3. THE LODGE

3.1 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 co-founders, Jack A. Obermeyer (first Lodge Adviser) and Ralph Lutz and other former O/A members residing in the area visited the various Troops in the Council to conduct elections. That fall, three separate Ordeals were held by Nenitco, 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 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, Nenitco 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 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 Wows 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-I Indian Seminar at Ft. Belvoir, VA, and the 1980 SE-1 Conclave at Camp Happyland, VA. 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 NE-6.

In June 1988 three Pennsylvania Lodges joined the NE-6; in June 1994 the Section was re-designated NE-4C. The Lodge hosted Section Conclaves in 1985 at Camp Happyland, VA and in 1991 at Prince William National Forest, VA for NE-6 in 1996 at Camp Rock Enon, VA, and at Goshen Scout Reservation, Goshen, VA in 2003 for NE-4C.

Since formation, Amangamek-Wipit Lodge has produced one national vice chief; two region chiefs; two area chiefs and three vice chiefs; eleven section chiefs, six vice chiefs and eight secretaries; one section adviser; two region OA chairmen; six national OA committeemen; one *National OA Bulletin* editor; and eighteen Distinguished Service Award, 81 Founder’s Award, and 1,728 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.

3.2 LODGE ORGANIZATION

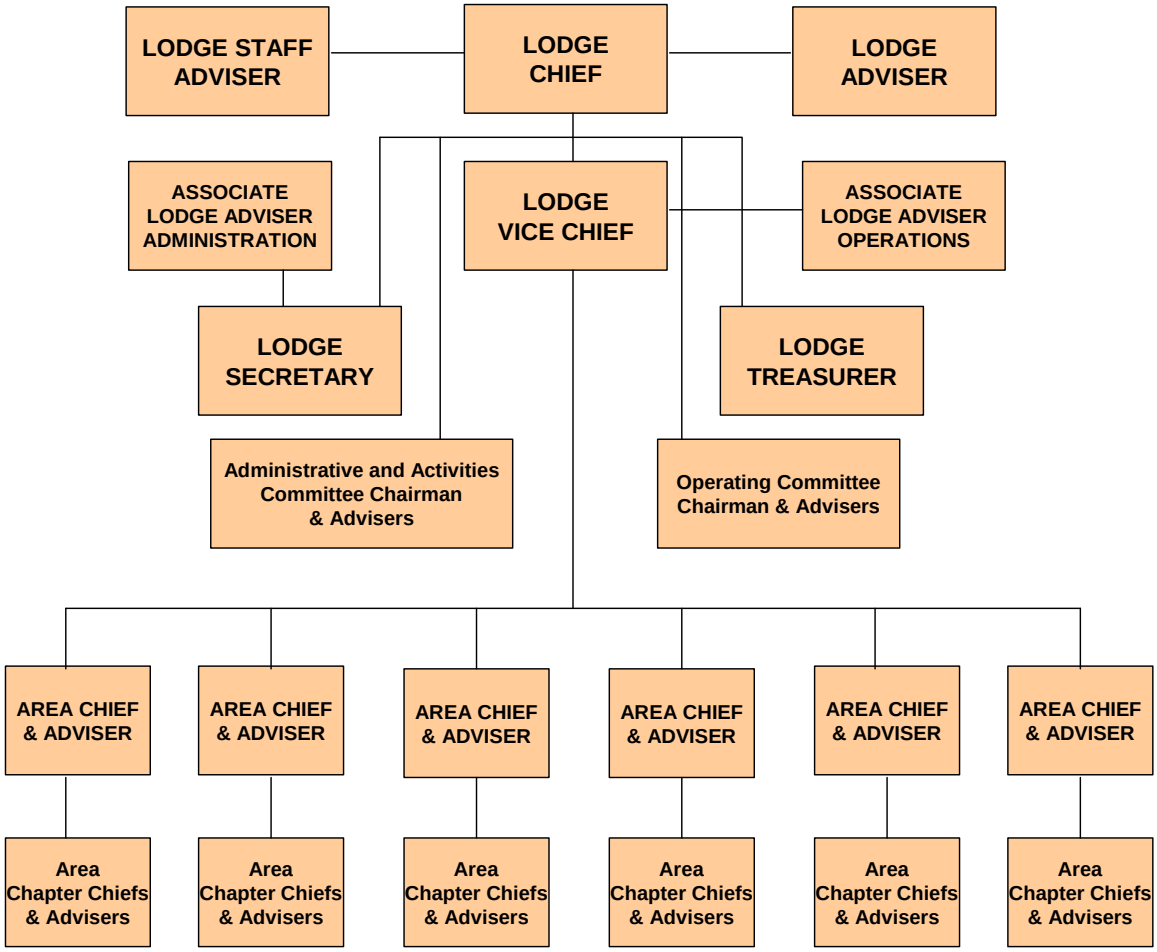

Figure 3-1: Lodge Organization

3.3 THE KEY THREE

3.3.1 MEMBERS

- **Lodge Chief**-Representing the youth members of the Lodge.
- **Lodge Adviser**-Representing Lodge adults and the Council Camping Committee.
- **Staff Adviser**-Representing the administration of the Council.

3.3.2 PURPOSE

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

3.3.3 MEETINGS

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

- Re-charter the Lodge and evaluate progress using the National Quality Lodge Program.
- Oversee the planning of Lodge events, including program and budget.
- Exchange any recent information or ideas for the benefit of the Membership of the Lodge.
- Any other business that may come before the Key Three.

3.4 OFFICER/ADVISER RESPONSIBILITIES

3.4.1 LODGE CHIEF

- The principle representative and delegate of the Lodge.
- Be responsible for everything that happens or doesn't happen on the Lodge level.
- Consults with and notifies his Adviser concerning all Lodge matters.
- Appoints and removes Lodge operating committees and chairmen as needed.
- Presides over Lodge Executive Committee meetings.
