

RULES OF WAUNA LA-MON'TAY LODGE, ORDER OF THE ARROW, W.W.W.

Approved 2015

- Ratified by a vote of the memberships of Cole Snass Lamatai Lodge #259 and Skyloo Lodge #442, February 27, 1994
- Amended by a vote of the Membership of Wauna La-Mon'tay Lodge #442, April 4, 2001
- Amended by a vote of the Membership of Wauna La-Mon'tay Lodge #442, September 22, 2001
- Amended by a vote of the Membership of Wauna La-Mon'tay Lodge #442, September 4, 2002
- Amended by a vote of the Membership of Wauna La-Mon'tay Lodge #442, April 7, 2004 (Section I.D.3.b and c)
- Amended by a vote of the Membership of Wauna La-Mon'tay Lodge #442, October 4, 2006
- Amended by a vote of the Membership of Wauna La-Mon'tay Lodge #442, June 2011
- Amended by a vote of the Membership of Wauna La-Mon'tay Lodge #442, February 2015

I. MISSION, NAME, AFFILIATION, AND SYMBOLS OF THE LODGE

- A. * The mission of this lodge is to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the council through positive youth leadership under the guidance of selected capable adults.
- B. * The lodge shall be known as Wauna La-Mon'tay Lodge (which means "The Great Columbia River that flows from the Mountains"), Cascade Pacific Council No. 492, Boy Scouts of America, and shall be under the supervision of the Council Camping and Properties Committee and the administrative authority of the Scout executive.
- C. The Lodge totem shall be the Bear.
1. The Lodge shall use an associated logo representative of the totem, in a Northwest Native American design, and recognized as a symbol of the Lodge.
 2. A Style Guide will be maintained as a separate document and will provide proper procedure for use of the Logo.
 3. Any use of the Lodge Logo not outlined in the Style Guide, must be approved by the Lodge Officers and the Key Three.
- D. Lodge Uniform:
1. The Order of the Arrow sash is to be worn only at official Order of the Arrow functions unless specifically requested by the Lodge, Service Area, or Chapter Chief, to identify members rendering special service.
 2. The official Wauna La-Mon'tay flap patch, prescribed by the Lodge Executive Committee, is worn on the right breast pocket flap of the official Scout uniform and designates the bearer as a member of Wauna La-Mon'tay Lodge. This flap may be purchased by members of the Order of the Arrow at the Cascade Pacific Council service centers and at Order of the Arrow functions, when available.
 3. The Lodge Executive Committee may authorize commemorative and/or temporary patches for various events. These events would include any event related to the Boy Scouts of America or the Order of the Arrow.
 - a. The Lodge shall make no more than one (1) annual pocket flap per year, and no more than three (3) commemorative or temporary patches per year; with the exception of the Ceremonies yearly feather patch and any patch or patch set related to National or World Jamborees, National Order of the Arrow Conference, or any other national Order of the Arrow event (for example Indian Summer). The Lodge may make up to three (3) border colors of a patch design at its first issue. These border colors of the first issue count as one

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patch against the quota of patches permitted in the section.

- b. Border colors beyond the three (3) colors permitted above (clause b) or any change to a patch, including border color after the first issue, will constitute a new Lodge issue.
 - c. If a patch is desired beyond the said restrictions, a two-thirds (2/3) vote is required to overturn the rule for every patch beyond the restricted amount.
 - d. A patch is counted for the Lodge calendar year (officer's term) during which the occasion for which the patch is intended to represent takes place. Any reprint of a patch previously approved for an occasion, assuming it has not been changed as per the above (clause c), shall not be counted as a new patch.
 - e. No less than a quantity of seventy-five (75) patches will be made of any design with any border color.
- E. Any patches or any uniform or non-uniform items which are to produced within the Cascade Pacific Council that contain any of the following: 442, Wauna La-Mon'tay, Order of the Arrow, or OA must be approved by the Lodge Executive Committee prior to production.

II. MEMBERSHIP

A. 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* and the *Order of the Arrow Guide for Officers and Advisers*.
2. * The procedure for the Ordeal shall be as stated in the *Order of the Arrow Handbook* and the *Guide to Inductions*.
3. Ordeal candidates shall pay a fee for their induction, as prescribed by the Lodge Executive Committee, to cover the cost of the flap, sash, *Order of the Arrow Handbook*, dues, printing, etc.

