

# *Wa-La-Moot-Kin Lodge #336*



## LODGE STANDING RULES

**BLUE MOUNTAIN COUNCIL, BSA  
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# INTRODUCTION

*This edition of the Wa-La-Moot-Kin Lodge Standing Rules is based on the 1997 revision of the 1989 edition. This revision was completed in August of 2002 due changes in Lodge structure and changes in National policies thus requiring a review of Lodge Standing Rules.*

*This revision is in compliance in the Wa-La-Moot-Kin Lodge Strategic Plan (1997 edition) and the Wa-La-Moot-Kin Lodge Bylaws (1999 revision). This revision was written by Andy Clark. Lodge Chief.*

*Members of the executive committee are asked to familiarize themselves with these rules and to be governed by them when taking part in official lodge business.*

## LODGE RULES

### SECTION I

#### NAME AND AFFILIATION OF LODGE

1. The name of this lodge in the Order of the Arrow shall be Wa-La-Moot-Kin, W.W.W.,
2. The number of the mentioned lodge shall be 336.
3. The lodge shall be affiliated with Blue Mountain Council, BSA, and shall be under the supervision of the council camping committee and the administrative authority of the Scout Executive. All policies of the National Order of the Arrow committee and the National Boy Scout Committee will be adhered to.
4. The totem of this lodge shall be the Mountain Sheep.

### SECTION II

#### ELECTION TO MEMBERSHIP

1. The requirements for membership in this lodge are as stated in the current printing of the *Order of the Arrow Handbook*.
2. Procedure for the Ordeal shall be as stated in the *Order of the Arrow Handbook*, *Order of the Arrow Guide for Officers and Advisers*, and the *Administration Guide for the Ordeal*.
3. Election procedures shall be approved by the lodge executive committee, in accordance with the policies set by the National Order of the Arrow committee. The lodge key three holds discretion on validity of elections and election team members.

## **SECTION III**

### **OFFICERS**

1. The elected officers of this lodge shall be Lodge Chief, Lodge Vice Chief of Administration, Lodge Vice Chief of Program, Lodge Secretary, and Lodge Treasurer. All officers must be under the age of 21 during the entire term of office.
2. Lodge officers shall be elected and installed at the Spring Ordeal.
3. The executive committee shall be composed of the elected lodge officers, immediate past Lodge Chief, Chapter Chiefs, lodge operating committee chairmen, Lodge Adviser, camping committee member, Scout Executive, Lodge Staff Adviser, and Chapter Chiefs and Adviser.
4. The meetings of the executive committee shall be held at every lodge event, as well as bimonthly in between events. The meetings are open to any member of the Lodge.
5. The voting members of the executive committee of this lodge shall include the elected Lodge Officers and Chapter Chiefs, as well as the immediate past Lodge Chief in the event of a tie.
6. The executive committee is the official policy-making body of the lodge. All motions must be approved by a majority of voting members, with the exception of specific issues noted later in these rules which require a two-thirds super-majority approval of the present quorum. A quorum of voting members must be present for any meeting to be official.
7. No member of the executive committee will hold multiple positions.
8. If a vacancy arises in any position except Lodge Chief, the vacancy may be filled at the discretion of the Lodge Key Three with the approval of the executive committee. A vacancy of the Lodge Chief position shall be filled at the discretion of the Lodge Adviser and Lodge Staff Adviser with the approval of the executive committee.
9. Any position not filled on the executive committee shall be considered an abstention in all voting matters until the time the position is filled.

## **SECTION IV**

### **OFFICER ELECTIONS**

1. Candidates for the elected offices of the Lodge and Chapter shall be approved for nomination by the Lodge Key Three and chapter advisor when appropriate.
2. Candidates must have a Brotherhood membership.
3. All candidates shall be made aware that election or appointment into office carries a commitment of attending a Lodge Leadership Development Conference, all lodge events, and all executive committee meetings.
4. Candidates for elected lodge offices must be nominated by a youth member of the lodge.

5. Candidate speeches will be limited to one speech per office, delivered by the candidate or by his appointed spokesman. In no manner shall speeches be a prerequisite for election.
6. All candidates not elected may be retained on the ballot for election to other offices only upon voice approval of the candidate.
7. A voting member of the lodge shall be defined as any Arrowman under the age of 21, who has paid dues for the current year. For the Chapter Chief positions, voting members are any Arrowman under the age of 21 who reside in the respective chapter, and have current dues paid in the lodge.
8. Election to office requires a simple majority vote of the voting members present at the election. A tie vote will be broken by a second ballot with the deciding vote being cast by the moderator of the election, if necessary.
9. The moderator of the election shall be the Lodge Chief. In the case that the Lodge Chief is a candidate in the election, the immediate past Lodge Chief or his appointee shall act as moderator.
10. Lodge Committee Chairmen shall be appointed annually by the Lodge Key Three and approved by the Lodge Executive Committee.
11. The Lodge Key Three reserves the right to create additional Chairmen positions as need arises with the approval of the Lodge Executive Committee.

## **SECTION V**

### **LODGE ACTIVITIES**

1. There will be a minimum of four annual major activities scheduled for the general membership of the lodge. In most cases they shall include, but not be limited to:
  - Ordeal
  - Service Weekend
  - Section Conclave
  - Winter Fellowship or Lodge Banquet
  - Lodge Leadership Development Conference
2. The Lodge Chief may call for more than one service weekend at the direction of the executive committee. Such events may be open events at the discretion of the executive committee.

## **SECTION VI**

### **CHAPTERS**

1. The use of chapters should fit in with the ideals and goals set forth in the Lodge Strategic Plan.

2. The elected officers of the chapter shall be Chapter Chief, Chapter Vice Chief(s), and Chapter Secretary/Treasurer. All officers must be under 21 years of age during the entire term of office.
3. Chapter Vice Chief positions include Vice Chief of Administration, and Vice Chief of Program.
4. The Chapter Chief shall appoint a Unit Representative Chairman annually.
5. Chapter Chiefs shall be elected and installed at a time following the election of the Lodge Chief within 60 days.
6. Chapters, states, cities, or other localities within in the Lodge may hold activities such as service projects, ceremonies, social events, and business meetings upon approval of the Lodge Key Three.
7. Chapters shall receive a yearly printing of the Chapter Assistance Program booklet if there are changes for the last distribution. In the event that the booklet is not updated in the year, copies will be made available only by request. Chapters shall receive a copy of the booklet excluding appendices. Appendices will be made available on the Lodge's website, and made obtainable for print when the cost is subsidized by the requesting party.

## **SECTION VII**

### **DUES**

1. Dues of the lodge shall be collected annually in the amount of \$10 in June and be good until the 31<sup>st</sup> of the following May.
2. Dues collected past June 1 will be counted good only until the following May 31<sup>st</sup> even in the event that the aforesated period is less than a full year.
3. Fees for new candidates and all event fees shall be set by the executive committee.
4. There will be no chapter, city, state, or other dues.
5. Arrowmen are inactive when their dues expire, however, they will be kept on the inactive roster for an additional year. Inactive members must pay current dues before attending a lodge event, and inactive members are not eligible for Vigil Honor nomination.

## **SECTION VIII**

### **BROTHERHOOD MEMBERSHIP**

Completion of Brotherhood membership shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook*.

## **SECTION IX**

### **VIGIL HONOR**

Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook*. The lodge will defray the cost of the sash and a Vigil breakfast for each vigil candidate. These costs shall be budgeted annually and printed in the yearly budget prepared by the Lodge Treasurer.

## **SECTION X**

### **FOUNDERS' AWARD**

All active recipients of the Founders' Award will serve as members of the Founders' Award Committee for the purpose of selecting candidates for this award. The cost of this award shall be budgeted annually.

## **SECTION XI**

### **PUBLICATIONS**

1. The lodge shall publish a newsletter on a quarterly basis, preceding the four major events. This newsletter will be mailed to all members on the active roster. Complimentary mailings may be made upon discretion on the Lodge Chief.
2. The editor of the newsletter shall be appointed by the Lodge Key Three and work under the direction of the Lodge Secretary.
3. The lodge shall publish a *Lodge Plan Book* on an annual basis to be distributed, at a minimum, to all members of the executive committee.
4. The lodge shall assemble and publish a *Where-to-Go-Camping* booklet on an annual basis. The Lodge Vice Chief of Administration shall be responsible for this.

## **SECTION XII**

### **TRANSFER MEMBERSHIP**

1. The lodge shall welcome and accept any transfer member upon presentation of their last membership card from their previous lodge and payment of their dues for the current collection period.
2. Under unusual circumstances, the Lodge Key Three may use their discretion toward the acceptance of transfer membership.

## **SECTION XIII**

### **LODGE EMBLEMS**

1. Lodge flaps or neckerchiefs shall be made available at all lodge events. They also may be made available at the Council Service Center upon approval of the Lodge Key Three. The price of all emblems shall be set by the executive committee.
2. Changes in the official lodge pocket flap design shall be made only after approval of two-thirds of the voting members of the lodge executive committee and the lodge staff adviser.
3. The issue of commemorative lodge flaps, or other OA merchandise shall be allowed only after the approval of a simple majority of the voting members of the lodge executive committee and the staff adviser.
4. Official lodge flaps will have the lodge name, number, and totem, as well as an arrow and a flour-de-lee.

## **SECTION XIV**

### **FINANCES**

1. All Order of the Arrow funds shall be handled through the Council Service Center and go through all normal council accounting procedures.
2. An annual budget shall be prepared by the Lodge Treasurer and ratified by the executive committee with a super majority vote.

## **SECTION XV**

### **VOTING**

Adult Scouters, age 21 or older, do not have a vote in matters of OA business.

## **SECTION XVI**

### **AMENDMENT TO THE RULES**

1. These rules shall be subject to amendment at any executive committee meeting provided that a quorum is in attendance and that the proposed change has been reviewed at least one month in advance by the Lodge Executive Committee. A two-thirds super majority vote is required for approval.
2. The *Lodge Standing Rules*, calendar of events, budget, and strategic plan shall be reviewed on an annual basis by the Lodge Key Three and approved by the executive committee

3. It shall be the discretion of the Lodge Key Three and executive committee to continue the use of the Chapter system. As of the printing of this document in 2002, a three year installation period was established to reinstate the Chapter system. In the event of a need to revisit this program, the above articles regarding the term Chapter and Chapter Chief shall be substituted with a State Vice-Chief position, which will sit on the Lodge Executive Committee.