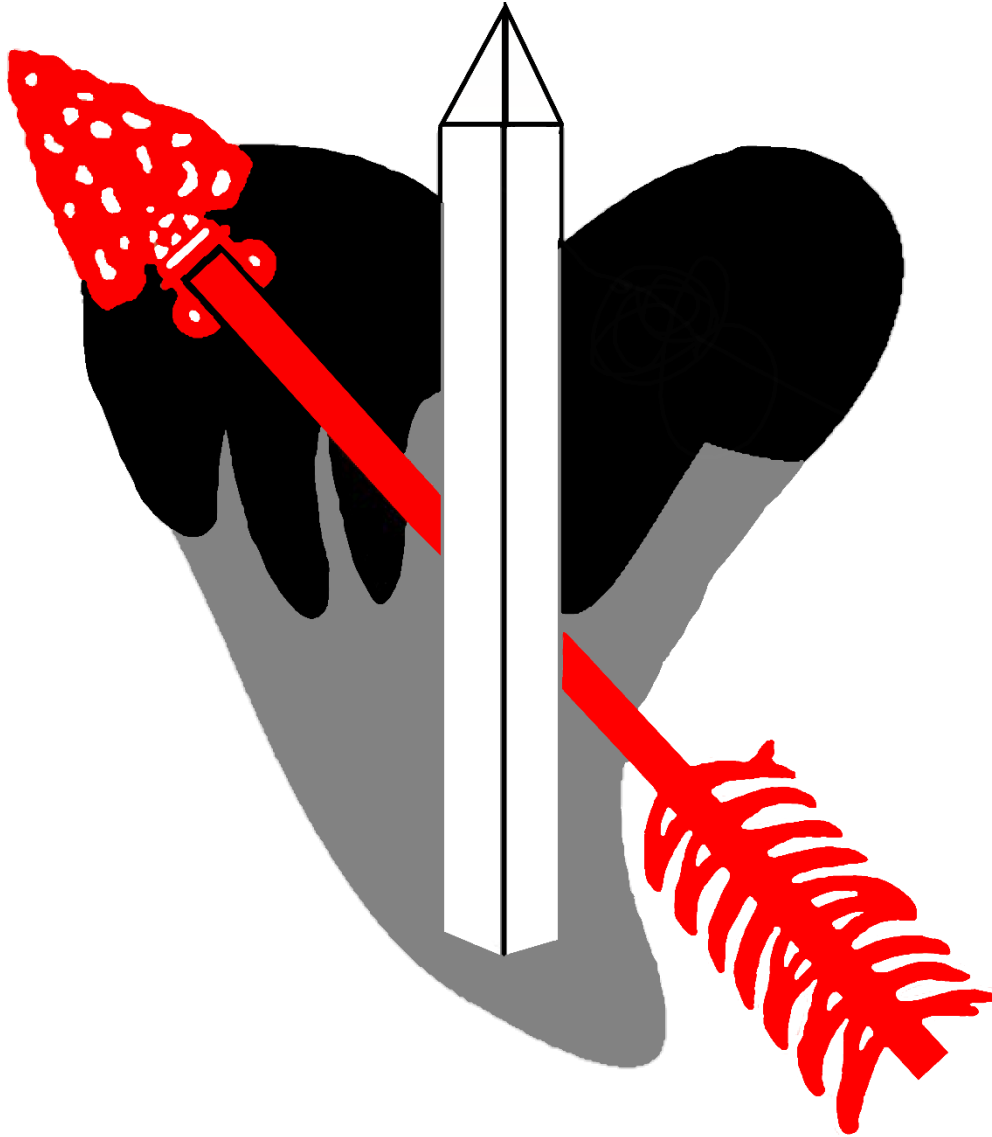


# **Operating Procedures and Rules**

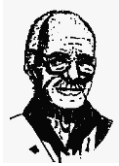


**AMANGAMEK-WIPIT LODGE #470**

Order of the Arrow

**National Capital Area Council #82**

Boy Scouts of America



**AMANGAMEK-WIPIT LODGE #470**  
**National Capital Area Council #82 - Boy Scouts of America**



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## 1. LODGE RULES

### 1.1 MISSION

1. 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.

### 1.2 NAME AND AFFILIATION OF THE LODGE

1. The name of this Lodge shall be AMANGAMEK-WIPIT LODGE #470, W.W.W.
2. This Lodge shall be affiliated with the National Capital Area Council, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Council Scout Executive.
3. This Lodge shall conform to all rules and decisions of the Boy Scouts of America and the National Order of the Arrow Committee and shall abide by all regulations stated in the current printing of the *Order of the Arrow Handbook and Guide for Officers and Advisers*.

### 1.3 INSIGNIA AND PUBLICATIONS

1. The totem of the Lodge shall be an arrow, and a representation of the Washington Monument superimposed on a shark's tooth. The monument shall stand vertically in the center of the tooth. Facing the tooth, the arrow shall bisect the Washington Monument at an angle pointing upward from right to left in accordance with national Order of the Arrow branding guidelines.
2. The standard for the flag of the Lodge shall be that of an orange rectangle with the lodge totem on a half red -half blue diamond in the center with the name of the Lodge centered above the diamond and 'Lodge 470' split on the sides of the diamond both in white lettering.
3. The design of lodge patches, neckerchiefs, and any other tokens of lodge membership and the handling of such, shall contain the lodge totem, lodge name (Amangamek-Wipit), W.W.W., and a fleur-de-lis within the design of the product. If the design implicates an overwhelming necessity, for the Lodge's name to be written in two lines, in an "over-under" orientation, a hyphen will not be required within the design. This decision will be determined by the Lodge Key 3 or their designee(s).

Proof with a hyphen:

Amangamek-Wipit

Proof without a hyphen:

Amangamek  
Wipit

4. Further variations of the design shall be determined by the Lodge Executive Committee under the authority of the Council Scout Executive or his designee.
5. The sale of lodge and chapter materials and insignia shall be limited to active (dues paid) members of this Lodge.
6. Lodge neckerchiefs and Order of the Arrow sashes shall be worn only at Order of the Arrow functions or when representing the Order of the Arrow or the Lodge. They are not to be altered in any way, and only those patches authorized by the National Order of the Arrow Committee may be



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worn on the sash.

7. The official lodge newsletter shall be named *the Shark's Tooth* and shall be published quarterly.
8. All Lodge Insignia and Publications shall be in accordance with the current printing of the *Order of the Arrow Handbook*, the *Order of the Arrow Guide for Officers and Advisers*, and the *Order of the Arrow's Brand Guidelines*.

#### **1.4 REQUIREMENTS AND PROCEDURES FOR ELECTIONS 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. Unit elections may be held at any time between November 1st and June 1st. Units may hold only one election during this seven-month period. An Ordeal candidate shall remain eligible for induction for one year after the date of election.
3. All unit elections must have the prior approval of the Chapter Unit Elections Committee and must be conducted by one or more active (dues paid) members of this Lodge who are not members of the unit.
4. The selection of an adult Scouter should take place only when the adult's job in Boy Scouting will make *Order of the Arrow* membership more meaningful in the lives of the youth membership. Unit adult leaders must meet all the requirements and conditions for membership; District/Council Scouters must meet the same requirements, with the exception of the camping requirement, which may be waived by the Lodge Adviser, Lodge Chief, and the Council Scout Executive.
5. For unit adult recommendations, each District shall form an adult selection committee of the District Scout Executive, Chapter Adviser, and District Vice Chairman for Program to review and select the candidates for membership. For District/Council recommendations, an adult selection committee of the Lodge Adviser, Lodge Staff Adviser, and Council Camping Committee Chairman shall review and select the candidates for membership. The work of these committees is subject to the approval of the Council Scout Executive. Adults may be proposed for membership only one time per year as either unit Scouters or District/Council Scouters, but not both. How they are proposed depends on where they maintain their primary registration. Any election not held in accordance with these rules shall be invalid.





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## **1.5 OFFICERS**

### **1.5.1 LODGE OFFICERS**

The officers of this Lodge shall be the Lodge Chief, Lodge Vice Chief for Operations, Lodge Secretary, Lodge Treasurer, and Area Chiefs. The Lodge Secretary shall be known as the Lodge Vice-Chief for Administration & Communications. The Lodge Treasurer shall be known as the Lodge Vice-Chief for Finance & Membership. There shall be an Area Chief for each NCAC field service area, who must be a member of a Chapter in the field service area. These elected officers must be under 21 years of age during their entire terms of office.

1. Lodge officers shall be elected at the annual Lodge Fellowship or equivalent event. The Lodge officer election shall take place within 24 hours after a public forum open to all active members of the Amangamek-Wipit Lodge has occurred. The public forum will be conducted for approximately one hour and will be open for any youth member (younger than twenty-one years of age) to ask questions to election candidates. All questions will be screened beforehand by the presiding officer to avoid any unnecessary questions in order to save time for the forum.
2. The newly elected Lodge officer shall be installed at the first Lodge Executive Committee meeting following their election. Procedures for elections, transition, and installation are set by the Lodge Chief after consulting with the Lodge Executive Committee. Lodge officers shall be elected by the Lodge membership except each Lodge Area Chiefs, who shall be elected by the members of those Chapters in his field service area.
3. In all Lodge general elections, each Chapter shall receive one vote per member present up to a maximum of five (5) votes per Chapter. Delegates shall be determined according to the procedures adopted by each Chapter's Executive Committee. All candidates for Lodge offices must receive greater than 50% of those votes cast to be elected. Votes of abstention shall not be counted in the final total of votes cast. In the event that no candidate receives greater than 50% of the votes cast, a run-off election of the top two vote-getters shall be held. If this run-off election should end in a tie, the Lodge Chief shall cast the deciding vote.
4. Candidates for office are excluded from directing elections for that office. The Chair for General or Lodge Executive Committee Elections shall be the first qualified individual from the following list: Lodge Chief, Lodge Vice Chief for Operations, Lodge Vice Chief for Administration & Communications, Lodge Vice Chief for Finance & Membership, Lodge Area Chiefs in alphabetical order of their service areas, or an appointed designee by the Lodge Chief.
5. Upon missing two (2) consecutive or three (3) non-consecutive Lodge Executive Committee meetings, Lodge Key Three meetings, or Area Executive Committee meetings without excuse during their term, the Lodge Chief, Vice chief for operations, Vice Chief for Administration & Communications, or Vice Chief for Finance & Membership may be removed from office by a two-thirds (2/3) vote of the Lodge Executive Committee; similarly, an Area Chief may be removed from office by a two-thirds (2/3) vote of the Chapter Chiefs in his field service area, a quorum of which shall be fifty percent plus one.
6. In the event a Lodge officer must be replaced, his successor shall be elected by a majority vote of the Lodge Executive Committee. However, a replacement for an Area Chief shall be elected by a majority vote of the Chapter Chiefs from his field service area. The Lodge Chief shall appoint a temporary replacement to serve until the next Lodge Executive Committee meeting. In the event that the Lodge Chief must be replaced, the Lodge Vice chief for operations shall serve until the next Lodge Executive Committee meeting.
7. Training for present and aspiring Lodge and Chapter officers, as well as Lodge and Chapter operating committee chairmen, shall be held at least twice each calendar year. Once at the Lodge Leadership Development event and the Area Leadership Development events.
8. The Lodge Chief shall create such operating committees and appoint their chairmen as may occasionally be needed in accordance with section 3.1 and 3.2. All chairmen must be under 21 years of age for their entire terms of office.



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9. The Lodge Adviser shall be appointed by the Council Scout Executive. Advisers to the Area Chiefs shall be nominated by the respective Field Service Directors and appointed by the Council Scout Executive, with the concurrence of the Lodge Adviser. All other Lodge officers and committee advisers are appointed by the Lodge Adviser with the concurrence of the Council Scout Executive.
10. The Executive Committee shall be composed of the elected Lodge officers, immediate past Lodge Chief, Lodge operating committee chairmen, and their advisers, Lodge Adviser, a Council Camping Committee member, Chapter Chiefs, Chapter Advisers, Council Scout Executive, and Lodge Staff Adviser.
11. All members of the Lodge Executive Committee must pay their following year's dues no later than December 31 of the current year or forfeit their position on the Lodge Executive Committee because they are no longer in good standing with the Lodge.

### **1.5.2 CHAPTER OFFICERS**

1. The officers of each Chapter shall be the Chapter Chief, a minimum of one Vice Chief, and a Secretary. These elected officers must be under 21 years of age for their entire terms of office.
2. Chapter officers shall be elected during the spring. At the discretion of the Chapter Executive Committee, their terms of office shall start at a Chapter Spring function or June 1st. The Lodge Chief or his designee shall install the officers at an appropriate Chapter function. Elected and aspiring Chapter officers shall attend available Lodge training.
3. In the event a Chapter officer must be replaced, his successor shall be elected by a majority vote of the Chapter Executive Committee. The Chapter Chief shall appoint a temporary replacement to serve until the next Chapter Executive Committee meeting. In the event that the Chapter Chief must be replaced, the Chapter Vice Chief shall serve until the next Chapter general election and shall appoint a replacement for the office of Chapter Vice Chief to serve until the next Chapter Executive Committee meeting, at which time a permanent replacement shall be elected by a majority vote of the Chapter Executive Committee.
4. The Chapter Chief shall create such operating committees and appoint their chairmen as may be required for Chapter operation. All chairmen must be under 21 years of age for their entire terms of office.
5. The Chapter Adviser shall be nominated by the District Scout Executive in consultation with senior District officials and appointed by the Council Scout Executive with the concurrence of the Lodge Adviser. Other Chapter officers and committee advisers are appointed by the Chapter Adviser with the concurrence of the District Scout Executive.
6. The Chapter Executive Committee shall consist of the elected officers, Chapter operating committee chairmen, and their advisers, the immediate past Chapter Chief, the Chapter Adviser, and the District Scout Executive.

