

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

SECTION I
LODGE RULES

LODGE RULES of WAGION LODGE #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 Wagion Lodge No.6 W.W.W.
2. The lodge shall be affiliated with the Westmoreland-Fayette Council, Inc., 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).

SECTION 3: REQUIREMENTS AND PROCEDURE OF ELECTION OF 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 *Order of the Arrow Guide for Officers and Advisers*.
2. Unit elections shall be held in accordance with the procedures outlined in the latest edition(s) of the appropriate Order of the Arrow publication(s).
3. The Ordeal Calling Out Ceremony shall be conducted at a council summer camp and shall be coordinated by the Lodge Chief and/or Summer Camp Chief. The ceremonies team shall call out the Ordeal candidates in the manner that is appropriate for the Ordeal.
4. The candidates will receive written notification of the time and place to appear for their Ordeal. They shall have until the June weekend of the following year to complete their Ordeal. If they do not complete their Ordeal by this time, they must be re-elected using the procedures outlined in the latest edition(s) of the appropriate Order of the Arrow publication(s).
5. The procedure for the execution of the Ordeal shall be as stated in the latest edition(s) of the appropriate Order of the Arrow publication(s).

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. Their term of office shall be from January 1 to December 31 of the following year.
3. The Lodge Chief may serve two consecutive terms. All other officers may succeed themselves any number of times.
4. The succession of the Lodge Chief, in the situation that he is unable to serve, is as follows: elected Program Vice Chief (PVC), elected Administrative Vice Chief (AVC), elected Lodge Secretary, elected Lodge Treasurer. If no one is eligible to succeed the Lodge Chief, a special election must be coordinated by the Lodge Administrative Committee (LAC) and the Nominating Committee Chairman.
5. The Lodge Chief shall appoint the chairmen of all lodge standing and special committees with the consultation of the Lodge Adviser and the approval of the Scout Executive, or his designee.
6. All officer and committee advisers shall be appointed by the Lodge Adviser with the input of the Lodge Chief and the approval of the Scout Executive, or his designee.
7. The Lodge Adviser shall be appointed annually by the Scout Executive and he shall serve no more than three terms.
8. The Lodge Chief, in consultation with his advisers, may create ad-hoc committees as may be required from time to time.
9. If an officer is unable to fully execute the responsibilities of his office, the Lodge Chief must designate a replacement for that office with the approval of the Lodge Adviser and the Scout Executive, or his designee.

SECTION 5: LODGE EXECUTIVE COMMITTEE (LEC)

1. Members of the Lodge Executive Committee (LEC) shall be composed of the elected lodge officers, the immediate past Lodge Chief, committee chairmen, and their respective advisers.
2. Only youth members of the LEC shall be voting members of the committee.
3. The LEC may create or dissolve standing committees, as deemed necessary.

SECTION 6: LODGE MEETINGS

1. The LEC shall hold at least four meetings per year prior to lodge business meetings.

2. A majority of voting LEC members shall constitute a quorum for all lodge executive and business meetings.
3. The Lodge shall schedule events as listed:
 - a. Annual Fellowship Banquet
 - b. April Service Weekend
 - c. Spring Nature Walk (for Cub Scouts)
 - d. June Service Weekend
 - e. August Fellowship Weekend
 - f. October Service Weekend
4. Special meetings may be called at the discretion of the Scout Executive or the Lodge Chief. If called by the Lodge Chief, they must be approved by the Lodge Adviser and the Scout Executive, or his designee.
5. An annual meeting will be held at the October weekend for the election of officers. Only voting lodge members may attend (those active members under the age of 21), with the exception of the Lodge Adviser, Lodge Staff Adviser, Nominating Committee Adviser, and the Scout Executive, or his designee.
6. Lodge business meetings, comprised of the entire lodge, shall be held at each of the four service weekends and at the banquet.
7. As a point of order, any lodge member may ask the Lodge Chief to instruct all non-voting members to leave the meeting area during a debate on a topic or a vote.
8. All lodge meetings will be run in accordance with the most updated version of *Robert's Rules of Order*.

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. Membership card
 - c. Ordeal Sash
 - d. Food for the weekend
 - e. Wagion Lodge 6 Handbook (electronic edition)
 - f. One lodge flap
 - g. Other items as specified by the LEC
2. The LEC may amend the lodge dues, with approval of the lodge. Dues shall be collected by the Annual Fellowship Banquet of that year. Failure to do so shall result in a member being placed on "inactive status."

