to ensure that the lodge remains within the approved budget.
- h. Arranges for the transfer of assets, as necessary.
- i. Collects and records all receipts and request for payment vouchers. They will turn in copies of all receipts and vouchers to the Lodge Staff Advisor for payment.
- j. Oversees the counting and recording of money at all lodge events. They will also ensure that all money is placed in proper accounts and is adequately logged for reference.
- k. Works with the Lodge Staff Advisor and their advisor in preparing change requests and petty cash for lodge events. They also assist in its collecting and recording at and following lodge events.

F. Summer Camp Chief

- a. Is appointed by the Lodge Chief when determined necessary. The Summer Camp Chief coordinates all Order of the Arrow events during summer camp, with the consultation of the Lodge Chief.
- b. Ensures that each troop is familiar with the procedures for the Ordeal Calling Out Ceremony.
- c. Selects and trains the “calling out ceremony team”.
- d. Holds a meeting following the Ordeal Calling Out Ceremony to greet the new candidates and record their names, addresses and other necessary information. They shall safeguard this information and then turn it over to the proper committee(s) for future mailings and recording.
- e. Coordinates the Wagion Award presentation at summer camp to qualified units. (The Wagion Award shall be given to those units who support the goals and vision of the Order of the Arrow by encouraging Scouts and Scouters to be a part of long-term camping experience).

G. Immediate Past Lodge Chief

- a. Volunteers their service to the new or incumbent Lodge Chief and Lodge Advisor to chair the Training Committee, if age restrictions permit. If they are over the age of 21, they may serve on the Training Committee.
- b. Serves as the Lodge Chief’s guide when needed.
- c. Other duties as assigned by the Lodge Chief.

H. Lodge Advisor

- a. Is annually appointed by the Scout Executive, (traditionally serving no longer than a three-year term).
- b. Appoints all advisors (with the exception of the Lodge Staff Advisor), in consultation with the Lodge Chief and the approval of Scout Executive, or their designee.
- c. Understands the current policies and principles of the Order of the Arrow and ensures that they are being followed.
- d. Aids the Lodge Chief in planning all meetings and agendas.

- e. Ensures all lodge officers and chairs have adequate and effective adult assistance.
- f. Serves as a member of the Adult Nominating Committee.
- g. Performs the duties specified in the most recent edition of the appropriate national Order of the Arrow publications.

I. Lodge Staff Advisor

- a. Represents the council at all lodge functions.
- b. Provides a channel between the lodge and the Scout Executive, council and its professional staff (if the Staff Advisor is not the Scout Executive).
- c. Works with the Lodge Treasurer and their advisor in overseeing change and petty cash assignments and recording at and after lodge events.
- d. Oversees the transfers of assets and requests for payments.
- e. Performs the duties specified in the most recent edition of the appropriate national Order of the Arrow publications.

J. Lodge Executive Committee (LEC)

- a. The Lodge Executive Committee (LEC) shall consist of the five lodge officers, the Immediate Past Lodge Chief, all standing and special committee chairs and their respective advisors, the Lodge Advisor, the Lodge Staff Advisor, and the Scout Executive, or their designee. Only active, youth members retain voting rights. Each committee, officer, and the immediate past lodge chief will receive one vote. The LEC does, however, recognize proxy committee chairs provided that proper notification is given to one of the five lodge officers prior to a meeting.

K. Lodge Administrative Committee (LAC)

- a. The Lodge Administrative Committee (LAC) shall be comprised of all lodge officers and their respective advisors.
- b. They shall act as an advisory group to aid the Lodge Chief in making decisions, including those that are necessary, in extenuating and emergency situations.
- c. In the event that there is no one eligible to succeed the Lodge Chief, will coordinate with the Nominating Committee Chair in holding a special election.