- Has some contact with each Officer and Lodge Committee Chairman.
- Appoints Lodge Event Coordinators and serves as a Key Adviser.
- Represents the Lodge at all OA functions and appoints a replacement representative if unable to attend.
- Defines the duties of Lodge Committee Chairmen, Event Chairmen, and Lodge Officers during the year.
- Conducts Lodge elections and business meetings at the Lodge Fellowship.
- Presides at all Lodge functions. He is to open proceedings and then turn the event over to the Event Chairman.
- Awards the Quality Chapter Program recognition.
- Maintains close contact with other members of the Key Three.
- Serves as a member of the Council Camping Committee Executive Board.
- Serves as a youth member of the council executive board
- Produces the Lodge Plan Book and the Lodge Final Report for presentation to the council executive board.

3.4.2 LODGE ADVISER

- Serves as a member of the Council Camping Committee.
- Maintains continuity between outgoing and incoming Lodge Officers, their program, their goals, and the National OA Policy.
- Reminds Lodge Officers of their responsibilities if they are not doing the job.
- Coordinates the Order of the Arrow's activities with other segments of the Council Program.
- Advises, with other adults, on the proper role of adult members in the OA.
- Is familiar with the current edition of the *Order of the Arrow Handbook, the Guide for Officers and Advisers*, and National policies.
- Advises Lodge Officers on National policies and procedures.

- Encourages attendance at National Leadership Seminars, Section Conclaves, and National OA Conferences.
- Appoints adult advisers to each Lodge officer and committee chairman
- Maintains close contact with other members of the Key Three.

3.4.3 LODGE STAFF ADVISER

- Works closely with Lodge Adviser and Lodge Officers to insure the Lodge fulfills its purpose.
- Watches over the Lodge finances.
- Coordinates OA activities with other segments of Council programs.
- Coordinates Order of the Arrow plans for participation in summer camping program.
- Coordinates Order of the Arrow use of office facilities and equipment with office staff.
- Advises other adults on their proper role in the OA.
- Is familiar with the current edition of the *Order of the Arrow Handbook, the Guide for Officers and Advisers*, and National policies.
- Advises Lodge Officers on National policies and procedures.
- Encourages attendance at Section Conclave, National Leadership Seminars, and National OA Conferences.
- Serves as liaison to the council Staff.
- Recommends and attains Scout Executive approval of prospective adult advisers.
- Maintains close contact with other members of the Key Three.

