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 equal to the number of 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

- 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. It should be noted that events such as banquets, fellowships, and ordeals are to be counted as Chapter Meetings; therefore, another meeting is not to be held in the same month as one of the above events. A Chapter Executive Meeting may be held instead.
- 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.
- 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.
- 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

- 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.
- 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

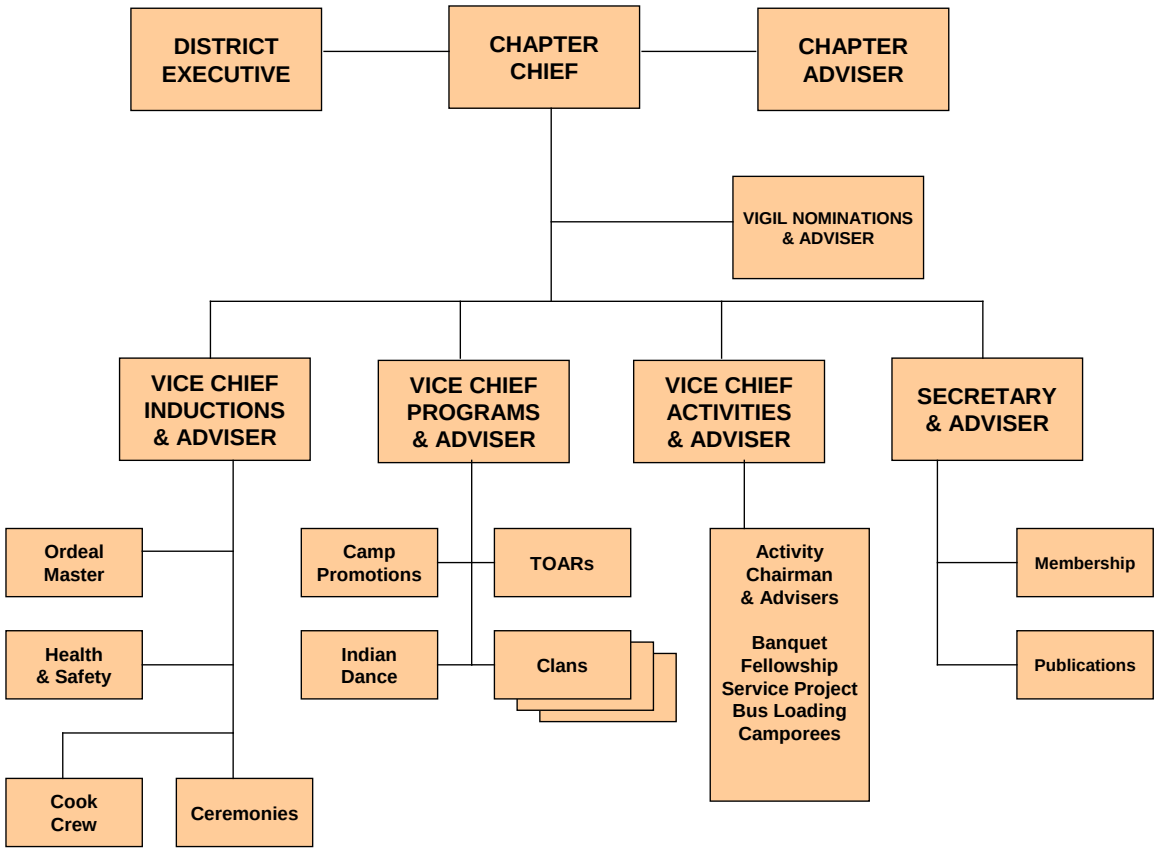

Figure 5-1: Chapter Organization Chart

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.
- 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.

- Serves as the a youth member of the District Committee
- Encourages and promotes chapter members' attendance at all Chapter, Area, Lodge, Section, and National events.

5.5.2 CHAPTER ADVISER

- Maintains close contact with the Chief to help identify and correct problem areas.
- 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.
- Accompanies Chief when Chief represents the Chapter to provide resource as necessary.
- Maintains contact with Advisers to provide Chief with an adult point of view.
- Confers with Chief on recommendations prior to appointments. Appoints adult Advisers as necessary.
- 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.
- Maintains current files of information and, through contact with the Lodge Staff Adviser and Lodge Adviser, provides resources and direction for the Chief.
- 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.
- Encourages chapter attendance at all Chapter, Area, Lodge, Section, and National events.
- 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

- Works closely with the Chapter Adviser and Chapter Officers to insure that the Chapter fulfills its purpose, and is a member of the Chapter's key Three.
- Watches over Chapter event finances and insures procedures are followed.
- Advises other adults in their proper role in the OA.
- Coordinates Chapter OA activities with other segments of the District and Council Program and the Lodge Staff Adviser.
- 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.
- Serves as liaison to the Council Staff.
- Encourages chapter attendance at all Chapter, Area, Lodge, Section, and National events.

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:

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

- 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.
- Activities would be responsible for all activities like Banquets, hikes, Expo, bus loading, camporees, or other service project supported or run by the Chapter.

  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

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

5.6 EXECUTIVE COMMITTEE MEETINGS

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. No one but this person shall be permitted to replace the absent person.

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.)

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

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:

- 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.
- After obtaining a bid, the Chapter must obtain enough money in pledges from Chapter members to pay for the first order.
- 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.
- Collect the pledge money and give it to the Lodge Staff Adviser. He will do the ordering.
- 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.

- 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.

  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.

  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 1 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 our to the Units' TOAR.

5.9 QUALITY CHAPTER PROGRAM

The purpose of the Quality Chapter 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 one of the following special designations at the annual banquet. Forms can be found on the Amangamek-Wipit website.