### **1.6 LODGE MEETINGS AND ACTIVITIES**

1. The Lodge shall schedule at least two (2) Lodge events (meetings or activities) each calendar year.
2. The Lodge Executive Committee shall meet at least three (3) times each calendar year.
3. Special meetings of the Lodge Executive Committee or the entire Lodge may be called by the Lodge Chief, with the approval of the Council Scout Executive (or his designee). Such meetings may also be called by the Council Scout Executive (or his designee) alone.
4. Only lodge members, under the age of 21, may vote in matters of Lodge business.

### **1.7 DUES AND FINANCES**

1. The Lodge fiscal year shall run from January 1st through December 31st.
2. The Lodge dues shall be determined by a majority vote of the Lodge Executive Committee. All dues shall be paid directly to the Council Service Center by each member or through consignment trading posts at Lodge and Chapter functions. Inactive members may be restored to active status by



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paying dues for the current year.

3. In the development of the annual Lodge budget, funds shall be made available for Lodge and Chapter mailings, activities, service projects, and any other projects that will support the Lodge or Chapter. Prior to incurring any budgeted expense, approval must be gained from the Lodge Vice-Chief for Finance & Membership, Lodge Adviser, and Lodge Staff Adviser. All approved orders shall be processed through the Council Service Center. The budget shall be approved by a majority vote of the Lodge Executive Committee, and subject to the approval of the Council Scout Executive.
4. All Order of the Arrow funds shall be handled through the Council Service Center and be subject to all Council accounting procedures. All Lodge and Chapter functions involving finances are subject to Council accounting procedures.
5. No Chapter of the Lodge may maintain a treasury, bank account, or similar pooling of finances. All properties in the possession of the Chapters shall be considered to be properties of the Lodge.

### **1.8 ORDEAL MEMBERSHIP**

1. Procedures for the Ordeal shall be as stated in the current printing of the *Order of the Arrow Handbook and Guide for Inductions*.
2. At the time of induction, each new member shall receive the following items:
  - a. A membership card.
  - b. An Order of the Arrow sash.
  - c. A current version of the *Order of the Arrow Handbook*.
  - d. A standard Lodge pocket flap

### **1.9 BROTHERHOOD MEMBERSHIP**

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

### **1.10 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 Guide for Officers and Advisers*.

### **1.11 LODGE OPERATING PROCEDURES**

1. The Lodge Executive Committee shall, by majority vote, establish Operating Procedures as required to conduct routine Lodge operations.
2. Each Lodge committee may establish Operating Procedures to govern its activities. Such procedures shall be approved by a majority vote of the Lodge Executive Committee, and copies shall be kept with the Lodge Vice-Chief for Administration & Communications.
3. The Lodge Operating Procedures (Lodge Rules, L.O.P) of the Amangamek-Wipit Lodge 470 have been prepared to acquaint all Arrowmen with the history, rules, guidelines, and operating procedures throughout the Lodge. This is done so in order to provide a complete picture of the Lodge and all operations of the given Lodge.
4. Amendments for the Lodge Operating Procedure regarding corrections in grammar conventions and proper language may be approved by the Lodge Key 3.



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**1.12 CHAPTER RULES AND OPERATING PROCEDURES**

1. All Chapters shall be governed by the Lodge Rules and Operating Procedures.
2. Any questions concerning a Chapter's operation shall be presented to the Lodge Chief and Lodge Adviser for clarification. If the Lodge Chief feels that the case merits the attention of the Lodge, he shall present the case and his decision at the next Lodge Executive Committee meeting. Such decisions are not subject to the Committee's approval.

**1.13 AMENDMENTS**

1. These Rules shall be subject to amendment at any regular or special meeting of the Lodge Executive Committee, provided that such amendment has been submitted in writing to the Committee at least thirty (30) days in advance of such meeting. A two-thirds (2/3) majority vote of the Committee members present shall be required to pass the amendment.
2. These Rules may also be amended by a mail vote of the active members of the Lodge. In such a case, a two-thirds (2/3) majority vote of the members responding shall be required to pass the amendment.
3. In either of the above cases, any approved amendments shall be presented to the members of the Lodge in writing within ninety (90) days.
4. In a unique situation designated by the Council Executive or the Lodge Key 3, a two-thirds (2/3) vote of the Lodge Executive Committee may temporarily authorize deviation from these Rules, provided written notification of such action is sent to all active members within fourteen (14) days after being passed by the Committee.

**1.14 DECISION APPROVALS**

Any and all decisions of the Lodge Executive Committee or members thereof are subject to the approval of the Council Scout Executive or his designee.



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## 2. THE LODGE

### 2.1 HISTORY

Amangamek-Wipit Lodge was granted its first charter on March 12, 1952. The Lodge was originally chartered without a name or totem. In the fall of 1952, the lodge cofounders, Jack A. Obermeyer (first lodge adviser) and Ralph P. Lutz, and other former OA members residing in the area, visited the various troops in the council to conduct elections. That fall, three separate Ordeals were held by Nentico, Blue Heron, and Nawakwa Lodges. By the time of the first lodge banquet on December 29, 1952, the Lodge had 89 charter members (77 from the Ordeals and 12 from transfers). At the banquet, the first lodge chief, Robert L. Zink, was elected.

In June 1953, the Lodge conducted its first Ordeal on its own. The lodge name and totem were also adopted at this meeting. The totem selected was an arrow and the Washington monument superimposed

on a shark's tooth. The monument stood vertically in the center of the tooth and the arrow bisected the monument at an angle pointing upward to the left. The shark's tooth was chosen for the lodge name and the principal object in the totem because of the large number of sharks' teeth that were found along the Chesapeake shores of Camp Roosevelt, which served as the early home for the Lodge. The Indian version of the lodge name, "Amanquemack," was obtained in a telephone conversation with a Delaware Indian language expert at the Smithsonian Institution. There was no word for 'shark' in the language, only 'large fish'; the 'tooth' part was assumed. The first lodge patch appeared in October 1953.

On March 27, 1954, Nentico Lodge provided the first Brotherhood ceremony for the Lodge at Camp Broad Creek. The Lodge held its first Brotherhood ceremony on its own later that August. The Lodge's first Vigil, Ralph P. Lutz, was inducted at the 1954 Area III-C Pow Wow held at Camp Rock Enon in May.

Sometime in November or December 1955, additional research was done on the lodge name. It was discovered that the word "Amanquemack" did not exist in the Delaware language and the name had been written down incorrectly in the original telephone conversation with the Smithsonian. The correct word for 'large fish' was "Amangamek" and the word for 'tooth' was "Wipit." The new lodge name - "Amangamek-Wipit," first appeared in early 1956; it was probably adopted at the December 1955 lodge banquet.

The Lodge was a charter member of old Area III-C and hosted the Area III-C Pow Wow in 1956 at Camp Roosevelt and in 1965 at Camp Wilson. In 1973, the Lodge was included in the area realignment and became an active member of Section SE-1. The Lodge hosted the 1976 SE-1 Indian Seminar at Ft. Belvoir and the 1980 SE-1 Conclave at Camp Happyland. In January 1982, Amangamek-Wipit was among the five northern lodges split off to form SE-9. Later in May, these five lodges were transferred to the Northeast Region to form the new Section NE-6.

In June 1988 three Pennsylvania lodges joined NE-6; in June 1994 the section was renamed NE-4C. The Lodge hosted section conclaves in 1985 at Camp Happyland and in 1991 at Prince William National Forest for NE-6; in 1996 at Camp Rock Enon and in 2003 at Goshen Scout Reservation for NE-4C; and in 2009 and 2013 at Camp Snyder for NE-6A.



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Since formation, the Amangamek-Wipit Lodge has produced one national vice chief; two region chiefs; two area chiefs and three vice chiefs; fourteen section chiefs, eleven vice chiefs and ten secretaries; one section adviser; two region OA chairmen; six national OA committeemen; one *National OA Bulletin* editor; and nineteen Distinguished Service Award, 116 Founder's Award, and 2,222 Vigil Honor recipients. The Lodge has been recognized with three E. Urner Goodman National Camping Awards. In recent years, the Lodge has consistently been the first or second largest Lodge in the Order and has often achieved National Quality Lodge status along with receiving Journey to Excellence awards.

For additional information of the history of the Lodge, see "A History of the Amangamek-Wipit Lodge" available in the Lodge Trading Post and the Lodge history webpage at [Wipit470.org/history](http://Wipit470.org/history)

## **2.2 THE KEY THREE**

### **2.2.1 MEMBERS**

- a) Lodge Chief-Representing the youth members of the Lodge.
- b) Lodge Adviser-Representing Lodge adults and the Council Camping Committee.
- c) Lodge Staff Adviser-Representing the administration of the Council.

### **2.2.2 PURPOSE**

- a) To make the Order of the Arrow an effective instrument of the Scout camping and outdoor program.
- b) To direct the efforts of the Order towards assistance in Council programs and goals.
- c) To give leadership, direction, and inspiration to all members of the Lodge.
- d) To direct the efforts of the membership toward the realization of the purposes and goals of the Order of the Arrow.

### **2.2.3 MEETINGS**

Meet at least quarterly, apart from regularly scheduled Lodge functions, to:

- a) Re-charter the Lodge and evaluate progress using the Journey to Excellence Lodge Program.
- b) Oversee the planning of Lodge events, including program and budget.
- c) Exchange any recent information or ideas for the benefit of the Membership of the Lodge.
- d) Any other business that may come before the Key Three.

## **2.3 OFFICER/ADVISER RESPONSIBILITIES**

### **2.3.1 LODGE CHIEF**

- a) The principal representative and delegate of the Lodge.
- b) Is responsible for planning and carrying out all Lodge Executive Committee meetings
- c) Works with all members of the LEC to ensure the successful completion of all tasks for the Lodge
- d) Will communicate and work directly with lodge vice chiefs and area chiefs
- e) Installs the new lodge officers
- f) Consults with and notifies their Adviser concerning all Lodge matters.
- g) Appoints and removes Lodge operating committees and chairmen as needed.
- h) Presides over Lodge Executive Committee meetings.



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- i) Has some contact with each Officer and Lodge Committee Chairman.
- j) Appoints Lodge Event Coordinators and serves as a Key Adviser.
- k) Represents the Lodge at all OA functions and appoints a replacement representative if unable to.
- l) Defines additional duties of Lodge Committee Chairmen, Event Chairmen, and Lodge Officers during the year.
- m) Conducts Lodge elections and business meetings at the Lodge Fellowship.
- n) Presides at all Lodge functions. He is to open proceedings and then turn the event over to the Event Chairman.
- o) Awards the Performance Measurement Program recognition.
- p) Maintains close contact with other members of the Key Three.
- q) Serves as or appoints a member of the Council Camping Committee Executive Board.
- r) Serves as a youth member of the Council Executive Board
- s) Produces the Lodge Plan Book and the Lodge Final Report for presentation to the council executive board.

**2.3.2 LODGE ADVISER**

- a) Serves as a member of the Council Camping Committee.
- b) Maintains continuity between outgoing and incoming Lodge Officers, their program, their goals, and the National OA Policy.
- c) Reminds Lodge Officers of their responsibilities and ensures their successful execution of said responsibilities.
- d) Coordinates the Order of the Arrow's activities with other segments of the Council Program.
- e) Advises, with other adults, on the proper role of adult members in the OA.
- f) Is familiar with the current edition of the *Order of the Arrow Handbook, the Guide for Officers and Advisers*, and National policies.
- g) Advises Lodge Officers on policies and procedures.
- h) Encourages attendance at National Leadership Seminars, Section Conclaves, and National OA Conferences.
- i) Appoints adult advisers to each Lodge officer and committee chairman
- j) Maintains close contact with other members of the Key Three.

**2.3.3 LODGE STAFF ADVISER**

- a) Works closely with Lodge Adviser and Lodge Officers to ensure the Lodge fulfills its purpose.
- b) Watches over the Lodge finances.
- c) Coordinates OA activities with other segments of Council programs.
- d) Coordinates Order of the Arrow plans for participation in the summer camping program.
- e) Coordinates Order of the Arrow use of office facilities and equipment with the office staff.
- f) Advises other adults on their proper role in the OA.
- g) Is familiar with the current edition of the *Order of the Arrow Handbook, the Guide for Officers and Advisers*, and National policies.



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- h) Advises Lodge Officers on National policies and procedures.
- i) Encourages attendance at Section Conclave, National Leadership Seminars, and National OA Conferences.
- j) Serves as liaison to the council Staff.
- k) Recommends and attains Scout Executive approval of prospective adult advisers.
- l) Maintains close contact with other members of the Key Three.

