

**Mawat Woakus Lodge #449**  
**Order of the Arrow**  
**Black Swamp Area Council**  
**Boy Scouts of America**

Rules and Guidelines

Mawat Woakus Lodge shall be governed by the current publications of the Boy Scouts of America, the policies of the National Order of the Arrow Committee, and guidelines established by the Lodge Executive Committee. Any rule which is in conflict with the current publications of the Boy Scouts of America or the Order of the Arrow is void.

In all matters of interpretation, the spirit and intent of the current publications of the Boy Scouts of America and the Order of the Arrow will govern. Any disputes which cannot be resolved will be resolved by the Supreme Chief of the Fire or his designee.

**Section 1 – NAME AND AFFILIATION**

- Rule 1.1** The name of the Order of the Arrow Lodge shall be known as “Mawat Woakus,” (hereinafter referred to as Lodge #449) translated as “One Gray Fox.” The lodge number, as established by the national office, shall be #449.
- Rule 1.2** Lodge #449 is affiliated with the Black Swamp Area Council of the Boy Scouts of America, and shall be under the supervision of the Council’s Camping Committee and the administrative authority of the Council’s Scout Executive, who is the Supreme Chief of the Fire.
- Rule 1.3** The totem of Lodge #449 shall be the “Gray Fox.”
- Rule 1.4** Lodge #449 shall maintain Chapters, the boundaries of which shall be determined by the District boundaries and names of the Black Swamp Area Council. Chapters will be realigned whenever the Council realigns the District boundaries. These changes will take effect at the next Lodge Business Meeting. Each Chapter shall maintain a liaison, the Chapter Chief, with the District’s Camping Committee and the District Executive/Director of that District.

**Section 2 – ELECTION OF ORDEAL CANDIDATES**

- Rule 2.1** The election policies and procedures of Lodge #449 are as stated in the current publications of the Order of the Arrow and shall be followed.
- Rule 2.2** All elections for Ordeal Candidate must be scheduled and conducted through the Chapter or the designated election committee.
- Rule 2.3** All elections for Ordeal Candidates shall be conducted within the dates established by the Lodge Executive Committee.

### **Section 3 - EXECUTIVE COMMITTEE**

**Rule 3.1** The Lodge Officers shall be:

- Lodge Chief
- Lodge Vice Chief of Administration
- Lodge Vice Chief of Program
- Lodge Secretary of Records
- Lodge Secretary of Correspondence
- Lodge Treasurer

**Rule 3.2** The Chapter Officers shall be:

- Chapter Chief
- Chapter Vice-chief

**Rule 3.3** The Executive Committee of Lodge #449 shall be composed of the following voting members:

- Lodge Chief
- Lodge Vice Chief of Administration
- Lodge Vice Chief of Program
- Immediate Past Lodge Chief
- Lodge Secretary of Records
- Lodge Secretary of Correspondence
- Lodge Treasurer
- The Chapter Chiefs (or designee)
- Chairmen of Permanent Committees (or designee)

**Rule 3.4** The Permanent Committees of the Lodge shall be revised on an annual basis as per the discretion of the Lodge Executive Committee.

**Rule 3.5** The Lodge Executive Committee and Chairman of the Lodge committees (or designee) will be advised by the individual Committee advisor, Lodge Advisor, Associate Lodge Advisors, the Lodge Staff Advisor, and the Supreme Chief of the Fire.

**Rule 3.6** The policies for removal of lodge and chapter officers shall be as follows:

- a) All Lodge and Chapter officers are subject to dismissal by the Lodge Executive Committee for failure to perform job duties or conduct unbecoming an Arrowman. Any officer subject to dismissal proceedings shall receive a written notice of such proceedings from a Lodge Executive Committee member prior to the next Executive Committee meeting.
- b) The dismissal proceedings will take place at the next Executive Committee meeting at which there is a quorum. A quorum shall be two-thirds of the Lodge Executive Committee. A simple majority vote of the quorumed Executive Committee shall be needed for dismissal.