3. Members shall be notified in writing of “inactive status.” A reinstatement fee of \$2.00 may be assessed along with the current year’s dues to be placed back on “active status.”

SECTION 8: BROTHERHOOD MEMBERSHIP

1. Requirements for the Brotherhood shall be in accordance with those published in the most updated version(s) of the appropriate Order of the Arrow publication(s).
2. The candidate shall pay the current sash fee prior to the ceremony.

SECTION 9: THE VIGIL HONOR

1. Requirements for the Vigil Honor shall be in accordance with those published in the most updated version(s) of the appropriate Order of the Arrow publication(s).
2. The procedure for selecting candidates for the Vigil Honor shall be as specified in the Wagon Lodge 6 Manual of Administration.
3. The Vigil Honor Ceremony may be staged at any service weekend where the approved candidates are present.

SECTION 10: FINANCES

1. All Order of the Arrow funds shall be handled through the Council Service Center and shall undergo all standard council accounting procedures.

SECTION 11: VOTING

1. Only active lodge members under the age of 21 may have a vote in lodge elections and lodge executive and business meetings.

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 totem, in the form of a pocket flap patch, shall be made available to all lodge members.

3. The Thunderbird Award shall be presented for outstanding service to Wagon Lodge #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. The Thunderbird Award shall be limited to one youth and one adult who are most deserving of the award.
4. 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 and the lodge shall approve it at its next lodge business meeting.

SECTION 9: AMENDMENTS

1. Any member of the lodge may present an amendment to the Lodge Rules to the Lodge Chief.
2. The Lodge Chief may then choose to present it, designate a member to present it, or deny it a presentation.
3. The LEC can debate and/or modify the amendment until a consensus is reached.
4. The LEC must pass the proposed amendment by a 2/3 majority of those committees present.
5. The Communications Committee must then publicize the amendment.
6. The lodge will then vote on the proposed amendment at the next scheduled lodge business meeting. A 2/3 majority is needed to approve the amendment.

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SECTION II
DUTIES OF THE LODGE OFFICERS
AND ADVISERS

“The Key Five”

Lodge Chief

Program Vice Chief (PVC)

Administrative Vice Chief (AVC)

Secretary

Treasurer

Summer Camp Chief

Immediate Past Lodge Chief

Lodge Adviser

Lodge Staff Adviser

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. He acts as the chairman of the Lodge Executive Committee (LEC), appointing its committee chairmen (with the consultation of his advisers) and assisting in the selection of their respective advisers. He supervises 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. He may also serve as a youth member of the Council Executive Board, if approved.

Program Vice Chief (PVC) (Nischeneyit Sakima): The Program Vice Chief (PVC) directly oversees the program division and works in conjunction with its chairmen in forming budgetary requests. He (if elected) also succeeds the Lodge Chief in the event that he is unable to complete his term of office.

Administrative Vice-Chief (AVC) (Nechit Sakima): The Administrative Vice Chief (AVC) directly oversees the administrative division and works with its chairmen in forming budgetary requests. He also acts 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 to all active lodge members. He also acts 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 his advisers) and deposits the funds at the Council Service Center. He accepts vouchers and arranges for the payment of bills through the Council Service Center. He also maintains an adequate financial record for the year.

NOTE: If an officer is unable to execute the responsibilities of his office, the Lodge Chief will designate a replacement with the approval of the Lodge Adviser and the Scout Executive, or his designee. The Program Vice Chief shall succeed the Chief if he is 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 of the Order of the Arrow, as set forth 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 chairmen
- e. With the aid of his advisers, appoints all committee chairmen (the Lodge Chief has the authority to remove any committee chairman or officer and appoint a successor with the concurrence of his advisers. The Lodge Chief also may recommend to the Lodge Adviser the removal of other advisers.)
- f. Responsible for overseeing that each committee is properly functioning through the use of his officers. He should make every effort to channel his authority through the appropriate chairmen. (If a chairman in any division does not fulfill his duties, the officer in charge of that committee's division may temporarily take charge of that respective committee until a new chairman has been installed.)
- g. Oversees the performance of all lodge officers, delegating his authority through them, ideally providing them with maximum latitude in dealing directly with the committee chairmen and their respective divisions.
- h. Selects a theme for the lodge year, and oversees its implementation in all possible aspects of the year.
- i. Undertakes and oversees lodge service and special lodge projects, with the aid of his advisers.
- j. The Lodge Chief may, in consultation with his advisers, 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 (if serving on the Council Executive Board), and Council Camping Committee (if serving on the Council Camping Committee) meetings.
- l. Works with his division in formulating budgetary requests.
- m. Responsible for overseeing the maintenance of the *Manual of Administration* and proposing amendments to the lodge rules.
- n. Additional duties as outlined in the latest edition of the *Order of the Arrow Handbook*.

