

# **Wag-O-Shag Lodge, Order of the Arrow Potawatomi Area Council #651, BSA**

## **Standing Rules**

Revised June 2012

### **ARTICLE I. OFFICER DUTIES**

#### **SECTION ONE. LODGE CHIEF**

The Lodge Chief shall be responsible for calling, and informing all Lodge Executive Committee members of Lodge and Committee meetings. He shall plan and preside at each Lodge and Lodge Executive Committee meeting. He shall, along with the Lodge and Staff Advisers, develop and execute a Lodge Policy and Program that are in accordance with National Standard Regulations. He shall appoint all permanent and special committee chairmen with the advice of the elected officers and approval of the Lodge Adviser, and appoint all subcommittee chairmen approval of the committee adviser. He shall be an adviser to all Order of the Arrow committees, and he shall attend all possible committee meetings. He shall, if asked, serve as a member of the Boy Scout Committee and/or a member of the Council Executive Board. He shall conduct the affairs of the Lodge in a manner becoming the dignity of the high office he holds, and conducts himself in the best interest and welfare of all members. He shall act as the official representative of the Lodge at outside meetings. He shall be instrumental in the planning of the Lodge Program Calendar. He shall, along with the Lodge and Staff Advisers, supervise the renewal of the Charter, and working to complete the Journey to Excellence standards each year. The following subcommittees will be overseen and report to the Lodge Chief; Camp Promotions, Membership, and Vigil and Awards

#### **SECTION TWO. LODGE VICE-CHIEF**

The Vice-Chief shall assist the Lodge Chief and shall assume to act as Lodge Chief in his absence. . The following subcommittees will be overseen and report to the Lodge-Vice Chief; Activities, Ceremonies/Dance Team, and, Service

#### **SECTION THREE. SECRETARY**

The Lodge Secretary shall be responsible for the minutes of the Lodge, the interpretation of the rules and regulations, and general secretarial work for the Lodge Executive Committee, all communications and correspondences of the Lodge, and giving notice of all meetings of the Lodge and Lodge Executive Committee. He shall send a copy of these minutes to all Lodge Executive Committee Members, Advisers, and will also act as the Lodge Historian. . The following subcommittees will be overseen and report to the Secretary; Communications/Public Relations, Elections, and Training.

#### **SECTION FOUR. TREASURER**

The Lodge Treasurer shall be responsible for the collection, recording, and budgeting of all Lodge funds. He shall approve all Lodge and Chapter event budgets. After approval, he shall give the activity budget to the Lodge and Staff Advisers for approval. He shall collect all bills, and upon recording them, present

them to the Scout Office for payment. He shall make a report of all income, expenditures and final balances at all Lodge Executive Committee meetings and to the Lodge at general meetings. He shall give out, receive, approve and deny all vouchers from the Lodge Executive Committee. He shall do this with the help of the Lodge and Staff Advisers. He shall assist in the preparation of any budget to submit to the Lodge Executive Committee for each activity, and assist in making the financial report after its completion. He shall, along with the Lodge and Staff Advisers, assist in the preparation of the annual budget to submit to the Lodge Executive Committee which must approve it by the December Lodge Executive Committee Meeting. He shall take care of late registration. He shall be responsible for the ordering, inventory, and selling of all patches, neckerchiefs, books, etc. All funds will be kept in the Order of the Arrow account of the Potawatomi Area Council, Inc. All OA funds must be deposited at the Scout Office within five days after all OA functions.

All expenditures, Lodge or Chapter, shall be approved by the Lodge Treasurer.

## **ARTICLE II. SUBCOMMITTEE DUTIES**

Subcommittees are under the supervision of the Lodge Chief, Lodge-Vice Chief, or Secretary. The Lodge officer responsible for their subcommittees is responsible for filling the chairman position/s if vacant.

### **SECTION ONE. ACTIVITIES**

The primary responsibility of the Activities Subcommittee is to develop and coordinate all conferences, conclaves, lock-ins, banquets, and other activities that the lodge puts on or participates in.

This subcommittee reports directly to the Lodge-Vice Chief.

### **SECTION TWO. CAMP PROMOTIONS**

The Camp Promotions Subcommittee is responsible for promoting camping and the use of Camp Long Lake and Indian Mound Reservation (for Cub Camping), to all levels of Scouting in the council, maintaining the *Where to Go Camping* information on the website, and promoting that information. The subcommittee's responsibilities will run seasonally from December to June.

This subcommittee reports directly to the Lodge Chief.