3.4.4 LODGE VICE CHIEF

- Assists Lodge Chief with the operation of the Lodge.
- Presides over committees specified by the Lodge Operating Procedures and works closely with the Area Chiefs.
- Presides over the Lodge Activities and meetings in the absence of the Lodge Chief.
- Is advised by the designated Associate Lodge Advisor.

3.4.5 LODGE SECRETARY

- Assists Lodge Chief with operation of the Lodge.
- Records minutes of Executive Committee and Lodge Meetings and distributes the minutes to all Executive Committee members promptly after each meeting.
- Sends notices to Executive Committee members notifying them of meetings and events, obtaining necessary information from Lodge Chief.
- 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.
- Submits a calendar of events to the Sharks Tooth editor to help keep the membership informed.
- Signs the master copy of the membership card.
- Is advised by the designated Associate Lodge Adviser.

3.4.6 LODGE TREASURER

- Assists Lodge Chief with the operation of the Lodge.

- Appoints members to the Lodge Financial Committee.
- Prepares Lodge Budget for submission to the Lodge Executive Committee in October of each year.
- Reports the Lodge income, expenditures, and current balance to the Lodge Executive Committee.
- Acts as a resource for Chapter Chiefs in preparation of Chapter Ordeal and event budgets.
- Arranges for and operates Trading Post at Lodge events.
- Reviews costs and sets prices for all Lodge supplies.
- Maintains an inventory of Lodge supplies and reorders whenever the stock level requires it.
- Reprints forms for consignments, budgets, trading post orders, and cash advances whenever prices change or form stock is depleted.

3.4.7 LODGE FINANCIAL ADVISER

- Advises Lodge Treasurer and assists Lodge Adviser.
- Reviews all Lodge budgets, current balance sheets, orders, etc., prior to submission.
- Maintains close liaison with Staff Adviser and Director, Support Services on all fiscal matters.
- Reviews and provides the final closeout of all Lodge and Chapter event accounts.

3.4.8 LODGE AREA CHIEF

- Maintains close contact between the Lodge and all Chapters in his area.
- Assists Lodge Chief with operation of the Lodge and performs duties and tasks designated by the Chapter Chiefs within their areas.
- Devotes major interest to improving all Chapters in his area. He is an ex-officio member of all Chapters and as such should be invited to all meetings and functions (events).
- Installs new Chapter Officers.
- Is responsible for planning and carrying out all area functions (e.g., EXPO).
- Confers with Lodge and Area Advisers on all phases of area operations.
- Hosts a major Lodge Event as assigned by the Lodge Executive Committee.
- 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.
- Plans and conducts with the assistance of the Lodge Area Adviser three (3) Area Executive Committee meetings annually and an Area Leadership Development event.

3.4.9 LODGE AREA ADVISER

- 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.
- Confers with Area Chief on 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.
- Assists in planning area program and provides background and resources as necessary. Assists Area Chief in back-dating for area events.
- Recruits Event Adviser for the Lodge event being hosted by the Area. Appointment is made by Council Executive after approval by Lodge Adviser.
- Assists Lodge Adviser as requested.

- Supports the Area Chief in planning for the Area Executive Committee meetings and the Area Leadership Development event.

3.5 AWARDS AND RECOGNITIONS

3.5.1 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, young men, and professional Scouters are eligible to be recognized. A limited number of awards are presented every two years at the National OA Conference.

3.5.2 FOUNDER'S AWARD

- A National award for special 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.
- 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.
- The awards are presented at the Lodge Banquet and are fully funded in the Lodge budget.

3.5.3 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.

3.5.4 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 youth.

3.5.5 CONTEST AWARDS

- A plaque, trophy, un-framed, or framed certificate will be awarded to recognize competition winners. They include recognitions for the following:
    - Sports Winners (volleyball, horseshoes, etc.).
    - Best Chapter Display.
    - Best Chapter Newsletter Content and Layout.
    - Quality Chapter Program.
    - Lodge Ceremony and Dance Competition.

  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 recognitions 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.

3.5.6 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.

3.5.7 LODGE/CHAPTER SERVICE RECOGNITIONS

- Any token (plaque, certificate, patch board, etc.) to recognize past year's service. Presentations to Lodge Officers, Lodge Committee Chairmen and Advisers are to be given at the April 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.

  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.

3.5.8 OTHER AWARDS

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

3.6 UNIFORM AND INSIGNIA

3.6.1 SASHES

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.

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.

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 you are an Arrowman whose current dues are paid to a Lodge. The universal ribbon pin can also be worn to signify that you are an Arrowman.

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 don't wear them with the Scout uniform.

3.6.2 LODGE FLAPS

To wear a Scout uniform, you 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, you must pay your current year's dues to a Lodge.

To earn the right to pay OA Lodge dues, you have to be properly elected and inducted into the OA and must be a current registered member of the Boy Scouts of America. You can only wear the OA pocket flap of the Lodge in which you pay dues. Paying dues in one Lodge does not make you a member of another Lodge. Each Lodge is an independent entity.

3.6.3 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.).

3.6.4 PURCHASING

The Lodge Rules stipulate:

> *"The sale of Lodge and Chapter materials and insignia shall be limited to active (dues paid) members of this Lodge."*

Therefore, only dues paid members of Amangamek Wipit Lodge can purchase our mugs, patches, flaps, neckerchiefs, slides, pins, etc. This does not apply to national supply items like sashes, handbooks, ribbon pins, back patches, etc. It applies to things that say "Amangamek Wipit", "470", or has the Lodge Totem (shark's tooth) on them.

3.7 EXECUTIVE COMMITTEE MEETINGS

3.7.1 MEETING PREPARATION

- Meetings shall be held in accordance with the Lodge rules. Regular meetings of the Committee shall be listed in the Council Calendar.
- The Lodge Chief and Lodge Secretary shall compose a meeting agenda after consultation with their Adviser at least one week in advance of the meeting. The agenda, along with meeting notice shall be forwarded to all members at this time by the Lodge Secretary.
- Amendments to the agenda may occur before the meeting by notifying the Lodge Chief of the proposed change and obtaining his approval. No additions to the agenda may be allowed at the meeting unless a majority vote of the Committee approves the addition.
- 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.

3.7.2 MEETING PROCEDURES

- The Lodge Chief shall serve as the Chairman for the meeting. If the Chief is absent, the Lodge Vice Chief shall act as Chairman. If he should also be absent, the Lodge Chief will designate his replacement.
- 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.
- If a member of the Executive Committee other than the Lodge Chief will be absent, he must notify the Lodge Chief of his replacement before the meeting. With the approval of the Lodge Chief, only the member's representative shall be permitted to act in his stead.
- 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, he may vote only twice.
- Agenda:
    - Opening - Obligation led by the Lodge Chief.
    - A roll call of members shall be taken. At least fifteen votes must be represented and one more than 50% of the votes must be from representatives of the Chapters. If this representation is not present, the meeting must be postponed.
    - After the roll call has been taken, the minutes of the preceding meeting of the Committee shall be presented by the Lodge Secretary and approved by the Committee.

- Reports by each Lodge Officer, Area Chiefs (these reports will include those of the Chapters in their respective areas), and Lodge Committee shall be given and copies of the reports shall be given to the Lodge Secretary.
- Unfinished business items which have previously been discussed before the Committee shall be continued.

  All decisions, unless specifically exempted by the Lodge rules or these operating procedures shall be directed by a simple majority. If a vote ends in a tie, another vote shall be taken. If the 2nd vote also ends in a tie, the Lodge Chief shall cast the deciding vote.

  All decisions are first to be called to a voice vote. However, if any member of the Committee requests a roll call vote, the request must be satisfied.
- New business.
- Special presentations, as desired by the Lodge Chief.
- Advisers' minutes (Staff Adviser's minute followed by the Lodge Adviser's minute).
- Closing - OA song.

- All votes (decisions) of the Lodge Executive Committee shall remain in effect at least one year unless the decision is National Council, Local Council, or OA policy or made part of the Lodge Rules.