## **Section 4 – ELECTION OF OFFICERS**

- Rule 4.1** All Lodge and Chapter officers must meet the following eligibility requirements:
- a) A registered member, in good standing, of the Order of the Arrow and the Boy Scouts of America in Lodge #449.
  - b) Must have submitted a completed “Lodge Nominations” form as approved by the Executive Committee.
  - c) Under twenty-one years of age during his entire term of office.
- Rule 4.2** Nominations for Lodge officers may be made by any Chapter Chief (or designee) when nominations are declared open at a Lodge business meeting. Nominations for each office shall be closed before balloting begins for the election of the specified office.
- Rule 4.3** Lodge Elections shall be held at the Annual Lodge Business Meeting as designated by the Executive Committee to elect chapter and lodge officers. The newly elected officers shall take office at the conclusion of the Lodge Leadership Development Conference (LLDC) which must be held within two months of the Annual Lodge Business Meeting by the previous Lodge Executive Committee. Officer’s terms shall expire at the conclusion of the following Lodge Leadership Development Conference.
- Rule 4.4** The following election procedures shall be used during the elections of Lodge Officers as detailed in Rule 3.1:
- a) After the nominations for a given office are declared closed, each candidate may give a speech of up to five (5) minutes. Chapter Chiefs shall poll their delegates who are under twenty-one years of age to determine how the Chapter shall cast its votes. Such a poll shall be taken before each ballot.
  - b) Each Chapter represented by at least one youth member may cast ten (10) votes for each office on all ballots. The Chapter shall cast its ten votes in proportion to the poll of its delegates (in whole votes, not fractions). The Lodge Chief, in consultation with the Lodge Advisor and/or the Staff Advisor, has final authority to determine any questions about whether a delegation is officially represented.
  - c) In no case shall any adult present at the caucus table, influence a delegation’s vote, or cast a ballot for a youth arrowman.
  - d) A nominee must receive a majority (one vote more than fifty percent (50%) of the total number of votes in the Lodge) of the votes cast on a given ballot to be elected. Where a majority is not achieved, the nominee(s) receiving the least number of votes is (are) dropped; the remaining nominees may present another speech of up to five minutes, and another ballot is taken. This procedure continues until only one nominee achieves a majority and is declared elected, or until two ballots in succession result in tie votes, and the balloting is declared deadlocked.
  - e) When balloting is declared deadlocked, the Lodge Chief will announce to the voting delegates that one more ballot will be taken to break the tie, and if another tie results, he shall cast sufficient votes for the nominee of his choice to achieve a majority and declare him elected.

- Rule 4.5** The following election procedures shall be used during the elections of the Chapter Officers as detailed in Rule 3.2:
- a) Chapter elections should take place at the conclusion of the Annual Lodge Business Meeting, so long as the Chapter has an accurate representation of their current active membership present. The Lodge Chief, in consultation with the Lodge Advisor and/or the Staff Advisor, has final authority to determine any questions about whether a delegation is officially represented.
  - b) If a Chapter is determined to have an inaccurate representation of their current active membership present, the Chapter must hold elections prior to the Lodge Leadership Development Conference (LLDC). This election should be conducted under the discretion of the Vice Chief of Administration and Chapter Advisor.
  - c) Chapter Officers shall be elected from within the Chapter by a simple majority (one vote more than fifty percent (50%) of the total votes cast).

**Rule 4.6** Vacancies in unexpired terms of offices shall be filled by majority vote of the Lodge Executive Committee with consultation of the Lodge Advisor and/or Lodge Staff Advisor. Deadlocks will be decided by the Lodge Chief conducting the election in the same manner as described in Rule 4.4e.

#### **Section 5 – EXECUTIVE COMMITTEE MEETINGS**

- Rule 5.1** Executive Committee meetings are open to any Arrowman, but voting is restricted to the Executive Committee, as stated in Rule 3.3.
- Rule 5.2** No committee, chapter, or advisor meetings may be held in concurrence with a Lodge Executive Committee meeting.
- Rule 5.3** All regular business of Lodge #449 shall be conducted and voted on by the Lodge Executive Committee, as stated in Rule 3.3. All expenditures of Lodge funds must be approved by the Lodge Executive Committee with a role call vote.
- Rule 5.4** The Lodge Chief will only cast a vote in the event of a tie.
- Rule 5.5** The Lodge Chief (or designee) will begin each Lodge Executive Committee meeting as holder of the floor. The holder of the floor, at anytime, may verbally recognize any other arrowman as the holder of the floor.
- Rule 5.6** The holder of the floor may implement a time frame for discussion, to be strictly followed by all present at the Lodge Executive Committee Meeting.
- Rule 5.7** If at anytime an arrowman deviates in a negative manner from the discussion, the Lodge Chief may call for a motion or remove that arrowman from said discussion.