B. Program Vice Chief (PVC)

- a. Oversees and coordinates the Program Division.
- b. Shall work with his chairmen to develop program for service weekends and events.
- c. Responsible for overseeing that each committee in his division is properly functioning. (He should make every effort to channel his authority through his appropriate chairmen when possible.)
- d. Shall work directly with his 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 his division in formulating budgetary requests.
- g. Succeeds the Lodge Chief in the event that he is prevented from serving or if the Lodge Chief resigns, provided he was elected to his office. (If he was not then the next elected officer will assume the position.)

C. Administrative Vice Chief (AVC)

- a. Acts as the parliamentarian for the lodge.
- b. Oversees and coordinates the Administrative Division.
- c. Shall work with his chairmen to develop program for service weekends and events.
- d. Responsible for overseeing that each committee in his division is properly functioning. (He should make every effort to channel his authority through his appropriate chairmen 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 his 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. Acts as a Public Relations Officer for the lodge, handling correspondence with other groups/associations and with other lodges (Ex. Writing letters)
- b. Oversees and coordinates the Communications Division.
- c. Shall work with his chairmen to develop program for service weekends and events.
- d. Responsible for overseeing that each committee in his division is properly functioning. (He should make every effort to channel his authority through his appropriate chairmen when possible.)
- e. Records the minutes of all lodge executive committee and lodge business meetings. These minutes shall be submitted to the Council Service Center archive of minutes and Order of the Arrow publications.
- f. Works with his division in formulating budgetary requests.
- g. Compiles a year-end lodge history and report. Submits this report for review to the Lodge Key 3 and then submits the reviewed version to the Council Service Center.
- h. Handles reminders of meeting times, places, and the topics to be discussed at lodge executive committee and lodge business meetings.

E. Lodge Treasurer

- a. Oversees and coordinates the Financial Division.
- b. Shall work with his chairmen to develop program for service weekends and events.

- c. Responsible for overseeing that each committee in his division is properly functioning. (He should make every effort to channel his authority through his appropriate chairmen when possible.)
- d. Develops an annual lodge budget, with the aid of his advisers to be passed at the first lodge executive committee meeting of each new lodge year.
- e. Works with his division in formulating budgetary requests.
- f. Maintains accurate financial records for the lodge and reports them at least quarterly to the LEC.
- g. Acts as a purchasing agent for all lodge supplies, with the exception of commissary items.
- h. Arranges for the transfer of assets, as necessary.
- i. Collects and records all receipts and request for payment vouchers. He will also turn a copy of all records over to the Lodge Staff Adviser and the Council Service Center.
- j. Oversees the counting and recording of money at all lodge events. He will also ensure that all money is placed in proper accounts and is adequately logged for reference.
- k. Works with the Lodge Staff Adviser in preparing change requests and petty cash for lodge events. He also assists in its collecting and recording at and following lodge events.

F. Summer Camp Chief

- a. Is appointed by the Lodge Chief only when the Lodge Chief is not a member of the summer camp staff. The Summer Camp Chief coordinates all Order of the Arrow events during summer camp, with the consultation of the Lodge Chief.
- b. Shall hold a meeting, if necessary, with representatives of each troop staying in camp during each week to review the procedures for the Ordeal Calling Out Ceremony.
- c. Selects and trains the “calling out ceremony team”.
- d. Shall hold a meeting following the Ordeal Calling Out Ceremony to greet the new candidates and record their names, addresses and other necessary information. He shall safeguard this information and then turn it over to the proper committee(s) for future mailings and recording.
- e. Shall coordinate 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 his service to the new or incumbent Lodge Chief and Lodge Adviser to chair the Training Committee, if age restrictions permit. If he is over the age of 21, he may serve on the Training Committee.
- b. Serves as the Lodge Chief’s “troubleshooter.”
- c. Other duties as assigned by the Lodge Chief.

