

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



**BOY SCOUTS OF AMERICA
WESTMORELAND FAYETTE COUNCIL, INC.
2 GARDEN CENTER DRIVE
GREENSBURG, PA. 15601-1393
(724) 837-1630**

Council website: www.wfbsa.org
Wagon Lodge #6 website: www.wagion.org

*Approved by Lodge Executive Committee (LEC)- January 12, 2013
Approved by the Lodge- February 23, 2013*

The Ninth Edition - 2013

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 (Section I of this Manual)
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
Second Printing	2003
Eighth Edition	2007
Electronic Distribution	2009
Ninth Edition	2013

TABLE OF CONTENTS

SECTION I: LODGE RULES

Mission
Name and Affiliation of the Lodge
Requirements and Procedure of Election of Membership
Lodge Officers
Lodge Executive Committee (LEC)
Lodge Meetings
Dues
Brotherhood Membership
The Vigil Honor
Finances
Voting
Lodge Insignia and Awards
Amendments

SECTION II: DUTIES OF THE OFFICERS

Officer Overviews
Lodge Chief
Program Vice-Chief (PVC)
Administrative Vice Chief (AVC)
Lodge Secretary
Lodge Treasurer
Summer Camp Chief
Immediate Past Lodge Chief
Lodge Adviser
Lodge Staff Adviser
Lodge Executive Committee (LEC)
Lodge Administrative Committee (LAC)

SECTION III: DUTIES OF THE OPERATING COMMITTEES

Lodge Organizational Chart
Activities
Ceremonies
Ordeal
Conservation
Dance/Drum Team
Elangomat
Unit Elections/OA Reps
Membership
First Aid
Ways and Means
Brotherhood
Service
Finance
Commissary/Dining Hall
Neckerchief Award
Communications
Web-Tech
Promotions

SECTION IV: DUTIES OF SPECIAL STANDING COMMITTEES

Training
Conclave
NOAC
Nominating
Thunderbird Award
Vigil Honor
Special Committees

SECTION V: LEC OPERATING DUTIES ON A TIME CHART

SECTION VI: RESOURCES

Lodge Publication Consent Form

Vigil Honor Nomination Form

Officer Candidate Resume

Request for Payment form

Brotherhood Questionnaire

Credits

Membership Record