**2.3.4 LODGE VICE CHIEF FOR OPERATIONS**

- a) Assists Lodge Chief with the operation of the Lodge.
- b) Presides over committees specified by the Lodge Operating Procedures section 3.4 and works closely with the Area Chiefs.
- c) Presides over the Lodge Activities and meetings in the absence of the Lodge Chief.
- d) Is advised by the designated Associate Lodge Advisor.
- e) Performs other duties as assigned by the Lodge Chief

**2.3.5 LODGE VICE CHIEF FOR ADMINISTRATION & COMMUNICATIONS**

- a) Assists Lodge Chief with the operation of the Lodge.
- b) Presides over committees specified by the Lodge Operating Procedures section 3.5.
- c) Records minutes of Executive Committee and Lodge Meetings and distributes the minutes to all Executive Committee members promptly after each meeting.
- d) Sends notices to Executive Committee members, notifying them of meetings and events, obtaining necessary information from Lodge Chief.
- e) Working with Chapter Chiefs, prepares and distributes a Lodge/Chapter Officer and Chairman Directory. Maintains contact with Chapter Chiefs to keep Directory up to date.
- f) Submits a calendar of events to the Sharks Tooth editor to help keep the membership informed.
- g) Signs the master copy of the membership card.
- h) Is advised by the designated Associate Lodge Adviser.
- i) Performs other duties as assigned by the Lodge Chief

**2.3.6 LODGE VICE CHIEF FOR FINANCE & MEMBERSHIP**

- a) Assists Lodge Chief with the operation of the Lodge.
- b) Presides over committees specified by the Lodge Operating Procedures section 3.5
- c) Appoints members to the Lodge Financial Committee.
- d) Prepares Lodge Budget for submission to the Lodge Executive Committee in October of each year.
- e) Reports the Lodge income, expenditures, and current balance to the Lodge Executive Committee.
- f) Acts as a resource for Chapter Chiefs in preparation of Chapter Ordeal and event budgets.
- g) Arranges for and operates Trading Post at Lodge events.
- h) Reviews costs and sets prices for all Lodge supplies.
- i) Maintains an inventory of Lodge supplies and reorders whenever the stock level requires it.
- j) Reprints forms for consignments, budgets, trading post orders, and cash advances whenever prices





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change, or form stock is depleted.

- k) Performs other duties as assigned by the Lodge Chief

**2.3.7 LODGE FINANCIAL ADVISER**

- a) Advises Lodge Vice-Chief for Finance & Membership and assists Lodge Adviser.
- b) Reviews all Lodge budgets, current balance sheets, orders, etc., prior to submission.
- c) Maintains close liaison with Staff Adviser and Director, Support Services on all fiscal matters.
- d) Reviews and provides the final closeout of all Lodge and Chapter event accounts.

**2.3.8 LODGE AREA CHIEF**

- a) Is responsible for planning and carrying out all area functions.
- b) Maintains close contact between the Lodge and all Chapters in their area.
- c) Assists Lodge Chief with the operation of the Lodge and performs duties and tasks designated by the Chapter Chiefs within their areas.
- d) Devotes significant interest in improving all Chapters in their area. He is an ex-officio member of all Chapters and, as such, should be invited to all meetings and functions (events).
- e) Installs or oversees the installment of new chapter officers.
- f) Is responsible for planning and carrying out all area functions (e.g., EXPO).
- g) Confers with Lodge and Area Advisers on all phases of area operations.
- h) Hosts a major Lodge Event as assigned by the Lodge Executive Committee.
- i) Recruits event chairman for the assigned Lodge Event being hosted by the Area in consultation with the Lodge Area Adviser, Lodge chief, and Lodge Adviser.
- j) Plans and conducts with the assistance of their corresponding Lodge Area Adviser, three (3) Area Executive Committee meetings annually, and an Area Leadership Development event.
- k) Performs other duties as assigned by the Lodge Chief or Vice-Chief for Operations.
- l) See Appendix G for further information

**2.3.9 LODGE AREA ADVISER**

- a) Maintains close contact with Area Chief to help identify and correct problem areas. Maintains contact with Lodge and Chapter Advisers to provide the Area Chief with an adult point of view.
- b) Confers with Area Chief on the progress of Chapters. Motivates and assists with adult Advisers as necessary. Acts as a resource for Area Chief at area and Chapter meetings, functions, or events.
- c) Assists in planning area programs and provides background and resources as necessary. Assists Area Chief in backdating for area events.
- d) Recruits Event Adviser for the Lodge event being hosted by the Area. The appointment is made by Council Executive after approval by Lodge Adviser.
- e) Assists Lodge Adviser as requested.
- f) Supports the Area Chief in planning for the Area Executive Committee meetings and the Area Leadership Development event.



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## **2.4 AWARDS AND RECOGNITIONS**

### **2.4.1 DISTINGUISHED SERVICE AWARD**

An award presented by the National OA Committee to those Arrowmen who have rendered outstanding service to the Order on a Section, Area, Regional, or National basis. It is given primarily for dedicated service to the Order and Scouting over a period of years. Adults, scouts, and professional Scouters are eligible to be recognized. A limited number of awards are presented every two years at the National OA Conference.

### **2.4.2 FOUNDER'S AWARD**

1. A National award for exceptional achievement and exemplary service available for presentation on a select basis at the Lodge level. A maximum of four awards may be presented per year. If two or more are awarded, at least one must be presented to a young man under 21. Only active members are eligible to be considered.
2. The National OA Committee must approve the Lodge nominees based on petitions to the National Executive Secretary. Nominees are selected each year by a special Lodge committee of available past Founder's Award recipients and/or youth members not considered for the award that year.
3. The awards are presented at the Lodge Banquet and are fully funded in the Lodge budget.

### **2.4.3 VIGIL HONOR**

The highest honor the Order of the Arrow can present for leadership given in the spirit of service to the Lodge and Council. See the Vigil Honor Committee section for the procedures to be followed. After approval of annual Lodge petitions to the National Order of the Arrow Committee, the candidates are secretly notified and inducted prior to the annual Lodge Banquet. The new Vigil members are publicly recognized at the Lodge Banquet with the presentation of their certificates and sashes (if not previously presented). The cost of the certificates and sashes are fully funded in the annual Lodge Budget.

### **2.4.4 SERVANT LEADERSHIP AWARD**

This is an award to honor those youth members of the Lodge who are between the age of 18 and not yet 21, give exemplary service to the Order of the Arrow, Scouting, and their community over an extended period of time. Each year members of the Order of the Arrow and the scouting community will be asked to nominate qualified youth, who, by their leadership and service, exemplify the ideals of the Order and are role members for other members. A lodge-level selection committee will consider all approved nominations for the award and recommend those most deserving to the Lodge Executive Committee. While there is no limit to how many awards may be given in any given year, the committee may decide that the award will not be presented that year, or may recommend multiple youths.

### **2.4.5 GOLDEN TOOTH AWARD**

This is an award to honor the members of each chapter who have provided the most cheerful service to the Lodge, Scouting, and the community over the last year. The top ten percent (10%) of youth and the top ten percent (10%) of adult members who have reported service hours that have been approved by their Chapter Adviser will receive the award. One must be an active member to receive the award.



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**2.4.6 CONTEST AWARDS**

1. A plaque, trophy, un-framed, or framed certificate will be awarded to recognize competition winners. They include recognition for the following:
  - a) Sports Winners (volleyball, horseshoes, etc.).
  - b) Best Chapter Display.
  - c) Best Chapter Newsletter Content and Layout.
  - d) Quality Chapter Program.
  - e) Lodge Ceremony and Dance Competition.
2. The sports competition, Lodge Ceremonies, and Dance Competition award winners will be presented at the Lodge Fellowship, and the cost of the recognition items will be included in the Fellowship budget. The Chapter Display, both Chapter newsletter awards, and the recognition for the three levels of the Quality Chapter Program will be presented at the Lodge Banquet, and the cost will be covered in the Banquet budget. Rotating awards are recovered and passed on to each year's new winners. Any other contest award is to be listed in the budget of the event at which it is to be awarded.

**2.4.7 EVENT CHAIRMAN/ADVISER RECOGNITIONS**

A plaque to recognize the service of the key people at the Fellowship, Banquet, and Goshen Service Weekend. They will be given at the event for which the Chairman/Adviser served, and the cost of the recognitions will be included in the budget for that event.

**2.4.8 LODGE/CHAPTER SERVICE RECOGNITIONS**

1. Any token (plaque, certificate, patch board, etc.) to recognize the past year's service. Presentations to Lodge Officers, Lodge Committee Chairmen, and Advisers are to be given at an Executive Committee meeting. The cost of these recognitions will be covered by the proceeds from the patch auction at the Lodge Fellowship and by specific money in the Lodge budget.
2. Presentations to Chapter Officers, Committee Chairmen, and Advisers will be handled on a Chapter basis and will be given at a Spring Ordeal or other spring function. The cost will be covered in the budget for the event or by proceeds from any patch auction.

**2.4.9 OTHER AWARDS**

Any other Lodge/Area award or recognition must be approved by the Key Three before it is announced or purchased.



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## **2.5 UNIFORM AND INSIGNIA**

### **2.5.1 SASHES**

1. The sash is worn at Order of the Arrow functions and special Scouting activities when members need to be identified as Arrowmen rendering special services.
2. An Ordeal sash will only be worn by an Ordeal member, a Brotherhood sash will only be worn by a Brotherhood member, and a Vigil sash will only be worn by a Vigil member. The sash will be worn with the arrow pointing over the right shoulder.
3. OA sashes should not be worn on the belt. The sash is to be worn only at OA events and special Scouting functions when representing the Order of the Arrow; therefore, when at one of these events, wear it properly over the right shoulder, underneath the epaulet so that the shoulder loop is not covered. When not at an OA event, the pocket flap signifies that one is an Arrowman whose current dues are paid to a Lodge. The universal ribbon pin can also be worn to signify that one is an Arrowman.
4. Nothing is to be worn on the OA sash except the 50th or the 60th Anniversary Awards. Beaded sashes and sash backs depicting the legend are not to be worn. Also, sashes with Dr. Goodman's or Col. Edson's signature or any other signatures, stamps, or pins are not to be worn. Nothing should detract attention from the arrow and its true meaning. There is nothing wrong with having any of these souvenir sashes; just do not wear them with the Scout uniform.

### **2.5.2 LODGE FLAPS**

1. To wear a Scout uniform, one must be a currently registered member of the Boy Scouts of America. To wear an Order of the Arrow Lodge Pocket Flap on the uniform, one must pay one's current year's dues to a Lodge.
2. To earn the right to pay OA Lodge dues, one has to be properly elected and inducted into the OA and must be a currently registered member of the Boy Scouts of America. One can only wear the OA pocket flap of the Lodge in which one pays dues. Paying dues in one Lodge does not make one a member of another Lodge. Each Lodge is an independent entity.

### **2.5.3 TRADING**

There are no restrictions on trading or owning any and all Lodge insignia and souvenir items (i.e., mugs, patches, flaps, neckerchiefs, slides, pins, etc.).

## **2.6 EXECUTIVE COMMITTEE MEETINGS**

### **2.6.1 MEETING PREPARATION**

1. Meetings shall be held in accordance with the Lodge rules. Regular meetings of the committee shall be listed in the Council Calendar.
2. The Lodge Chief and Lodge Vice-Chief for Administration & Communications shall compose a meeting agenda after consultation with their Adviser at least one week in advance of the meeting. The agenda, along with the meeting notice, shall be forwarded to all members at this time by the Lodge Vice-Chief for Administration & Communications.
3. Amendments to the agenda may occur before the meeting by notifying the Lodge Chief of the proposed change and obtaining their approval. No additions to the agenda may be allowed at the meeting unless a majority vote of the committee approves the addition.
4. Lodge Executive Committee Meetings shall take place at St. John United Methodist Church, Alexandria, Virginia. If this area should become unavailable, the Lodge Staff Adviser shall obtain meeting space for the committee at the Scout Service Center or other acceptable location.



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**2.6.2 MEETING PROCEDURES**

1. The Lodge Chief shall serve as the chairman of the meeting and presiding officer. If the Chief is absent, the Lodge Vice-Chief for Operations shall act as chairman. If he should also be absent, the Lodge Chief will designate their replacement.
2. Adult members and Lodge Event Chairmen may not vote in any decision or election of the Lodge Executive Committee. Votes of abstention shall not be counted in the final total of votes cast. The Lodge Chief shall not vote except in case of a tie.
3. If a member of the Executive Committee other than the Lodge Chief will be absent, he must notify the Lodge Chief of their replacement before the meeting. With the approval of the Lodge Chief, only the member's representative shall be permitted to act in their stead.
4. Members of the Lodge Executive Committee are limited to no more than two votes in any decision of the committee. If a person is a representative of a Chapter and also an Officer or Committee Chairman, they may vote only twice.
5. A quorum shall consist of a majority of all Lodge Executive Committee members eligible to vote AND a majority of all Chapter Chiefs or their designated representatives. If this representation is not present, the meeting must be postponed or not contain issues to be voted on.
6. The number of voting committee representatives must be one less than the chapter representatives. If this ratio is not present, the Lodge Chief or presiding officer will designate the voting committee representatives at the beginning of the meeting with the approval of the Chapter representatives.
7. All decisions, unless specifically exempted by the Lodge rules or these operating procedures shall be directed by a simple majority (greater than 50%). If a vote ends in a tie, another vote shall be taken. If the second vote also ends in a tie, the Lodge Chief shall cast the deciding vote.
8. All decisions are first to be called to a voice vote. However, if a clear majority does not exist, a roll call vote must be taken. If any member of the committee requests a roll call vote, the request must be satisfied.
9. All voting, motions, and procedures conducted within the Lodge Executive Committee meeting will be in accordance with *Robert's Rules of Order* over the entire course of the meeting unless otherwise specified by the Lodge Rules or national guidelines.