B. Brotherhood Membership

1. * Completion of the Brotherhood membership shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
2. Procedures for the Brotherhood Ceremony shall be in strict accordance with the *Brotherhood Ceremony Handbook*.
3. Brotherhood candidates shall pay a fee, prescribed by the Lodge Executive Committee, to cover the cost of the sash, membership card, etc.

C. The Vigil Honor

1. * Attainment of the Vigil Honor shall be in strict accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
2. The ceremony for the Vigil Honor shall be in strict accordance with the *Vigil Honor Ceremony* handbook.
3. Nominations for the Vigil Honor shall be accepted from any registered member of the Boy Scouts of America. The Awards Chairman or his adviser shall prepare and make generally available a Vigil Nomination form at least 30 days prior to the deadline for submissions of the form. The Awards Chairmen, his adviser, or designee named on the Vigil Nomination form must receive all nominations no later than the date set as the deadline on the Vigil Nomination form. The person nominating assumes responsibility to ensure all paperwork has been received prior to the deadline.
4. The Vigil Honor Selection Committee shall be made up of the Chief's Council and the Chapter

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Chiefs, to be advised by the Lodge Adviser, Awards Adviser, the Chapter Advisers, and any other adults approved prior to the meeting by the Awards Chairman and his Adviser. Members of this committee shall hold the Vigil Honor or not themselves be eligible for the Vigil Honor.

5. No one may be a member of the Vigil Honor Selection committee if someone in their immediate family is a candidate. In such cases, it shall be the duty of the Awards Chairman or Awards Adviser to inform a potential committee member of the candidacy of their immediate family member.
6. Should any member or adviser of the committee be unable to attend, that member or adviser may designate a representative to participate in their place. A designated representative must be an active member who is not otherwise a member of the Vigil Honor Selection committee. A quorum shall be fifty percent (50%) of the Vigil Honor Selection voting committee members.
7. The Vigil Honor Selection Committee is closed to all but the members and the advisers of the committee.
8. The date for the Vigil Selection committee to meet shall generally be the Saturday following the first Thursday of December. The date may be adjusted as necessary.
9. The candidates whose nominations have been received by the deadline will be reviewed for eligibility. Eligible candidates shall be split into two groups, youth candidates and adult candidates. The Vigil Selection committee shall review and discuss all of the candidates in a group prior to voting on any of the candidates in that group. The group of youth candidates shall be reviewed, discussed and voted upon before any of the candidates in the adult group are acted upon.
10. Only youth members of the committee may vote. All voting is in person. All voting members may cast only a single vote when the vote is called. Any abstention shall be considered a NO vote.
11. For a candidate to be selected, the candidate must receive a number of YES votes greater than 50 percent of the voting members present. If the number of selected candidates is greater than the remaining number of nominations the lodge is permitted, the committee shall reconsider only those candidates that received enough votes to be selected on the prior voting round. Voting shall then be conducted on this new group of candidates with the same YES vote requirement for selection. This process shall be repeated until the number of selected candidates is less than or equal to the remaining number of nominations the lodge is permitted. If a candidate receives a unanimous vote on a prior round, then that candidate is considered to have a unanimous vote on all subsequent rounds of voting, if and only if the number of unanimously selected candidates does not exceed the remaining number of nominations the lodge is permitted.
12. The Vigil Honor Selection Committee shall nominate to the National Director, with the Lodge Chief's, Lodge Adviser's, and Scout Executive's signed approval, those individuals it deems worthy of the Vigil Honor.