SECTION III DUTIES OF THE STANDING OPERATING COMMITTEES

PROGRAM DIVISION

Activities
American Indian Activities
Inductions
Cub Scout Relations
Brotherhood

ADMINISTRATIVE DIVISION

Unit Relations
Food Service
First Aid
Ways and Means
Service

COMMUNICATIONS DIVISION

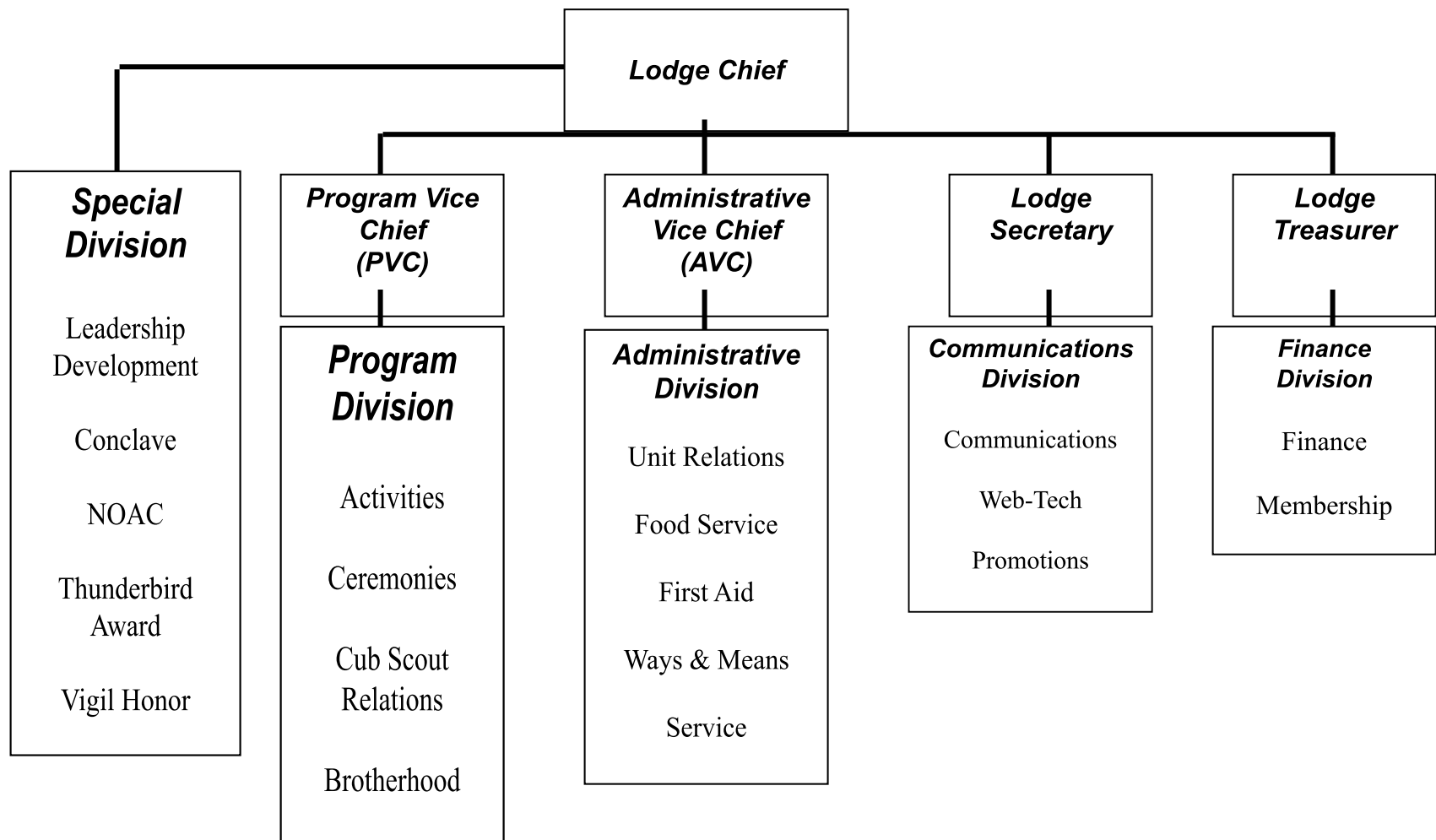
Communications
Web-Tech
Promotions

FINANCE DIVISION

Finance
Membership

The following section is a skeletal outline, approved by the Lodge Executive Committee (LEC), as to how the committees in the Program, Administrative, Communications, and Financial Divisions are to be run.

This section should be used primarily as a resource and in conjunction with Sections II, IV, and V.



LODGE EXECUTIVE COMMITTEE (LEC)
ORGANIZATIONAL CHART
AS OF June 2, 2023

PROGRAM DIVISION

1. ACTIVITIES COMMITTEE

1. Assists the PVC in planning and executing the Annual Lodge Fellowship Banquet. This includes the drafting and publishing of the schedule of events and other necessary documents and forms pertaining to the event.
2. Responsible for all non-service “program type” activities at lodge weekends. This includes the drafting and publishing of the schedule of events and other necessary documents and forms pertaining to the event.
3. Oversees the purchasing and/or transfer of assets needed to operate all activities at the weekends.
4. Coordinates with the Food Service committee the responsibilities of the food and activities at snack.

2. CEREMONIES COMMITTEE

1. Selects, trains, and advises ceremonial teams for each of the following (the same ceremonial team may, but is not required to, handle multiple ceremonies):
 - a. Pre-Ordeal
 - b. Ordeal
 - c. Brotherhood
2. Ensures that all ceremonial team members memorizes and actively follows each respective script, as issued by the national Order of the Arrow committee.
3. Maintains and stores ceremonial attire and other materials.
4. Ensures all ceremonial attire and other materials are in accordance to national Order of the Arrow guidelines.
5. Coordinates with the Summer Camp Chief and/or Lodge Chief in preparing an Ordeal calling out ceremony.
6. Coordinates with the Vigil Honor Committee to stage the Vigil Honor Ceremony (the Wagon Lodge 6 version of the calling out ceremony will be used).
7. Upon request selects, trains, and advises a ceremonial team for a Broken Arrow Ceremony.

3. INDUCTIONS

1. Coordinates with the Summer Camp Chief and/or Lodge Chief in hosting an informational meeting for all Ordeal candidates following their Ordeal Calling Out ceremony. Assists in the collection of their contact information.
2. Mails invitations to all Ordeal candidates upon their Ordeal Calling Out Ceremony; before every event prior to completion. The invitations must include the time

and place where they are to appear for their Ordeal, the cost of their Ordeal, any items they are required to bring to their Ordeal, and any other necessary items.

3. Registers and collects fees for all Ordeal candidates at their Ordeal.
4. Submits a transfer of assets for all Ordeal sashes needed at each weekend. Oversees the transport and distribution of these sashes to and at the Ordeal ceremony.
5. Coordinates with the LAC and LEC in hosting an “Ordeal Jumpstart” or informational meeting outlining an introduction of lodge systems and affairs.
6. Creates and distributes the Ordeal packets.
7. Selects, trains, and advises Elangomats, assigning them to lead crews, as necessary. Ensures that all Elangomats are effectively serving as a “Guide and Friend” to all Ordeals.
8. Oversees all Ordeals conducted by the lodge, following the procedures outlined in the most updated version of the appropriate national Order of the Arrow publications.

4. CUB SCOUT RELATIONS

1. Plans, staffs, and executes the lodge’s Spring Nature Walk (for Cub Scouts).
2. Works to include Cub Scouts in lodge activities, with the approval of the Lodge Chief and the Scout Executive or their designee, overseeing the contacting/inviting, planning, scheduling, and running of these activities.