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10. Suggested Agenda:

- a. Opening - Obligation led by the Lodge Chief.
  - b. A roll call of members shall be taken. The minutes of the previous meeting of the committee shall be presented by the Lodge Vice-Chief for Administration & Communications and approved by the committee.
  - c. Reports by each Lodge Officer, Area Chiefs (these reports will include those of the Chapters in their respective areas), and the Lodge Committee shall be given, and copies of the reports shall be given to the Lodge Vice-Chief for Administration & Communications.
  - d. Unfinished business items that have previously been discussed before the committee shall be continued.
  - e. New business.
  - f. Special presentations, as desired by the Lodge Chief.
  - g. Advisers' minutes (Lodge Staff Adviser's minute followed by the Lodge Adviser's minute).
  - h. Closing - OA song.
11. All decisions, unless specifically exempted by the lodge rules or these operating procedures, shall be directed by a simple majority through a voice vote. However, if any member of the committee requests a roll call vote, the request must be satisfied. If a vote ends in a tie, another vote shall be taken. If the second vote also ends in a tie, the lodge chief shall cast the deciding vote.

## **2.7 NATIONAL ORGANIZATION**

The Order of the Arrow is described in its primary documents:

- Order of the Arrow Handbook,*
- Order of the Arrow Brand Guidelines,*
- Order of the Arrow Field Operations Guide,*
- Order of the Arrow Guide for Officers and Advisers, and*
- Order of the Arrow Guide to Inductions.*

Additional information is available through the national website, [www.oa-bsa.org](http://www.oa-bsa.org).

## **2.8 REGION**

There are four geographical regions: Central, Northeast, Southern, and Western. This Lodge is part of the Northeast Region, which maintains a website, [northeast.oe-bsa.org](http://northeast.oe-bsa.org).

## **2.9 SECTION**

There are six areas within the Northeast Region, each of which has two sections. This Lodge is part of Section NE-6A, which maintains a website, [www.ne6a.org](http://www.ne6a.org).



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### **3. LODGE OPERATING COMMITTEES**

#### **3.1 CREATING LODGE OPERATING COMMITTEES**

1. All lodge committees, regardless of the type of committee, are approved by the lodge chief and lodge advisor. The following steps are to be taken before the creation is to be made official:

- a) Determine the need of the committee within the Lodge Executive Committee
- b) Determine which lodge vice-chief the committee would fall under
- c) Determine the size of the committee
- d) Determine the committee's duties and responsibilities
- e) Introduce the newly created committee, along with the committee chairman, at the next Lodge Executive Committee.

2. The Lodge Chief is an ex officio member of all lodge committees. Any service the lodge chief performs for a committee is done under the charge of their office as the Lodge Chief.

#### **3.2 APPOINTING CHAIRMEN**

All Lodge Chairmen, regardless of the type of committee, are appointed by the Lodge Chief. The following steps are to be taken before the appointment is made official:

- a) Look for possible Chairmen by asking the previous Chairman and Adviser for ideas. Also, consult with the Lodge Adviser.
- b) Ask the Chapter Chiefs and Advisers of any potential candidates to see if they will be in the area for an extended time. Also, be sure that the candidate will be under 21 years of age for at least six months.
- c) Ask the candidate if they can do the job, based on the description of the duties. Be explicit in the description.
- d) If the candidate says no, go back to step one. If they say yes, thank them and be sure they know about the next Lodge Executive Committee Meeting date and the agenda for his report. Tell him that they have an Adviser and that the Adviser will get in touch with them soon. Tell them the present Adviser's name and be sure to check to see if the chairman will be able to work with the Adviser. Tell the Lodge Adviser of the chairman's decision.
- e) At the next Lodge Executive Committee Meeting, introduce the new chairman for a confirmation vote. Also, introduce the Adviser, even if it is the same one as before the appointment.
- f) Lodge committee chairmen serve a one year term from January 1<sup>st</sup> to December 31<sup>st</sup> unless otherwise determined by the Lodge Chief.



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### **3.3 CHOOSING ADVISERS**

Advisers are appointed by the Council Scout Executive through the Lodge Adviser. After the Lodge Chief contacts the Adviser and tells him the decision of the new chairman, either the same Adviser will be kept, or a new one must be appointed. The following conditions must be met:

- a) The youth must be able to work with the Adviser. If not, the Adviser must be replaced.
- b) The Adviser must be able to ensure that his advising a Lodge Committee will not interfere with his other responsibilities.
- c) A potential Adviser's Chapter Adviser should be consulted before the appointment. Before any new appointment, the chairman, Lodge Chief, and Staff Adviser are to be consulted for recommendations.

### **3.4 OPERATIONS**

- a) Manages all operating and ad hoc committees beneath the Lodge Vice-Chief for Operations.
- b) These committees are required to work with other operation committees, along with any other committees in the Lodge that will guarantee their success.
- c) Ad Hoc committees will be designed to serve the Lodge at accomplishing a given task such as an event (*i.e., NOAC, Conclave, camporee, presidential inauguration, Indian Seminar, etc.*).
- d) The committee chairmen under the vice chief for operations are appointed by the lodge chief based upon the recommendation by the lodge vice chief for operations.
- e) The Operations Vice-Chief is elected per section 1.5.1

#### **3.4.1 CEREMONIES**

- a) Acts as a resource for Chapter Ceremonies Teams. Organizes and holds the ceremonies training and competition portion of the Lodge Fellowship and/or Indian Seminar. Obtains competition judges.
- b) When requested, evaluates and critiques each Chapter Ceremonies Team by attending Chapter Ordeals, etc., giving helpful advice and comments as necessary, and making a report to be kept on file in committee records.
- c) Maintains an inventory of Chapter Ceremonies equipment belonging to the Lodge (paid for with Lodge or event funds) by working with the Chapters Quartermaster.
- d) Assists in overcoming Chapter shortages of costume materials.
- e) Plans and carries out any additional duties as may be assigned by the Lodge Chief.
- f) Appointed by the Lodge Chief based upon the recommendation of the Lodge Operations Vice Chief.

NOTE: It is illegal for any O.A. member to request or accept cash, gratuities, donations, expense money, or costume maintenance money, especially in return for performing a service to Scouting or the Community. The OA is Scouting's National Honor Society, and the B.S.A. is a non-profit organization. If the only way a Chapter Ceremony Team can sustain itself is by these means, the team will be disbanded, and the services will no longer be provided.

#### **3.4.2 INDIAN DANCE**





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- a) Acts as a resource for Chapter Dance Teams. Organizes and holds the Indian training and competition portion of the Lodge Fellowship and/or Indian Seminar. Obtains competition judges.
- b) Maintains an inventory of Chapter Indian Dance equipment belonging to the Lodge (paid for with Lodge or event funds) by working with Chapter Quartermasters.
- c) Assists in overcoming Chapter shortages of costume materials.
- d) Plans and carries out any additional duties as may be assigned by the Lodge Chief.
- e) Appointed by the Lodge Chief based upon the recommendation of the Lodge Operations Vice Chief.

**3.4.3 HEALTH AND SAFETY**

- a) Acts as a resource for all Lodge, Area, and Chapter events. Organizes and maintains all health and safety assets at both the Lodge and Chapter levels.
- b) Plans and carries out any additional duties as may be assigned by the Lodge Chief.
- c) Appointed by the Lodge Chief based upon the recommendation of the Lodge Operations Vice Chief.

**3.4.4 COOK CREW**

- a) Acts as a resource for all Lodge, Area, and Chapter events. Organizes and maintains all cook crew assets at both the Lodge and Chapter levels.
- b) Plans and carries out any additional duties as may be assigned by the Lodge Chief.
- c) Appointed by the Lodge Chief based upon the recommendation of the Lodge Operations Vice Chief.

**3.4.5 G.S.R. OA COORDINATOR/COUNCIL CAMPOREE/G.O.A.T./ WILLIAM B. SNYDER OA COORDINATOR**

- a) Responsible for preparing and providing information regarding the Goshen Scout Reservation, Council Camporee, Camp William B. Snyder, and/or the GOAT program at G.S.R.
- b) Each of the listed committees are to be separate and operated by a separate committee and committee chairman.
- c) Solicits new information and changes on locations, etc., to members of the Lodge regarding the Council Camporee, Camp William B. Snyder, GOAT program, and/or G.S.R.
- d) Works with all other Communications and Operations committees to succeed in their promotional efforts within the Lodge.
- e) Acts as a resource and aid for the Chapter Camp Promotion and High Adventure Chairmen.
- f) Plans and carries out any additional duties as may be assigned by the Lodge Chief.
- g) Appointed by the Lodge Chief based upon the recommendation of the Lodge Operations Vice-Chief.

**3.4.6 PRESIDENTIAL INAUGURATION**

- a) Responsible for preparing and providing information regarding the United States Presidential Inauguration.
- b) Solicits new information and changes on locations, etc., to members of the Lodge regarding the Presidential Inauguration and what the Lodge's function with the inauguration will be.
- c) Works with all other Communications and Operations committees to succeed in their promotional efforts within the Lodge.
- d) Plans and carries out any additional duties as may be assigned by the Lodge Chief.
- e) Appointed by the Lodge Chief based upon the recommendation of the Lodge Operations Vice-Chief and necessity for the chairmanship.

**3.4.7 NATIONAL ORDER OF THE ARROW CONFERENCE (NOAC)**



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- a) Responsible for preparing and providing information regarding the National Order of the Arrow Conference (NOAC).
- b) Solicits new information and changes on locations, etc., to members of the Lodge regarding NOAC and contingent information.
- c) Works with all other Communications and Operations committees to succeed in their promotional efforts within the Lodge.
- d) Plans and carries out any additional duties as may be assigned by the Lodge Chief.
- e) Appointed by the Lodge Chief based upon the recommendation of the Lodge Operations Vice Chief and necessity for the chairmanship.

#### **3.4.8 CONCLAVE**

- a) Responsible for preparing and providing information regarding the Section NE-6A Conclave.
- b) Solicits new information and changes on locations, etc., to members of the Lodge regarding the Section NE-6A Conclave and what the Lodge's function with the Conclave will be.
- c) Works with all other Communications and Operations committees to succeed in their promotional efforts within the Lodge.
- d) Plans and carries out any additional duties as may be assigned by the Lodge Chief.
- e) Appointed by the Lodge Chief based upon the recommendation of the Lodge Operations Vice-Chief and necessity for the chairmanship.

#### **3.4.9 VIGIL INDUCTIONS**

- a) Responsible for preparing and providing information regarding the Lodge Vigil Induction status at the L.E.C.
- b) Solicits new information and changes on locations, etc., to members of the Lodge regarding the Lodge Vigil Inductions.
- c) Works with all other Communications and Operations committees to succeed in their promotional efforts within the Lodge.
- d) Plans and carries out any additional duties as may be assigned by the Lodge Chief.
- e) Appointed by the Lodge Chief based upon the recommendation of the Lodge Operations Vice Chief and necessity for the chairmanship.

#### **3.4.10 TRAINING**

- a) Supports all training events on the Lodge, Area, and Chapter levels.
- b) Operates and staffs the annual LLDC
- c) Works with all other committees to ensure its tasks are promptly completed.
- d) The chairman is appointed by the Lodge Chief based upon the recommendation by the Vice-Chief for operations.

#### **3.4.11 SERVICE HONOR**

- a) Has proper documentation ready to present at all L.E.C.'s regarding the status of the Lodge and its membership.
- b) Awards the Golden Tooth Award to the Lodge members who are deserving of the service honor award
- c) Keeps all documentation up to date based upon service hours donated towards scouting/the Amangamek-Wipit Lodge.
- d) Works with all other committees to ensure its tasks are promptly completed.
- e) The chairman is appointed by the Lodge Chief based upon the recommendation by the Vice-Chief for Operations.



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### **3.4.12 VIGIL SELECTION**

#### **3.4.12.1 VIGIL SELECTION CHAIRMAN**

- a) Works within the Lodge to award the Vigil Honor to those members in the Lodge who are selected for the award
- b) Works with all other committees to ensure the honor is appropriately given and received
- c) Associates with other committees throughout the Lodge to ensure all tasks are completed and accomplished promptly.
- d) The chairman is appointed by the Lodge Chief based upon the recommendation by the Vice-Chief for Operations.