### **SECTION THREE. CEREMONIES**

The Ceremonial Subcommittee shall be responsible for selecting and training members, dramatizing the Legend, and conducting the Call Out, Ordeal, Brotherhood and Vigil Honor Ceremonies at the times specified by the Lodge Executive Committee.

#### **DANCE TEAM**

The Dance Team, a subcommittee of the Ceremonies Committee, shall be charged with promoting the OA by offering a free program of Native American dancing to any group interested. The committee shall instruct new dancers in the art of both dancing and clothing.

The committee shall be responsible for representing the Lodge at any Sectional or National competitions. The committee is responsible for all dance regalia.

These subcommittees report directly to the Lodge-Vice Chief.

#### **SECTION FOUR. COMMUNICATIONS**

The Communications Subcommittee is responsible for promoting the Order of the Arrow and the Wag-O-Shag Lodge within the Council. It is responsible for producing flyers, registration forms, and other information needing to be submitted to the Lodge members. This subcommittee is also responsible for the Lodge newsletter.

The *Fox* is the official publication of Wag-O-Shag Lodge. This subcommittee shall collect information, type, layout, print (or have printed), and send out at least four issues per year according to the schedule and format set up by the Chairman and the Lodge Executive Committee. Every issue should contain at least: 1) a calendar and promotion of all coming events (Activities Chair); 2) a summary of all Lodge meetings and activities; 3) the names of all Committee Chairmen and the Advisers along with their phone numbers and e-mail addresses; 4) committee reports. This committee is responsible for maintaining the Lodge website.

This committee is also responsible for the coordination of the Troop/Team Representative program, the training of Troop/ Team representative, and the involvement of the OA within the troops and teams in the Council.

This subcommittee reports directly to the Secretary.

#### **SECTION FIVE. ELECTIONS**

The Elections Subcommittee is responsible for training all lodge elections teams, coordinating unit elections, maintaining election records and handling out-of-council call-out requests. The subcommittee's responsibilities will run seasonally from December to May.

This subcommittee reports directly to the Secretary.

#### **SECTION SIX. MEMBERSHIP**

The Membership Subcommittee is responsible for informing those candidates, whether present or absent from a call-out ceremony, of the date of the Fall Ordeal Ceremony. It shall then determine who did not attend the Fall Ordeal Ceremony and make sure that they are notified of the Spring Ordeal Ceremony and made aware that this is their last opportunity without being reelected. The Membership Subcommittee shall also notify new Ordeal members of their first opportunity to become Brotherhood members.

The Membership Subcommittee shall be responsible for Brotherhood testing, and *Jump Start* training at the Spring and Fall Conference.

This subcommittee reports directly to the Lodge Chief.

## **SECTION SEVEN. SERVICE**

The Service Subcommittee is responsible for all Lodge service projects, including all service work as part of conferences and Great Day of Service activities. The subcommittee is also responsible for the promotion of these projects. The subcommittee will insure that the service projects that are assigned to Ordeal candidates are of a significant and memorable nature.

Promotion of National Service opportunities such as Trail Crews, etc. are also a responsibility.

This subcommittee reports directly to the Lodge-Vice Chief.

## **SECTION EIGHT. TRAINING**

The Training Subcommittee is responsible for the training of all officers, subcommittee chairs, advisers, OA Troop Representatives and others. The subcommittee's responsibilities will run seasonally from August to February.

This subcommittee reports directly to the Secretary.

## **SECTION NINE. VIGIL AND AWARDS**

The Vigil and Awards Subcommittee shall review the records of all eligible Brotherhood Members. Recommending those qualified for the Vigil Honor in accordance with the most recent edition of the *Order of the Arrow Handbook*. The subcommittee shall be composed of all active Vigil Members, plus five Brotherhood and five Ordeal members under the age of 21 appointed by the Subcommittee Chairman and approved by the Key Three. None of the Brotherhood Members on the subcommittee shall be on the eligible list. Only members under 21 may make the final vote. The entire subcommittee shall choose names for each new Vigil Member. This Subcommittee shall conduct a Vigil Ceremony at the Lodge Spring Conference (and fall if needed) at Camp Long Lake according to the latest edition of the *Vigil Ceremony Handbook*. It is your job to see that frames are purchased before the Spring Conference for each new Vigil. The Lodge Executive Committee is responsible for the approval of recommendations set forth by the Vigil and Awards Subcommittee. The subcommittee's responsibilities will run seasonally from November to March, and conferences.

This subcommittee reports directly to the Lodge Chief.