5. BROTHERHOOD COMMITTEE

1. Maintains a list of all members eligible to complete their Brotherhood, in correspondence with the membership committee.
2. Drafts and distributes letters to all members eligible to complete their Brotherhood, informing them of their eligibility, and the requirements needed to become a Brotherhood member of the lodge.
3. Conducts a session prior to the Brotherhood Ceremony discussing and reflecting upon the meaning of the Pre-Ordeal ceremony, facets of the Ordeal Ceremony, and the nature of the obligation of the Order of the Arrow before and after the Brotherhood Ceremony.
4. Interviews each eligible candidate, using the most updated version of the Brotherhood Questionnaire, approving the readiness and willingness to become a Brotherhood member of the lodge.
5. Instructs all eligible candidates to complete a letter outlining what the Order of the Arrow (OA) obligation means to them, how they have been fulfilling the obligation in their home unit (if/applicable) and daily life, how the traditions of the Order of the Arrow has influenced their daily services, and their specific plans for rendering service to the

lodge in the fulfillment of the new pledge of service in which they are about to undertake.

6. Collects all sash fees and submits all funds collected to the Lodge Treasurer and Lodge Staff Adviser for deposit and recording.

7. Provides a list of all new Brotherhood members to the Membership Committee for recording.

ADMINISTRATIVE DIVISION

6. UNIT RELATIONS

1. Annually revises the lodge procedure for conducting unit elections, if necessary, and in accordance with all national Order of the Arrow publications and procedures.
 - a. Reviews this procedure with the Lodge Chief, Lodge Adviser, Lodge Staff Adviser, and Scout Executive or their designee.
 - b. Publicizes this procedure through necessary means to the lodge, which may include, but is not limited to publishing on the lodge website, publishing in the T-Bird Times, and announcing at lodge events, etc.
2. Maintains and distributes all necessary forms and references for conducting unit elections.
 - a. If necessary, revises and updates the lodge's youth and adult nomination forms, in correspondence with those persons listed in responsibility 1a.
 - b. Keeps a necessary amount of copies of each publication on hand and on file at the Council Service Center.
3. Promotes and hosts at least one annual training in conducting unit elections, according to current national membership and induction requirements and procedures, as outlined in the appropriate national Order of the Arrow publications.
 - a. Uses the current lodge procedure as outlined in part one.
 - b. Distributes all necessary forms and references for conducting unit elections
4. Works with their committee in overseeing the completion of a unit election for every unit.
 - a. Oversees the contacting of each unit in the council by writing, and other necessary means, which may include, but are not limited to formal letters, phone calls, e-mails, visitations, etc.
 - b. Ensures that the current procedure for conducting unit elections is being followed.
5. Receives all youth and adult nomination forms and makes a copy of each one, keeping one copy on hand and another on file at the Council Service Center.
 - a. If there are any discrepancies, inaccurate completion, or missing information with the nomination forms, oversees the contacting of corresponding units in fulfilling the proper completion of each nomination form.
 - b. Takes full responsibility in safeguarding the information and respective contact information of those listed on the nomination forms.

- c. Assists the Lodge Chief, Lodge Adviser, Lodge Staff Adviser, and Scout Executive, or their designee, in assembling an adult nomination committee that will review all adult nomination forms.
 - d. Compiles a list of all eligible Ordeal candidates to be called out at summer camp, sorted by the week their troop is scheduled to attend summer camp. Makes at least three copies of this list, maintaining one on record, keeping one on file at the Council Service Center, and distributing one to the Summer Camp Chief/Lodge Chief. May also make more copies, upon request, for the Lodge Chief, Lodge Adviser, and Scout Executive or their designee). The Summer Camp Chief must receive this list NO LATER THAN Sunday of the first week of summer camp. All parties with this list must take full responsibility in protecting the sanctity and security of those on the list and their respective contact information. If troops are not planning on attending summer camp at Camp Conestoga, oversees the contacting of given units asking if the unit requests a written letter from the Lodge Chief approving them to be called out at a different summer camp, if that summer camp's policy permits. If they do, oversees the contacting of the Lodge Chief requesting a written letter NO LATER THAN June 1st.
6. Maintains active communication with all Order of the Arrow Troop/Team Representatives in the council through appropriate means.
- a. Maintains a list of all Order of the Arrow Representatives in the council with their respective contact information. Maintains one on record and another on file at the Council Service Center.
 - b. Hosts meetings, as necessary to discuss and inform the Order of the Arrow Representatives on current and relative topics.
 - c. Distributes all necessary materials and publications to the Order of the Arrow Representatives and their respective advisers.
 - d. Corresponds with the Lodge Chief in gathering updated and necessary information to share with the Order of the Arrow Representatives.

7. FOOD SERVICE COMMITTEE

- 1. Handles the food preparation at all lodge events, except the Annual Lodge Fellowship Banquet. Coordinates with the Activities committee the responsibilities of the food and activities at snack.
- 2. Handles the purchasing and transportation to camp of all necessary Commissary items.
- 3. Responsible for the food service areas as outlined in the Camp *Maintenance and Development Manual*.
- 4. Submits all invoices to the appropriate authority prior to the end of an event.
- 5. Responsible for washing/sanitizing all dishes and utensils used during the meals on lodge weekends.
- 6.

7. Responsible for leading the lodge in a prayer before each meal.
8. Responsible for “setting up” and “taking down” the dining hall for each lodge weekend.

8. FIRST AID COMMITTEE

1. Ensures that the Health Lodge is adequately staffed and supplied at all lodge functions at camp.
2. Selects, trains, and advises members of the committee to serve as liaisons to the health officer for all lodge functions.
3. Assists the health officer in ensuring that all lodge members health forms are current.
4. Completes and records all accident reports at all lodge functions, submitting these to the Council Service Center and Scout Executive.
5. Completes and submits the First Aid Log to the Council Service Center and Scout Executive.
6. Supervises all “safety checks” made during all lodge functions.