#### **3.4.12.2 VIGIL NOMINATION AND SELECTION PROCEDURES**

Once each year, Amangamek-Wipit Lodge may select from its eligible membership those most deserving of the Vigil Honor. The candidates to receive this high recognition are picked by the Lodge Vigil Selection Committee. Written approval of each selected Lodge candidate must be obtained by the Lodge from the National Order of the Arrow Committee.

In order for the Lodge to give consideration to the best candidates each year, a Vigil Honor Nominating Committee is formed in each Chapter. The function of this committee is to screen the eligible Chapter members, survey their contributions, and nominate those most worthy to the Lodge Vigil Selection Committee. The Lodge Vigil Selection Committee will select the final candidates to be petitioned to the National Order of the Arrow Committee from the nominees submitted by the Chapters and from those nominated by the Lodge Vigil Selection Committee. The following procedure outlines the specific steps to be followed:

1. By November 1<sup>st</sup>, each Chapter Chief will appoint a Vigil Honor Nominating Committee of three or more members who are approved by the Chapter Adviser and District Scout Executive. Voting committee members must be under 21 years old; one, and only one, non-voting adult adviser should be appointed. The Committee members should be Vigil Honor members; however, if three Vigil members are not available in the Chapter, a combination of Vigil and Brotherhood, or all Brotherhood members, may be appointed. If any Brotherhood members are appointed to the committee, they must not be under consideration for Vigil this year. Each Chapter Chief must supply the name, address, telephone number, and Email address of his Chapter Vigil Honor Nominating Committee Chairman and Adviser to the Lodge Vigil Adviser by January 1<sup>st</sup>.
2. By January 15<sup>th</sup>, each Chapter Vigil Nominating Committee should develop a list of Chapter members who meet all of the following eligibility requirements:
  - a. Paid their current year's dues in Amangamek Wipit Lodge;
  - b. Paid their current registration in a unit or other organization of National Capital Area Council, Boy Scouts of America; and
  - c. Will have been a Brotherhood member for at least two years by May 31<sup>st</sup>.

Eligibility must be verified. The authorities to be used are the Lodge membership records and the Council Registration files.

3. By February 1<sup>st</sup>, each Chapter Nominating Committee will screen the list of eligible Chapter members to determine those who, by reason of exceptional service, personal effort, and unselfish interest, are believed to have made distinguished contributions beyond the immediate responsibilities of their position or office to one or more of the following: their Lodge (or Chapter), the Order of the Arrow, Scouting (unit, district, or council), or their Scout camp. Remember, tenure in Scouting or the Order of the Arrow is not considered ample reason for Vigil Honor recommendation or recognition. When screening the eligible members, weigh "distinguished service" on a young-man standard for Scouts and an adult standard for adults.
4. By February 1<sup>st</sup>, for those members the Chapter Nominating Committee considers to be most deserving, Vigil Honor Nominating Survey Letters will be mailed to people who know or work with the prospective



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nominees. At least three Survey Letters must be obtained for each prospective nominee. Some examples of people to send the letters to are:

For those under 21

- Unit Leader
- Parent
- Unit/District Committee Member
- Chapter Executive
- Committee Member
- Chapter Adviser

For those 21 or over

- District Executive
- District Committee Member
- District Commissioner
- Unit Leader, Committee Chairman
- Chapter Adviser

5. There are a maximum number of candidates that the Lodge Vigil Selection Committee can petition for approval to the National Order of the Arrow Committee each year. This maximum number is based on the total Lodge membership that was reported on the latest Charter renewal application of the Lodge to the National Committee. The number is determined by dividing the reported membership by 50 and rounding any resulting fraction up to the next whole number. There is no requirement that the Lodge must petition for the maximum number of candidates each year; however, with the exception of professional Scouters, the Council President, the Council Camping Committee Chairman, and Camp Rangers (all of whom do not count against the Lodge total), the maximum number cannot be exceeded. This procedure was set by the National Order of the Arrow Committee in order to maintain the Vigil Honor standards.

As mentioned previously, the nomination of professional Scouters, the Council President, the Council Camping Committee Chairman, and Camp Rangers do not count against the maximum number of selections the Lodge may make each year. Scouters in this group do, however, have to meet the requirements of at least two years' service as Brotherhood members.

To maintain a proper ratio of young men to adults in awarding the Vigil Honor, the National Committee will not approve petitions having more than 50 percent of the candidates 21 years of age or over, including those who do not count against the Lodge maximum number. All candidates may be young men, but not more than 50 percent may be 21 or over. Chapters should consider this when nominating two or more candidates to the Lodge. If a nominee turns 21 before July 1<sup>st</sup>, he will be counted as an adult.

6. Between March 1<sup>st</sup> and March 31<sup>st</sup>, each Chapter Nominating Committee will assemble all survey forms, review them, and vote. Only those Committee members under age 21 can vote. The Chapter Committee may nominate to the Lodge those eligible Brotherhood members that the Chapter Committee feels without any reservation are worthy. The Chapter Committee will then complete Vigil Honor Nomination Forms for the nominees, select the Indian names and the English Equivalents (use the Indian-English translations from the Lenni Lenape word list in the Order of the Arrow Handbook), attach at least three Survey Letters to each Nomination Form, and send these to the Lodge Staff Adviser at the Scout Service Center. Be sure to include the month and year of Brotherhood and Ordeal induction on each Nomination Form (this is required by the National Committee).

Special care should be exercised in selecting the Indian name for each nominee. The English meaning should be descriptive of the nominee and indicate something significant to him or her. They will have their selected name forever. Review their Scouting history carefully and select a distinguished name that accurately reflects the person and their unselfish leadership in service. An alternate name and meaning must also be supplied; this permits unique names to be selected for all the candidates in a given year.

Chapter nominations are due by April 1<sup>st</sup>. As a reminder, the Lodge Selection Committee will contact each Chapter Adviser whose nominations are not received by that date.

7. By April 1<sup>st</sup>, all Chapter nominations must be received by the Lodge Staff Adviser at the Scout Service Center. Incomplete forms or nominations received after April 1<sup>st</sup> will not be considered. Eligibility



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requirements will be re-verified for each nominee. Nominees found to be ineligible will not be considered. The Lodge Vigil Selection Committee Adviser will call each Chapter Adviser confirming receipt of their nominations and informing them of the nominations that were incomplete or not received on time.

The Lodge Vigil Selection Committee may add additional nominees for consideration to those submitted by the Chapters. The Lodge Committee will consider young men separate from the adults in reviewing the total nominations and in making the final selections. Within the maximum number of selections that can be made by the Lodge and adhering to the young man-adult ratio, those most deserving will be selected. It is not required that the maximum number of Lodge nominations be filled. The Lodge Committee will use the same criteria for selection as the Chapter Committees.

8. By June 1<sup>st</sup>, the Lodge Vigil Selection Committee will prepare the petitions to the National Committee, secure the signatures of the Lodge Chief and Scout Executive, and forward the petitions to the National Committee for approval.
9. Following notification by the National Committee, the Lodge Vigil Selection Committee will notify each approved nominee of his or her selection. Notification will be made by confidential letter congratulating the candidate, notifying him or her of the time and place of their induction, and swearing them to secrecy about their selection. At the same time, each Chapter Adviser will be notified confidentially of the approved nominees.

The Lodge Vigil Induction Committee will arrange an induction ceremony for the candidates prior to the annual Lodge Banquet. The public recognition of the Lodge's new Vigil Honor members will occur at the Banquet along with the presentation of their certificates. Complete secrecy about the selection will be maintained until the induction of the candidates.

#### **3.4.13 SERVANT LEADERSHIP AWARD**

- a) Works within the Lodge to award the Servant Leader Award to those members in the Lodge who are recommended for the award
- b) Works with all other committees to ensure the award is appropriately given and received
- c) Associates with other committees throughout the Lodge to ensure all tasks are completed and accomplished promptly.
- d) The chairman is appointed by the Lodge Chief based upon the recommendation by the Vice-Chief for Operations.

#### **3.4.14 GOODMAN CAMPING**

- a) Works within the Lodge to obtain the E. Urner Goodman Camping Award
- b) Works with all other committees to work towards the award
- c) Associates with other committees throughout the Lodge to ensure all tasks are completed and accomplished promptly.
- d) The chairman is appointed by the Lodge Chief based upon the recommendation by the Vice-Chief for Operations.

#### **3.4.15 FOUNDER'S AWARD**

- a) Works within the Lodge to award the Founder's Award to those members in the Lodge who are recommended for the award
- b) Works with committees to ensure the award is appropriately given and received
- c) Associates with other committees throughout the Lodge to ensure all tasks are completed and accomplished promptly.
- d) The chairman is appointed by the Lodge Chief based upon the recommendation by the Operations Vice-Chief.

#### **3.4.16 LODGE HISTORY**



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- a) Documents all lodge history and events of the Amangamek-Wipit Lodge
- b) Acquires items of Lodge history via donation
- c) Manufactures a Lodge history book every five (5) years
- d) Works with the Trading Post committee to ensure the history book is sold and adequately distributed
- e) Works with other to ensure the award is appropriately given and received
- f) Associates with other committees throughout the Lodge to ensure all tasks are completed and accomplished promptly.
- g) The chairman is appointed by the Lodge Chief based upon the recommendation by the Operations Vice Chief.

### **3.5 COMMUNICATIONS**

- a) Responsible for publication of the Lodge Newsletter (*Shark's Tooth*) four times a year (quarterly).
- b) Photographs Lodge participation in events for the newsletter.
- c) Plans and carries out any additional duties as may be assigned by the Lodge Chief.
- d) Acts as resource and aide for the Chapter Publication and Communications Chairmen.
- e) Suggests a nominee for Publisher and Editor of the *Shark's Tooth* to the Lodge Chief to be appointed.
- f) Judges the annual Chapter newsletter contest and awards the Best Content and Best Layout Award at the Lodge Banquet.
- g) Promotes all National Capital Area Council Camps and how to further participate within each of the camps. This includes Camp Service Projects, Ordeals, along with other Chapter, Area, and Lodge functions at the given Council Camp. This is accomplished through implementing promotions through Lodge communications.
- h) Furthers the promotion of Order of the Arrow High Adventure (OAHA) through informational briefings, promotional materials, and through other means within Lodge communications.
- i) Maintains and updates the Amangamek-Wipit Lodge 470 website on a regularly scheduled basis. The operations of the website are conducted via chairman appointed by the Lodge Chief. The Amangamek-Wipit Lodge website can be found at [Wipit470.org](http://Wipit470.org)
- j) The Communications Vice-Chief is elected per section 1.5.1

#### **3.5.1 THE SHARK'S TOOTH PUBLISHER**

- a) Works with the Editor and Communications Vice Chief to create the *Shark's Tooth* quarterly newsletter.
- b) Oversees the creation of the layout of the *Shark's Tooth* newsletter.
- c) Co-Judges the annual Chapter newsletter contest with the *Shark's Tooth* Editor and awards the Best Content and Best Layout Award at the Lodge Banquet.
- d) Plans and carries out any additional duties as may be assigned by the Communication Vice Chief.
- e) Plans and carries out any additional duties as may be assigned by the Lodge Chief.
- f) The publisher is appointed by the Lodge Chief via recommendation made by the Communications Vice Chief.

#### **3.5.2 THE SHARK'S TOOTH EDITOR**

- a) Works with the Publisher and Communications Vice Chief to create the *Shark's Tooth* newsletter.



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- b) Writes, edits, and chooses articles for the *Shark's Tooth* newsletter.
- c) Follows Order of the Arrow guidelines when editing and writing all articles published within the *Shark's Tooth* newsletter.
- d) Co-Judges the annual Chapter newsletter contest with the *Shark's Tooth* Publisher and awards the Best Content and Best Layout Award at the Lodge Banquet.
- e) Plans and carries out any additional duties as may be assigned by the Communication Vice Chief.
- f) Plans and carries out any additional duties as may be assigned by the Lodge Chief.
- g) The editor is appointed by the Lodge Chief via recommendation made by the Communications Vice Chief.

**3.5.3 PHOTOGRAPHY**

- a) Works with the Publisher, Editor, and Communications Vice Chief to create the *Shark's Tooth* newsletter.
- b) Obtains and selects visual aides to be incorporated within the articles for the *Shark's Tooth* newsletter. This includes photographing lodge participation at events for documentation.
- c) Follows Order of the Arrow guidelines when implementing all photography into Lodge publications.
- d) Works with all other Communication committees to ensure proper publications are met in the manner desired.
- e) Plans and carries out any additional duties as may be assigned by the Communication Vice Chief.
- f) Plans and carries out any additional duties as may be assigned by the Lodge Chief.
- g) Photography Chairman is appointed by the Lodge Chief via recommendation made by the Communications Vice Chief.

**3.5.4 CAMP PROMOTIONS**

- a) Responsible for preparing an annual publication to guide Chapter Camp Promotion.
- b) Solicits new information and changes on locations, etc., to provide annual revisions to the Lodge *Let's Go Camping Guide*.
- c) Works with all other Communications committees to succeed in their promotional efforts within the Lodge.
- d) Acts as a resource and aid for the Chapter Camp Promotion Chairmen.
- e) Plans and carries out any additional duties as may be assigned by the Lodge Chief.
- f) Chairmen for Lodge Camp Promotions are to be appointed by Lodge Chief via recommendation made by the Communications Vice Chief.