## **Section 6 – LODGE BUSINESS MEETINGS**

- Rule 6.1** A Lodge Business Meeting will be conducted at each major Lodge event. The meeting will be chaired by the Lodge Chief (or designee). All meetings will be opened with the Obligation of the Order of the Arrow. All meetings will be closed with the sign of the Ordeal.
- Rule 6.2** A quorum of the Lodge membership will not be required to conduct a Lodge Business Meeting.
- Rule 6.3** Procedural disputes will be decided by the Lodge Chief (or designee).
- Rule 6.4** A special meeting of the Lodge may be called by the Lodge Executive Committee. A written notice of the special Business Meeting and the agenda to be discussed will be sent to active lodge members by first class mail two (2) weeks prior to the special meeting.

## **Section 7 – TREASURY**

- Rule 7.1** Dues for the calendar year will be collected annually in an amount to be established by the Lodge Executive Committee.
- Rule 7.2** Dues may be paid to the assigned representatives of the Lodge or to the Council Office. Dues must be paid by November 15<sup>th</sup> to retain active status in the Lodge.
- Rule 7.3** Any member lapsed for failure to pay dues may be reinstated by the payment of an amount equal to double the current year's dues. Dues cannot be pro-rated for a partial year.
- Rule 7.4** Members in good standing with other lodges will be allowed to transfer membership to Lodge #449 with the payment of current dues of Lodge #449.

## **Section 8 – INSIGNIA**

- Rule 8.1** The official lodge pocket flap shall be a youth design approved by the Lodge Executive Committee and shall be in compliance with the National policy of the Order of the Arrow and the Boy Scouts of America.
- Rule 8.2** The official lodge flap shall be available for sale to each current member of Mawat Woakus Lodge #449 and will not be restricted.
- Rule 8.3** The Lodge Executive Committee may authorize a special pocket flap (ex. NOAC contingent) with special guidelines for sale.

**Rule 8.4** The Lodge Executive Committee may authorize other memorabilia (patches, mugs, etc.). All will be within the guidelines of National policy of the Boy Scouts of America and the Black Swamp Area Council. The Lodge Executive Committee will maintain an inventory of supplies and memorabilia necessary for the operation of the Lodge. All inventories and monies shall be handled in accordance with the policies of the Council and Lodge.

**Section 9 – AMENDING THE LODGE GUIDELINES AND REGULATIONS**

**Rule 9.1** An amendment to the Guidelines and Regulations may be proposed by any youth Arrowman in good standing, by presenting a proposal of the changes, in writing, to the Lodge Chief at least two weeks before any scheduled Lodge Executive Committee Meeting. The proposal shall be accompanied by an introductory letter with the signatures of at least ten (10) youth Arrowmen, in good standing, who sponsor the amendment. At least two of the amendment sponsors must present the amendment to the Lodge Executive Committee at the next regularly scheduled Executive Committee Meeting.

**Rule 9.2** When a proposal is properly presented (as in Rule 9.1), to the Lodge Executive Committee, upon receiving a motion, a second, and a two-thirds vote of the Lodge Executive Committee, in quorum, the proposal will be placed on the agenda of the next regularly scheduled Lodge Business Meeting.

**Rule 9.3** At the next regularly scheduled Lodge Business Meeting, the proposal will be made available, in writing, to all attending Arrowmen. The proposal shall be called to the floor for discussion and a vote. Upon the affirmative vote of two-thirds of the youth Arrowmen in attendance, the amendment(s) will be passed and placed into the Lodge Rules and Guidelines.