9. WAYS AND MEANS COMMITTEE

1. Responsible for the preparation and maintenance of the Order of the Arrow (OA) and Pre-Ordeal circles. This may include, but is not limited to the following:
 - a. Landscaping
 - b. Firebuilding
 - c. Serving as the “gatekeeper” at ceremonies
 - d. Cleaning up after the completion of ceremonies

In the event of inclement weather prepares an alternate location for ceremonies.

10. SERVICE COMMITTEE

1. Coordinates with the council camping and properties committees to develop all maintenance and service projects for the lodge. Drafts a list of these projects and publishes it in the T-Bird Times. Oversees the assignment of suitable projects (in order of priority) to all lodge members and Ordeal candidates.
2. Submits a report of all maintenance and service projects completed and the number of service hours completed to the Council Service Center and Scout Executive.
3. Responsible for the service and maintenance of camp at lodge weekends (including the closing of camp after the completion of weekends), in reference to the *Camp Maintenance and Development Manual*.

COMMUNICATIONS DIVISION

11. COMMUNICATIONS COMMITTEE

1. Publishes the T-Bird Times at least five times per year (September, January, March, May, and July). Each issue of the T-Bird Times will be transmitted to all active lodge members at least two weeks prior to the next upcoming full lodge event.
2. When necessary, publishes lodge news bulletins and special lodge notices.
3. Coordinates and assists with the mailing of the T-Bird Times..
4. Develops a staff to aid in the production of the T-Bird Times.

12. WEB-TECH

1. Develops new ways to effectively communicate relevant lodge news and information to its member, researching new technologies to augment the lodge's technological capabilities.
2. The committee will maintain and organize all electronic property of the lodge.
3. The committee will maintain and update the lodge website.
4. Assists the Secretary in the creation of a year-end lodge presentation.

13. PROMOTIONS

1. Utilize innovative methods and social media to promote all necessary aspects of the Lodge. This may include, but is not limited to lodge, council, section, regional, and national functions.
2. Assists chairs in creating promotional material for their committees.
3. Develops a camping promotion presentation for all units, packs and crews in the council, revising and updating it as necessary.
4. Attends council wide events in an effort to promote the Order of the Arrow and Wagion Lodge #6
5. Maintains and updates the "Where to Go Camping" guide.
 - a. The "Where to go Camping" guide shall contain a detailed list of campgrounds and areas for unit events. It will provide details such as costs, location, suggestions, etc.
 - b. The "Where to go Camping" guide shall be provided to every unit within the Council, including the option to access a virtual version.
6. Promotions must follow the national OA Branding guide, including requirements established for specific events. Further details should be found on the national Order of the Arrow's website (<https://oa-bsa.org/resources/branding>). Promotions can be, but aren't limited to:
 - a. Fliers
 - b. Videos
 - c. Social Media Posts

- d. Appropriate Images/Memes
- e. Presentations

FINANCE DIVISION

14. FINANCE COMMITTEE

1. Coordinates and executes the purchasing and sale of lodge paraphernalia. Researches and obtains quotes from alternate manufacturers and suppliers to obtain the best quality merchandise at the best price.
2. Coordinates the sales of lodge merchandise at the Council Service Center.

15. MEMEBERSHIP COMMITTEE

1. Collects and records all membership information for each lodge member, including the following:
 - a. Dues payments for the current lodge year
 - b. Ordeal, Brotherhood, and Vigil Honor membership
 - c. Contact information
2. Provides access to records, when needed to individuals who have been authorized.
3. Updates membership information in Lodge Master as necessary.

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SECTION IV
DUTIES OF THE SPECIAL STANDING COMMITTEES

Leadership Development
Conclave
NOAC
Thunderbird Award
Vigil Honor

The following section is a skeletal outline, approved by the Lodge Executive Committee (LEC), as to how the committees in the Special Division are to be run.

This section should be used primarily as a resource and in conjunction with Sections II, III, and V.

16. LEADERSHIP DEVELOPMENT

1. Plans and executes a training for the lodge officer-elects, held traditionally at the end of the lodge year (prior to the Lodge Leadership Development (LLD)).
2. Works with the LAC to plan and execute the LLD, held traditionally in January, following all national Order of the Arrow guidelines and procedures.
3. Assists with the selection and recruitment of lodge members to attend the following:
 - a. National Leadership Seminar (NLS)
 - b. Developing Youth Leadership Conference (DYLC)
4. Assists with additional training events and opportunities throughout the year, as they are deemed necessary.
5. Nominations
 - a. Receives nominations for all elected offices. The committee may also make its own nominations in order to provide a slate of at least one candidate for each office. Floor nominations shall be permitted for all offices, except for Lodge Chief.
 - b. Interviews each nominee to determine their willingness to serve the lodge and Order.
 - c. Reviews the lodge records to ensure that all candidates are registered in the lodge and in Scouting, and that they will be under the age of 21 for their entire prospective term of office.
 - d. Asks each nominee shall be asked to prepare a brief resume of their qualifications.
 - e. The committee shall publicize the nomination form and any all necessary information regarding election in the T-Bird Times to ensure that all qualified members have an equal opportunity to seek office.
6. Elections
 - a. The committee shall establish rules for campaigning. Candidates shall be limited to expenditures of nominal amounts for materials. Candidates may use the T-Bird Times and/or lodge website to campaign. All physical campaign materials shall be limited to the Dining Hall.
 - b. The chair shall conduct the election for lodge officers at the October Service Weekend. The committee, in correspondence with the Lodge Chief and Lodge Adviser, shall determine the precise time and location of the election. The chair shall give each candidate an equal opportunity to speak to the lodge.
 - c. Voting shall be by secret ballot and only by active lodge members under the age of 21. Votes shall be counted by the Nominating Committee Adviser, Lodge

Adviser, and Lodge Staff Adviser. The chair may also appoint (under-21) Scout tellers, if deemed necessary. If Scout tellers are selected, they must vote for each position prior to beginning to assist in counting ballots. Any vote casted after the viewing of the first regular ballot shall not be counted, even in the event of a tie or recount. When the ballots have been counted, the winner shall be announced immediately thereafter. The vote totals shall not be announced, nor shall the tellers reveal them. An opportunity for a recount shall be given, and then the ballots shall be burned.

- d. Voting shall be done one office at a time beginning with the Lodge Chief, followed by the Program Vice Chief (PVC), followed by the Administration Vice Chief (AVC), followed by the Lodge Secretary, followed by the Lodge Treasurer. Nominations shall not be closed, nor ballots cast for any office until the results of the previous election have been given.
- e. In practice, the election sequence shall operate as follows. The chair shall announce the names of the candidates for the position being voted upon. The chair shall then ask for any floor nominations. Any active youth may nominate another for an office, only if that person accepts the nomination. This procedure will last until floor nominations have been closed and seconded (the chair may also entertain a motion to close floor nominations, still requiring a second), with the exception of the position of Lodge Chief, when floor nominations are not accepted. Each candidate shall be allowed to speak (the chair may request that all other candidates nominated for that position to leave the meeting area). This shall continue until all nominated candidates have spoken (traditionally in alphabetical order by last name or by order of nomination). Ballots shall then be passed out, collected, and counted. The chair will then announce the winner (while all candidates for that position are present in the meeting area). After this announcement has been made, the chair shall allow the request for a recount. If one is not requested, the ballots shall be burned. This procedure shall continue until all offices have been filled.
- f. In the event of an exact tie of leading candidates, the chair shall announce that there is a tie, but will not announce the number of votes cast for each candidate. If applicable, all candidates not receiving as many votes of those candidates who are tied should be eliminated from the election process for that office. The chair may and should encourage all voters to strongly consider casting their vote for the candidate whom they feel are best suited to serve the lodge in the respective officer capacity. The chair must explain the procedures that will be followed for the conclusion of election of that office. Each candidate shall be allowed to speak for exactly one half of the length of the original time allotted for them to speak. Normal election procedures will then be followed. If the candidates are still tied, the chair must decide which candidate they feel are best suited for the respective office petition. They may only petition the assistance of the current Lodge Chief when making this decision.

- g. If a recount is requested, the ballots shall be recounted in secret, with the party requesting the recount present only as an observer.
- h. Nothing in the election process shall conflict with national policy. The committee shall review all relevant national Order of the Arrow publications concerning officer eligibility and elections prior to the election.

17. CONCLAVE

NOTE: When Wagion hosts Conclave, the duties and responsibilities of the Conclave Committee are greatly expanded. This extended list should be available, on file, at the Council Service Center.

- 1. Works to promote Conclave attendance at lodge events and through other appropriate means.
- 2. Oversees Wagion's preparation and involvement as it aligns with the sections planning process.
- 3. Oversees Wagion's preparation for the Conclave responsibility delegated to Wagion by the Council of Chiefs (CoC).
- 4. Attends all CoC meetings and delivers Wagion's Conclave report.
- 5. Helps coordinate registration through the registration system put in place by the section.
- 6. Oversees the design and manufacturing of Conclave delegation items, such as patches, t-shirts, etc.
- 7. Leads the Conclave delegation while at Conclave.
- 8. Other duties and responsibilities as deemed necessary by the section and/or Lodge Chief.

18. NATIONAL ORDER OF THE ARROW CONFERENCE (NOAC)

- 1. Works to promote NOAC attendance at lodge events and through other appropriate means.
- 2. Oversees Wagion's preparation and involvement in NOAC activities, competitions and exhibitions, delegating the responsibility of leading these individual entities to others, when necessary. Oversees the creation of room assignments and the Friday festival display.
- 3. Collects registration and attendance fees pertinent to NOAC.
- 4. Plans and coordinates transportation to and from NOAC, including all side trips, overnight stays, fees, etc.

5. Ensures that all national policies and all youth protection policies are being followed at all times.
6. Oversees the design and manufacturing of NOAC delegation items, such as patches, t-shirts, etc.
7. Leads the NOAC delegation while en route to and at NOAC.
8. Coordinates all fundraising for NOAC.
9. Other duties and responsibilities as deemed necessary by the national Order of the Arrow committee and/or Lodge Chief.

19. THUNDERBIRD AWARD

1. Shall be comprised of all previous recipients of the Thunderbird Award who have paid their previous year's lodge dues at the time of the election meeting.
2. The chair shall convene a meeting of the committee each year prior to the Annual Lodge Fellowship Banquet. The committee shall select no more than one youth lodge member and no more than one adult lodge member per year as recipients of the Thunderbird Award, except in the case that the conditions of sub-section 12 are satisfied. A youth lodge member is a member who has paid their previous year's dues and who is under the age of 21 at any point in the preceding calendar year. An adult lodge member is a member who has paid their previous year's dues and who is not a youth lodge member.
3. Prior to the meeting, the chair shall solicit the names of worthy adult and youth Thunderbird Award Recipients from the Lodge Chief and Lodge Advisor, respectively. The names of those solicited shall be placed into nomination by the chair, notwithstanding the wishes of any member present. Any member present may also place into nomination the names of possible recipients.
4. After the nominations have been closed, the members should cast ballots for the most worthy candidate. In determining who is the most worthy, it is mandated that each member adhere to the following criteria:
 - a. The Thunderbird Award is primarily an award given by Wagion Lodge 6 to recognize outstanding service rendered in connection with meaningful leadership capacity within Wagion Lodge 6 over an extended period of time.
 - b. The leadership capacity does not necessarily have to be at the Lodge Executive Committee (LEC) level. Nevertheless, the candidate must be a leader, not a follower. In addition, a member should evaluate an adult's qualifications by reference to their activity in developing youth leadership within the lodge.
 - c. In selecting a worthy recipient, each member shall weigh a candidate's contributions to Wagion Lodge 6 and not the candidate's contributions to their unit, district, council or other levels of Scouting. Each of these levels of

Scouting have awards particular to it and a candidate rendering outstanding service on one or more of those levels should be recommended for the appropriate award.

- d. A candidate's contribution to Wagion Lodge 6 within the preceding year shall be weighed heavily, but not in disproportion to the contributions of other candidates over a longer period of time.
 - e. Each member shall strive to remember that the Thunderbird Award is an award of Wagion Lodge 6, which covers the entire Westmoreland-Fayette Council. Over time, the distribution of recipients should reflect this geographic diversity.
 - f. Any member unwilling to adhere to the above guidelines should forfeit their right to vote.
5. Each member present shall have only one vote. Members who are not sufficiently active in lodge affairs should use reasonable, personal judgment as to who is the most worthy candidate, or they may abstain from voting.
 6. After nominations have been completed, the chairman shall prepare exhibits, which summarize each nominee's service to Wagion Lodge 6. The meeting host may wish to serve a luncheon or other refreshments while these exhibits are being prepared.
 7. Voting shall be done by secret ballot with the chair and adviser acting as tellers. Neither the chair nor advisor shall vote to preserve impartiality of the election. The chair shall establish rules for elimination, balloting, etc. Votes that fail to reach a majority, greater than half of all total ballots, on the final ballot shall be broken by a revote.
 8. The names of the recipients shall be submitted to the Supreme Chief of the Fire for approval. If the Supreme Chief of the Fire refuses to approve of the presentation to any candidate, the name of the candidate receiving the next highest number of votes shall be submitted.
 9. The certificates are then signed by the Lodge Chief and the Lodge Adviser (assuming they are not a recipient).
 10. The chair should appoint members of the committee to research the credentials of the recipients. The research should be sufficiently thorough, as befitting the presentation of such a high and auspicious award. Research shall then be converted into a small biographical piece to be read at the award presentation.
 11. The presentation shall be made at the Wagion Lodge 6 Annual Lodge Fellowship Banquet, normally held on the last Saturday of February or at the following lodge event where the awardee is present.
 12. The recipients shall receive:
 - a. A framed certificate
 - b. A specialized bolo tie

13. In the case that during the election, two youth candidates fail to receive a majority, greater than half of total votes cast, after two rounds of voting in which there are solely two candidates, the following election procedure shall occur:
- a. The chair shall announce that the committee has failed to reach a majority, on either candidate and there is now the ability to elect two candidates. The chair will review with the committee the following election procedures.
 - b. The chair shall distribute ballots, and instruct the committee that on this ballot, and this ballot only, members of the committee may cast a vote for one, both, or neither candidate.
 - c. The chair shall then count the ballots in conjunction with the advisor. If both candidates receive a super majority, or two-thirds, of the total votes, then both candidates are elected as youth recipients. If both candidates fail to receive a super majority of votes, then the candidate with the most votes is elected as the recipient. The chair shall not reveal if one or both candidates have received the award, in order to preserve secrecy of the recipients.
 - d. In the case that two youth are eligible in a given year to receive the Thunderbird Award, then during the election of the adult recipient, should two adult candidates fail to receive a majority of votes after two rounds of voting in which there are solely two candidates, then the aforementioned voting procedures are activated. This can only take place if two youth are to receive the award.
 - e. In order to preserve the secrecy of youth recipients to the committee as a whole, should this voting procedure be activated during the youth election, regardless of the outcome, the adult election, so long as they fail to reach a majority of votes on two candidates after two rounds of voting, will be activated as well. However, the second adult, the adult receiving the fewest number of votes during the super majority round of voting, will not receive the Thunderbird Award and only the adult with the most votes will receive the Thunderbird Award. In the event that both adults are tied in the number of votes, and only one adult is eligible to receive the award, then the chair, having not voted in the election, shall cast the deciding vote with the advice of the committee advisor.

20. VIGIL HONOR

1. Compiles a complete list of all active members who have been Brotherhood members for at least two full years. Publishes this list, along with the Vigil Honor nomination form, in the April T-Bird Times.
2. Collects all Vigil Honor nomination forms until the start of the nomination meeting.
3. Shall conduct and preside over the Vigil Honor elections.

Nomination Phase

1. The chair shall call an annual meeting of all active Vigil Honor members at the April Service Weekend.

2. The chair shall entertain a motion to begin the nomination meeting. The chair shall accept all nominations from the floor and add these to any and all nomination forms that have been received. Nominations will be separated into youth and adults. After all nominations have been recorded, the chair shall entertain a motion to close floor nominations.
3. Those present (youth and adults) may then positively comment on those who have been nominated. After that, the meeting is adjourned, and all adults must leave the meeting area.

Election Phase

1. The chair shall call a meeting of all active youth Vigil Honor members. The meeting will be held before the June business meeting and may immediately follow the nomination meeting.
2. The chair shall determine the number of Vigil Honor candidates that the lodge is eligible to nominate to the national Order of the Arrow committee by using the total lodge membership, as reported by the most recent lodge charter renewal application. The Committee shall select a quota and, after discussion, vote by ballot. The chair shall vote only to break a tie.
3. In selecting candidates for the Vigil Honor, the committee shall verify that all candidates are active members of the lodge who have been of the Brotherhood honor for at least two full years at the time of election.
4. The chair and adviser shall tally the ballots.
5. The chair shall complete the Vigil Honor applications of each elected candidate, soliciting the help of other Vigil Honor members, when needed, to select a respective, suitable Vigil Honor name. The application shall be submitted to the national Order of the Arrow with the proper signatures and fees.
6. The chair shall arrange with the ceremonies committee a Calling Out Ceremony at any lodge weekend for a one year period, in which the candidates are present. The first Vigil Honor calling out ceremony is traditionally held at the August Fellowship Weekend following all other ceremonies. Eligible candidates may traditionally be called out at any lodge weekend up to and including the June Service Weekend of the following year.
7. The chair shall arrange the proper recognition for each candidate:
 - a. A Vigil Honor triangle given at the Pre-Vigil Honor Ceremony.
 - b. A sash given at the lodge business meeting.
 - c. A framed certificate given at the Annual Fellowship Banquet.

8. The chair shall submit a list of new Vigil Honor members to the membership committee for recording.
9. Except in unusual circumstances, all elected candidates must have been inducted within one year after the date of approval by the national Order of the Arrow committee.
10. The chair shall notify the national Order of the Arrow committee of any candidates not inducted.
11. Nothing in the Vigil Honor selection process shall conflict with national policy. The committee shall review all relevant national Order of the Arrow publications concerning the Vigil Honor prior to the election.

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SECTION V
LEC OPERATING DUTIES ON A TIME CHART

This section contains the duties of the Lodge Executive Committee (LEC) in chronological order. Not every duty has been included.

This section should be used primarily as a resource and in conjunction with Sections II, III, and IV.

January

Conduct Lodge Leadership Development (LLD) Training	Training Committee/Officers
Attend Council Executive Board Meeting	Lodge Chief
Attend Camp Kickoff Meeting (if held)	Lodge Chief/Unit Relations Committee
Fill Out Camp Use Forms	Lodge Staff Adviser/Lodge Chief
Finalize and Approve Budget	Lodge Treasurer
Solicit Thunderbird Award Nominations	Thunderbird Award Committee
Conduct Thunderbird Award Elections	Thunderbird Award Committee
Conduct Unit Elections	Unit Relations Committee
Plan/Develop/Publish Banquet Schedule	Lodge Executive Committee (LEC)

February

Hold Annual Lodge Banquet	Lodge Executive Committee (LEC)
Train Unit Election Visitation Teams	Unit Relations Committee
Present Thunderbird Award	Thunderbird Award Committee
Publish and Mail T-Bird Times	Communications Committee
Prepare Press Release of Thunderbird Award Recipients	Thunderbird Award Committee
Conduct Unit Elections	Unit Relations Committee

March

Publish and Mail T-Bird Times	Communications Committee
Send out Brotherhood Notices	Brotherhood Committee
Attend Council Executive Board Meeting	Lodge Chief
Conduct Unit Elections	Unit Relations Committee
Plan/Publish Service Projects for April	
Service Weekend in the T-Bird Times	Service Committee
Plan/Develop/Publish April Service Weekend Schedule	Lodge Executive Committee (LEC)

April

Hold April Service Weekend	Lodge Executive Meeting (LEC)
Attend Council of Chiefs Meeting	Lodge Chief/Lodge Adviser/Lodge Staff Adviser/Conclave Committee
Conduct Unit Elections	Unit Relations Committee
Conduct Vigil Honor Elections	Vigil Honor Committee
Prepare Vigil Honor Petitions	Vigil Honor Committee
Solicit Vigil Honor Nominations	Vigil Honor Committee
Set requirements for Wagon Award	Lodge Executive Committee (LEC)

May

Attend Council Executive Board Meeting	Lodge Chief
Hold Spring Nature Walk	Conservation Committee
Publish and Mail T-Bird Times	Communications Committee
Collect all Unit Election Forms	Unit Relations Committee
Plan/Publish Service Projects for June Service Weekend in the T-Bird Times	Service Committee
Send Out Brotherhood Notices	Brotherhood Committee
Plan/Develop /Publish Schedule for June Service Weekend	Lodge Executive Committee (LEC)

June

Conduct Call Out Ceremony at Summer Camp	Summer Camp/Lodge Chief
Distribute Wagon Award to Qualifying Units at Summer Camp	Summer Camp/Lodge Chief
Hold June Service Weekend	Lodge Executive Committee (LEC)

July

Prepare and Mail Ordeal Invitations	Ordeal Committee
Attend Council Executive Board Meeting	Lodge Chief
Plan/Publish Service Projects for August Fellowship Weekend in the T-Bird Times	Service Committee
Send Out Brotherhood Notices	Brotherhood Committee
Plan/Develop /Publish Schedule for August Fellowship Weekend	Lodge Executive Committee (LEC)
Publish and Mail T-Bird Times	Communications Committee
Conduct Call Out Ceremony at Summer Camp	Summer Camp/Lodge Chief
Distribute Wagion Award to Qualifying Units at Summer Camp	Summer Camp/Lodge Chief

August

Conduct Call Out Ceremony at Summer Camp	Summer Camp Chief
Distribute Wagion Award to Qualifying Units at Summer Camp	Summer Camp Chief
Hold August Fellowship Weekend	Lodge Executive Committee (LEC)
Conduct Vigil Honor Call Out Ceremony	Vigil Honor Committee
Prepare Ordeal Invitations	Ordeal Committee

September

Plan/Publish Service Projects for October Service Weekend in the T-Bird Times	Service Committee
Send Out Brotherhood Notices	Brotherhood Committee
Plan/Develop /Publish Schedule for the October Service Weekend	Lodge Executive Committee (LEC)
Publish and Mail T-Bird Times	Communications Committee
Prepare Press Release about Officer Elections	Nominating Committee
Attend Council of Chiefs Meeting	Lodge Chief/Lodge Adviser/Lodge Staff Adviser/Conclave Committee

October

Hold October Service Weekend	Lodge Executive Meeting (LEC)
Conduct Lodge Officer Elections and install new Lodge Officers	Nominating Committee
Begin Collecting Committee Inventories	Administrative Vice Chief (AVC)

November

Begin Planning Banquet	Program Vice Chief (PVC)-Elect
Attend Council of Chiefs Meeting	Lodge Chief/Lodge Adviser/Lodge Staff Adviser/Conclave Committee
Prepare Lodge Materials for Recharter Packets	Lodge Adviser/Lodge Staff Adviser/Lodge Officer-Elects/ Unit Elections/OA Reps. Committee

December

Conduct Officer Training	Training Committee
Review the Manual of Administration for Changes	Administrative Vice Chief (AVC)-Elect
Continue Planning Banquet	Program Vice Chief (PVC)-Elect
Turn Over Final Inventory to Lodge Staff Adviser	Administrative Vice Chief (AVC)
Begin Collecting Next Year's Dues	Membership Committee

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SECITON VI
RESOURCES

Lodge Forms
Brotherhood Questionnaire
Credits
Membership Record

VIGIL HONOR NOMINATION FORM

PERSON NOMINATED

NAME:

TROOP:

ADDRESS:

ACTIVITIES IN SCOUTING:

ACTIVITIES IN O/A:

ACTIVITIES IN COMMUNITY/CHURCH/SCHOOL:

ACTIVITIES IN SCOUT CAMP:

ADDITIONAL COMMENTS:

SUBMITTED BY:

FORM W16
OFFICER CANDIDATE RESUME

Name _____ Rank _____ Age _____

Troop No. _____ District _____ Birthdate _____

Check one: Ordeal _____ Brotherhood _____ Vigil Honor _____

Nominated for the position of:

List any activities pertinent to the office being sought, such as church, community, school, unit, district, and lodge.

Request for Payment**Party to be reimbursed / paid:**

Name / Company: _____

Address: _____

City: _____ State: _____ Zip: _____

In order to expedite the payment of a bill:

1. Itemize below each expenditure that is on the bill
(use the reverse side of this page if necessary)
2. Staple the bill to this form

Item:	Unit Price:	Quantity:	Total Cost:

For a total of \$ _____

Committee: _____

Chairman: _____ Adviser: _____

Submit this form to the Lodge Treasurer.

BROTHERHOOD QUESTIONNAIRE

1. What is the initial membership to the Order of the Arrow?

Ordeal membership.

2. Why is it so called?

Because it is preceded by a four-fold Ordeal.

3. What are the four parts of the Ordeal and their respective purposes?

A night of camping alone under the heavens to prove my self reliance; a day of arduous toil to indicate my willingness to serve others; 24 hours of scant food to demonstrate my powers of self- denial and a like period of silence to turn my thoughts inward.

4. How were you prepared for the Ordeal?

I was lead by Kitchkinet to the north end of the camp where the significance of the arrow was first revealed to me as I tested the bow.

5. When you completed the Ordeal, how were you dealt with?

I was placed on the trail, which leads to the circle of the lodge.

6. By whom were you first stopped as you approached the circle?

By Nutiket, the guard, who asked if I had passed the Ordeal without flinching?

7. Who next barred your further progress?

Meteu, who inquired if I had been given the admonition?

8. Had you been given the admonition?

I had not, but Kitchkinet, my guide, had and gave it for me.

9. Before whom did you then at last arrive?

Before Allowat Sakima, the chief of the fire, who asked if I had been completely prepared to accept the Obligation?

10. How did Kitchkinet call the attention of these officials to your presence?

By three taps of the hand on the right shoulder.

11. What did these three taps signify?

The three parts of the Scout Oath or Promise.

12. How did each of these officials respond to Kitchkinet's taps?

With one tap, followed by two taps on the right shoulder.

13. What did these taps represent?

The twelve points of the Scout Law.

14. How were you and your companions bound together?

With rope, which until we had taken the Obligation represented our ties to the Brotherhood.

15. How was your preparation for the Obligation completed?

Nutiket directed me to hold my right hand in the Scout Sign and repeat the Obligation after Allowat Sakima.

16. Repeat the Obligation.

I do hereby promise, on my honor as a scout, that I will always and faithfully observe and preserve the traditions of the Order of the Arrow, WIMACHTENDIENK, WINGOLAUCHSIK, WITAHemui. I will always regard the ties of Brotherhood in the Order of the Arrow as lasting, and will seek to preserve a cheerful spirit even in the midst of irksome tasks and weighty responsibilities, and will endeavor, so far as in my power lies, to be unselfish in the service and the devotion to the welfare of others.

17. In what did Meteu then instruct you?

The legend upon which our Order is founded.

18. Who are the central figures of that legend?

The aged chieftain, Chingachgook, and his son, Uncas, who by their cheerful and self-sacrificing service are said to have saved the Delaware lodges from annihilation.

19. What did Allowat Sakima then impart on you?

The symbol and handclasp of the Order, the admonition, and sign of Ordeal membership.

20. What is the symbol of the Order?

The arrow, whose undeviating course when aimed high, is a token of leadership.

21. How is it worn?

Pointing over the right shoulder.

22. Give me the handclasp of our order.

(Give it.)

23. How must the admonition always be given?

Whispered in the ear.

24. What is the admonition?

(Give it.)

25. What does it mean?

To love one another.

26. What is the sign of the Ordeal?

(Give it.)

27. What is the full name of our Order?

Wimachtendienk, Wingolauchsik, Witahemui.

28. In what language is it given?

In the language of the Delaware Indians, the Lenni Lenape.

29. What is its meaning in English?

The Brotherhood of Cheerful Service.

30. Give the words to, or sing, the song of our Order.

Firm bound in Brotherhood, gather the clan that cheerful service brings to fellow man, circle our council fire, weld tightly every link that binds us in Brotherhood, Wimachtendienk.

CREDITS

The latest updates and revisions to this manual (2023) have been undertaken in order to maintain a new version of the Wagion Lodge #6 Manual of Administration. It is an ongoing process and enlisted the advice of Jayden Mattis, current Lodge Chief, all current committee chairmen, and the lodge officers. Robert Deckinger reconstructed the Lodge Manual of Administration from the approved 2013 version and the Lodge Executive Committee and the lodge as a whole have approved this updated version. It is available online at www.wagion.org.