**3.5.5 HIGH ADVENTURE PROMOTIONS**

- a) Responsible for preparing an annual publication for High Adventure Teams and opportunities.
- b) Solicits new information and changes on locations, etc. regarding Order of the Arrow High Adventure (OAHA).
- c) Works with all other Communications committees to succeed in their promotional efforts within the Lodge.
- d) Acts as a resource and aid for the High Adventure Chairmen.
- e) Plans and carries out any additional duties as may be assigned by the Lodge Chief.
- f) Chairmen for Order of the Arrow High Adventure Promotions are to be appointed by Lodge Chief via recommendation made by the Communications Vice Chief.

**3.5.6 WEBSITE**



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- a) Maintains and updates the Amangamek-Wipit Lodge 470 website on a regularly scheduled basis, or upon the discretion of the lodge vice chief for administration and communications and the lodge chief.
- b) The website is to be updated in compliance with any and all Order of the Arrow guidelines. All aspects should comply with all documents listed within section 2.5 of the Amangamek-Wipit Lodge Operating Procedures.
- c) The operations of the website are conducted via chairman appointed by the lodge chief based upon the recommendation by the lodge vice chief for administration and communications.
- d) The Amangamek-Wipit Lodge website can be found at [wipit470.org](http://wipit470.org)

### **3.5.7 PRODUCTIONS**

- a) Works within the Lodge to ensure all Lodge shows, when requested, are adequately staffed and to provide a staff when needed at specified events.
- b) Recruits throughout the Lodge to ensure that everyone in the Lodge is given the opportunity to serve on the Production committee.
- c) Maintains and operates the Amangamek-Wipit Lodge 470 social media channels (Facebook, Snapchat, Instagram, Twitter, YouTube, and Slack).
- d) Film and produce promotional and summary videos of Lodge Fellowships or other requested Lodge events and upload them to the Amangamek-Wipit Lodge 470 YouTube channel. Produce slide deck and podium book for the Annual Lodge Banquet.
- e) All social media and YouTube uploads are to be in compliance with any and all Boy Scouts of America and Order of the Arrow guidelines. All aspects should comply with all documents listed within section 2.5 of the Amangamek-Wipit Lodge Operating Procedures.
- f) The chairman is appointed by the Lodge Chief based upon the recommendation by the Lodge Vice-Chief for Administration & Communication.

### **3.6 FINANCE AND MEMBERSHIP**

- a) Manages all Lodge committees beneath the Lodge Finance and Membership Vice-Chief.
- b) The creation of these committees will coincide with section 3.1 of the Amangamek-Wipit Lodge Operating Procedures.
- c) These committees are required to work with other finance and membership committees, along with any other committees in the Lodge that will guarantee their success.
- d) The committee chairmen within the finance and membership department are appointed by the Lodge Chief based upon the recommendation by the Finance and Membership Vice Chief.
- e) The Finance and Membership Vice-Chief is elected per section 1.5.1

#### **3.6.1 MEMBERSHIP**

- a) Maintains and updates the Amangamek-Wipit Lodge 470 Lodgemaster according to dues-paying membership.
- b) Keeps the roster and documentation of all Lodge members up to date based upon current dues paid.
- c) Has proper documentation ready to present at all L.E.C.'s regarding the status of the Lodge and its membership.
- d) Keeps all documentation up to date based upon service hours donated towards scouting/the Amangamek-Wipit Lodge.
- e) Works with all other finance and membership committees to ensure its tasks are promptly completed.
- f) The chairman is appointed by the Lodge Chief based upon the recommendation by the Finance and Membership Vice-Chief.

#### **3.6.2 FINANCE**





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- a) Maintains the financial assets of the Lodge through documentation of sales and dues throughout the scouting fiscal year.
- b) Has proper documentation ready to present at all L.E.C.'s regarding the status of the Lodge and its finances.
- c) Works with all other finance and membership committees to ensure its tasks are promptly completed.
- d) The chairman is appointed by the Lodge Chief based upon the recommendation by the Finance and Membership Vice-Chief.

**3.6.3 BUDGET REVIEW**

- a) Reviews all event budgets on the Lodge, Area, and Chapter levels.
- b) Approves/Denies budgets based upon a recommendation from the Finance and Membership Vice Chief and Adviser.
- c) Works with all other finance and membership committees to ensure its tasks are promptly completed.
- d) The chairman is appointed by the Lodge Chief based upon the recommendation by the Finance and Membership Vice-Chief.

**3.6.4 TRADING POST**

- a) Maintains the lodges trading post assets
- b) Maintains and operates the lodge trading post at all lodge events with help from the trading post adviser.
- c) Works with all other finance and membership committees to ensure its tasks are promptly completed.
- d) The chairman is appointed by the Lodge Chief based upon the recommendation by the Finance and Membership Vice-Chief.

**3.6.5 CHAPTER PERFORMANCE MANAGEMENT PROGRAM (P.M.P.)**

- a) Reviews all Chapter P.M.P. reports.
- b) Helps all Chapter Chiefs and Advisers with the P.M.P process.
- c) Works with all other finance and membership committees to ensure its tasks are promptly completed.
- d) The chairman is appointed by the Lodge Chief based upon the recommendation by the Finance and Membership Vice-Chief.

**3.6.6 ASSET MANAGEMENT**

- a) Maintains the Lodge's assets
- b) Operates with the Chapter quartermasters to keep track of all lodge assets.
- c) Works with all other finance and membership committees to ensure its tasks are promptly completed.
- d) The chairman is appointed by the Lodge Chief based upon the recommendation by the Finance and Membership Vice-Chief.

**3.6.7 BRANDING AND POLICY**

- a) Works with all committees within the Lodge to build and update the Lodge Operating Procedures.
- b) Works with all other finance and membership committees to ensure its tasks are promptly completed.
- c) The chairman is appointed by the Lodge Chief based upon the recommendation by the Finance and Membership Vice-Chief.



## **4. FINANCES, PROPERTY, AND SUPPLIES**

### **4.1 PLANNING THE LODGE BUDGET**

1. The Lodge's fiscal year begins on January 1. In order to ensure smooth Lodge operations, the budget should be ready for approval by the Lodge Executive Committee by the October meeting.

2. The Lodge budget is the responsibility of the Lodge Vice-Chief for Finance & Membership. Working with the Key Three, the Vice Chief for Finance & Membership should follow these steps to ensure a sound budget.

- Research expenditures for the current year.
- See what supplies have had a price increase during-the current year.
- Ask everyone who has an allowance in the current budget for input concerning expected expenses (i.e., Lodge Officers).
- Obtain from the Lodge Chief any new expenses for the coming year.
- Check with the Membership Committee to reach a realistic estimate of the number of Lodge members expected for the next year.

1. After the above has been done, the Vice Chief for Finance & Membership should compile his facts, and then meet with the Key Three to plan the budget.

2. Income to be budgeted will be limited to dues money and patch sales. Any balances from the current year are not listed in the new budget. Any surpluses at the end of a fiscal year are placed into the custodial account.

3. The format of the budget will include the current year's budget by line item and next year's planned budget relative to the same line items and any newly added line items.

### **4.2 MAINTENANCE OF THE BUDGET**

The National Capital Area Council will maintain a custodial account in accordance with Boy Scouts of America procedures for Amangamek Wipit Lodge.

### **4.3 CHAPTER FUNDS**

1. No Chapter may keep a treasury or funds. Doing so creates un-audited-funds and is in violation of BSA policies. Surplus funds from an event will be added to, and deficit funds will be subtracted from, the funds available to the Chapter. The proceeds from the sale of consignments will be returned to the Lodge Custodial Account.

2. It is illegal for any OA member to request or, accept cash, gratuities, donations, expense, money, or costume maintenance money, especially in return for performing a service to Scouting or the community. The OA is the Brotherhood of Cheerful Service and the BSA is a non-profit organization. If the only way a Chapter Ceremony or Dance Team can sustain itself is by these means, the team will be disbanded, and the services will no longer be provided.

3. Any chapter requesting funds to be deposited in chapter/lodge accounts for activities that are not Ordeal related must have such request approved by the Lodge Vice-Chief for Finance & Membership and Lodge Key Three prior to any funds being deposited in accounts. Any funds deposited into Chapter or Lodge Accounts without such approval will be encumbered by the Lodge and used to support additional program activities as selected by the Lodge Executive Committee.



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4. The Council and Lodge Refund policy is the following:

5. All but 15% of an individual's fee is refundable, as long as the individual cancels in writing at least 30 days prior to the date of the activity. This policy does not supersede the "non-refundable" situation that is sometimes used in the Council or District programs.

#### **4.4 PROPERTY**

1. All the equipment (cooking, ceremony, dance, etc.) purchased by a Chapter with money from the Lodge budget, revenues from the sale of specialty items or event funds, is the property of the Lodge. At the beginning of each year, each Chapter must submit to the Lodge Vice-Chief for Finance & Membership a list indicating what Lodge property is in the Chapter's possession, a brief description of the item, and whose care the property is in. Any long-term changes in where the property will be kept will be listed with the Lodge Vice-Chief for Finance & Membership.

2. The Lodge Budget contains yearly funds for support of the chapters. Each chapter cost center will be credited in January with the amount designed by the formula in the approved lodge budget.

3. The Lodge inventory of equipment, patches, etc. needs to be monitored to ensure that there are enough inventories to fill consignment orders as they come in. The Lodge will conduct an annual physical inventory of its supplies. When determining if there are enough inventories, it is important to consider upcoming Ordeals and other events that may require Lodge inventory.

#### **Patches and Other Inventory**

1. For all purchases of lodge event patches, specialty flaps, and chapter patches; requests must be made through the Lodge Adviser, who will work with the Lodge Staff Adviser and Committee to ascertain quotes for, and actually purchase, said patches and flaps required for events.

2. Chapters wishing to have a patch must work through the Lodge key Three and Lodge Executive Committee for approval. If the chapter request is sufficient, pre-orders must accrue to cover all costs of the patch, as the Lodge will not prepay or cover any chapter deficit that may be incurred on any chapter patch sale. Patches must be ordered through an approved vendor.

3. Any patches that remain after a lodge event will become the property of the Lodge and will be turned over to the Lodge Adviser within 10 days after the event.

#### **4.5 EVENT FINANCES AND SUPPLIES**

Chapters are expected to operate in a fiscally prudent manner. Each Chapter will prepare a budget for each event held. All income and expenses will be channeled through the assigned chapter cost center. Chapter cost centers will be maintained in the Lodge's custodial account and will be considered as a continuing account with all balances carried over from year to year. It is expected that if a chapter decides to hold a fundraiser for a specific purpose, all revenue and expenses will flow through the chapter cost center. All purchases of chapter materials will flow through the chapter cost center. All check requests will be made through the Chapter Staff Adviser (District Executive) and approved by the Lodge Staff Adviser. An event budget must be submitted and approved prior to any consignment of Lodge supplies being issued.

#### **Before The Event**

At least 45 days prior to a chapter event (Ordeal, Fellowship, Banquet, etc.), a budget will be submitted to the Chapter Staff Adviser (District Executive) and Lodge Staff Adviser for approval and assignment of an account number. The Order of the Arrow Event Budget Planning and Report Sheet will be used. Before filling out the Order of the Arrow Event Budget Planning and Report Sheet, the first half (the Estimated



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Budget section) of the Chapter Event Budget should first be filled out. Filling this section out first will aid in closely estimating revenues and expenses.

In order to prepare the budget, an estimate of the attendees must first be made (i.e., Ordeal candidates, Brotherhood candidates, members, etc.). The next thing is to estimate the expenses:

- **Food**-Ordeal candidate food cost should be less than a members food cost since there is less of it. Multiply the anticipated candidates by candidate's estimated food cost. Multiply the anticipated number of members by member's estimated food cost. List each separately.
- **Ordeal Items**-Each candidate gets a standard lodge flap, sash, and book. The cost of these items and the candidates' dues must be included. Multiply the anticipated number of candidates by each Ordeal item; list each amount separately.
- **Brotherhood Items**-Each Brotherhood candidate gets a new sash; therefore, multiply the anticipated Brotherhood candidates by the sash cost and list the amount.
- **Ceremony Supplies**-List anticipated costs of kerosene, candles, etc.
- **Liability Insurance**-Include \$1.00 per day per participant. (\$2.00 per weekend event)
- **Mailing and Printing**-List anticipated expenses for the candidate letters and newsletter mailing and printing.
- **Contingency**-Add up all the anticipated expenses except the Ordeal and Brotherhood items and calculate 10% of the sum. This is the required contingency.

The next step is to figure out what to charge everyone. Add together all expenses except the Food and Ordeal/Brotherhood items (i.e., ceremony supplies, mailing, printing, contingency, etc.). Divide this sum by the total anticipated attendance (Ordeal candidates, Brotherhood candidates, and members). This represents the common cost that everyone should share. For fees to be charged:

- A member should pay his food cost and his share of the common cost items.
- A Brotherhood candidate should pay his food cost, his share of the common cost items, and the cost of his new sash.
- An Ordeal candidate should pay his food cost (less than a member's), his share of the common cost items, and the cost of his sash, book, and dues.

