

# WAHUNSENAKAH LODGE RULES

## I. MISSION

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.

## II. NAME AND AFFILIATION OF THE LODGE

- A. The lodge shall be known as: Wahunsenakah Lodge, Colonial Virginia Council No. 595, Boy Scouts of America, and shall be under the supervision of the council camping committee and the administrative authority of the Scout Executive.
- B. The lodge name is derived from the proper name of Chief Powhatan, Wahunsenacawh.

## III. GENERAL

- A. The lodge will follow the rules, policies and procedures of the Boy Scouts of America (BSA), Order of the Arrow (OA), and Colonial Virginia Council (council).
- B. In any case of conflict between these rules and the rules, policies and procedures of the BSA, OA, or council, the rules, policies and procedures of the BSA, OA, or council shall prevail.
- C. The council Scout Executive serves as the Supreme Chief of the Fire of the lodge and may direct any change at any time to ensure that the lodge complies with the rules, policies and procedures of the BSA, OA, and council as well as to protect the health, safety and general welfare of the members of the lodge and the council.
- D. The Supreme Chief of the Fire shall select and appoint the lodge Adviser and the lodge Staff Adviser.

## IV. MEMBERSHIP

- A. The requirements for membership in this lodge are as stated in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
- B. The procedure for the Ordeal shall be as stated in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide to Inductions*.
- C. Any individual who has been properly selected and inducted into the OA, maintains a registration in the council, and is current in the payment of lodge dues, shall be a member in good standing of the lodge.
- D. Arrowmen under the age of 21 who are primarily registered with a unit in this council and whose dues are currently paid in this lodge may vote in matters of lodge business shall be voting members of the lodge.
- E. Any member who fails to maintain a registration in the council or be current in the payment of lodge dues shall be an inactive member of the lodge.

## V. OFFICERS

- A. The officers of this lodge shall be the lodge Chief, First Vice Chief, Second Vice Chief – Administration, Second Vice Chief – Program, lodge Secretary, and lodge Treasurer.
- B. Lodge officers shall be voting members of the lodge for the duration of their term.

- C. Terms of office shall be approximately one year and run from installation until a successor has been installed.
- D. Each lodge officer shall have an adviser who shall be appointed by the lodge Adviser in consultation with the lodge Staff Adviser and lodge Chief.

VI. BROTHERHOOD MEMBERSHIP

Completion of Brotherhood membership shall be in accordance with the current printing of the *Order of the Arrow Handbook* and the *Guide for Officers and Advisers*.

VII. THE 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* and the *Guide for Officers and Advisers*.

VIII. OPERATING COMMITTEES

- A. The lodge operating committees are American Indian Affairs, Camping Promotions, Ceremonies, Elangomat, Engraving, Insignia Design, Kitchen, Nimat, Outreach, Service, Trading Post, and Unit Elections.
- B. The lodge Chief shall appoint a chair of each of the lodge operating committees. The term of appointment shall correspond to the term of office of the lodge Chief.
- C. Each lodge operating committee shall have an adviser who shall be appointed by the lodge Adviser in consultation with the lodge Staff Adviser and lodge Chief.
- D. The Second Vice Chief—Administration shall oversee the operation of the Engraving, Insignia Design, Kitchen, Outreach, Trading Post, and Unit Elections lodge operating committees
- E. The Second Vice Chief—Program shall oversee the operation of the American Indian Affairs, Camping Promotions, Ceremonies, Elangomat, Nimat, and Service lodge operating committees.

IX. CHAPTERS

- A. The lodge shall be organized into chapters. Chapter boundaries shall follow the district boundaries of the council unless the Supreme Chief of the Fire determines otherwise.
- B. Chapter officers shall include chapter Chief, chapter Vice Chief and chapter Secretary/Treasurer, each of whom shall be elected from among the voting members of the chapter present at the lodge annual elections.
- C. Each chapter shall have an adviser who shall be appointed by the lodge Adviser in consultation with the lodge Staff Adviser and lodge Chief.
- D. Chapters shall select their own name and shall conduct internal business in the manner deemed most appropriate by the voting members of the chapter.
- E. Chapter operations may be suspended by the Supreme Chief of the Fire at any time if such suspension is deemed in the best interests of the lodge or the council.

X. LODGE EXECUTIVE COMMITTEE

- A. The Lodge Executive Committee (LEC) shall consist of the elected lodge officers, immediate past lodge Chief, lodge operating committee chairmen, lodge Adviser, one member of the council

camping or program committee if appointed by the Scout Executive, chapter Chiefs, chapter Advisers, Scout Executive, and lodge Staff Adviser.