## **ARTICLE III. CHAPTERS**

### **SECTION ONE. CHAPTER CHIEF**

The Chapter Chief shall call, and inform Chapter Officers and members of all Chapter Meetings (officer and general membership). He shall plan and preside at Chapter meetings. With the help of the elected chapter officers, he shall appoint permanent committee chairmen. He shall advise each committee and attend all possible committee meetings. He shall represent the Chapter at outside meetings. The Chapter Chief is the Chapter representative at all Lodge Executive Committee meetings.

## **SECTION TWO. CHAPTER VICE-CHIEF**

The Chapter Vice-Chief shall assist the Chapter Chief and shall assume the duties of the Chapter Chief in his absence. The Chapter Vice-Chief shall be responsible for the planning of chapter events. This shall include, securing of facilities, budgeting, scheduling, promoting for the chapter event. He shall also be in charge of camp promotion presentations in his chapter's area.

## **SECTION THREE. CHAPTER SECRETARY/TREASURER**

The Chapter Secretary/Treasurer shall be responsible for recording and keeping the minutes of the chapter, and general secretarial work for the Chapter Executive Committee. He shall be responsible for all communications and correspondences of the Chapter and giving notice of the Chapter and Chapter Executive Committee meetings. The Chapter Secretary/Treasurer shall also be responsible for chapter membership records.

## **SECTION FOUR. CHAPTER COMMITTEES**

Chapters should emulate the Lodge committee structure, with the chapter committee chair being an active member of that Lodge committee and attending Lodge committee meetings.

### **ARTICLE IV. SUMMER CHIEF**

The Summer Chief shall be a staff member of the Camp Long Lake Staff. He shall be directly responsible to the Lodge Chief and the Camp Director. Under the guidance of the Lodge Chief, he shall carry out a summer program that best exemplifies the purposes of the Order of the Arrow. He shall be responsible for the Call-out Ceremony, Lodge gatherings, OA service projects and any other duties assigned by the Lodge Chief and the Camp Director. The Summer Chief shall become a member of the Lodge Executive Committee serving for one year from the time he is hired until he is rehired or a new Summer Chief is appointed.

#### **Qualifications:**

Must be an Arrowmen in good standings, and must be between the ages of 15 and 21 the entire summer. His term shall end when the new summer chief is appointed or he turns 21 years of age.

#### **Selection of a Summer Chief:**

1. A camp staff application applying for the position must be turned into the scout office.
2. The Camp Director will then interview the applicant.
3. If accepted by the Camp Director as a worthy candidate for the position, then his application is forwarded to the Lodge Key 3 for approval.
4. Once approved by the Lodge Key 3 and Executive Committee, the applicant becomes the Summer Chief.

## ARTICLE V. ADVISERS

### SECTION ONE. STAFF ADVISER

The Council Scout Executive is the Supreme Chief of the Fire and Council Adviser to the Order of the Arrow. He/she may delegate any or all of his authority to a member of his staff. All matters concerning this Lodge are subject to his/her approval. He/she shall counsel directly with the Lodge Chief. He/she shall see that work of the Order of the Arrow and that of the Council is well coordinated. He/she shall be the person responsible for seeing that the work of the OA, which is to be done in the Scout Office, is properly submitted and is completed according to plans. He/she shall attend all Lodge functions, including Lodge Executive Committee meetings. He/she shall counsel with any OA member regarding OA functions. He/she shall be responsible for the maintenance of the standards of the Order of the Arrow as outlined by the most recent edition of the *Order of the Arrow Handbook*. He/she shall work closely with the Lodge Adviser in matters of policy and Lodge operations. He/she shall also act as adviser to the budgeting of all Lodge funds and Lodge expenditures.

1. He/she assumes responsibility for maintaining the OA Lodge in its proper place in the Council.
2. He/she keeps the Council Scout Executive (if he/she is not the Scout Executive) and the Administration well informed of Lodge's activities and projects.
3. He/she encourages a good relationship between the Lodge and the Scouter members of the Council. He/she interprets National Order of the Arrow changes and policies, keeping the Lodge up-to-date on new items.
4. He/she makes whatever arrangements are needed for the Lodge to use the Council Office for meetings, or for any of the equipment the Lodge (i.e., VCR, projectors, videos, or filmstrips) might need. If the Council Office is unavailable, he/she helps to find other suitable locations for meetings.
5. He/she works closely with the Lodge Treasurer to see that the Lodge records and funds are in proper order.

### SECTION TWO. LODGE ADVISER

The Lodge Adviser shall be a volunteer Scouter appointed by the Supreme Chief of the Fire. He/she shall assist the Supreme Chief of the Fire in the supervising of the policy and operation of the Lodge. He/she shall work directly with the Lodge Chief on all functions of the Order of the Arrow and consult with him on the planning of all Lodge meetings and Lodge Executive Committee meetings. He/she shall consult with the Lodge Chief on all appointments and dismissals of committees, both standing and temporary. He/she shall be the adviser for the activities for the Lodge calendar year.

1. He/she attends all Lodge meetings, ceremonies, and activities (more as an observer and guide, than as an active participant).
2. He/she attends Lodge Executive Committee meetings, and meetings of other committees, when necessary.
3. He/she serves as a consultant for the Lodge Chief and other key officers. He advises them in the plans for Lodge projects and activities. He keeps in contact with the Lodge Chief and frequently communicates with him.
4. He/she aims to develop desirable qualities of leadership among officers, committee chairmen, and other members.
5. He/she serves, if asked, as a member of the Boy Scout Committee.
6. He/she guides in the development of simple rules for Lodge operation where his/her years of experience and continued association with the Lodge can provide a valuable carry-over from one

- Lodge Administration to the next.
7. He/she guides the Lodge Executive Committee in setting goals for the upcoming Lodge calendar year at the Lodge Leadership Development Conference.
  8. He/she is particularly concerned with the spirit among the members of the Lodge, especially at Ordeal Ceremonies.
  9. He/she keeps close tabs on new OA policies and changes and incorporates them into the Lodge operation.
  10. He/she promotes attendance and participation at Sectional and National Conferences.
  11. He/she appoints all Chapter, Committee, Subcommittee, and Special Committee Advisers with advice and approval of the Staff Adviser, Lodge Chief and the respective committee chairman.
  12. He/she assists the Lodge Chief in the annual National re-chartering.
  13. He/she shall approve the appointment of all Chapter Advisers.
  14. He/she shall oversee the work of the Chapter Advisers.
  15. He/she is responsible for the training of all Lodge and Chapter Advisers

### **SECTION THREE. CHAPTER ADVISERS**

He/she shall oversee Chapter operations. He/she shall work directly with the Chapter officers on all Chapter functions and responsibilities. He/she is responsible to the Lodge Adviser.

### **SECTION FOUR. COMMITTEE ADVISERS**

Every standing, sub, and special committees, of the Lodge, shall have a volunteer adviser. He/she shall work closely with the committee chairman to assist him in carrying out his responsibilities. He/she understands that he/she advises and must work through his/her committee chairman to carry out the responsibilities of that committee. He/she shall assist the committee in recruiting people outside of Scouting with skills or knowledge, which might be needed to assist in any special project. He/she shall help the committee obtain the supplies that might be needed to carry out their function. He/she shall encourage the Committee Chairmen to recruit enough Arrowmen to do the job, and encourage the Committee Chairmen to delegate his responsibilities.

## **ARTICLE VI. LODGE/CHAPTER OFFICER ELECTIONS PROCEDURES**

### **SECTION ONE. LODGE ELECTIONS**

The procedure for officer elections shall be initiated by the Lodge Chief, or by his delegated chairman if he is a candidate, at the Fall Conference General Lodge Meeting. Elections shall begin with that of the Lodge Chief, then the Vice Chief, Secretary, and Treasurer. The procedure for each shall be as follows:

- Approval. Any Arrowman wishing to run for office must have the approval from the Lodge Adviser and/or the Lodge Staff Adviser by the time of the election.
- Nominations. Any Arrowman under the age of 21, except the Chief or his delegated chairman, may nominate any approved (see 1. Approval) person for an office. No Arrowman may nominate himself.
- Exception. The Arrowman nominated must be present to accept or decline the nomination. If he declines, the nomination is dropped for the remainder of the nominations period.

- Second. If the nomination is accepted, it must be seconded by any Arrowman under the age of 21, except the Lodge Chief or his delegated chairman, the nominee, and the nominator.
- Further Nominations. Further nominations follow the same procedure mentioned above. There is no maximum number of nominees per election.
- Closing Nominations. A motion may be made to close the nominations by any Arrowman under the age of 21, except the Election Chairman. It must then be seconded. After this, the Election Chairman asks for a majority voice approval, and, if favorable, the nominations for the office are officially closed.
- Platform. Each candidate shall have enough time to state his platform. There is no time limit.
- Questions and answer period. The Election Chairman shall open a question and answer period to the floor. Each candidate shall be allowed to answer every question from the floor. Questions may not be directed to individual candidates. Any Arrowman may ask questions, except the nominees of each other. Closing of the question and answer period and seconding the motion may be initiated by any two Arrowmen under the age of 21, except the Election Chairman and the nominees.
- Voting. Lodge and Chapter officers shall be elected by secret ballot. If only one member is running for an office, it can be done by a show of hands.
- Election. A simple majority of the votes cast is needed to win. If no candidate receives a majority vote, the nominee receiving the least number of votes, if more than two are running, is dropped and another vote is taken. This will continue until a nominee receives a majority vote. The Election Chairman will vote by giving his ballot to the adult counting the ballots and his ballot will only be counted if there is a tie vote. At any time between the casting of ballots, another question and answer period may occur. This is optional, depending on Lodge membership approval. Remember, only Arrowmen under the age of 21 at the time of the election may vote.
- Results. Election results shall be announced immediately.

## **SECTION TWO. CHAPTER ELECTIONS**

Chapter elections shall take place at the first Chapter meeting after the Lodge election.

## **ARTICLE VII. RESIGNATION**

### **SECTION ONE**

If the Lodge Chief wishes to resign his position for any reason, he must submit a letter of resignation to the Council Executive, Lodge Adviser, Lodge Staff Adviser, and the Lodge Executive Committee at least one month in advance.

### **SECTION TWO**

If an officer/chairman (with the exception of the Lodge Chief) wishes to resign from his position for any reason, he must do the following:

1. Submit a letter of resignation to the Lodge Executive Committee two weeks in advance.
2. Submit at least two names of possible replacements to the Lodge/Chapter Chief.
3. Finish any immediate business the Lodge/Chapter Chief requests.



## **ARTICLE VIII. FINANCE**

### **SECTION ONE**

Dues for Lodge membership shall be collected by the Lodge-Treasurer and deposited in the Order of the Arrow account according to Council procedure.

### **SECTION TWO**

There shall be an induction fee set by the Lodge Executive Committee for each Ordeal. This fee shall cover dues and such items necessary to complete Ordeal membership.

### **SECTION THREE**

An annual Lodge budget for the calendar year will be prepared by the Finance Committee for approval of the Lodge Executive Committee before December 1. All expenses covered on the approved budget may be paid without further Lodge Executive Committee approval. Committee members must gain approval of the Lodge Executive Committee before incurring expenses not covered in the budget.

### **SECTION FOUR**

All payments must be approved by the Lodge Treasurer before the council makes payment.

## **ARTICLE IX. INSIGNIA AND SERVICE AWARD**

### **SECTION ONE**

- A. The insignia shall be as stated in the latest edition of The Order of the Arrow Handbook.
- B. The totem of Wag-O-Shag Lodge 280 shall be the head of a fox, shall fit the design as set by the Lodge Executive Committee, and shall be worn as any bolo tie would be.

### **SECTION TWO**

A member of Wag-O-Shag Lodge may buy any amount of Lodge pocket flaps at any of the Lodge meetings. No patches may be traded or sold to any nonmembers of the Order of the Arrow.

### **SECTION THREE**

Service Awards shall be presented each year. The Awards will be presented to any member under the age of 21 who has met the requirements and deadlines set by the Lodge Executive Committee for that year's award.

### **SECTION FOUR**

Fox Awards shall be presented at the Winter Banquet each year. The Award will be presented to any member who has satisfied the requirements for the award and been approved by the Vigil and Awards Committee.

## **ARTICLE X. UNIT ELECTIONS AND INDUCTIONS**

### **SECTION ONE**

All Unit Elections must be cleared through the Lodge Elections Committee.

### **SECTION TWO**

All unit elections will take place between January 1<sup>st</sup> and April 30<sup>th</sup> of the year. Any exception must be approved by the Lodge Election Committee.

### **SECTION THREE**

At least two trained youth Arrowmen and one adult Arrowman who are not affiliated with the unit in which the unit election is taking place, must conduct all unit elections.

### **SECTION FOUR**

All adult nominations must be received at the Council Service Center by May 1 of the year to be considered for membership.

### **SECTION FIVE**

At least two Ordeal Ceremonies shall be held each operating year.

## **ARTICLE XI. TRAINING**

A Lodge Leadership Development Conference shall be conducted for the entire Lodge Executive Committee by the Lodge and Staff Advisers in cooperation with the outgoing and incoming Lodge Chiefs. The meeting shall be held between the time of the elections and the installation of the new officers. All Lodge Officers and Committee must attend this training prior to assuming their position.

## **SECTION XII. AMENDMENT**

The Standing Rules of Wag-O-Shag Lodge shall be subject to change at any regular meeting of the Lodge Executive Committee. Proposals are to be given to the Key Three at least ten days prior to a meeting. The proposals are to be read at the next meeting and the following meeting. A vote is to be taken at the second meeting, a 2/3 vote of the quorum present will, if favorable, amend these procedures.