III. LODGE OFFICERS

- A. The elected officers of this Lodge shall be the Lodge Chief, Program Vice-Chief, Membership Vice-Chief, Service Vice-Chief, Ceremonies Vice-Chief, and Administrative Vice-Chief.
- B. Elections shall be held at the Annual Lodge Meeting.
- C. Installation of officers shall take place as soon as possible after the term of office begins.
- D. Term of office for elected Lodge officers shall be from May 1 of the current year through April 30 of the following year.
- E. Election of Lodge Officers:
 1. Eligibility:

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- a. Elected officers must be younger than twenty-one (21) years of age during the entire term of office.
 - b. Any active member of Wauna La-Mon'tay Lodge seeking to run for office must declare their intention in writing prior to their nomination, to the Lodge Adviser. The purpose of this written declaration is not for the Lodge Adviser to screen a candidate, but rather is to inform the candidate of the duties and responsibilities of the office which they are seeking.
2. Election Procedure:
- a. Nominations shall be accepted during the Annual Business Meeting from Chapter Chiefs or their designates only for those individuals who meet all eligibility requirements.
 - b. Voting shall be by ballot, with each chapter present being given ten (10) votes. The chapter may assign votes to the candidates on the ballot at their sole discretion, provided that all votes assigned are non-negative integers and that the total number of votes assigned on a ballot does not exceed ten (10) votes
- F. Lodge Officer duties:
1. The Lodge officers holding office at the time of the Annual Business meeting of the Lodge shall be responsible for the proper conduct of that meeting.
 2. The Lodge Chief shall appoint, with the approval of the Lodge Adviser and Lodge Staff Adviser, chairmen for such standing and ad hoc committees as he deems necessary. Lodge Officers may serve as committee chairmen. All chairmen shall be youth members during their service as a chairman.
 3. Duties of the Lodge officers shall be prescribed in the current edition of the *Order of the Arrow Guide for Officers and Advisers* and the *Wauna La Mon'tay Lodge Officer Guide*.
- G. Lodge officer vacancies:
1. If an officer other than that of the Lodge Chief becomes vacant, the Lodge Chief may appoint a replacement with the approval of the Lodge Executive Committee, the Lodge Adviser, and the Lodge Staff Adviser.
 2. If the office of Lodge Chief becomes vacant, the Lodge Executive Committee shall elect a new Chief with the approval of the Lodge Adviser and the Lodge Staff Adviser.
- H. Removing a lodge officer:
1. The Chief's Council, with the approval of the Lodge Adviser and Lodge Staff Adviser, shall give written notification to the Lodge Executive Committee meeting and the individual involved, fifteen (15) days prior to a regularly scheduled Lodge Executive Committee meeting, of their intent to remove the individual from office.
 2. A motion to remove an individual from office requires a two-thirds (2/3) vote of the Lodge Executive Committee to be carried.
- I. Lodge Executive Committee:
1. The Lodge Executive Committee shall be composed of the elected Lodge officers, the Immediate Past Lodge Chief, Chapter Chiefs, Lodge operating committee chairmen, Lodge and Chapter advisers, and the Lodge Staff Adviser. The Lodge Chief shall be the chairman of the Lodge Executive Committee or shall designate a chairman in his absence. Each youth member, with the exception of the Lodge operating committee chairmen, shall have one vote. The Lodge Executive Committee chairman shall vote only to break a tie.
 2. The Lodge Executive Committee shall meet on a regular basis. These meetings will be open to all interested members of the Lodge.
 3. The Key Three may call a special Lodge Executive Committee meeting as the need arises.

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4. Fifty percent (50%) of the Lodge Executive Committee voting members plus one is required to constitute a quorum.
- J. The Key Three shall consist of the Lodge Chief, the Lodge Adviser and the Lodge Staff (Professional) Adviser.
- K. The Chief's Council shall consist of the elected Lodge officers, the Immediate Past Chief, and their respective Advisers.
- L. Lodge Officers may not hold any other elected position on the Lodge, or serve as Chapter Chief during their term of office.
- M. The Lodge Chief may not hold any other elected position within the Order of the Arrow during his term of office.

IV. FINANCES:

- A. * All Order of the Arrow funds shall be handled through the Council service centers and will go through all the normal Council accounting procedures.
- B. The Chief's Council shall submit for the Lodge Executive Committee's approval a formal budget at the regular December Lodge Executive Committee meeting.
- C. The amount of the annual dues, payable each calendar year, shall be determined by the Lodge Executive Committee.
 1. An active member is one who has paid dues for the current calendar year and is registered with the Boy Scouts of America in the Cascade Pacific Council.
 2. An inactive member has not paid dues for the current calendar year or is not currently registered with the Boy Scouts of America in the Cascade Pacific Council.
 3. Members may pay their dues at the Council service centers or at any Lodge event.
 4. A member who has been duly elected and inducted into the Order of the Arrow in a Lodge other than Wauna La-Mon'tay will be accepted into Wauna La-Mon'tay Lodge upon meeting the requirements of an active member as well as giving evidence as to their induction (induction date, Lodge name, etc. as well as Brotherhood and Vigil information if applicable).