- B. A quorum of the LEC shall consist of those members present and voting.
- C. The LEC shall be empowered to make or delegate all decisions for the lodge with the exception of electing officers and approving or amending the Lodge Rules.
- D. Any member of the LEC who misses 3 consecutive LEC meetings, or misses more than two events in their term of office with other than an excused absence from the lodge Chief, will be deemed to have resigned and will be replaced in the manner that vacancies in that position are otherwise filled.

#### XI. STANDING & SPECIAL COMMITTEES

- A. The lodge standing committees are chaired by the designated lodge officer as a part of the duties of that position, and consist of Finance (Treasurer), History (Secretary), Training (First Vice Chief), and Vigil (lodge Chief unless a chairman is appointed).
- B. The lodge Chief may appoint special committees from time-to-time as deemed necessary to the operation of the lodge or to implement programs of emphasis.

#### XII. EVENTS & MEETINGS

- A. The lodge shall schedule at least three (3) service and induction weekends (Ordeals) each year, one (1) in the winter, one (1) in the spring and one (1) in the summer, at which duly qualified candidates may be inducted as new members.
- B. The lodge shall schedule at least one (1) fellowship annually.
- C. The lodge shall schedule one (1) banquet annually near the end of the year to recognize individual and group achievement.
- D. The lodge shall schedule at least one (1) leadership development event annually.
- E. Lodge events are defined by the LEC.
- F. Any lodge event may be designated a lodge General Meeting.
- G. The LEC shall conduct at least six (6) meetings annually between lodge events.
- H. All regular lodge events and LEC meetings shall be incorporated into and published with the annual schedule of the council.
- I. A called meeting of the LEC may occur with no less than six (6) days written notice to all LEC members. Such a meeting may be called by the lodge Chief or by petition of any six (6) members of the LEC.

#### XIII. ELECTIONS

- A. Lodge elections shall occur annually, generally at the Spring Service Weekend. New officers shall be elected prior to the Ordeal Induction Ceremony and shall be installed at the next lodge business meeting.
- B. Nominations for lodge office shall be made by chapter to the elected LEC approximately 30 days or more before the date of the election.

- C. Nominations, other than those of the LEC, may be made from the floor at the time of the election provided the nomination is made by a voting member of the lodge and the nomination is supported by a petition signed by at least twenty-five (25) voting members of the lodge.
- D. Balloting occurs by chapter with each chapter represented by at least one youth member casting ten (10) votes for each lodge office on all ballots.
  - 1. The chapter Chief, or his designated representative, must cast the ten (10) votes in proportion to a secret ballot of the chapter members present (in whole votes, not fractions).
  - 2. The election official, has final authority to determine any questions about whether a chapter is officially being represented; such judgments shall be based on the known facts at the time, such as written or verbal certifications by the chapter Chief, chapter Adviser, or chapter Staff Adviser (if one) of the chapter in question.
  - 3. In no case shall any individuals other than voting members of the lodge vote or cast ballots in an election.
- E. A nominee must receive a majority (one vote more than 50 %) of the votes cast on a given ballot to be elected (abstentions do not count as votes cast).
- F. Where a majority is not achieved, the nominee receiving the least number of votes is dropped and another ballot is taken; should more than one (1) nominee be tied for the least number votes, all are dropped from the subsequent ballot.
- G. This procedure continues until one (1) nominee achieves a majority and is declared elected, or until two (2) ballots in succession result in tie votes and the balloting is declared deadlocked.
- H. When balloting is declared deadlocked and the voting members declare they will take one more ballot, it will be taken to break the tie; each chapter chief shall only be able to cast one (1) vote. If another tie results the election shall be determined by the process outlined in the *Field Operations Guide* for ultimate tie breaker by elections officials.

#### XIV. VACANCIES

- A. In the event that the office of lodge Chief is vacated, the First Vice Chief shall succeed to that position immediately and shall complete the elected term of office.
- B. All other vacancies in lodge offices shall be filled by appointment of the lodge Chief with the advice and consent of the LEC and shall complete the elected term of office.
- C. In the event that the office of chapter Chief is vacated, the chapter Vice Chief shall succeed to that position immediately and shall complete the elected term of office.
- D. All other vacancies in chapter offices shall be filled by appointment of the chapter Chief with the advice of the chapter Adviser and shall complete the elected term of office.