Rather than charge the attendees something like \$11.21; round off the fees to be charged to the next higher multiple of 25¢. List the itemized income by type of attendee showing the anticipated number of attendees and the amount to be charged each one. The multiplication of each of these will produce the income. If an additional source of income is anticipated, it will be listed. After figuring the total income, there may be more income than expenses. Add enough to the Contingency under Expenses to make the expenses equal the income, providing a balanced budget.

At the time the budget is submitted, the OA supply consignment should be requested on a Consignment section in the Chapter Event Budget. Fill in the budget column with the number of items needed by type. The form goes to the Lodge Staff Adviser who will fill the order and fills in the actual quantities disbursed in the "out" column on the Consignment section. It is important to request the consignment supplies as well in advance of the event in case of shortage of certain inventory items. Submit your consignment order to allow sufficient time for additional inventory to be ordered, if necessary. Use the estimates of attendees to help determine how many items are needed. Most likely, a candidate will buy a flap. Estimates have already been made in the budget for the number of sashes and books needed. List the number of membership cards, dues forms, and Spirit of the Arrow Booklets to take care of the



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Ordeal candidates. The Brotherhood candidates will also need a new membership card. Be sure to specify the day the supplies are needed (a few days before the event). The supplies are picked up from the Lodge Staff Adviser in the Camping Office.

After the budget is approved by the District Executive and Lodge Staff Adviser, an account number is assigned. This number must be used on all registration materials distributed. All checks are to be made out to "Boy Scouts of America," and the money and registration forms are to be sent directly to the Scout Service Center from the registrant. They are not to be collected first by an OA member at a private home and then deposited en masse at the Service Center. To receive money at a private home or office violates the Lodge Rules and all policies of the Boy Scouts of America.

### **During The Event**

Keep track of all expenses incurred. Get receipts for everything.

Set up a Trading Post at the event and sell the consignment items that are not required for the Ordeal and Brotherhood candidates. The prices listed on the consignment form are the prices to be charged. Chapter surcharges cannot be added to the stated prices.

Keep track of all income. Get the cash register receipts from the District Executive. If money is received at the door, keep track of it and turn it in after the event. If leftover food is sold or income is derived from any other sources, it must be accounted for in closing out the account.

### **After The Event**

Within 30 calendar days after the event is over:

- The Budget and Report Sheet must be finalized, listing the actual income and expenses;
- The account must be closed out with the Chapter Staff Adviser (District Executive) and Lodge Staff Adviser;
- All income must be deposited in the assigned account;
- The supply consignment must be returned and the sales money deposited; (please return the supply consignment promptly, as other chapters may need these items)
- The new Ordeal candidate dues forms must be turned in to the Lodge Staff Adviser; and
- A letter listing the names of the Brotherhood inductees must be submitted to the Lodge Staff Adviser.

The next step is to complete the Final Closeout section of the Chapter Event Budget. List the Ordeal sashes and handbooks used and the Ordeal dues received (these same numbers appear on the Order of the Arrow Event Budget Planning and Report Sheet under the Actual Expense Column). Also, show the Brotherhood sashes used and any other supply item which is listed under the Actual Expense Column. Next, list the Surplus or Balance leftover from the Budget Form. The sum of all these items represents the total dollars to be transferred from the Event Account Number to the Lodge Custodial Account 237 1.00. The District Executive, Chapter Adviser, and Lodge Staff Adviser must sign this form.

Finally, the Consignments section must be completed. Fill in the Quantity Returned (In) Column. Subtracting this column from the Quantity Taken (Out) Column gives the amount used. Multiplied by the unit price of each item gives the total sales to be entered in the Trading Post (Sales) Column. The total of the Sales Column represents the amount of money to be turned in with the consignment.

In finalizing the Budget and Report Sheet, itemize all income sources in the "Actual Income" area of the Order of the Arrow Event Budget Planning and Report Sheet. List the number of candidates by type and



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the amount they paid. List the members who paid and the amount received and any other cash from receipts at the door, excess food sales, or other sources of revenue. In the Actual Expense Column, list the actual expenses incurred. Itemize the actual sashes and books used and dues for the new Ordeal members inducted. If money has to be refunded, list that as an expense since it must be paid out of the income. The sum of all these costs, subtracted from the income, gives the balance left over. No event should ever result in a negative balance. (Performance in this area significantly impacts Quality Chapter Program recognition.)

With these completed forms and the inventoried supplies to be returned, there should be two amounts of money to be deposited:

- Income received at the door and income received from the sale of excess food or other sources at the event should be deposited into the Event Account Number. This should be rung into the cash register at the Service Center right on the Order of the Arrow Event Budget Planning and Report Sheet.
- Income from the Trading Post Sales should be deposited into the OA Custodial Account 2371.00. This should be rung into the cash register at the Service Center right on the Consignment section.

After ringing in the money and completing the forms, the Chapter Adviser and District Executive should turn the following over to the Lodge Staff Adviser to complete closing the Event Account:

- Order of the Arrow Event Budget Planning and Report Sheet
- Chapter Event Budget, *Final Closeout*
- Cash Reconciliation Form (*Receipts-Disbursements Statement*)
- Listing of current member dues paid at the event (*OA Event paid Dues Form*)
- Listing of members completing Brotherhood conversion, if any (*OA Event Brotherhood Conversion Form*)
- New Ordeal members Dues forms (*OA Dues Form*)
- Consignment Form (*Consignment*)
- Unsold consignment supplies, if not turned in earlier (including remaining membership cards, and Spirit of the Arrow Booklets).

#### **4.6 SAMPLE FORMS**

Sample forms can be found at [Wipit470.org/resources](http://Wipit470.org/resources)



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## **5. THE CHAPTER**

### **5.1 FORMATION**

The Council Scout Executive of National Capital Area Council has decided that there will be Chapters in Amangamek-Wipit Lodge corresponding to the Districts in the National Capital Area Council. These Chapters will have the same geographical boundaries and names as the Districts of the Council. The Chapters will carry out the programs of the Lodge to the unit level, produce fellowship, maintain contact with the Arrowmen, and conduct the Ordeal and Brotherhood inductions of the Lodge.

### **5.2 MEETINGS**

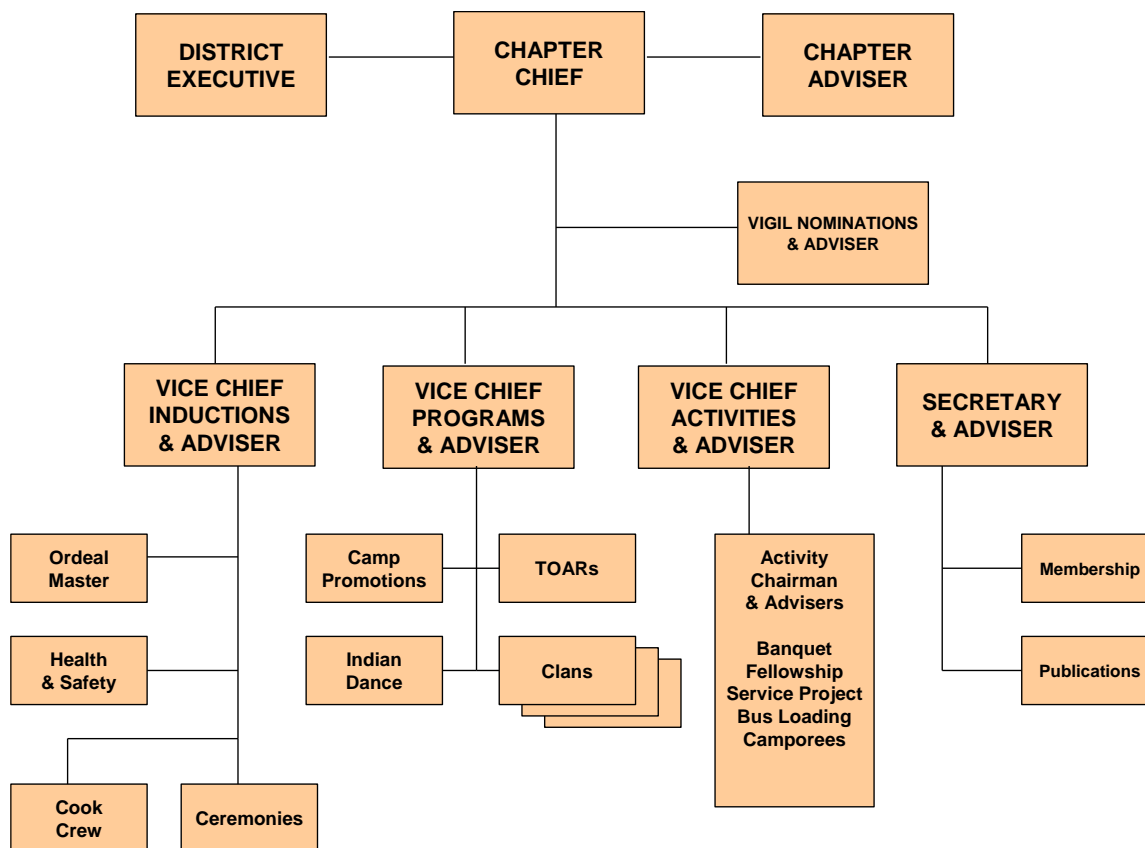
1. Meetings for the entire membership of the Chapter may be held at the discretion of the Chapter Executive Committee. They are to be held no more than once a month.
2. Remember, **DON'T JUST MEET: DO**. Chapter meetings should have some definite purpose to them. They are not to be only a larger version of Chapter Executive Committee Meetings. They must have an interesting program in order for them to be effective.
3. Chapter meetings are more than social functions. They provide a perfect setting for Chapter Committee meetings. Chapter business may be discussed. Guest speakers may be obtained. The Chapter meeting should be a time for Chapter members to feel that they are an important part of the organization.
4. At no time is a fee for attending a Chapter meeting to be charged. However, if refreshments are served, they may be sold on a "kitty" basis, only to cover the costs involved.

### **5.3 SERVICE**

1. Each Chapter should plan to have at least one service project each year, exclusive of its Ordeals and Lodge participation projects, and service given to Scouting (camporees, Area Fellowships, etc.). The project should involve at least ten Chapter members, so it is really a "Chapter" project. The project should have the approval of the Chapter Executive Committee, the Chapter Adviser, and the District Scout Executive.
2. Be sure that an accurate account of the project, the number of people involved, and the number of work hours is kept for the Chapter's report at the following Lodge Executive Committee Meeting. Also, be sure to recognize those who served at the next Chapter function.



## 5.4 CHAPTER ORGANIZATION



**Figure 5-1: Chapter Organization Chart**

## 5.5 OFFICER/ADVISER RESPONSIBILITIES

### 5.5.1 CHAPTER CHIEF

- Oversees the entire operation of the Chapter. Responsible for planning and operation leading to the Quality Chapter Award. Maintains records of Chapter progress, making reports to Chapter Executive Committee as well as the Area Chief. Takes responsibility for what happens or what doesn't happen in the Chapter.
- Presides at all Chapter meetings and functions, and is Chairman of the Chapter Executive Committee.
- Represents the Chapter at all Lodge functions and meetings.
- Coordinates efforts of Chapter Officers, Advisers, and Committees.
- Is an Ex-officio member of all Chapter Committees.
- Officially appoints all Chairmen in the Chapter.
- Appoints Chapter Operating, Event, and Special Committee Chairmen.
- Confers with Chapter Adviser and District Executive on all phases of Chapter operations.





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- i) Is responsible for the adherence to the procedures and policies of the Order of the Arrow, the Lodge, and the Boy Scouts of America in all operations of the Chapter.
- j) Serves as the youth member of the District Committee
- k) Encourages and promotes chapter members' attendance at all Chapter, Area, Lodge, Section, and National events.

#### **5.5.2 CHAPTER ADVISER**

- a) Maintains close contact with the Chief to help identify and correct problem areas.
- b) Reviews agenda prior to meetings, suggests input, provides reference materials, and backup as necessary. Acts as a resource for the Chief during meetings or functions.
- c) Accompanies Chief when Chief represents the Chapter to provide resource as necessary.
- d) Maintains contact with Advisers to provide Chief with an adult point of view.
- e) Confers with Chief on recommendations prior to appointments. Appoints adult Advisers as necessary.
- f) Maintains contact with Lodge Staff Adviser, Lodge Adviser, and District Scout Executive to provide continuity; and motivates Chief as necessary to insure smooth operation of the Chapter.
- g) Maintains current files of information and, through contact with the Lodge Staff Adviser and Lodge Adviser, provides resources and direction for the Chief.
- h) Is familiar with the current edition of the *Order of the Arrow Handbook*, the *Guide for Officers and Advisers*, and National policies and advises the Chapter Officers on policies and procedures.
- i) Encourages chapter attendance at all Chapter, Area, Lodge, Section, and National events.
- j) Serves as a member of the District Committee.

**NOTE:** There is only one Adviser in a Chapter that the Council Scout Executive formally appoints each year -the Chapter Adviser. He is the only one allowed to wear the Chapter Adviser Patch.

#### **5.5.3 DISTRICT SCOUT EXECUTIVE**

- a) Works closely with the Chapter Adviser and Chapter Officers to ensure that the Chapter fulfills its purpose and is a member of the Chapter's key Three.
- b) Watches over Chapter event finances and ensures procedures are followed.
- c) Advises other adults in their proper role in the OA.
- d) Coordinates Chapter OA activities with other segments of the District and Council Program and the Lodge Staff Adviser.
- e) Is familiar with the current edition of the *Order of the Arrow Handbook*, the *Guide for Officers and Advisers*, and National policies and advises the Chapter Officers in policies and procedures.
- f) Serves as liaison to the Council Staff.
- g) Encourages chapter attendance at all Chapter, Area, Lodge, Section, and National events.
- h) Appoints the Chapter Adviser.

#### **5.5.4 CHAPTER VICE CHIEFS**

By the Lodge Rules, there will be at least one Vice Chief. A typical Chapter organization, as shown above, might involve a Vice Chief for Inductions, one for Unit Programs, and one for Activities:

- a) Inductions would be responsible for the Cook Crew, Ceremony Team, Health and Safety, selecting the Ordeal master, developing the Ordeal service projects, and recruiting and training the Elangomats for the



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Ordeals. In other words, this vice chief runs the Ordeals and Brotherhood Conversions.

- b) Unit Programs would be responsible for the Dance Team, selection of Camp Promotions, and all contact with the Arrowmen and Units in the District. He would coordinate and schedule Elections, Camp Promotions and High Adventure presentations, and Dance Team performances for Cub Packs and Troops, The Lodge Clan System has been designed to be very effective in promoting the continuous Arrowman and Unit contact necessary to promote the purposes of the Order of the Arrow.
- c) Activities would be responsible for all activities like Banquets, hikes, Expo, bus loading, camporees, or other service project supported or run by the Chapter.
  - a. Regardless of the number of Vice Chiefs there are, the job of the Vice Chief is to assist the Chapter Chief with the operation of the Chapter, assume responsibility for his designated area, and serve for him in his absence. In order of succession, for those Chapters having more than one Vice Chief, the replacement for the Chapter Chief shall be the Vice Chief for Inductions followed by Unit Programs and then Activities.

#### **5.5.5 CHAPTER SECRETARY**

- a) Assists the Chapter Chief as assigned with the operation of the Chapter.
- b) Oversees the Membership and Publications Committees in their dues renewal, Brotherhood conversion, publications, and mailing activities.
- c) Records the minutes of all Chapter functions and meetings.
- d) Operates the Trading Post sales at all Chapter events.
- e) Maintains a directory of Chapter Officers, Committee Chairmen, and special committees.

#### **5.6 EXECUTIVE COMMITTEE MEETINGS**

- 1. A notice (or phone call) of each meeting shall be sent to all members at least two weeks prior to the meeting. The Chapter Chief shall have an agenda prepared. The Chapter Chief chairs the meetings. One more than half of the voting members must be in attendance for any business to be voted on. If a member, other than the Chapter Chief, will be absent he must notify the Chief of his replacement before the meeting. Only this person shall be permitted to act in the stead of the absent person.
- 2. The agenda, procedure, format, and decision procedures of the Chapter Executive Committee Meetings will be the same as that for the Lodge Executive Committee Meetings (see Section 2.7.)
- 3. All votes (decisions) of the Chapter Executive Committee shall remain in effect for at least one year unless the decision is Council, BSA, or OA Policy or made part of the Lodge Rules.

#### **5.7 PATCHES AND PINS**

- 1. Chapters, who are able to financially handle the sale of their own Chapter patches or pins, may do so. The following procedures must be followed:
  - a. Design the patch or pin and send the design to companies for bids. Be sure that the company knows that you are under no obligation to do business until later notification.
  - b. After obtaining a bid, the Chapter must obtain enough money in pledges from Chapter members to pay for the first order.
  - c. When this is done and listed in writing, the Lodge Key Three must approve the design and in conjunction with the Lodge Vice Chief for Finance & Membership approve the wholesale and retail prices before the order can be processed.



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- d. Collect the pledge money and give it to the Lodge Staff Adviser. He will do the ordering.
  - e. When the patches or pins arrive, they will be given to the Chapter. They are not to be sold for more than the amount agreed by the Lodge Key Three and Lodge Vice Chief for Finance & Membership.
2. Subsequent orders of patches need only to be paid for in advance of the purchase. They do not need the permission of the Lodge Executive Committee.
  3. Any other Chapter items, such as mugs, etc., must follow the above procedures. No Chapter item is to be ordered for the first time without prior approval of the Lodge Key Three.
  4. Chapter neckerchiefs are not permitted.

### **5.8 CHAPTER CLAN SYSTEM**

The Chapter Clan System has two basic components: Camp Promotions and Troop OA Representatives. Both will follow the same clan boundary lines set by the Chapter, but will have a different “Clan Chief” or Elangomat for each. For example, Clan I will have both a Camp Promotions and Clan Chief and a TOAR (Troop Order of the Arrow Representative) Clan Chief. Both Clan Chiefs are not to be the same person. Each Clan Chief on the Camping Promotions Committee will be a member of the Chapter Camping Promotions Committee. Each Clan Chief on the TOAR Committee is responsible for getting information on Chapter Meetings and Events or to the Units’ TOAR.

### **5.9 CHAPTER PERFORMANCE MEASUREMENT PROGRAM**

The purpose of the Chapter Performance Measurement Program is to measure and recognize three levels of excellence in Chapter operation and program. If you qualify on a point scale, your Chapter will receive A special designations at the annual banquet. Forms can be found on the Amangamek-Wipit website.



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## **6. LODGE EVENTS**

### **6.1 CHOOSING CHAIRMEN**

All Event Chairmen are appointed by the Lodge Chief. Before the appointment is made, the Area Chief responsible for the event, the Lodge Adviser, and the Lodge Staff Adviser are to be consulted for recommendations. The Chairman of the event should have the following qualifications:

- Be at least a Brotherhood Honor and a member of the Order of the Arrow for at least two years.
- Have previously attended at least one event similar to the one you wish him to chair.
- Have no fear of the telephone. They must be able to recruit help and stay in contact with the Chief and his Adviser.
- Have a working knowledge of the budgeting procedures and how to save money.
- Be able to attend Lodge Executive Committee Meetings and report on progress.

### **6.2 CHOOSING ADVISERS**

Advisers for events are appointed by the Council Scout Executive through the Lodge Adviser in consultation with the Event Chairman, Chief, Area Adviser, and Staff Adviser. The Event Adviser should have the following qualifications:

- Be at least a Brotherhood Honor and a member of the Order of the Arrow for two years.
- Have previously attended at least one event similar to the one you wish him to advise.
- Allow all actions to initiate from the Chairman and do nothing on his own without being asked. If he has an idea, it is to be given to the Chairman for action.
- Be able to stay in close contact with the Chairman and the Lodge (and Area) Adviser.
- Have a good knowledge of finance.
- Be able to attend Lodge Executive Committee Meetings.
- Be able to tell other people that the success of the event is the result of work done by the Chairman and not himself. It is the youth's event, not theirs.

### **6.3 BANQUET**

Besides using the phone a lot, the following is the general planning sequence for a Lodge Banquet:



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Due Date	Action
May 15	Appoint Chairman and Adviser.
June 15	Kick-off meeting between Chairman and Adviser, Area Vice Chief and Adviser, Lodge Chief, and Lodge Adviser. This will be the Banquet Steering Committee. Hand out samples of the budget, program, etc., from previous year. Go over this back-dater and everything to be done.
July 1	Secure the place and confirm the date. Finalize menu and food price. Get all this in writing. Develop a priority list of speakers to be contacted.
August 1	Finalize patch design. Patch design will be used for both the Banquet (600) and Spring Fellowship (300). Send off design for the quotes. Confirm the speaker and request a biographical sketch and picture.
September 1	Finalize budget and fees using the food price and patch quotes, and submit for approval. Order patches. Announce status at Lodge Executive Committee Meeting. Have another Steering Committee Meeting.



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<b>Due Date</b>	<b>Action</b>
October 1	Complete the agenda. Send out letters requesting pictures and congratulatory letters for the Banquet Book.
November 1	Finalize all publicity for Sharks Tooth and the Scouters Digest. This includes the article, picture of the speaker, reservation blank, and map.
November 15	Sharks Tooth with Banquet publicity mailed. Finalize all the layout sheets for the Banquet Book and send to the printer. Make Chapter assignments for Registration, the Display Contest, Seating, Trading Post, and opening/closing ceremony. Announce assignments at November Lodge Executive Committee Meeting. Announce details of the display competition,
December 1	Receive the patches. Put in check request. Coordinate with the Vigil table. Submit consignment request.
Date -14	Have final Steering Committee Meeting to make sure no loose ends exist.
Date – 10	Reservation deadline. Get preliminary headcount to food service people.
Date – 1	Finalize headcount. Finalize roster for checking in the people. Obtain Trading Post stock. Accept no money at the door.
Date + 2	Send out thank you letters.

#### **6.4 FELLOWSHIP**

The following is the general planning sequence for a Lodge Fellowship:

<b>Due Date</b>	<b>Action</b>
July 1	Appoint Chairman and Adviser.
September 1	Secure the place and confirm the date in writing. Get a list of the facilities. Make sure the water will be turned on and there are toilet facilities. The event patches (300) have already been ordered for delivery on March 1.
October 1	Begin work on Menu, Program, Budget, and Staffing using samples from the previous year provided by the Lodge Adviser.
December 15	Meeting between the Chairman and Adviser, Area Vice Chief and Adviser, Lodge Chief, and Lodge Adviser. This will be the Fellowship Steering committee. Review the menu, program, budget, meal tickets, and staffing planned. Decide on training classes and competitions to be held.
January 15	Finalize all publicity for the Shark's Tooth. This includes: the article, reservation blank, and map. Finalize the budget, menu, program, and staffing. At the January Lodge Executive Committee Meeting, report on the status of everything. Make Chapter and individual assignments for: cook crew, Brotherhood questioning and ceremony, First Aid, Trading Post, sports competition, parking, registration, and patch auction. Announce the competitions and Rules and the classes to be offered.
February 15	Mail the Shark's Tooth. Put in consignment request and a check request for the food advance. Get competition awards.
March 15	Hold a meeting of all the key people and the Steering Committee. Go over every step of the Fellowship Weekend. Be sure to have the Vigil Committee there to coordinate member activities. Make any final announcements at the March Lodge Executive Committee Meeting. Get check to food. Print all handouts, meal tickets, and program booklets.
Date – 7	Reservation deadline. Get preliminary headcount to Food Service people.
Date – 1	Finalize headcount. Finalize roster for checking in the people. Obtain Trading Post stock. Accept no money at the door.



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<b>Due Date</b>	<b>Action</b>
Date + 2	Send out thank you letters.

### **6.5 KEY THREE SEMINAR**

This event, when scheduled by the Lodge Executive Committee, comprises training for the Chapter Key Three - The Chapter Chief, Chapter Adviser and District Executive responsible for Chapter activities. The following is the general planning sequence for a Lodge Key Three Seminar:

<b>Due Date</b>	<b>Action</b>
Event – 90	Appoint Chairman and Adviser. Reserve location.
Event – 60	Instructor staff and advisers selected, topics assigned.
Event – 30	Lesson outlines and training aid formats to Chairman. Menu finalized and ordered. Budget and program firm. Invitations to attendees.
Event + 14	Close out budget, send out thank you letters.

### **6.6 VIGIL HONOR INDUCTION**

This event is scheduled around Thanksgiving weekend of each year. The following is the general planning sequence for the Vigil Honor Induction.

<b>Due Date</b>	<b>Action</b>
Event – 90	Appoint Chairman and Adviser. Reserve location.
Event – 60	Candidates' names received from selection committee.
Event – 30	Invitations to candidates. Invitations to Vigil Honor members of the Lodge. Breakfast arrangements finalized. Youth Vigil Honor members selected as ceremonialists and provided ceremonies pamphlets.
Event – 10	Site visitation. Site planned for ceremony. Final arrangements made with breakfast location. Supplies identified and ordered. Final headcount of candidates and Vigil Honor members attending.
Event + 14	Send out thank you letters to staff.

### **6.7 LODGE INDIAN SEMINAR**

This event, when scheduled by the Lodge Executive Committee, comprises training and workshops in Indian lore and Order of the Arrow Ceremonies. The following is the general planning sequence for the event.

<b>Due Date</b>	<b>Action</b>
Event – 120	Appoint Chairman and Adviser. Reserve location. Begin to assemble staff. Draft outline of program.
Event – 90	Begin work on menu, budget and finalize staffing and program.
Event – 60	Article for Sharks Tooth, including reservation blank, and map. Report to Lodge Executive Committee on program. Finalize Budget.
Event – 45	Mail Sharks Tooth.
Event – 30	Hold meeting of key staff at event location. Finalize program and locations for each event.
Event – 10	Reservation deadline.
Event – 1	Finalize headcount. Order food.
Event + 10	Close out budget, send out thank you letters.



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**6.8 OTHER EVENTS**

Other Lodge events may be scheduled by the Lodge Executive Committee to meet the needs of the Lodge or the Chapters.