

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. Wagon 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.