#### XV. FINANCES

- A. An annual budget shall be developed by the Finance Committee and adopted by the LEC.
- B. Annual dues, induction fees, and event fees, including late fees for each as appropriate, shall be established as a part of the budget process to the extent possible.

- C. The induction fee shall include covering all costs associated with the induction, the items received by a new member at the time of induction, annual dues for the year and the costs of the first year Arrowman program of the lodge.
- D. Annual dues are payable on or before 30 November of the prior year with a late fee applied thereafter. Dues may be prepaid for the following year.
- E. Late fees are not assessed on members transferring into the lodge.
- F. One dollar (\$1) from member annual dues paid on or before 30 November of any year is credited to the chapter to which the member belongs.
- G. An inactive member of the lodge may regain active membership by paying the current year dues plus one (1) year's back dues. The requirement to pay the back dues may be waived by the LEC.
- H. Chapters may conduct fund-raising efforts in addition to the per capita funds received from annual dues. Such fund raising efforts must be approved by the lodge Chief, lodge Adviser and council Finance Committee through the submission of a Lodge Money Earning Application.
- I. The E. Bailey Tudder Camp Fund shall be funded from the proceeds of patch auctions and other sources approved by the LEC conducted at lodge events up to the specific amount voted on by the LEC. All other proceeds of lodge transferred patches in patch auctions shall go to where the LEC votes; expenditures from the fund are limited to camperships and may be authorized by the lodge Chief and lodge Adviser with the concurrence of the lodge Staff Adviser.
- J. All OA funds shall be handled through the council service center and go through all normal Council accounting procedures.
  - 1. Non-budgeted lodge and chapter expenditures must receive prior approval from the LEC.
  - 2. Single item non-budgeted expenditures of up to \$300 may be authorized by the lodge Chief, lodge Adviser or lodge Staff Adviser.

XVI. TOTEM & INSIGNIA

- A. The totem of this lodge shall be a Duck.
- B. The official lodge service flap patch (service flap) shall be fully embroidered with the finished edge of the following design specification:
  - 1. Lettering: *WAHUNSENAKAH* in red at the right top; *333* in red at the right immediately below the lodge name; *WWW* in purple centered at the bottom.
  - 2. Light blue water with darker blue and purple highlights, brown reeds and green marsh, with single fleur-de-lei stitched in the same blue as the water and located in the water on the left.
  - 3. Male (to the left) and female (to the right) mallard ducks taking off from the marsh centered on the flap patch.
  - 4. One red arrow through the 333 pointing left.
- C. Any intentional change in the design of the service flap may only occur as an amendment of these rules in full accord with the procedures required of amendments.

- D. All newly-inducted members shall receive one (1) service flap as part of the induction fee.
- E. All members transferring into the Lodge for the first time may purchase one (1) service flap.
- F. A member may purchase one (1) additional service flap for each seven (7) hours of cheerful service he or she accomplishes for the lodge.
  - 1. All such work must be done at an official lodge function and recorded on the designated form.
  - 2. Attending meetings of the lodge, chapter or of any committee does not qualify as cheerful service for the purpose of being eligible to purchase a service flap.
  - 3. No service flaps will be sold for any purpose without the corresponding service hours.
- G. When deemed appropriate, the LEC, by simple majority vote of those present and voting, may approve the issuance of a limited edition lodge flap patch.
- H. Inactive members of the lodge are not authorized to wear any lodge flap patch as part of their official uniform.
- I. The design and purchase of any patch or other item which contains the lodge or a chapter name, or makes reference to the same or the OA in general, must receive prior approval from the LEC.
- J. The acquisition of any item by the lodge or a chapter must comply with applicable trademark and licensing requirements of the BSA.

#### XVII. AMENDMENTS

- A. Amendments are made in the following manner:
  - 1. The proposed amendment shall be submitted to the LEC for discussion.
  - 2. Upon approval by a simple majority vote of the LEC, the proposed amendment shall be submitted to the lodge membership at least thirty (30) days prior to a called or regularly scheduled meeting of the lodge.
  - 3. During discussion by the lodge membership, only minor amendments that make no substantive change (e.g.: correcting spelling, punctuation or grammar) to the proposed amendment may be considered.
  - 4. After discussion by the lodge membership, the proposed amendment may be ratified by a two-thirds majority vote of the voting lodge members present at the meeting.
  - 5. Ratified amendments become effective immediately upon approval of the membership.