H. Lodge Adviser

- a. Is annually appointed by the Scout Executive, (not serving longer than a three-year term).
- b. Appoints all advisers (with the exception of the Lodge Staff Adviser), in consultation with the Lodge Chief and the approval of Scout Executive, or his 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. Provides all lodge officers and chairmen with adequate and effective adult assistance.
- f. Serves as a member of the Adult Nominating Committee.
- g. Additional duties as outlined in the latest edition of the *Order of the Arrow Handbook*.

I. Lodge Staff Adviser

- a. Represents the council at all lodge functions.
- b. Provides a channel between the lodge and the Scout Executive, council and its professional staff.
- c. Works with the Lodge Treasurer 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. Additional duties as outlined in the latest edition of the *Order of the Arrow Handbook*.

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 chairmen and their respective advisers, the Lodge Adviser, the Lodge Staff Adviser, and the Scout Executive, or his 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 chairmen provided that proper notification is given to one of the five lodge officers prior to a meeting.
- b. They shall retain the right to suspend the rules and policies of Wagon Lodge 6 to handle emergency or compelling situations in order to ensure the affairs of Wagon are handled in a sound and fiscally responsible way.

K. Lodge Administrative Committee (LAC)

- a. The Lodge Administrative Committee (LAC) shall be comprised of all lodge officers and their respective advisers
- 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 Chairman in holding an emergency election.
- d. In the event that the LEC is unable to do so, they shall retain the right to suspend the rules and policies of Wagion Lodge 6 to handle emergency or compelling situations in order to ensure the affairs of Wagion are handled in a sound and fiscally responsible way.