**Original Adoption date: October 22, 1994**

**Amended (rewritten) date: October 19, 1997**

**Lodge Rules Committee members:**

James Bowerman, Chairman	Jeff Keever	Tom Brown, Advisor
Micah Brown Brian Miller	Wayne Dukes, Committee Advisor	
Nick Hohenberger	Robert O’Daffer	Randy Rudecki, Advisor
Larry Jurosic	Dave Stults, Staff Advisor	

**Second Amended (rewritten) date: August 10, 2002**

**Rules and Guidelines Committee Members:**

Curt Agner, Chairman	Andy Newberry	Randall D. Cooper,
Advisor		
Wil Beckwith	Sean Jones	Nick Hohenberger, Advisor
Adam Blanchard	Steve Junge	
Tristan Blease	Jeremy Smith	
Pete Macke		

## Appendix I Lodge Officer's Nominations Form

Mawat Woakus Lodge #449 elects new officers for its Executive Committee once a year, at the annual lodge business meeting conducted at the Fall Fellowship. Each candidate for an elected office must review, complete, and return this form to the Lodge Advisor prior to the opening of the Lodge business meeting.

All Lodge and Chapter officers must meet the following eligibility requirements:

- **A registered member, in good standing, of the Order of the Arrow and the Boy Scouts of America in Lodge #449.**
- **Must have submitted a completed "Lodge Nominations" form.**
- **Under twenty-one years of age during his entire term of office.**

The elected Lodge Officers are:

Lodge Chief  
Lodge Vice Chief of Administration  
Lodge Vice Chief of Program  
Lodge Secretary of Records  
Lodge Secretary of Correspondence  
Lodge Treasurer

The elected Chapter Officers are:

Chapter Chief  
Chapter Vice-chief

**(please circle any of the above offices that you wish to be a candidate of)**

I, \_\_\_\_\_ believe that I am a worthy candidate of the offices which I have circled above. I am a member of unit \_\_\_\_\_ of the Black Swamp Area Council and I have the approval of my Scoutmaster to become a member of the Lodge Executive Committee, as proven by his signature at the bottom of this form.

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (419) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_

Chapter: \_\_\_\_\_

City, Zip: \_\_\_\_\_

OA Honor: \_\_\_\_\_

Individual History and Scouting Background Information:

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I do hereby promise that the information on this form is correct.

Signature of Nominee: \_\_\_\_\_ Date: \_\_\_\_\_

I do hereby promise that this Arrowman is worthy of being elected to a lodge office:

Signature of Unit Leader: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix II**

### **Lodge Officer's Job Descriptions**

The following appendix contains guidelines for each youth and adult member of the Executive Committee. These are simply guidelines, open to interpretation when put into practice by individual youth members and their adult advisors. Executive Committee Members are free to discuss and edit these guidelines with their adults as they see fit on a year-to-year and individual basis. These guidelines are here to ensure continuity within the positions of the lodge.

#### **Section 1 – YOUTH OFFICER'S GUIDELINES**

##### **Youth Executive Committee Members**

1. Will promote the correct wearing of the Scout uniform through personal example
2. Will inform the Lodge Advisor, Lodge Staff Advisor, and other personal advisors of the workings of the Lodge at all times
3. Will communicate with his advisor and perform his duties through the use of a timeline, as established by himself and his advisor
4. Will promote and support the efforts of the Council and the Lodge
5. Will assure that all aspects of the Lodge activities are conducted within the regulations of the Lodge Rules and Guidelines and the Strategic Plan of the Order of the Arrow
6. Will participate in all Executive Committee Meetings of the Lodge when possible
7. Will perform other duties as assigned by their superiors in the Executive Committee
8. Will develop, review, and assess a personal Action Plan, as written at LLDC
9. Will provide the Lodge Secretary of Correspondence with articles for use in the Lodge newsletter and webpage

##### **Lodge Chief**

1. Will be held ultimately responsible for all activities of the Lodge
2. Will be held ultimately responsible for the personnel of the Executive Committee of the Lodge
3. Will be held ultimately responsible for the Chapters of the Lodge
4. Together with the Lodge's Vice Chiefs of Administration and Program, will promote, conduct, and oversee all the functions of the Lodge
5. Will meet with the Lodge Advisor and Professional Staff Advisor when necessary to assure the Lodge is fulfilling all of its obligations
6. Will preside over all of the Lodge Business meetings and all of the Lodge Executive Committee meetings
7. Will participate in all Section Council of Chiefs meetings
8. Will appoint all committee chairmen
9. Will insure that the Chapters of the Lodge are at all times supporting the functions of the Lodge
10. Will delegate his duties to other Lodge Officers and Committee Chairmen when necessary to assure the Lodge is fulfilling all of its obligations
11. Will conduct the Lodge Leadership Development Conference the year directly following his term of office