V. THE ADULT ROLE:

- A. The Lodge Adviser will be appointed annually by the Scout Executive. The duties of the Lodge Adviser will be in accordance with the current printing of the *Order of the Arrow Guide for Officers and Advisers* and the *Wauna La-Mon'tay Lodge Officer Guide*.
- B. There shall be at least one adult adviser for each Chapter, who will serve at the discretion of the Scout Executive or his designee.
- C. The Lodge Adviser, in consultation with the Lodge Chief and the Lodge Staff Adviser, shall appoint associate advisers to assist the lodge officers and committee chairmen in the conduct of their respective offices.

VI. LODGE ORGANIZATION:

- A. The Lodge shall be divided into service areas, the boundaries of which are to be the same as the service areas prescribed by Cascade Pacific Council.
 1. The primary purpose of the service areas is to strengthen the program of the chapters within their respective service area.

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2. Service areas shall be directed by a Service Area Chairmen and any such chairmen as the Service Area Chairmen deems necessary. The Service Area Chairmen shall appoint chairmen with the approval of his Service Area Adviser and the Lodge Chief.
 3. All Service Area Chairmen must be youth members of Wauna La-Mon'tay Lodge.
- B. The Lodge shall be further divided into chapters corresponding to the district divisions within the Council.
1. The purpose of the chapter is to conduct unit elections, promote camping and conduct service projects, in a manner as to bring credit to the Order of the Arrow.
 2. Chapters shall be directed by a Chief, Program Vice-Chief, Membership Vice-Chief, Service Vice-Chief, Ceremonies Vice-Chief, Administrative Vice Chief, Unit Representative Chairman, and any other such chairmen as the chapter Chief deems necessary. Chapter Chiefs will serve on Lodge committees by appointment of the Lodge Chief, in consultation with the Chapter Chief and the Committee Chairmen. Duties and responsibilities for chapter officers shall be as prescribed in the current printing of the *Order of the Arrow Guide for Officers and Advisers* and the *Wauna La-Mon'tay Lodge Officer Guide*.
 3. Term of office for elected Chapter officers shall be from May 1 of the current year through April 30 of the following year.
 4. All chapter officers and committee chairmen must be active youth members in Wauna La-Mon'tay Lodge.
 5. Chapters shall be under the supervision of their respective district key three.
 6. Chapters may adopt names different from that of their districts. These names are subject to approval be the Lodge Executive Committee.

VII. PUBLICATIONS:

- A. The Lodge shall publish a newsletter, at least four (4) times each calendar year.

VIII. VOTING:

- A. * Arrowmen under the age of 21 may vote in matters of lodge business.

IX. AMENDMENTS:

- A. Rules beginning with asterisks (*) are national policies.
- B. * *No lodge rule, policy, or procedure may deviate from or change in any manner a requirement in the current printing of any of the Order's literature.*
- C. Amendments may be made during any regular or special meeting of the Lodge if:
 1. The amendment has been submitted, in writing, to the Lodge Executive Committee at least thirty (30) days prior to such a meeting.
 2. Due notice has been sent to all active members of the Lodge, at least ten (10) days prior to such a meeting.
 3. A majority of the voting members in attendance at such a meeting shall be required for passage of a proposed amendment.
 4. Any policies made by the National Committee of the Order of the Arrow which conflict with these rules shall be deemed an immediate amendment of them, effective the date of the new policy's publication.