SECTION III
DUTIES OF THE OPERATING COMMITTEES

PROGRAM DIVISION

Activities
Ceremonies
Ordeal
Conservation
Drum & Dance
Elangomat

ADMINISTRATIVE DIVISION

Unit Elections/OA Reps
Membership
First Aid
Ways and Means
Brotherhood
Service

COMMUNICATIONS DIVISION

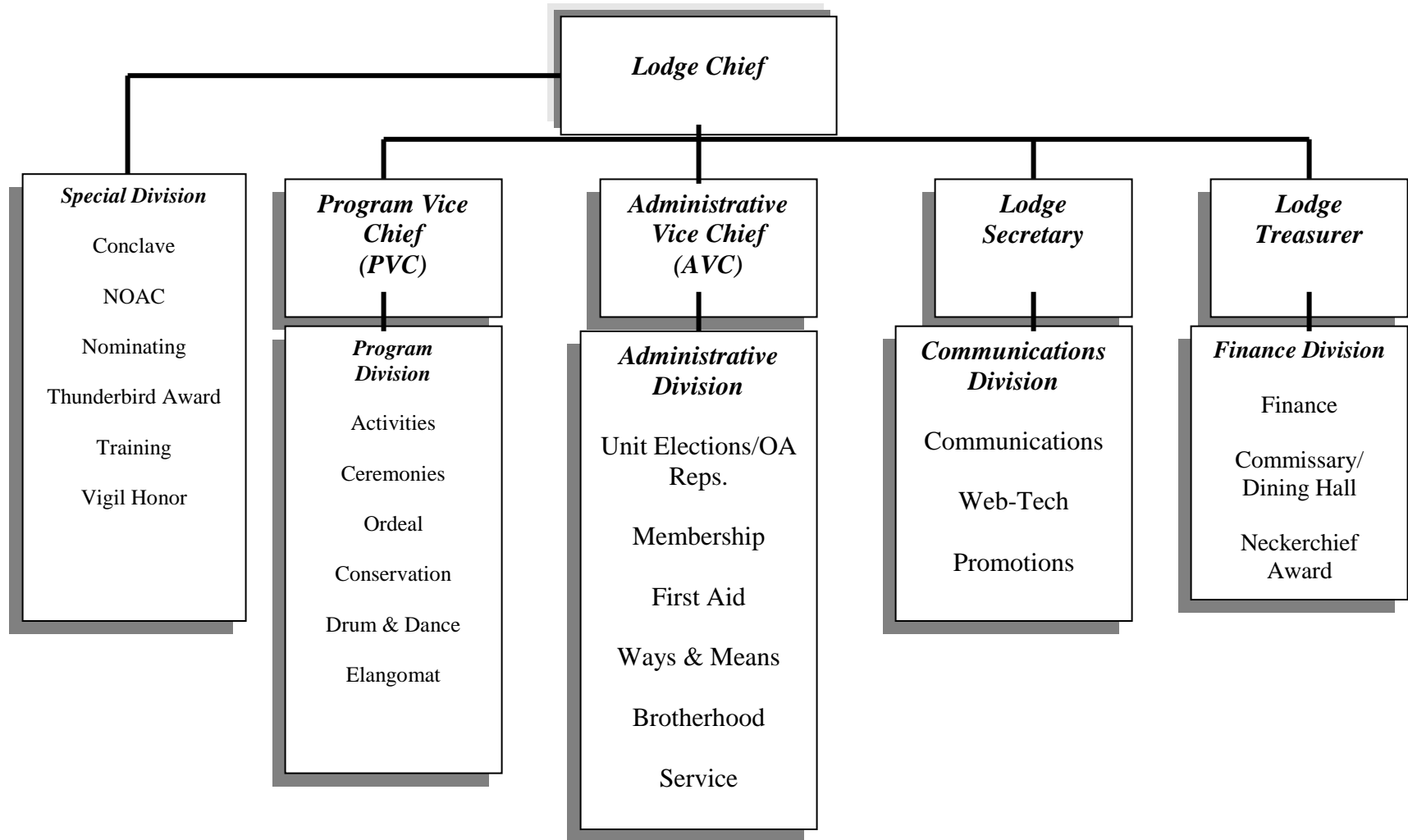
Communications
Web-Tech
Promotions

FINANCE DIVISION

Finance
Commissary/Dining Hall
Neckerchief Award

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 JANUARY 12, 2013**

PROGRAM DIVISION

1. ACTIVITIES COMMITTEE

1. Shall plan and execute all plans pertaining to the Annual Lodge Fellowship Banquet in correspondence with the PVC. This includes the drafting and publishing of the schedule of events and other necessary documents and forms pertaining to the event.
2. Shall be 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. Oversees the purchasing and/or transfer of assets needed to operate all activities at the weekends.
3. Works to promote fellowship within the lodge and Order, through appropriate means.

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. Constructs, maintains, and stores its own regalia.
4. Coordinates with the Summer Camp Chief and/or Lodge Chief in preparing an Ordeal calling out ceremony.
5. 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).

3. ORDEAL COMMITTEE

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. 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. Shall register and collect fees for all Ordeal candidates at their Ordeal.
4. Shall use the current Ordeal program, including the latest edition of the Pre-Ordeal ceremony and the *Spirit of the Arrow* booklets.

5. Shall submit a transfer of assets for all Ordeal sashes needed at each weekend. Oversees the transport of and distribution of them to and at the Ordeal ceremony.
6. Coordinates with the LAC and LEC in hosting an “Ordeal Jumpstart” or informational meeting outlining an introduction of lodge systems and affairs.
7. Creates and distributes the Ordeal packets with the aid of the Membership, Finance, and Web Tech Committees.

4. CONSERVATION COMMITTEE

1. Shall be the environmental voice of the lodge.
2. Preserves Camp Conestoga/Buck Run and any other natural properties of the Westmoreland-Fayette Council, both ecologically and biologically.
3. Plans, staffs, and executes the lodge’s Spring Nature Walk (for Cub Scouts).
4. Oversees the planning and execution of all lodge-oriented community service projects.

5. DRUM & DANCE

1. Shall select, train, and advise a drum and dance team, conducting practice sessions as necessary.
2. Constructs, maintains, and stores its own regalia.
3. Shall schedule and coordinate performances, in correspondence with the Lodge Chief and lodge adviser.
4. Oversees the planning and execution of Native American/Indian lore programs for the lodge.
5. Shall deliver any and all honoraria that is received to the Lodge Treasurer for deposit.
6. Coordinates with the Summer Camp Chief (or Lodge Chief) in preparing an Ordeal Calling Out Ceremony.

6. ELANGOMAT COMMITTEE

1. Selects, trains, and advises Elangomats, assigning them to lead clans, as necessary.
2. Ensures that all Elangomats are effectively serving as a “Guide and Friend” to all Ordeals.
3. Oversees the execution of all Ordeals conducted by the lodge, following the procedures outlined in the most updated version of the *Guide for Inductions* and as set forth by the national Order of the Arrow committee.

ADMINISTRATIVE DIVISION

7. UNIT ELECTIONS/OA REPS

*Please Note: The responsibilities of the committee as a whole are outlined as “overseeing” the execution of necessary tasks. When possible, the committee should work primarily through the capable leadership of district sub-committee chairmen. If a sub-committee chairman is no longer able to serve, the committee must take over the responsibility of executing that division’s responsibilities until the Lodge Chief appoints a new sub-committee chairman with the input of the Unit Elections/OA Representatives Committee.