### **Lodge Vice Chief of Administration**

1. Will be held ultimately responsible for all committees of the Lodge
2. Together with the Lodge Chief and Lodge Vice Chief of Program, will promote, conduct, and oversee all the functions of the Lodge
3. Will preside over all of the Lodge Business meetings and all of the Lodge Executive Committee meetings in the absences of the Lodge Chief
4. Together with the Secretary of Records and the Lodge's Adult Advisor to Administration, will preside over the registration of all members at Lodge activities
5. Will assist the Lodge's Adult Advisor to Administration in the handling of the lodge membership and dues
6. Together with the Lodge Secretary of Correspondence and the Chapter Chiefs, will insure that all events of the lodge are promoted properly and well attended
7. Will conduct evaluations of each lodge event and will report to the Executive Committee the findings of said evaluations

### **Lodge Vice Chief of Program**

1. Will be held ultimately responsible for all events of the Lodge including Ordeals, Fellowships, and Service Projects but excluding fundraisers
2. Together with the Lodge Chief and Lodge Vice Chief of Administration, will promote, conduct, and oversee all the functions of the Lodge
3. Will preside over all of the Lodge Business meetings and all of the Lodge Executive Committee meetings in the absences of the Lodge Chief and Lodge Vice Chief of Administration
4. Will delegate to the Chapters of the Lodge the duties necessary for insuring the lodge provides quality programs
5. Together with the Lodge Treasurer, will propose a written budget for each lodge event, and will present a follow-up report at the Executive Committee meeting following the event

### **Lodge Secretary of Records**

1. Will maintain a roster of names, addresses, telephone numbers, etc. of the Executive Committee, and provide each member of the Executive Committee with said roster
2. Will record the minutes of each Lodge Executive Committee meeting and Lodge Business meeting and will then distribute copies of these minutes to each youth and adult member of the Executive Committee
3. Together with the Lodge Vice Chief of Administration and the Lodge's Adult Advisor to Administration, will preside over the registration of all members at Lodge activities

### **Lodge Secretary of Correspondence**

1. Will be held ultimately responsible for all aspects of communication between the Lodge Executive Committee and the membership of the Lodge
2. Will collect, edit, and submit articles to be included on the Lodge's page in the "Smoke Signals" every month
3. Will provide the resources and support for running and maintaining the Lodge website
4. Together with the Lodge Vice Chief of Administration, will create and distribute a flyer for each lodge event, to be mailed first class unless otherwise specified for budget reasons, 6 to 8 weeks before an event

### **Lodge Treasurer**

1. Together, with the Lodge Vice Chief of Program, will propose a written budget for each lodge event, and will present a follow-up report at the Executive Committee meeting following the event
2. Will run the Lodge Trading Post at each event and provide the Lodge Executive Committee with an inventory report of said Trading Post
3. Will submit necessary orders of merchandise to the Lodge Staff Advisor including items such as sashes, lodge flaps, hats, etc.
4. Will conduct at least one lodge-wide fundraiser per year
5. Will present the Executive Committee with a monthly report of the Lodge's incomes and expenditures for the previous month

### **Chapter Chief**

1. Will be held ultimately responsible for the actions and performance of his individual chapter
2. Will support all of the Lodge's programs through active promotion within his chapter
3. Will preside over monthly Chapter meetings
4. Together with the Lodge Vice Chief of Program, will ensure that all lodge programs are staffed, organized, and well-run
5. Together with the Lodge Vice Chief of Administration, will ensure that all committees are supplied with prospective members
6. Will conduct all elections within the chapter in accordance with the policies and guidelines of the Order of the Arrow as delegated by the Executive Committee
7. Will meet regularly with the Chapter Advisor and District Scout Executive to assist in the District's Camping Program
8. Will report and research any necessary information for the Executive Committee as delegated

### **Chapter Vice Chief**

1. Will preside over monthly Chapter meetings in the absence of the Chapter Chief
2. Will be responsible for keeping an up-to-date Chapter Roster and for recording the minutes of each Chapter meeting
3. Will perform other duties as delegated by the Chapter Chief
4. Will assist in conducting all chapter elections
5. Will ensure that the Chapter is doing its best to support the Lodge's program