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X. AWARDS AND RECOGNITIONS:

A. Founder's Award

1. Eligibility

- a. The Founder's Award was created to honor and recognize those Arrowmen who have given outstanding service to the lodge. The award is reserved for those Arrowmen who memorialize in their everyday life the spirit of achievement as described by founder E. Urner Goodman.
- b. Every active member of the lodge is eligible.
- c. Nominations for the Founder's Award shall be accepted from any registered member of the Boy Scouts of America. The Awards Chairman or his adviser shall prepare and make generally available a Founder's Award nomination form at least 30 days prior to the deadline for submissions of the form. The Awards Chairmen, his adviser, or designee named on the Founder's Award Nomination form must receive all nominations no later than the date set as the deadline on the Founder's Award Nomination form. The person nominating assumes responsibility to ensure all paperwork has been received prior to the deadline.

2. Selection Committee

- a. The Founder's Award Selection Committee shall be appointed by the Lodge Chief with the advise and consent of the Lodge Adviser. Membership on the committee shall be limited to those members who have either already received the Founder's Award or a member who does not wish to be considered for the Founder's Award.
- b. The Lodge Adviser or the Awards Adviser shall act as advisers to the committee. The Lodge Staff Adviser may serve as an adviser to the committee. Any adviser to this committee may appoint a designated representative to serve in place of that adviser, with the approval of the other advisers.
- c. Founder's Award Selection Committee meetings are closed to all but the members and the advisers of the committee.
- d. The chairman of the committee shall be a youth member if there is a youth member on the committee.
- e. The committee must have a minimum of five (5) members and no more than ten (10) voting members.

3. Selection

- a. The Founder's Award Selection Committee shall meet at such time after the Vigil Selection Committee has made the Vigil Honor selections and before the deadline for submission for the Founder's Award. The Founder's Award Selection Committee shall be informed of the results of the Vigil Honor Selection Committee.
- b. The Founder's Award Selection Committee shall accept nominations for the Founder's Award, however, the committee may consider any member of the lodge for selection.
- c. A quorum shall be seventy-five percent (75%) of the members of the Founder's Award Selection Committee.
- d. All members of the Founder's Award Selection Committee, both youth and adults, shall have one vote. Only present members may vote. Advisers of the committee do not vote. Selection of a candidate shall be by majority vote of the committee members present.
- e. * If the lodge presents more than one award, one must be to a youth under the age of 21

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B. Lodge Service Award

1. Eligibility and Selection

- a. Any member of Wauna La-Mon'tay Lodge who has given outstanding service to the lodge is eligible.
- b. The Lodge Key Three shall jointly select recipients prior to the Lodge Annual Awards Banquet.
- c. Up to five (5) Awards may be given each year.
- d. An individual may only receive this award once.

2. Award Presented

- a. The Lodge Service Award shall consist of a red-border flap with a red arrow behind a brown bear on a white-ghosted background (listed in the American Scouting Historical Society's The Blue Book as Wauna La-Mon'tay Lodge #442 Issue 26.5), to be reproduced as deemed necessary by the Lodge Key Three. This patch shall only be represented as the Lodge Service Award, and this is to be the only patch used as the Lodge Service Award.
- b. Each recipient shall receive two Lodge Service Award flaps: one presented in a frame and one to wear on the uniform.
- c. The patch is never to be sold by the lodge.

C. Other Awards

1. All other Lodge Awards shall be given out under the discretion of the Lodge Chief with the approval of the Lodge Key Three; unless the award is intended for a member of the Lodge Key Three, then the Lodge Chief would seek guidance from the Lodge Awards Adviser and Chairman.
2. The Lodge may also elect to contribute to the Council James E. West Endowment Fund in honor of an adult recipient, chosen by the Lodge Key Three following the Founder's Award recipient selection.

XI. POLICIES AND PROCEDURES.

Those policies and procedures necessary for the orderly operation of the Lodge may be placed in effect by a majority of the Lodge Executive Committee members present at any meeting with the approval of the Key Three. All meetings and business of the lodge shall be conducted in accordance to the current version of *Robert's Rules of Order*. Such policy or procedure must be in keeping with the purpose and intent of the Order of the Arrow, as stated in the current editions of the *Order of the Arrow Handbook*, the *Guide to Inductions*, the *Brotherhood Ceremony* handbook, the *Vigil Ceremony* handbook, the *Order of the Arrow Guide for Officers and Advisers*, and the *Wauna La-Mon'tay Lodge Officers Guide* (which shall be approved by the Lodge Executive Committee)

Lodge Chief

Lodge Adviser

Staff Adviser

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Appendix A:



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