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 his 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.
 - c. Submits this procedure (or the current procedure) to the council and districts for placement in the re-chartering packets for units for the following year.
 - d. Offers to assist the council and districts in assembling the re-chartering packets.

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 *Guide for Inductions*, *Guide for Officers and Advisers*, and any and all other 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
 - c. Takes a roll call of those currently trained to conduct unit elections, and maintains an active list of their contact information for at least one full lodge year.

4. Works with each district sub-committee chairman, appointed by the Lodge Chief, in overseeing the completion of a unit election for every requesting unit NO LATER THAN May 1st of the current lodge year.
 - 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.

- c. Does not permit a unit election to be held after May 1st (including summer camp), except in extenuating circumstances.
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 his 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 his 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 listed on the list and their respective contact information. This information must be safeguarded and not shared with others. 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. Oversees and maintains records for the requirements set forth by the Order of the Arrow Unit of Excellence Award.
 - a. Follows all procedures outlined by the award.
 - b. Corresponds with the Lodge Chief in presenting and bestowing the award as follows:
 - i. OA Unit of Excellence (National: Troop flag ribbon, per annum; Local: Lodge and council recognition)

- ii. OA Scoutmaster of Excellence (National: Certificate; Local: Lodge and council recognition)
- iii. OA Troop/Team Representative of Excellence (National: Gold-bordered Troop/Team Representative patch; Local: Lodge recognition)
- iv. OA Troop/Team Representative Adviser of Excellence (National: Gold-bordered)
- v. Troop/Team Representative Adviser patch; Local: Lodge recognition)

8. MEMBERSHIP 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.
3. Ensures that all personal information collected is safeguarded.

9. 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 “health officers” for all lodge functions.
3. Ensures that medical insurance is current and covers all lodge members at all lodge functions.
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.

10. WAYS AND MEANS COMMITTEE

1. Assists the Administrative Vice Chief (AVC) in compiling the annual lodge inventory, recording all materials and assets possessed by the lodge.
2. 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

11. BROTHERHOOD COMMITTEE

1. Shall maintain a list of all eligible Brotherhood members, in correspondence with the membership committee.
2. Drafts and distributes letters to all eligible Brotherhood members, informing them of their eligibility, and the requirements needed to become a Brotherhood member of the lodge.
3. Shall conduct 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 candidates, 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.

12. SERVICE COMMITTEE

1. Coordinates with the council camping and properties committees and Scout Executive 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. Shall be responsible for the service and maintenance of camp at lodge weekend (including the closing of camp after the completion of weekends), in reference to the *Camp Maintenance and Development Manual*.

COMMUNICATIONS DIVISION

13. 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 mailed 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. Assists the Lodge Secretary in compiling the annual lodge history, and may appoint a lodge photographer to aid in this process.
4. Secures mailing labels and mailing lists from the Membership Committee for all publications that are mailed.
5. Coordinates and assists with all mailings conducted by the lodge.
6. Develops a staff to aid in the production of the T-Bird Times.

14. 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. Works to promote the Order of the Arrow, Wagon Lodge 6, and Westmoreland-Fayette Council by distributing relevant and accessible information to lodge members.
3. The committee will maintain and organize all electronic property of the lodge.
4. The committee will maintain and update the lodge website and any other technology media and will offer to assist in the maintenance and updating of the council website.

15. PROMOTIONS

1. Develop and utilize innovative and effective methods to promote all necessary aspects which may include, but should not be limited to:
 - a. Lodge
 - i. Events (lodge weekends, Fellowship Banquet, Spring Nature Walk, etc.)
 - ii. Taking your Brotherhood/sealing your membership in the lodge
 - iii. Completing a unit election
 - iv. Joining a committee
 - v. Getting involved
 - vi. Paying your dues
 - vii. Becoming a member of the lodge
 - b. Section
 - i. Attending the Section Conclave
 - ii. When the service lodge; participating on staff
 - c. Region
 - i. Attending NLS/NLATS