### **Committee Chairman**

1. Will be held ultimately responsible for the actions of his committee, as assigned to him by the Lodge Chief and the Vice Chief of Administration
2. Will preside over all meetings of his committee
3. Will recruit an adequate number of Arrowmen to ensure that his committee operates properly
4. Will report to the Executive Committee and Vice Chief of Administration each month detailing the actions of his committee
5. Will ensure that the committee gives its full support to the Lodge's program
6. Will be responsible for not only creating, refining, and producing his committee's program, but also evaluating and assessing his committee's program

## **Section 2 – ADULT ADVISOR’S GUIDELINES**

### **Adult Executive Committee Members**

1. Will promote the correct wearing of the Scout uniform through personal example; will serve as a liaison between the council and the Lodge Executive committee, and will report to the Lodge Chief any changes dealing with this working relationship
2. Will promote and support the efforts of the Council and the Lodge
3. Will participate in all Executive Committee Meetings of the Lodge when possible
4. Will develop, review, and assess a personal Action Plan, as written at LLDC
5. Will provide the Lodge Secretary of Correspondence with articles for use in the Lodge newsletter and webpage, when necessary
6. Will serve in a strictly advisory role, correcting the youth executive committee members when they are violating specific policies of the Boy Scouts of America, the Order of the Arrow, and the Black Swamp Area Council
7. Will provide the youth members of the Executive Committee with positive support and the resources needed to produce a quality program

### **Lodge Advisor**

1. Will have a concrete understanding of the policies and the principles of the Order of the Arrow and will ensure that said policies and principles are upheld by the youth members of the Executive Committee
2. Will meet with the Lodge Chief and Professional Staff Advisor when necessary to assure the Lodge is fulfilling all of its obligations
3. Will participate in all Section Council of Chiefs meetings
4. Will advise the Lodge Chief in the appointment all committee chairmen
5. Will insure that the Chapters of the Lodge are at all times supporting the functions of the Lodge
6. Will preside as the adult advisor for all Lodge Business Meetings and all Lodge Executive Committee Meetings
7. Will ensure that all Lodge funds are handled correctly
8. Will appoint all Adult Advisors as needed for the running of the Lodge
9. Will assist the Lodge Chief in producing an agenda for each Executive Committee Meeting

### **Professional Staff Advisor**

1. Will serve as the direct liaison between the Supreme Chief of the Fire and the Lodge Executive Committee
2. Will handle all monetary transactions between the lodge and the council, including check request forms, budgeting, lodge trading post inventory, and all incomes and expenditures
3. Will handle the filing of paperwork between the Lodge and the Council, including requests for the use of council facilities, the Smoke Signals, and the Council Calendar
4. Will assist the Lodge Advisor in appointments to advisory positions
5. Will participate in all Section Council of Chiefs meetings

### **Associate Lodge Advisor**

1. Will fulfill his duties as assigned by the Lodge Advisor
2. Will directly support, direct, and communicate with the youth Arrowmen he is advising
3. Will serve as a liaison between individual committees/ chapters and the Lodge Advisor

### **Chapter Advisor**

1. Will preside as the adult advisor for all Chapter meetings
2. Will advise the Chapter Chief on matters of conducting a meeting, communicating with the chapter, and reporting to the Executive Committee
3. Will meet regularly with the Chapter Chief and District Scout Executive to assist in the District's Camping Program
4. Will ensure that the Chapter is support the Lodge's programs
5. Will handle all money within the chapter and ensure that all chapter events are properly budgeted and funded.

### **Chapter Associate Advisor**

1. Will fulfill his duties as assigned by the Chapter Advisor
2. Will specifically advise the Chapter Vice Chief and assist with the record keeping of the chapter
3. Will preside as the adult advisor for all Chapter meetings in the absence of the Chapter Advisor

### **Committee Advisor**

1. Will preside as the adult advisor for all committee meetings
2. Will serve as the committee chairman's primary resource in all aspect's of the committee's work
3. Will assist the committee chairman in recruiting new committee members, including youth and adult Arrowmen