

Waupecan Lodge
Order of the Arrow
Rainbow Council, Inc.
Lodge Governing Procedures

Lodge Rules

1. Name and Affiliation of the Lodge
2. Requirements and Procedures for Election of Members
3. Officers
4. Lodge Meetings
5. Dues
6. Brotherhood Membership
7. Vigil Honor
8. Lodge Insignia and Awards
9. Administration and Operation
10. Amendments

1. Name and Affiliation of the Lodge

- A. The Lodge shall be known as Waupecan Lodge, Rainbow Council, Inc., Council Number 702, Boy Scouts of America and shall be under the supervision of the council camping committee or Boy Scout committee and the administrative authority of the Scout Executive.

2. Requirements and Procedures for Election of Members

- A. The requirements for membership in the Lodge shall be found in the latest addition of the Order of the Arrow Handbook, National Bulletin, or National Policy Statement.
- B. Unit Elections shall be held in accordance to the procedure outlined in the Order of the Arrow Handbook
- C. The Call Out Ceremony shall be conducted in accordance with National Policy
- D. The candidates will receive written notification of when to appear for the Ordeal.
- E. Procedures for the Ordeal shall be stated in the latest edition of the Order of the Arrow Handbook and the Ordeal Ceremonies book.

3. Lodge Officers

- A. The officers of this Lodge are as follows: Lodge Chief, Vice-Chief of Program, Vice-Chief of Inductions, Secretary, and Treasurer.
- B. The officers of the lodge shall be elected at the September Meeting. They shall be inducted at the September Meeting and ceremonially at the following Winter Meeting.

The officers from the past year will be required to attend the next Lodge Executive Committee Meeting to give a closing report and assist with the transition to new officers.

- C. The Lodge Chief shall appoint the Chairman of Lodge Operating Committees, with the approval of the Lodge Adviser and the Scout Executive, or his designee.
- D. The Scout Executive shall appoint the Lodge Adviser annually.
- E. All adult Advisers shall be appointed by the Lodge Adviser in consultation with the Lodge Chief and the Scout Executive, or his designee.
- F. The Lodge Chief, in conjunction with his Adviser, may appoint such operating committees as may be needed and shall require the approval of the Lodge Executive Committee.
- G. The Lodge Executive Committee shall be composed of the 5 Lodge Officers, the immediate past Lodge Chief, the Lodge Operating, Ad Hoc, and special division committee chairman, their advisors, the Lodge Adviser, the Associate Lodge Advisers, and the Scout Executive, or his designee.
- H. All Lodge Officers and committee chairmen must be under the age of 21 their entire term of office.
- I. If an elected officer becomes incapacitated or unable to execute the duties 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 Vice-Chief of Program shall succeed the Lodge Chief if he is unable to serve.

4. Lodge Meetings

- A. The Lodge shall hold the following meetings: Fall Fellowship, Spring Fellowship, and the Winter Banquet.
- B. The Executive Committee of this Lodge shall meet monthly to conduct the day-to-day business of the Lodge.
- C. Special Meetings of the Executive Committee or the General Lodge membership may be called at the discretion of the Lodge Chief with the approval of the Lodge Adviser and the Scout Executive, or his designee.
- D. Business meetings of the Lodge general membership shall be held at each of the three Lodge meetings.
- E. Members over the age of 21 shall have no vote at any meeting of the Lodge.

5. Dues

- A. Any new member shall pay the current induction fee at the time of his Ordeal and shall receive:
 - Membership card
 - Ordeal sash
 - Food
 - Current year's dues
 - Handbook

- Lodge Flap
- Lodge Handbook
- B. Dues shall be set by the Executive Committee. Dues must be paid between January 1st and January 31st each year. Failure to do so shall result in a member being placed in the inactive status.
- C. All Waupecan Lodge funds shall be handled through the Rainbow Council and shall be subject to the normal accounting procedures used by the council. The council upon receipt of approved vouchers will pay all bills.
- D. The Lodge shall develop an annual budget.

6. Brotherhood Membership

- A. Requirements for Brotherhood membership shall be found in the latest edition of the Order of the Arrow Handbook, National Bulletin, or National Policy Statement.
- B. The candidates shall pay the current sash fee prior to the ceremony.

7. Vigil Honor

- A. Requirements for the Vigil Honor shall be found in the latest edition of the Order of the Arrow Handbook, National Bulletin, or National Policy Statement.
- B. The Procedure for selection of Vigil Honor Candidates shall be found in the Manual of Administration

8. Lodge Insignia and Awards

- A. The totem of the lodge shall be a red arrowhead on a white shield
- B. The Vigil Totem shall be a wooden triangle with 3 arrows
- C. Lodge totems shall be worn accordingly.

9. Administration and Operation

- A. The current edition of the Manual of Administration of Waupecan Lodge shall be the guide for Lodge Administration and Operation
- B. Changes to the MOA shall be made from time to time. A committee will be appointed by the Lodge Chief with the approval of the Lodge Adviser to make those changes.
- C. Changes must be approved by a majority vote of the Lodge Executive Committee.
- D. The Executive Committee may refer changes to the general membership.
- E. Nothing in these rules or in the MOA shall conflict with the OA handbook, National Bulletin, or National Policy Statement.
- F. All meetings shall operate under the guidelines in *Robert's Rules of Order*

10. Amendments

- A. These rules shall be subject to amendment at any regular or special meeting of the general membership.
- B. Proposed amendments must be submitted in writing and read at an executive committee meeting or Lodge business meeting for first approval.
- C. After approval, amendments are submitted to the Scout Executive for approval
- D. If approved by the Scout Executive, due notice shall be sent to all active members at least ten days prior to the Lodge meeting at which the vote will be taken. A majority of members present shall be required for adoption of the amendments.