- ii. Order of the Arrow
 - iii. Attending national events (NOAC, Project 2013, Summit Corps, Indian Summer, etc.)
 - iv. Participating in OA High Adventure Treks
 - v. OA concepts and traditions
 - d. Council/local Scouting program
 - i. Attending summer camp/camping
 - ii. Getting involved
 - iii. Joining Scouting
 - iv. Council/local Scouting events/programs
 - v. Friends of Scouting (FOS) campaign
- 2. Uses necessary technology to create promotional material for the previously listed groups.
 - a. Shares and exports promotional materials
 - b. Make its promotional materials accessible for all necessary individuals, while safeguarding the values and prestigious concepts of the Order of the Arrow.
- 3. Develops a camping promotion presentation for all units, packs and crews in the council, revising and updating it as necessary.
- 4. Annually contacts ALL council units, packs, and crews in writing AND through other appropriate means.
 - a. Asks to visit all units/packs/crews to do camping promotional presentations.
- 5. Upkeeps/revises/updates the lodge's "Where to Go Camping" book.
 - a. The "Where to Go Camping" book should include a detailed list outlining optimal locations to go camping in the area, and may include necessary items such as photos, descriptions, pricing (if applicable), site requirements and restrictions, etc.
 - b. The "Where to Go Camping" book should be equally suited to be used by packs, troops, and crews, and may include different sections, each specifically intended for a different group or type of camping
 - c. Publishes it AT LEAST annually and promotes and distributes it as necessary; this may include, but should not be limited to:
 - i. Printing hard copies and distributing them to units, packs, and crews in the council, and having extra copies at the Council Service Center (keeping at least one copy on hand and one on file at the Council Service Center at all times)
 - ii. Publishing it on the lodge's website and linking it to the council's website
- 6. Works to include Cub Scouts in lodge activities, with the approval of the Lodge Chief and the Scout Executive or his designee, overseeing the contacting/inviting, planning, scheduling, and running of these activities.

FINANCE DIVISION

16. FINANCE COMMITTEE

1. Assists the Lodge Treasurer in registering all members at lodge events and collecting the appropriate registration fees.
2. 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.
3. Coordinates the sales of lodge merchandise at the Council Service Center.
4. Assists the Lodge Treasurer in developing a sound investment plan for all lodge fiscal assets, including its distribution and annual budgeting.

17. COMMISSARY/DINING HALL COMMITTEE

Commissary:

1. Shall handle the food preparation at all lodge events, except the Annual Lodge Fellowship Banquet.
2. Shall handle the purchasing and transportation to camp of all necessary Commissary items.
3. Shall be responsible for the entire kitchen area clean up as outlined in the *Camp Maintenance and Development Manual*.

Dining Hall:

1. Responsible for washing/sanitizing all dishes and utensils used during the meals on lodge weekends.
2. Responsible for maintaining the Dining Hall and dish room as outlined in the *Camp Maintenance and Development Manual*.
3. Responsible for leading the lodge in a prayer before each meal.
4. Responsible for “setting up” and “taking down” the dining hall for each lodge weekend.

18. NECKERCHIEF AWARD COMMITTEE

1. Shall set the criteria for the lodge's neckerchief award program.
2. Shall keep record for each active lodge member participating in the program.
3. Shall promote and inform all lodge members of all aspects concerning the program.
4. Oversees the selling and providing of awards to all active lodge members who qualify for them.

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SECTION IV
DUTIES OF THE SPECIAL STANDING COMMITTEES

Training
Conclave
NOAC
Nominating
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.

19. TRAINING

1. Plans and executes a training for the lodge officer-elects, held traditionally in December (prior to the LLD).
2. Works with the LAC to plan and execute the Lodge Leadership Development (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. National Lodge Adviser Training Seminar (NLATS)
4. Assists with additional training events and opportunities throughout the year, as they are deemed necessary.

20. 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 in Conclave activities, competitions and exhibitions, delegating the responsibility of leading these individual entities to others, when necessary.
3. Oversees Wagion's preparation for the Conclave responsibility delegated to Wagion by the Council of Chiefs (CoC).
4. Attends all Council of Chiefs (CoC) meetings and delivers Wagion's Conclave report.
5. Collects registration and attendance fees pertinent to Conclave.
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. Compiles a completed list of Conclave delegates and submits this to the Membership Committee for recording.
9. Other duties and responsibilities as deemed necessary by the section and/or Lodge Chief.

21. 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, training schedules, activities, displays, etc.
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 the *Guide to Safe Scouting* 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. Compiles a completed list of NOAC delegates and submits this to the Membership Committee for recording.
9. Coordinates all fundraising for NOAC.
10. Other duties and responsibilities as deemed necessary by the national Order of the Arrow committee and/or Lodge Chief.

22. NOMINATING

1. 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 his 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 his 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.

2. 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 chairman 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 chairman 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 chairman 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 chairman shall announce the names of the candidates for the position being voted upon. The chairman 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 chairman 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 chairman 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 chairman will then announce the winner (while all candidates for that position are present in the meeting area). After this announcement has been made, the

chairman 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 chairman 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 chairman 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 chairman 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 chairman must decide which candidate they feel are best suited for the respective office petition. He 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.

23. THUNDERBIRD AWARD

1. Shall be comprised of all previous recipients of the Thunderbird Award who have paid their current year's lodge dues at the time of the election meeting.
2. The chairman 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 the one adult lodge member per year as recipients of the Thunderbird Award. A youth lodge member is a member who has paid his current years dues and who is under the age of 21 by the time of the election.
3. Prior to the meeting, the chairman shall solicit the names of worthy adult and youth Thunderbird Award Recipients from the Lodge Chief and Lodge Adviser, respectively. The names of those solicited shall be placed into nomination by the chairman, 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 his 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 his 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 his 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 chairman and adviser acting as tellers. The chairman shall establish rules for elimination, balloting, etc. Ties 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 chairman 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 Wagon Lodge 6 Annual Lodge Fellowship Banquet, normally held on the last Saturday of February.
12. The recipients shall receive:
 - a. A framed certificate
 - b. A specialized bolo tie

24. 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 chairman shall call an annual meeting of all active Vigil Honor members at the April Service Weekend.
2. The chairman shall entertain a motion to begin the nomination meeting. The chairman 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 chairman 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 chairman 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 chairman 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 chairman 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 chairman and adviser shall tally the ballots.
5. The chairman 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 chairman 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 chairman 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 chairman 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 chairman 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
	Lodge Chief/Unit Elections/OA Reps. Committee
Attend Camp Kickoff Meeting (if held)	
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 Elections/OA Reps. 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 Election/OA Reps. 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 Election/OA Reps

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 Elections/OA Reps. 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 Elections/OA Reps. 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 Wagion 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 Elections/OA Reps. 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 Wagion 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 Wagon Award to Qualifying Units at Summer Camp	Summer Camp/Lodge Chief

August

Conduct Call Out Ceremony at Summer Camp	Summer Camp Chief
Distribute Wagon 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

Wagion Lodge #6

Westmoreland-Fayette Council

Boy Scouts of America

Name: _____ Age: _____

Lodge Position: _____ (if applicable)

I hereby give my permission for the following use of my/my son's (or other relation's) confidentialities and electronic contact information by Wagion Lodge #6, Westmoreland-Fayette Council (please check all that apply):

_____ Name (first and last) may be identified on the lodge website

_____ Picture may be identified with name on the lodge website

_____ May receive e-mails pertaining to lodge business and functions

_____ @oa6.org e-mail address may be assigned (this e-mail address will be used strictly for lodge business and will be used to prevent publication of personal e-mail addresses)

_____ Personal e-mail and contact information may be used by members of the Lodge Executive Committee (LEC) for lodge business.

Please Note: Special requests to change/abridge this form may be filed with the Westmoreland-Fayette Council Service Center.

I understand that all contact information will be safeguarded and will not be shared with third party extensions. Wagion Lodge #6 will use its best judgment when protecting the privacy of its members, which is its first priority.

I understand that I may contact the Westmoreland-Fayette Council Service Center with questions regarding the security and privacy of my / my son's (or other relation's) contact information at any time.

(signature required – void if not signed)

(must be signed by a parent/guardian if under the age of 18)

Signature: _____ Date: _____

Relation to Scout: _____ (if under 18)

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.

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 (2013) 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 Robbie Lavelle, current Lodge Chief, all current committee chairmen, and the lodge officers. Kenneth Bartlett reconstructed the Lodge Manual of Administration from the written 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.

Wagion Lodge #6
Order of the Arrow Membership Record
Westmoreland-Fayette Council, Greensburg, PA.

Name _____

Address _____

City _____ State _____ Zip _____

Troop _____ Position _____

District _____

Became an Ordeal Member of Wagion Lodge #6

Place _____ Date _____

Became a Brotherhood Member of Wagion Lodge #6

Place _____ Date _____

Became a Vigil Honor Member of Wagion Lodge #6

Place _____ Date _____

Vigil Honor Name _____

Interpretation _____

Offices/Positions held in the lodge and in the Order:

Section and national events attended:

