



# Hoo-Hoo International

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Fraternal Order of the Forest Product Industry

# Operation Manual

Revised February 2011

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### INTERNATIONAL

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# HOO-HOO CODE OF ETHICS

## *OUR AIMS*

*One...* To fill with credit the sphere in which we are placed without interfering with the rights of others.

*Two...* To promote human advancement and higher standards of civic, social and economic relations by developing in business the spirit of the Golden Rule, which we accept as the basic principle of peace and prosperity for the world.

*Three...* To establish the spoken word on the basis of the written bond.

*Four...* To cultivate true friendship and therefore confidence among persons engaged in the lumber industry.

*Five...* To conduct ourselves and our business so that we may render service to society.

*Six...* To consider our vocation worthy and to be worthy of our vocation as the Nation's home builders.

*Seven...* To assist liberally and sympathetically all that seek to elevate humanity, by charity of action and thought and by justice to all.

*Eight...* To keep in view the world bonds of human interest and trade, seeking to promote friendly understanding among all nations and races.

*Nine...* To recognize the abiding power of cooperation and organization and so to act as individuals that the International Concatenated Order Of Hoo-Hoo shall ever be regarded with honor as a source of community benefit and goodwill.

# A History of Hoo-Hoo International

January 21, 1892, in Gurdon, Arkansas, was much like any other Arkansas winter day - cool and brisk. The citizens of Gurdon went about their daily activities. The merchants conducted business, the children laughed and played in the streets, and the horses tied to the hitching posts stepped lightly in a circle to keep warm. The whine of the nearby sawmills was overcome only by the piercing scream of the train whistles and the shrill screech of the locomotives trying desperately to gain momentum from a dead stop. Travelers awaiting a coming train gathered around the potbellied stove in the depot and made small talk while frequently checking their pocket watch for the correct time.

Other visitors in Gurdon on this day gathered in the lobby of the Hotel Hall just across Front Street from the railroad track. Among the visitors of this particular day were five men who had traveled to Gurdon to catch a train to their next destination. The group had attended a meeting of the Arkansas Yellow Pine Manufacturer's Association in Camden some 50 miles south of Gurdon, and, being business travelers of the well-seasoned sort, their itineraries required they board a train in Gurdon bound for yet another convention in yet another city. The men had boarded a "bus" in Camden at 9 o'clock on that day each bearing his luggage and a cup of black coffee. Somewhere along the way the entourage encountered a spread rail or some other obstacle which demanded the attention of someone experienced at remedying such road problems. While the problem was being corrected the travelers enjoyed a breakfast of fried chicken and ponies cooked by an old lady near the site of their delay. Shortly, the bus again departed for Gurdon, arriving at about 11 a.m.

Upon their arrival they discovered that the through train had been delayed and would not arrive until about 6 p.m. So, with seven hours to kill, the men set about to make themselves comfortable until their departure. Now these men were obviously the founders of our revered Order, and we can only suggest that perhaps the delays came about at the hand of Divine instigation. For if the train had not been delayed, then two of these men, namely Bolling Arthur Johnson and George K. Smith, would not have sat upon a lumber pile and discussed the hardships of travelling, nor perhaps might one man have shared his thoughts of a unified lumber fraternity, called the Ancient Order of Camp Followers, whereby all lumbermen and trade associations would join together and hold their various meetings and conventions in one place at one given time in one great "carnival" of activity, rather than holding them at different times in different cities. Now Johnson, age 30, was a journalist for the TIMBERMAN trade newspaper of Chicago, and Smith, age 40, was the secretary of the Southern Lumber Manufacturers Association of St. Louis, and together atop that lumber pile did they combine their intellect and imagination in one impromptu brainstorming session in which the most basic foundation of a new Order took shape.

Johnson and Smith soon found the other three men, William E. Barns of the St. Louis LUMBERMAN, George W. Schwartz of the Vandalia Railroad St. Louis, and William Starr Mitchell, business manager of the ARKANSAS DEMOCRAT in Little Rock, and at 3:09 p.m. embarked upon an extended discussion of the proposed order and whether it was feasi-

ble and worthwhile. Ludolph O.E.A. Strauss of the Malvern Lumber Company in Gurdon later entered the hotel and was invited to join the discussion. One of the men remarked that it seemed a pity that the business interests of lumbermen were so diversified that no one organization could obtain the various memberships of the popular organizations then in existence. It was agreed that only one common interest existed within the complex web of industry concerns, that being goodwill and fellowship upon which lumbermen could come together in single mindedness and unity.

The group agreed that lumbermen meeting on the grounds of good fellowship could receive intangible benefits that might eventually trickle down into all aspects of business and social relationships and, in the ultimate, bear the fruit of service to the industry. Bearing this thought in mind, the discussion led to what manner of organization might be developed to embrace this simple doctrine of promoting goodwill among lumbermen, and knowing that it would be unique, how it could be arranged so as to not resemble the other fraternities of the day.

Full of this idea, the group set about to mold the initial tenets of the new order; it was to be a war on conventionality; there would be no lodge rooms with forced attendance; no marching in the streets in protest; no "bothering" anybody; no uniforms or flashy regalia. There would be one single aim: to foster the health, happiness, and long life of its members.

It was further proposed that this new order should devise a secret means of communication so that any member could correspond with any other member on matters of interest to one another without revealing their identity to those persons outside the fraternity. It was also determined that only those individuals who by virtue of their avocations were naturally fraternal would be recruited.

Once the basic nature of the new order and its eligibility requirements had been determined, the men set about considering a name that would convey the proper "personality" for an organization such as this. The name would have to be friendly to represent the fraternal nature of the order, but also contain a certain degree of mystique to represent the exclusivity of its membership. Recognizing that the name "Ancient Order of Camp Followers" did not accomplish either objective, the group wasted no time agreeing with the suggestion by Johnson that "Concatenated Order of Hoo-Hoo" was the perfect name.

The word "Hoo-Hoo" had been coined by Johnson himself only one month earlier at Kansas City in describing a most peculiar tuft of hair, greased and twisted to a point, atop the otherwise bald head of Charles McCarer, of Northwestern "Lumberman", Chicago. The name Hoo-Hoo became a catch phrase among the lumbermen in various areas to describe anything unusual or out of the ordinary. A good poker hand was a "Hoo-Hoo hand." A strange hat was a "Hoo-Hoo hat". The breakfast which was prepared by the old lady mentioned above was a "Hoo-Hoo breakfast" because the lady's fingerprints remained on both sides of the ponies even after they were cooked. Thus, Hoo-Hoo well described this new order, and since the word "concatenate" means "to unite", it was decided the two words made a perfect marriage.

Being a war upon conventionality, Hoo-Hoo was to be non-superstitious from the beginning. Therefore, when the discussion lent itself to adopting a mascot it seemed the black cat would be the critter extraordinaire due to its general association with bad luck. Also, having no history of

its own, Hoo-Hoo would assume some other history, decidedly that of ancient Egyptians who worshipped the black cat as a deity. (Other Egyptian religious symbols and lore found its way into Hoo-Hoo in later years through the Osirian Cloister, an "upper chamber" of Hoo-Hoo consisting of the order's most dedicated workers.) In honor of the legendary nine lives of the cat, Johnson suggested that the number nine assume a high and lofty position within the makeup of Hoo-Hoo. There would be nine men on the Board of Directors. The order would hold its annual meeting on the ninth day of the ninth month beginning at nine minutes after nine. Annual dues would be 99 cents, and the initiation fee would be \$9.99. The membership would never consist of more than 9,999 men.

W. E. Barns had just completed reading Lewis Carroll's "Hunting of the Snark" and suggested that the directors be given names of an "eerie and peculiar" nature like those used in the book. Hence, the names "snark", "bojum", "Sr. High Hoo-Hoo", "Jr. High Hoo-Hoo", and "bandersnatch" were chosen, although "jabberwock" later replaced "bandersnatch". The other names which are now affixed to officers (e.g. Scrivenoter, Arcanoper, Custocatian, and Gurdon) were the products of Johnson's imagination some days or weeks later.

Johnson commented in later years that on that day the group could not get away from words like "grand" and "sublime", and things that were "high". Therefore, the Grand Snark was born that day, but he later assumed the "universe" as his kingdom. The bojum became the Holy Bojum to serve in the capacity as chaplain. The name "scrivenoter" sounded like a "note scribe" and was assigned the duties of secretary. Smith filled the scrivenoter's position until 1896 from the Hoo-Hoo office on the fourth floor of the Equitable Building in St. Louis. The "arcanoper" was to stand within the garden and be the "opener" of the gates to those requesting admittance into the realm of Hoo-Hoo. The name "Gurdon" had the faraway hint of "guard" to it and was therefore assigned to the sergeant-at-arms, and was also an obvious compliment to the place of the order's birth.

It was decided at Gurdon that the board of directors would consist of nine men to be called the "Supreme Nine". It was also decided that the Snark would be one of these nine along with other elected persons who would bear the titles mentioned above.

The first Grand Snark was an appointed position being awarded to Charles McCarer whose tuft of hair inspired the name of Hoo-Hoo as mentioned above. McCarer was not present at that meeting but was still honored with the title and given the number 1. Johnson became member number 2. The remaining numbers were assigned as follows: W.E. Barns 3, George W. Schwartz 4, George K. Smith 5, James E. Defebaugh 6 of Chicago, Ludolph A.O.E. Strauss 7, Robert E. Kelley 8 of the BEAUMONT JOURNAL (Texas), and Thomas K. Edwards 9, Lumber Agent I.C.R.R., Chicago. No mention is made as to why William S. Mitchell was not given a number that day. He was later given the number 56, but his concat is shown in the record book as having occurred on that day in Gurdon.

We note with interest that, like McCarer, Defebaugh 6 was not present at the initial meeting, nor was Kelley 8 or Edwards 9. We can only assume that the group chose to bestow honors on men they knew to be worthy of membership in Hoo-Hoo. Defebaugh later became Snark in 1895.

We note with interest that, like McCarer, Defebaugh 6 was not present at the initial meeting, nor was Kelley 8 or Edwards 9. We can only assume that the group chose to bestow honors on men they knew to be worthy of membership in Hoo-Hoo. Defebaugh later became Snark in 1895.

After deciding that the official colors of Hoo-Hoo would be white, black and gold, the group knew they had made great strides toward developing a concept that might actually be welcomed within the lumber industry.

We can imagine that as they finished their discussion they heard in the distance the approach whistle of their 6 o'clock train that would take them to their next destination.

Upon leaving Gurdon, Johnson traveled north to Minneapolis, Minnesota, where the first Hoo-Hoo banquet was held with only two men in attendance, Willard G. Hollis, secretary of the Northwestern Lumbermen's Association, and Johnson. Brimming with enthusiasm for the new organization, Johnson shared the story with Hollis who immediately caught the spirit. Hollis invited Johnson to lunch at the West Hotel where the two ordered a dinner "by nines" in honor of the occasion.

The first public announcement of Hoo-Hoo came a few days later at a meeting of the Northwestern Lumbermen's Association in Duluth, Minnesota. A banquet was held at the Hotel Spalding in Duluth with about 400 visiting retail lumbermen in attendance.

### **A Few Weeks Later...\***

.....February 18, 1892, in the St. Charles Hotel in New Orleans, Louisiana, the first regular initiation was held.

During the next twenty-eight years, there were no local clubs, only a national organization which met "in one grand carnival" once a year. But in that year, 1920, Atlanta, Georgia, became the first Hoo-Hoo Club. A year later, 1921, Hoo-Hoo adopted a Code of Ethics written by C.D. LeMaster, our 30<sup>th</sup> Snark and who later held the position of Seer of the House of Ancients for many years. That code, not surprisingly, consists of nine sentences. The first man from outside the United States became a member in 1903, but Hoo-Hoo didn't become truly international until 1924 when his club, Winnipeg, Manitoba, Canada, became the 24<sup>th</sup> club and, incidentally, concat #883 was conducted at that occasion.

Hoo-Hoo prospered during the twenties, but with the Great Depression, Hoo-Hoo fell upon hard times. Unable to meet the financial obligations of its insurance program, its membership dropping and burdened with apparent embezzlement, the International Concatenated Order of Hoo-Hoo almost slipped into obscurity as only one club, Spokane, continued to meet on a regular basis during the time.

During the "Dark Ages" of the thirties, one man, Ben Springer, assumed the dubious honor of being the custodian of our archives and concomitantly the steward of our affairs. Finally, in 1938, he pursued six other men to enter the life of Hoo-Hoo. They were: Ormie C. Lance

36511, Harry T. Kendall 12284, Sam L. Boyd 12042, T. T. Jones L-31233, T. M. Partridge 250, and W. M. Wattson 32720. During the next year or so, they reorganized Hoo-Hoo, incorporating it under the state laws of Minnesota, paid off the debts and returned it as a viable organization to a grateful membership which bestowed upon these six men the title of “Hoo-Hoo Immortals”.

The membership grew to a peak of over 13,000 during the fifties. The promotion of wood became one of the objectives of Hoo-Hoo. The next decade saw expansion into Australia and later into other areas of South Pacific.

### Today....

**M**ore than 98,000 individuals have availed themselves of membership in our great order. Dedicated primarily to the principles of true fraternalism and fellowship, the International Order of Hoo-Hoo continues to make many serious, effective contributions to the industry and to the communities from which its members come.

The Hoo-Hoo International office and Hoo-Hoo Museum share a log cabin which was built by the WPA in the early 1930's. The building is located on Main Street in Gurdon, Arkansas, one block from the site where Hoo-Hoo was founded in 1892.

The Hoo-Hoo Museum which was formally dedicated on April 11, 1981, is a tax exempt organization and all contributions to the Museum are tax deductible.

The Hoo-Hoo Museum was the brainchild of Jimmy Jones L-72703 who has been the main fundraiser, project coordinator, public relations director and overseer of operations of the Museum since its inception, but Jimmy was assisted by many others who were



dedicated to seeing the project through to completion and continue to do so to this day.

\*This portion of the History of Hoo-Hoo International was compiled by Rameses 67 David Marteney L-65075.

# **Articles of Incorporation of International Concatenated Order of Hoo-Hoo, Incorporated**

The undersigned, natural person(s) of the age of twenty-one years or more, acting as incorporator(s) of a corporation under the Arkansas Non-Profit Act (Act 1147 of 1993), adopts the following Articles of Incorporation for such Corporation:

FIRST: The name of the Corporation is INTERNATIONAL CONCATENATED ORDER OF HOO-HOO, INCORPORATED.

SECOND: This corporation is a mutual benefit corporation, and its period of duration is perpetual.

THIRD: The corporation will have members.

FOURTH: The provisions, not inconsistent with the law, regarding the distribution of assets on dissolution: "Upon the dissolution of the corporation, the board of directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation, exclusively for the purposes of the corporation in such manner, or to such charitable, educational, religious, literary, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Law, as the board of trustees shall determine. Any such assets not so disposed of shall be disposed of by the chancery court of the county in which the principle office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes."

FIFTH: The address of the initial registered office of this Corporation is 207 Main Street, Gurdon, Arkansas 71743; and the name of its initial registered agent at such address is Beth Thomas.

SIXTH: Name and address of each incorporator: Royce M. Munderloh, Omaha, Nebraska; Eddie Z. Hunt, Crockett, Texas; and, Jan-Evert Hermans, St. Coquitlam, British Columbia

- Dated this 24th Day of February 1995.

# Trademark

## Hoo-Hoo

Serial Number: 75/609007  
Filing Date: December 21, 1998  
Register: Principal  
Law Office: 103  
**Mark:** **HOO-HOO**  
Mark Type: Service Mark  
Drawing Type: Words, letters, or numbers in typed form  
Filing Basis: Section 1 (a) (Use in Commerce)

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Owner: International Concatenated Order of Hoo-Hoo, Inc. (Arkansas, Corporation)  
P. O. Box 118  
Gurdon, AR 71743

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For: Association services; namely, promoting good fellowship among the people of the timber industry, encouraging its members to take an active interest in the civic, commercial, environmental and moral welfare of the community and promoting high ethical standards in business and in the promoting and providing of humanitarian services.

Int. Class: 042

First Use: January 21, 1892      Use In Commerce: February 10, 1892

February 19, 2010—First renewal 10 year

# By Laws Of The International Concatenated Order Of Hoo-Hoo, Incorporated

As approved and adopted January 16, 1939, and amended by convention vote in September 1968, 1970, 1971, 1972, 1974, 1975, 1977, 1979, 1982, 1986, 1988, 1992, 1993, 1994, 1995, 1996, 1999, 2000, 2002, 2004, 2008 and 2009.

## Article 1

### Name and Purpose

#### Section 1: Name

This association shall be known as the International Concatenated Order of Hoo-Hoo, Incorporated, also doing business as Hoo-Hoo International and/or International Order of Hoo-Hoo and/or Concatenated Order of Hoo-Hoo.

#### Section 2: Purpose

- (a) To provide a common ground of fellowship on which members from all branches of the lumber and forest products industry may associate and through which may be developed the essential principles of Mutual Welfare, Friendship, Confidence and Education.
- (b) To promote through the proper knowledge of, and regard for, its Ritual and Code of Ethics those principles of the Order which result in the advancement of the interests of its members and the lumber and forest products industry and are conducive to the enjoyment of Health, Happiness and Long Life.
- (c) To assemble and disseminate among its members such information regarding lumber and forest products as shall result in the fullest cooperation between the several branches of the industry.
- (d) To encourage and assist in the establishment of Hoo-Hoo Clubs and aid in the direction of their objectives.
- (e) Neither Hoo-Hoo International nor any of its jurisdictions, officers, directors, or members will participate in, meet for the purpose of, or even authorize any discussions, agreements, comparisons or other conduct which could be construed as, or give rise to, an inference of contracting, conspiracy, combination, tying, unfair competition, mo-

nopolization, pricing or any other activity which could lead to an inference of restriction of competition price fixing, markups, discrimination, market allocation, or any other conduct prescribed by any State, Provincial, Federal or International law relating to competition including, but not limited to, the Sherman Antitrust Act and the Clayton Act.

## Article 2 Membership

### Section 1: Eligibility

The membership of this Order shall be limited to persons of full age of eighteen (18) years, with the local club having the option to raise the age of eligibility to twenty one (21) years. These persons shall be of good moral characters who are engaged in the forestry product industry or any person genuinely interested in supporting the purpose and aims of our order.

It is the responsibility of the local club to determine the legitimate eligibility of any and all candidates under all the By-laws of the Order before their application is presented to the International Board of Directors.

### Section 2: Application for Membership

- (a) A candidate for membership shall complete and submit an official Membership Application together with the membership fee and the annual dues for the current year.
- (b) The application shall be endorsed by three members of the Order, the Club's Vicegerent Snark and have the approval of a majority of the local Club's Board of Directors. Should there be no relevant local club; application may be made direct to the Board of Directors endorsed only by three members of the order.

### Section 3: Election to Active Membership

Election to active membership may be granted by the International Board of Directors upon receipt of the application providing that the candidate qualifies according to all the By-laws of the Order.

### Section 4: Induction

Each approved applicant elected shall be inducted in accordance with the approved Ritual of the Order and, upon such induction, shall be a member of the Order.

### Section 5: Buttons

- (a) Each member shall be assigned a number by the International Secretary-Treasurer in the order that applications are approved by the International Office. The member shall be issued a button displaying the emblem of the Order and bearing the number assigned. The number 99999 will not be issued but will be retained in the Hoo-Hoo Museum in perpetuity.
- (b) The Order retains ownership of every button that is issued to a member. It is furnished only for the proper and legitimate use of the member in accordance with the By-laws and Ritual of the Order.
- (c) Whenever any member to whom a membership button has been issued ceases either by death, suspension, expulsion or resignation to be entitled to the benefits and privileges of the Order, the right is hereby reserved to demand and enforce the return of the same to the Order.

### Section 6: Active Life Members

- (a) Life membership in this Order shall be limited to those members who have displayed exceptional service and dedication to its stated purpose.
- (b) It may only be granted by the International Board of Directors upon payment of the appropriate dues as established by the Board of Directors and the attaining of specific criteria as stated herein. No further dues shall be levied by the International body on such members. Local Club dues remain payable.
- (c) A written application stating the qualifications of the member and endorsed by a majority of that Club's Board of Directors is to be submitted to Hoo-Hoo International by the local Club. The application must state the qualifications of the member and be accompanied by the payment of the Life Membership fees. Should there be no relevant local Club; application may be made direct to the Board of Directors.
- (d) Members who have paid dues to Hoo-Hoo International for 50 years will receive an honorary life membership.
- (e) A Life Membership may be withdrawn under Article 2, Section 8: Expulsion, without any refund of dues paid.

### Section 7: Honorary Members

- (a) Honorary Membership in this Order is limited to those candidates who have displayed exceptional service and dedication to the industry upon which this Order is founded.
- (b) It may only be granted by the International Board of Directors.
- (c) The International Board of Directors will decide the qualifications of a candidate based upon a written application to be made by the local club and endorsed by a majority of its Board of Directors. The application must state the qualifications of the candidate. Should there be no relevant local club, application may be made direct to the Board of Directors.

### Section 8: Expulsion

- (a) If any member of this Order shall violate its Articles, By-laws or Ritual, or engage in unlawful or disreputable business, or in any manner bring public shame or disgrace to this Order or its membership, that member may be suspended in the following manner:
- (b) There shall be filed with the International Secretary-Treasurer a written statement of the offense charged. It shall be signed and verified under oath by the member or members making the charge and supported by affidavits of such other persons as may desire to make representation to the charge.
- (c) The Secretary-Treasurer shall retain the original and transmit copies together with a copy of Article 2, Section 8, to the accused by registered mail including the names of those making the charge. The accused shall have thirty-three days after receipt of the charges made in which to submit a response. Such response must be verified under oath and may consist of the statements of others as well as the member charged. When the response is received the Secretary-Treasurer shall provide a copy of all the documents in the case to each member of the Board of Directors. The Board shall determine the innocence or guilt of the defendant and, in any case of conviction, fix a penalty as they deem appropriate. Should the accused not submit a response within the time prescribed, the accused shall stand suspended and the Secretary-Treasurer will proceed to provide the Board of Directors with the existing documents in order that they may make a decision on the evidence available.
- (d) If any member shall make a false or malicious charge against another member, that member may be suspended or expelled by the Board of Directors. In any case where the accused is acquitted by reason of failure to prove the allegations, the burden of proof shall be upon those making the charge to show that they had acted in good faith.

### Section 9: Associate Members

Any individual who does not qualify for full membership under Article 2 may become an Associate Member of a local Hoo-Hoo Club at the option of the Club's Board of Directors. Said Associate Member shall not be an Associate Member of the International Order. Further, said Associate Member may not hold office in the local Hoo-Hoo Club, may not participate in the Ritual of the Order, may not vote in the conduct of the business affairs of the Club and may not be privileged to wear the insignia of the Order or a replica thereof.

### Section 10: Contributors and Subscribers

Any persons, firms, corporations, associations and departments of government choosing to become associated with and/or contribute to the support of any or all activities of the Order or to become a subscriber to any special project of the Order as provided in the By-laws without becoming a member may do so upon such terms and conditions as may be determined by the International Board of Directors.

## Article 3

### Annual Dues and Membership Fees

#### Section 1: Amount

Annual dues, membership fees and reinstatement fees will be such as established by the Hoo-Hoo International Board of Directors.

#### Section 2: Payment

Dues are payable in advance on the first day of the Hoo-Hoo year--September 9--to the Secretary-Treasurer of the International Order.

#### Section 3: Membership Card

Upon receipt of dues the Secretary-Treasurer will cause to be issued a membership card for the current year to that member. The card shall state the member's name and Hoo-Hoo number. No member shall be admitted to a Concatenation after December 9 without a current membership card.

#### Section 4: Collection and Suspension

- (a) Any member who's dues have not been paid by December 9 shall be notified by the International office that their dues for the year are delinquent.

- (b) The International office shall notify the appropriate Vicegerent Snark of the delinquency. The Vicegerent will liaise with the local club to endeavor to rectify the situation and report back to the International office on the action taken and the result.
- (c) If that member's dues have not been paid by the end of a Hoo-Hoo year, that member shall stand suspended and be subject to the requirements for reinstatement as provided for in Section 5.

### Section 5: Reinstatement

Suspended members may be reinstated by submitting a completed Application for Reinstatement accompanied by the dues for the current year plus the reinstatement fee. The applicant must meet the same eligibility requirements as a new applicant as stated in Article 2, Sections 1 and 3.

## Article 4 Annual Conventions

### Section 1: Time and Location

- (a) The annual convention of the Order shall convene at 9 minutes past 9 a.m. within thirty-nine (39) days of September 9th as may be designated by the International Board of Directors.
- (b) The location of the annual convention shall be determined by the International Board of Directors.

### Section 2: Voting Procedures

- (a) Organized Clubs in good standing shall be entitled to one vote for each fifty members or fraction thereof. The number of votes to which a Club is entitled will be as determined by the records of the International office as of the fiscal end of that year. The maximum number of Club members who can cast their Club's vote cannot exceed the number of votes to which the Club is entitled. Organized Clubs are defined in Article 17, Hoo-Hoo Clubs.
- (b) Votes will be cast by members of a Club who have been appointed as delegates by their Club and are in attendance at the Annual Convention.

- (c) If no official delegates have been appointed, or if those appointed are not in attendance at the Annual Convention, then the member or members of that Club who are in attendance will cast the votes. If there are more members in attendance than votes available, the members will vote amongst themselves as to who will cast their votes.
- (d) If no member of a Club is in attendance then its votes will be cast by their Supreme Nine member according to the Club's prior direction; however, should the Supreme Nine feel that the circumstances regarding a vote have changed during the convention to the extent that the Club might now vote differently, then the Supreme Nine is to endeavor to contact the local Club to verify its decision. If unsuccessful in doing so the Supreme Nine is to cast the votes according to conscience.
- (e) If the Supreme Nine member has received no direction from a Club, the Supreme Nine member is to cast those votes according to conscience.
- (f) Members in a Jurisdiction not affiliated with any organized Club are entitled to one vote for each fifty members or fraction thereof providing there is a minimum of 9 such members. The Supreme Nine member will cast the votes for the members-at-large in their Jurisdiction.
- (g) No quorum shall be necessary at any regularly called meeting of the members and those members present may transact any business properly before them or adjourn the meeting to a later date.
- (h) A member who believes that a secret vote will give a truer expression of the assembly's will on a pending motion can move that the vote on the motion be taken by ballot as described in Article 5, Section 4 (d).

### Section 3: Minutes

The chairman of any and all official meetings held at the Annual Convention will cause all actions of that meeting to be recorded in the minutes and made available to the Executive Secretary.

## Article 5

### Directors and Officers of the Order and Corporation

#### Section 1: Officers and Directors of the Order and Corporation

1. Chairman
2. President (The Snark of the Universe)
3. Vice President
4. 2<sup>nd</sup> Vice President – To be added at the discretion of the HHI Board.
5. Secretary-Treasurer

## Section 2: Directors of the Order and Corporation

- |     |                |              |                   |
|-----|----------------|--------------|-------------------|
| 6.  | Jurisdiction 1 | Supreme Nine | (Supreme Hoo-Hoo) |
| 7.  | Jurisdiction 2 | Supreme Nine | (Senior Hoo-Hoo)  |
| 8.  | Jurisdiction 3 | Supreme Nine | (Junior Hoo-Hoo)  |
| 9.  | Jurisdiction 4 | Supreme Nine | (Scrivenoter)     |
| 10. | Jurisdiction 5 | Supreme Nine | (Bojum)           |
| 11. | Jurisdiction 6 | Supreme Nine | (Jabberwock)      |
| 12. | Jurisdiction 7 | Supreme Nine | (Custocatian)     |
| 13. | Jurisdiction 8 | Supreme Nine | (Arcanoper)       |
| 14. | Jurisdiction 9 | Supreme Nine | (Gurdon)          |

## Section 3: Other officials who may be appointed by the Board

1. Assistant Treasurer
2. Deputy Supreme Nine
3. Vicegerent Snark
4. Executive Secretary

These officials have no standing on the Board of Directors and have no voting rights.

## Section 4: Board of Directors - Nomination and election of the Snark of the Universe, other corporate officers and members of the Supreme Nine

- (a) The Snark of the Universe, the Vice President and the Secretary-Treasurer shall be elected annually by a majority of the votes cast at the Annual Convention. One Supreme Nine member from Jurisdictions 1, 2, 3, 5, 6, 7, 8, and 9 will be elected for a term of two years by a majority vote of the members of their Jurisdiction. Odd numbered Jurisdictions (1-3-5-7-9) will elect their member in the years ending in an odd number.

Even numbered Jurisdictions (2-6-8) will elect their member in the years ending in an even number. One Supreme Nine member from Jurisdiction 4 will be elected annually by a majority vote of the members of that Jurisdiction and will hold the office Supreme None of that Jurisdiction for the duration of his/her term. The term will run from the date of the Annual General Meeting of Jurisdiction IV. All Supreme Nine positions are of equal rank.

- (b) The Snark of the Universe, the Vice President, and the Secretary-Treasurer shall be elected from the general membership without regard to Jurisdiction but with the requirement that the candidate will have at some prior time served as a member of the Supreme Nine for a minimum of one (1) year.

- (c) At each Annual Convention the Snark of the Universe shall appoint a Nominating Committee of nine (9) members, one from each of the nine Jurisdictions. He shall appoint one of these members as Chairman. This committee shall give due consideration to all those presented as candidates for an office on the Board of Directors and determine their qualifications and eligibility for that office. It is the responsibility of this committee to put forward a qualified candidate for each office that is to be filled. Prior to the closing of nominations any member shall have the privilege of placing an opposing qualified candidate in nomination for any of the offices to be voted on.
- (d) Following the closing of nominations the incumbent Supreme Nine members will meet in caucus with their Jurisdictions to tally the votes of each club for the office of Snark of the Universe, Vice President, and of Secretary-Treasurer. The written tally of these votes will be presented by each Supreme Nine member to the Executive Secretary to be tallied in the presence of two scrutinizers appointed by the Snark from the delegates at large and the results presented to the Convention. Each Jurisdiction will elect its Supreme Nine member at this caucus and the results of their decision presented to the Executive Secretary at the same time. The Snark of the Universe is deemed to be the first elected followed by the 1st and then the Secretary-Treasurer regardless of the order in which the announcements are made. The election of the Supreme Nine members will be deemed to have taken place following the election of the officers.
- (e) The outgoing Snark of the Universe shall be appointed Chairman of the Board.
- (f) The Snark of the Universe, the Chairman of the Board, the Vice President, the Secretary-Treasurer, and the members of the Supreme Nine constitute the Board of Directors.
- (g) Any Officer or Director may be removed for cause at any time by a majority vote of the Board of Directors.

### Section 5: Filling Vacancies

- (a) If a vacancy occurs among the Officers, the Board of Directors shall appoint a member of the Order to fill that vacancy who shall have the necessary requirements for election to that office. The appointee shall serve until the next Annual Convention.
- (b) If a vacancy occurs among the Supreme Nine, the Board of Directors shall appoint a member of the Order to fill that vacancy who shall have the necessary requirements for election to that office. The appointee shall serve until the next Annual Convention.

## Section 6: Compensation

No Officer or Director shall be entitled to any salary or other compensation for services rendered in that capacity, nor shall they be compensated for any services rendered by them in any other capacity, except in such an amount as determined by the Board of Directors and detailed in the Budget approved by the assembly or by Special Rule of Order.

## Article 6 Board of Directors, Meetings and Duties

### Section 1: Board of Directors Meetings

The Board of Directors elected at the Annual Convention shall hold its first Board of Directors meeting at that site and time. There shall be a further Board of Directors meeting held within six months of the adjournment of the Annual Convention. The meeting shall be held at the International office or in such place and at such time as the Snark may designate. A concluding Board of Directors meeting shall be held at the site of, and immediately prior to, the next Annual Convention.

### Section 2: Special Meetings of the Board of Directors

- (a) Special meetings of the Board of Directors will be called by the Snark or by the Secretary-Treasurer on the written request of any nine Officers or Directors.
- (b) Notice of a special meeting requiring the attendance of the Board members must state the time, place, and exact purpose of the meeting. Unless voted otherwise by a majority of the Board of Directors, notice must be given at least 14 days prior to the meeting. Only business mentioned in the call of a special meeting can be transacted at such a meeting.

### Section 3: Duties

- (a) The Board of Directors is vested with full authority to administer the affairs of the Order only in complete accordance with its Ritual, Articles and By-laws.
- (b) Members shall provide to the Convention for submission in the minutes an annual written report of their activities as a Director. Said reports are to be made available on request and presented on the HHI website. On request deliveries will be via postal service or email. Said reports shall be announced via ad space in Log & Tally issue immediately following HHI Conventions.
- (c) The Secretary-Treasurer must be included in any vote relating to contracts or agreements involving the expenditure of money.

- (d) The Board of Directors will annually appoint an auditor and within four (4) months of the conclusion of the fiscal year report to the membership by publishing in the *Log & Tally* a report on the direction they provided to the auditor together with the auditor's report.
- (e) The Secretary-Treasurer will cause all actions of the Board of Directors in their capacity as Directors to be recorded in the minutes of the Corporation.

#### Section 4: Presiding Officer

The Snark of the Universe shall preside at all meetings of the Board of Directors but, except in the case of a tie vote, will have no vote on the Board.

#### Section 5: Quorum

Quorum shall consist of one (1) person more than fifty percent (50%) of standing Board of Directors. A majority affirmative vote of board members present and voting is required to pass any and all measures.

#### Section 6: Notice of the Annual and Midyear Board of Directors Meetings

The Directors are to be advised of the time and date of the annual and midyear Board meetings at least 30 days prior to the date. Notification may be by telephone, mail, facsimile or electronic mail (e-mail).

#### Section 7: Executive Committee

- (a) There shall be an Executive Committee composed of the Snark, Vice President, the Secretary-Treasurer and one other current director to be elected by the Board of Directors.
- (b) Meetings of the Executive Committee may be held from time to time upon notice given by the Snark, by another officer acting on the Snark's behalf, or by written request of three or more members of the Committee.
- (c) The Executive Committee shall have all the powers of the Board of Directors when the Board is not in session providing that any action by the Executive Committee which is contrary to any established policy of the Board of Directors or contrary to any Resolution by the Board of Directors, is approved by a majority vote of the Board of Directors prior to such action being taken. Such approval shall be in writing, facsimile or electronically and may be submitted without a meeting. No action may be taken that is contrary to the By-laws. The Secretary-Treasurer shall cause all actions taken to be recorded in the minutes of the Corporation.

- (d) The minutes of the Executive Committee are to be submitted at the next meeting of the Board of Directors for discussion and ratification.

### Section 8: Action in Writing or by Facsimile

Any action of the Board of Directors that can be taken at an Annual or Special meeting of the Board may be taken by the majority written consent of all members of the Board of Directors. Written submissions may in all instances be received by mail, facsimile, or electronically. The Secretary-Treasurer shall cause such actions to be recorded in the minutes of the Corporation.

### Section 9: Duties of the Supreme Nine

Duties of the Supreme Nines shall include, but not be limited to, these responsibilities:

- (a) To represent the Snark of the Universe within the Jurisdictions.
- (b) To appoint Vicegerent Snarks within their Jurisdictions.
- (c) To cause to be issued a warrant of authority to each Vicegerent Snark which shall explicitly define the Vicegerent's powers. This warrant is to be accompanied by full instructions for the conduct of concatenations, induction and admissions.
- (d) To revoke the appointment of any Vicegerent Snark for cause and appoint a new Vicegerent Snark to fill the unexpired term.
- (e) To report to the Board of Directors concerning the affairs of the Order within their Jurisdictions.
- (f) To authorize and/or conduct concatenations in their Jurisdictions.
- (g) To appoint one or more Deputy Supreme Nine members in their Jurisdictions.

At the Annual Convention at the conclusion of their term of office, the retiring Supreme Nine member will turn over to the incoming Supreme Nine member a summary of their contacts and activities within the Jurisdiction thereby providing continuity within the office of the Supreme Nine.

## Article 7 Committees

### Section 1: Special Committees

At the first session of each Annual Convention the Snark of the Universe shall appoint the following special committees which will present their reports to the Annual Convention as required:

- (a) On Nominations: To consist of nine members, one from each Jurisdiction, with one of these members to be appointed Chairman. No member may stand for office while a member of this committee.
- (b) On Resolutions: To consist of three members.
- (c) On Administration: To consist of five or more members. This Committee shall receive, consider and investigate all matters brought to its attention relating to the administrative affairs of the Order.
- (d) On Legislation and Good of the Order: To consist of nine members, including three Rameses, three members of the Supreme Nine, and three lay delegates to the Annual Convention. To this committee shall be referred all matters of legislation, including proposed By-law changes and revisions to the Ritual, Code of Ethics and all other related matters not otherwise provided for.
- (e) On Membership: The International Vice President will be the Chairman and will be assisted by the three (3) most recent Rameses.
- (f) On Convention: The Snark of the Universe will appoint the Chairman and will be assisted by the Executive Secretary and the Supreme Nine member representing the Jurisdiction hosting the next annual convention.
- (g) On Operations Manual: The Vice President will be the Chairman and will be assisted by five (5) members consisting of two Rameses, two lay delegates to the Annual Convention, and one additional member of the current Board of Directors.

### Section 2: Standing Committees

- (a) A Budget Committee composed of the Secretary-Treasurer and four other members shall be appointed by the newly elected Snark at the opening board meeting immediately following each annual convention. It shall be the duty of this committee to prepare a budget for the approval of the Board of Directors for the fiscal year beginning August 1, to be submitted to the membership in writing at the annual meeting for their approval. Once approved by the membership no single operating expense budget

item may be exceeded by more than 10% without the majority approval of the Board of Directors. No single capital expense budget item may be exceeded without the majority approval of the Board of Directors.

- (b) At the opening board meeting immediately following each annual convention the newly elected Snark will appoint the following committees to serve until the next annual convention. The members and the number appointed to each committee is at the discretion of the Board of Directors. Said committee members, where eligible and in attendance at the convention, will be appointed to the corresponding convention special committee. These committees shall be:
- (1) On Nominations
  - (2) On Resolutions
  - (3) On Administration
  - (4) On Legislation & Good of the Order
  - (5) On Membership
  - (6) On Convention
  - (7) On Operations Manual
  - (8) On Forest Products Education
  - (9) On Redwood Grove
  - (10) On Advertising

### Section 3: Other Committees

Such other committees, standing or special, shall be appointed by the Snark as the Board of Directors or the membership shall from time to time deem necessary to carry on the work of the Order.

## Article 8 Duties of Officers

### Section 1: Snark of the Universe

- (a) The Snark of the Universe shall have general supervision over all Hoo-Hoo activities and lead in promoting the purposes of Hoo-Hoo and providing for the welfare of the Order.
- (b) The Snark will preside at the Annual Convention and at all meetings of the Board of Directors and the Executive Committee. The Snark will appoint all committees and be a member ex officio of all committees and subcommittees except the nominating committee. In the absence of the Snark the duties shall be performed by the 1st Vice President and if this is not possible then by the next ranking corporate officer as set forth in Article 5, Section: 1, who is present.
- (c) Together with the Secretary-Treasurer, the Snark is charged with the specific re-

sponsibility of ensuring that the Board of Directors is managing Hoo-Hoo International strictly within the By-laws of that Corporation.

### Section 2: Vice President

The Vice President shall, in the absence or disability of the Snark of the Universe, perform the function of Snark of the Universe. The Vice President will also serve as Chairman of the standing committee on Membership and shall see that the Boards policy on recruitment, retention, and reinstatement is carried out. The Vice President will also serve as Chairman of the Adverting committee for the Log & Tally.

### Section 3: Chairman

The duties of the Chairman shall be to serve as a Director with full voting rights, to assist the Snark of the Universe, and to act as an overseer of the affairs of the Order.

### Section 4: Secretary-Treasurer

- (a) The Secretary-Treasurer of the Corporation shall be responsible for the seal of the corporation, the accounts, books, and records of all moneys received and expended for the use of the Corporation.
- (b) The Secretary-Treasurer shall cause the taking of all minutes of the Board of Directors and Executive Committee meetings, and is responsible for the collection of all moneys owing to the Corporation and the depositing of all moneys belonging to the Corporation in such bank or financial institution as the Board of Directors may designate.
- (c) The Secretary-Treasurer shall, as requested by them, render to the Snark and/or the Board of Directors an account of all financial transactions made and of the financial condition of the Corporation.
- (d) The Secretary-Treasurer shall approve the expenditure of all money in accordance with systems and procedures approved by the Board of Directors.
- (e) The Secretary-Treasurer must be included in any vote relating to contracts or agreements involving the expenditure of money.
- (f) The Secretary-Treasurer shall execute with the Snark all conveyances, contracts and other written instruments to which the corporate seal is attached and shall affix the same thereto.
- (g) The Secretary-Treasurer shall cause to be given all written notices required by the By-laws and as directed by the Board of Directors.

- (h) The Secretary-Treasurer shall perform other duties as may be imposed upon that office by orders of the Board of Directors.
- (i) Together with the Snark, the Secretary-Treasurer is charged with the specific responsibility of ensuring that the Board of Directors is managing Hoo-Hoo International strictly within the By-laws of that Corporation.

Article 9  
Vicegerent Snark Deputy Supreme Nine  
Executive Secretary Assistant Treasurer

Section 1: Vicegerent Snark

At the beginning of the Hoo-Hoo year each club will submit to its Supreme Nine Representative the name of one of its members elected or appointed by them to this office. The appointment will be ratified by the Supreme Nine member and authority granted. It shall be the duty of the Vicegerent Snark:

- (a) To promote the welfare of the Order in their Club and to oversee the application of the Hoo-Hoo Code of Ethics amongst the members.
- (b) To arrange for and conduct Concatenations within their Club.
- (c) To be responsible for forwarding to the International Office immediately following a Concatenation, the applications and dues for each new member.
- (d) When advised by the International office that a member's dues is delinquent, the Vicegerent will liaise with the local club to endeavor to rectify the situation and report back to the International office on the action taken and the result.

Section 2: Deputy Supreme Nine

To assist the Supreme Nines in carrying out their responsibilities within the Jurisdiction, each Supreme Nine shall appoint one or more Deputy Supreme Nine members to serve as a direct representative in a specific area of their Jurisdiction. Each club or group of clubs shall recommend to their Supreme Nine member one chosen or elected from their membership to fill the office of Deputy Supreme Nine. It shall be the duty of the Deputy Supreme Nine member.

- (a) To promote the welfare of the Order in the area for which they are appointed.
- (b) To represent the Supreme Nine member within the area for which they are appointed,

keeping the Supreme Nine fully informed as to the needs, wishes and activities of those Clubs in that area.

- (c) To promote, aid and assist the Supreme Nine in the forming and development of new Clubs within that area.

### Section 3: Executive Secretary

An Executive Secretary shall be appointed to serve at the sole discretion of the Board of Directors with duties and responsibilities as determined by the Board of Directors. The Executive Secretary has no voting rights.

### Section 4: Assistant Treasurer

An Assistant Treasurer may be appointed by the Board of Directors and may be a person employed by the Corporation in its general offices. The Assistant Treasurer is authorized, under the strict supervision of the Secretary-Treasurer, to disperse money by authorized vouchers and to countersign checks.

## Article 10

### Past Snarks and the House of Ancients

The House of Ancients was instituted at the Annual Meeting of 1893 and is a body made up of former Snarks of the Universe. Each Snark upon successfully completing the term of office shall become a member of the House of Ancients. Each Ancient shall be given the title of Rameses, numbered according to chronological entrance into the House of Ancients. It is the duty of the Order, at that time, to invest the Rameses with an emblematic ring as a token of regard from the Order and as a badge of authority.

### Section 1: Seer

The chief officer of the House of Ancients shall be called the "Seer of the House of Ancients". The badge of rank is a nine pointed jeweled star known as The Emblem of Revelation that is to be worn by the Seer until death, and then transmitted as a legacy to the House of Ancients. This Emblem is to be worn by that member of the House of Ancients who is chronologically the next living Rameses. The title of the Seer of the House of Ancients shall descend with the Emblem of Revelation in perpetuity. The Emblem of Revelation is to be ever worn by succeeding Seers as a perpetual token of esteem for the Seer through whom was transmitted the secret legends and traditions on which the Order is founded, and there shall be neither fashioned nor worn in Hoo-Hoo another emblem of like form, design or import.

## Section 2: Duties of the House of Ancients

The House of Ancients shall constitute an advisory board to which the Board of Directors may refer matters concerning the Constitution and By-laws of the Order, or any subject upon which it may seek counsel or recommendations. In any case upon which the Board may disagree and where there is a minority of six, such minority may, if the subject is deemed by them of sufficient importance, refer the matter to the House of Ancients for an advisory vote. Upon receipt of the judgment of the House of Ancients, if such judgment be favorable to the views of the minority, the Board shall again vote in the light of such counsel, the resultant decision to stand as law until approved or disapproved by the next Annual Convention of the Order.

### Article 11

#### Bonds

All officers or employees handling money of the Order shall be bonded in such amount as shall be determined by the Board of Directors. The amount of such bonds shall be recorded in the minutes of the Corporation. The expense of furnishing such bonds shall be paid by the Order.

### Article 12

#### Contracts, Signatures

All contracts shall be executed on behalf of the Order by the Snark of the Universe and the Secretary-Treasurer or such officers as the Board of Directors may from time to time designate by majority vote. The Secretary-Treasurer shall approve the expenditure of all money in accordance with systems and procedures approved by the Board of Directors. The Secretary-Treasurer must be included in any vote relating to contracts or agreements involving the expenditure of money.

### Article 13

#### Corporate Seal, Offices and Records

The seal of the Order shall be in such form as may be prescribed by the Board and shall have the words "International Concatenated Order of Hoo-Hoo, Incorporated" endorsed thereon. The books of the Order shall be kept at the head office of the Order, or at such other place or places as the Board of Directors may from time to time determine.

The Order may also operate an office or offices at such other place or places as the Board of Directors may from time to time determine.

Article 14  
Fiscal Year

The fiscal year of the Order shall terminate on the 31st of July in each year.

Article 15  
Concatenations

Section 1: Concatenations Defined

Concatenations are meetings held for the induction of members. Concatenations may be held by the Deputy Supreme Nine, the Vicegerent Snark or club officers as delegated within their respective areas. Whenever applicants are ready for induction the Secretary-Treasurer shall, upon instruction from the member of the Supreme Nine for that Jurisdiction, forward to the Vicegerent Snark an authority blank.

Section 2: Appointments at Concatenations

At local club Concatenations the Vicegerent Snark shall appoint members of the Order to fill the Ritual stations of those members of the Supreme Nine who may not be present.

Section 3: Concatenation by Directors and Rameses

The Snark of the Universe, Rameses and other Directors may hold Concatenations anywhere upon the issuance of authority blanks. Any member of the Supreme Nine may hold Concatenations within their Jurisdiction upon receiving the blank of authority.

Section 4: Reports and Returns From Concatenations

The Snark, Rameses, Directors and club officers holding a Concatenation shall make their reports to the office of the Order, the same as is required of Vicegerent Snarks under Article 9, Section 1: (c).

Article 16  
Jurisdictions

The geographic coverage of Jurisdictions is established by the Board of Directors provided that any change to the geographic coverage of a Jurisdiction must receive a majority vote of approval at the Annual Convention from each of the Jurisdictions directly affected by the change. Notification of any proposed change must be submitted to the membership affected for their

study and perusal at least 60 days prior to the opening date of the Annual Convention. Jurisdictions not directly affected will not participate in the vote.

### Article 17 Hoo-Hoo Clubs

- (a) Local Hoo-Hoo Clubs may be organized with the approval of the member of the Supreme Nine in that Jurisdiction in any locality where there are a sufficient number of members to maintain an active club.
- (b) To qualify as an organized Club in good standing there must be a minimum of nine members who elect a Board of Directors annually. Clubs with less than nine members at the end of the fiscal year and/or do not elect a Board of Directors annually will be deemed inactive and the members as members-at-large.
- (c) They shall be given a charter signed by the Snark of the Universe and the Secretary-Treasurer. They shall be bound by the Articles, Ritual and By-laws of the Order.
- (d) All Clubs shall make an annual report during July and August of each year to their Supreme Nine member who may use such information in their report to the Annual Convention of the Order.

### Article 18 Amendments

- (a) These By-laws may be amended at any Annual Convention of the Order by a two-third affirmative vote of those present and voting, excluding blanks or abstentions, provided that notification of such intended amendments have been published in the *Log & Tally* at least 60 days prior to the opening date of the Annual Convention.
- (b) Prior to voting on a By-law change, amendments to the proposed amendment may be made from the floor of the Annual Convention. Such amendments require a majority affirmative vote of those present and voting.

### Article 19 Rules of Order

The rules contained in the current edition of Robert's Rules Of Order Newly Revised shall govern this Order in all cases to which they are applicable and in which they are not inconsistent with these By-laws and any special rules of order this Order may adopt.

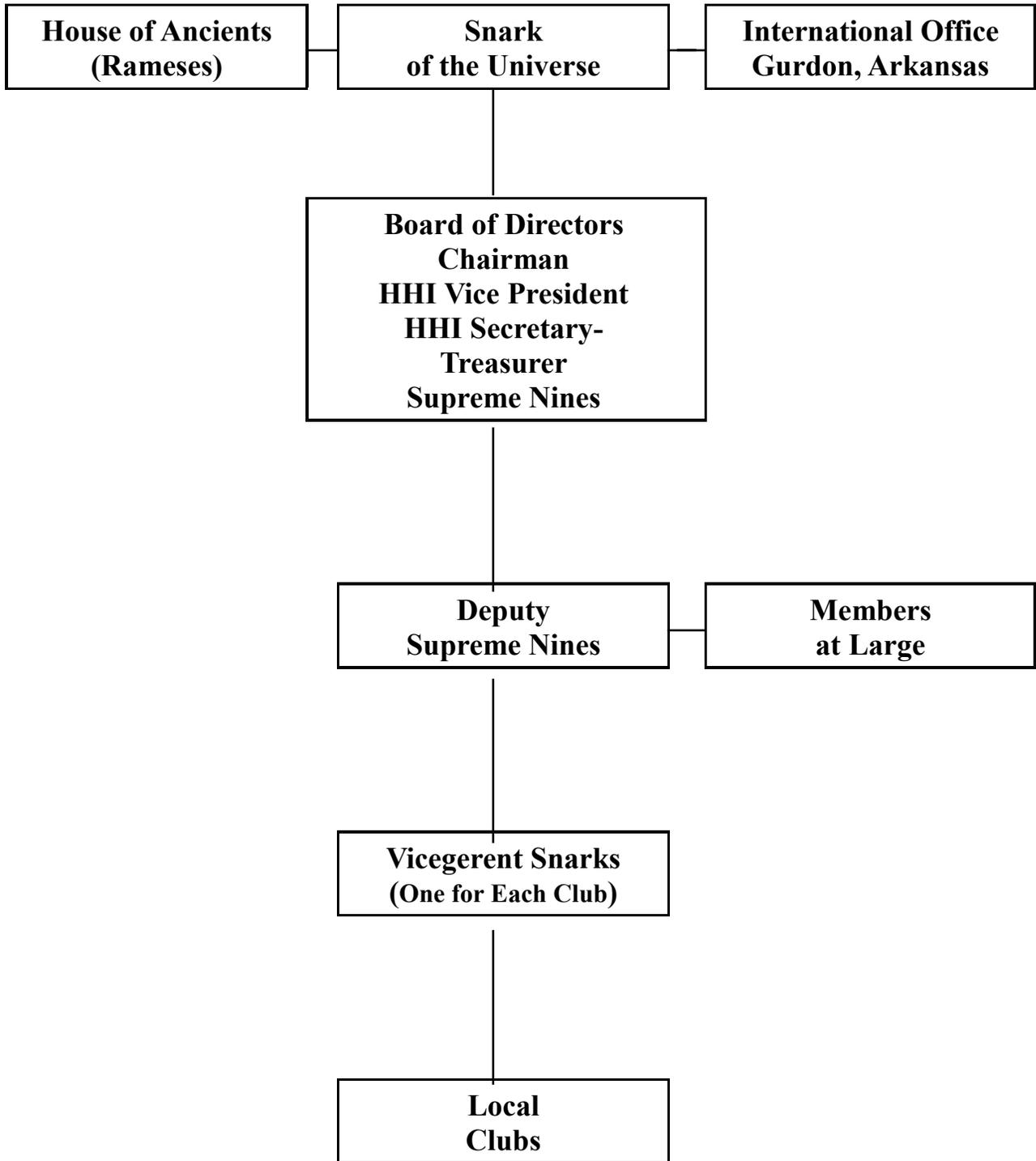
Article 20  
Gifts and Bequests

The Board of Directors may accept on behalf of Hoo-Hoo International any gifts, devices or bequests of money or property or the income from such in any form providing that, should there be a designation from the donor for the specific use of such donation, said designation does not contravene the By-laws and purpose of the Order nor affect the status of this Corporation relative to government regulations.

Article 21  
Official Currency

The official currency of HHI is the U.S. dollar.

# Hoo-Hoo International Organizational Chart



## Duties Of The Supreme Nine Member

**E**ach member of the Supreme Nine is a director on the International Board. There is one Supreme Nine Member elected from each of the nine jurisdictions to serve a two- year term (with the exception of Jurisdiction IV which elects its Supreme Nine for a one-year term.)

The Supreme Nine is the regional representative on the International Board for all the local clubs within a jurisdiction and is responsible for bringing to the Board's attention all matters concerning the affairs of our Order. Conversely, the Supreme Nine is also the representative of Hoo-Hoo International to the local clubs and responsible to bring to their attention the overall aims, efforts and programs of HHI. The Supreme Nine is the liaison - the communicator - responsible for harmony and cooperation between HHI and those clubs and members he/she represents.

Following the election of international officers, a brief Board meeting will be held to introduce the intended aims and programs for HHI for the coming year and to establish the various committees for that purpose. During the course of the year a Board meeting will be held for the purpose of reviewing these activities and the possible establishment of others. For this meeting the Supreme Nine member is expected to have been communicating with the clubs in his/her jurisdiction and to be knowledgeable about their activities and of any matters concerning International.

The geography of certain jurisdictions makes extensive communication with some clubs difficult. Therefore, as soon as possible after election to office, the Supreme Nine should appoint individuals in those regions to serve as Deputy Supreme Nine members. Their purpose is to provide the necessary closer communication. The appointments should go to good, hard-working individuals that the Supreme Nine can work closely with. Local clubs may wish to make recommendations or the Supreme Nine may personally know of a reliable individual. It is an asset if they have the qualifications and aspirations to one day run for the office of Supreme Nine.

The Deputy is that closer link with the local clubs. Have the Deputy Supreme Nine submit a report on the meetings of each club in his/her area. The Deputy Supreme Nine can do this directly for his/her own club, and should arrange for the Vicegerent Snarks in the other clubs to provide him/her with the necessary information.



## Specific Duties

- Appoint Deputy Supreme Nine members to assist the Supreme Nine. The Supreme Nine is to advise the HHI office of the appointment and they will provide the Supreme Nine with a certificate for that office for his or her signature. The international office will also provide a free lapel pin which the Supreme Nine should arrange to present at an appropriate occasion.
- Vicegerent Snarks are local club appointees rather than International, but they are approved by the Supreme Nine member. Obtain these names as soon as possible and advise HHI and the international office will forward a certificate for that office, ready for the Supreme Nine's signature. A lapel pin is also available that can be purchased by the local club. Arrange for a presentation either by the Supreme Nine, by the local Deputy Supreme Nine, or by the club's president.
- As a member of International's Board of Directors, it is the Supreme Nine's responsibility to see that every club in the jurisdiction is aware of all that International makes available to them to help in the development of the local club. The Operations Manual has been carefully designed to provide the best procedures for local club organizations including executive structure, business meetings, social gatherings, industry publicity, etc. It will be updated continually. The International office is available to assist in any specific area where they are called upon either by the Supreme Nine or the local club.
- Contact the local clubs promptly and have them notify you and the International office of their incoming or current club officers. (A form is provided to each club for this purpose.) A Supreme Nine should have a listing of club officers in the jurisdiction in order to function properly as their Supreme Nine. HHI sends out a club officer report form on a regular basis and follows up on the clubs that do not report. When the international office receives the club's report, the Supreme Nine will receive a copy.
- Attend as many club meetings as possible within the jurisdiction. It may be impossible for the Supreme Nine to visit every club depending upon the size of the jurisdiction and the number of clubs in it. This is where the Supreme Nine looks to the Deputy for help. Experience has proven that a meeting with the club director an hour before the general meeting is a valuable opportunity to express views. This meeting with the club directors can be the most important event during the visit. The mutual expression of views and ideas will prove very interesting and rewarding to both the Supreme Nine and the club officers. Many ideas are expressed and discussed that might prove awkward at a general meeting. Consider arranging combined meetings with two or more clubs in one area. The Supreme Nine will save time and money doing this, accomplish his or her goals and bring the clubs closer together.
- Request each club to include the Supreme Nine's name on the monthly meeting notice list.

- Request the clubs to send to the International office all news of the club's activities along with photos. Such information and photos are published regularly in the *Log & Tally*. Make sure the person responsible has the proper deadline dates for each issue. Deadline dates for publishing are as follows: Winter issue - October 20; Spring issue - February 20; and Summer issue - May 20.
- Write a **BRIEF** report on the activities within the jurisdiction for each issue of the *Log & Tally*. Please observe deadline dates as listed above. For the Supreme Nine's convenience the HHI office will e-mail a reminder prior to each deadline. If you do not have any news to report, please notify the international office or the L&T Editor.
- The Supreme Nine is entitled to travel expenses incurred during trips to clubs in his or her jurisdiction in the amount of \$1.00 per paid member in the jurisdiction as of July 31st of each year. The Supreme Nine will be notified of the amount to which he or she is entitled by the International office. Travel is most important as the local clubs look forward to seeing their jurisdictional representative. When submitting bills for these expenses to the HHI office, be sure to (1) itemize them carefully and (2) keep them separate from other correspondence or business matters. Submit them on a regular basis or, if this is not possible, on or before July 20th of each Hoo-Hoo year.
- In addition to the above, the Supreme Nine is allowed coach air fare to the mid-year Board meeting and also to the Annual Board meeting at the convention (not to the one at which you are elected). Meals and accommodations are at the Supreme Nine's own expense.
- The international office will provide the Supreme Nine with envelopes and letterheads plus upon request a roster of the clubs in the jurisdiction.
- HHI office will provide the Supreme Nine with membership reports upon request.
- Encourage a rapport and relationship with International by the local club. International is there to assist them and the Supreme Nine. The Supreme Nine's responsibility is to see that the needs of the clubs in his/her jurisdiction are brought before the International Board for discussion and action.
- Send copies of all correspondence with the clubs to the HHI office, to the Deputy responsible for that club, and to the Snark. If this is not practical, send a copy to the HHI office with the request to forward copies to specific people. Be sure that the clubs are aware that you - and therefore Hoo-Hoo International - are working on their behalf.
- HHI Club Operations Manual. Check with each club at the start of the Hoo-Hoo year to be certain the incoming president has received the HHI Club Operations Manual.

# Hoo-Hoo International Convention Planning Outline

**A**ny local Hoo-Hoo club may make a bid to host an International convention. International endeavors to plan 4 to 5 years in advance. To make a bid, the local executive should first examine the requirements for hosting this event and their ability and determination to pursue it for those five years. Write a letter to Hoo-Hoo International advising them that your club wishes to enter a bid and outline the strengths and advantages your club and your city can offer to the membership. International endeavors to alter the location each year from East to West, North to South, etc. to give all the membership an opportunity to attend at some time. They will also consider accessibility by air, accommodation cost in your area, climate, local social activity, scenic sights, and the ability of your local club to fully plan and organize the convention over the next 5 years. They will expect a report each year on your progress and will work closely with the host club on the planning. Remember that this is an International Convention and the host club must coordinate the activities and plans around International. Usually, the convention is held as close as possible to the ninth of September.

## **FINANCIAL REQUIREMENTS**

It is International's intention that the host club organize and include as many of the activities as possible in the registration and that this fee be as low as possible. It is of no benefit to have a low registration fee if delegates must expect to subsidize for the special activities. For this to happen the local club must expect to subsidize the convention. This is done by raising funds over the 5 years preceding the convention through everything from lotteries to industry donations. A suggested figure to aim for is \$20,000 plus. **This Fund Should Be Used To Reduce The Registration Fee. The Convention Should Not Be a Source Of Revenue For The Host Club.**

The convention finance committee should start planning and funding at least three years in advance of the convention. The first year would be devoted to putting together names of all possible contributors and advising these contributors that the funds will be collected about 9 to 12 months in advance of the convention. The actual collection of funds should be completed by the second year. This finance committee should write all possible contributors and follow up letters with a personal visit by committee members for the purpose of picking up the funds.

## **VENUE REQUIREMENTS**

A tentative budget shall be submitted by the prospective host club at the time of application to hold an International Convention.

An updated budget shall be presented to the Convention Committee for presentation to the Hoo-Hoo International Board of Directors for all their meetings prior to the Convention. **A Full Financial Statement Must Be Presented To The Convention Committee For Presentation To The Hoo-Hoo International Board of Directors At the Mid-Year Board Meeting Following The Convention.**

Having read all this and your club decides that the local members have, and will have, a strong, hard-working club for the next 5 years and that your club and your city have something to offer the delegates, a representative from the local club will so advise international. The host club selects a suitable hotel and block off the required number of rooms and banquet facilities for the correct week. Refer to Article IV – Annual Conventions in the Hoo-Hoo International By-laws, for the approximate date to start the convention. The exact date should be *decided* together with International so as to avoid other industry conventions, religious holidays, etc. that may affect attendance by delegates in other areas.

In choosing a hotel, consideration should be given to its size, quality, price and location to shopping. A medium size resort hotel has many advantages for a convention our size. It is also more suitable in that the bulk of those attending are couples. A lot of delegates travel considerable distances at substantial cost and expect a quality hotel for their stay. To most it is part of their annual vacation. The current size of our organization would indicate that you **block off 100 rooms and 10 suites** in the beginning and review this figure after each convention. The hotel selected should not be the most expensive and luxurious hotel available. Cost is a very important factor.

The host club shall provide a suite for the Snark (outgoing) for the duration of the convention. The host club shall also provide a room for the Board of Directors meeting before the convention and a room for the incoming board meeting after their election. The host club shall also provide complimentary rooms to the Executive Secretary for the HHI Convention.

To properly organize and set up a convention we recommend the following structure:

- A **“cabinet” convention committee consisting of a chairperson and 5 members** with equal responsibility for making decisions on a majority vote basis. They should be selected on the basis of their willingness to get together regularly and to follow through on their assigned tasks. It should include one or more who have attended previous International conventions, one or more with experience in other conventions, a good organizer to coordinate your meetings and plans and someone with experience in raising funds. In short, **the cabinet committee should consist of the widest variety of talent and experience the local club can put together.** This committee should set up subcommittees involving as many club members and their spouses as possible. The first task will be to get together and review what should take place at an International convention; functions, meetings, luncheons, golf, liquor licenses, social activities, and on what day. Having done this they should list all the possibilities for each and assign someone to investigate the cost prior to the next cabinet meeting. During each meeting complete notes should be kept on all ideas discussed and decisions made and these should be typed and circulated among the cabinet within a day or two following so all will be aware of what they are expected to do prior to the next meeting. Set a date for the next meeting before you break up.

In recent years members have expressed a desire to start the convention on Saturday night or Sunday night. This affords the attendees the opportunity to depart their home on Saturday morning, attend the convention and use the balance of the week for after-convention trips. A schedule of such after-convention trips should also be published in the *Log & Tally* so that at-

tendees could plan this beforehand rather than wait until they get to the convention. The convention committee should not be involved in these other than providing information for the attendees as to what is available. Most important of all, do not schedule two events for the same night. The cost for social activities should be included in the registration fee. It should also be noted that the host city should make arrangements to see to it that the golf trophy is available for presentation at the convention. Flags representing the countries with membership and records of their respective national anthems will either be provided by HHI or HHI will inform the host club where they may be located.

With regard to the registration fee, thought should be given to **AS LOW AS POSSIBLE REGISTRATION FEE**, using advertising, donations, sponsors, fund raising, etc. to reduce this fee. There is also the possibility of listing various social events such as a cocktail party or a breakfast, and obtaining sponsors for them. Some might be interested in sponsoring one or more of the holes at the golf course for \$100, etc. Some donations or financial support can be obtained from other Hoo-Hoo clubs in the vicinity.

A suggested format for arriving at a tentative budget is provided a few pages over.

**As your club narrows down the choice for each activity a specific person can be assigned to have it set up.** For example, a member outside the cabinet can be the golf chairperson. However, remember that this person reports to the cabinet, takes directions from the cabinet and all final decisions are made by the cabinet. This member carries out cabinet instructions and reports back to them on any problems or changes that may crop up in the period before the convention such as increased costs that inflation may dictate.

A **non-member's attendees committee** also should be appointed by the cabinet, take direction from the cabinet and work within the budget set by the cabinet. They should develop their ideas and present them to the cabinet where they can be considered in the light of all the convention plans. We recommend three members or non-members form this committee. They may ask others to assist them in one or more of the activities or tasks assigned them but the group finalizing what is to be presented to the cabinet should be the responsibility of those three.

There should be a **non-member's attendees committee chairperson** each day, just as the host club has a day chairperson for the members. By involving spouses in the convention, the committee will get better participation from members. Naming spouses of committee members to non-member's attendees committees will be extremely helpful. The spouses (non-members) must be involved to get better participation by the members in the convention. The spouses should definitely be involved in the planning of all social activities.

Within three (3) years of the convention the host club should be able to put together a complete summary of what has been decided that will include information as contained on page 39.

## General Information

- 1 The hotel generally offers one (1) free room for each 50 booked. These can usually be swapped for suites for the Snark, etc.
- 2 Appoint a **Day Chairperson**, one for each day. Their job for that one day is to introduce or commence the day's activities and to be the person responsible for all trouble shooting. The Day Chairperson should know the location of all light switches, make sure coffee is ready at the correct time, know who in the hotel to contact for any possible problems, and be available to solve any problem. The Day Chairperson should be the liaison with International to see that the correct number of seats are set for the head tables for that day, etc.
  - The Day Chairperson should be advised by International as to seating requirements and what special equipment, if any, will be needed for the business meetings. The convention chairperson, along with each day chairperson, should dry-run the convention at the hotel prior to the start of the convention. This would give each chairperson a working knowledge in the use of special equipment, seating, light switches, air conditioners, etc. Several committees found that in their dry-run problems arose which were not anticipated. This dry-run should take place one to three weeks prior to the convention.
  - The convention committee should publish in the *Log & Tally* a guide as to what attire is expected to be worn by the attendees at each social function. If special clothing, such as costumes, are to be worn, then this should be noted in the *Log & Tally* so that members will know where to get this when they arrive in the convention city.
  - Award presentations will be made throughout the convention. Meetings and luncheons are good times for this. Festivities at the final banquet should not be prolonged. Care should be taken in selecting entertainment for the final banquet. Many people leave the banquet immediately following dinner because they have to pack for an early morning departure. All the more reason for the convention to start early in the week thereby allowing more time for departures.
- 3 A **word of caution**. The host club will be expected to book 48 hours or more ahead the number of meals for each function. The local club can be sure that local members will join the group for lunch or dinner but the host club can also expect there will be many members who have bought the package when registering **who will miss one or more functions** - possible 5 to 10 percent of the delegates. The host club can confirm fewer dinners to allow for this (the hotel usually prepares for an extra 5 percent) and this way can gain dollars on meals people have already paid for in their package but to do not show up for. Watch each function carefully to help judge how many to confirm for the next.
- 4 Provide **books for tickets** easily carried and handled.
- 5 The **program** should be easily read, not smaller than 10 point type, as detailed as possible, and easily carried.

- 6 **Name badges – most important is to easily read the first name.** The last name and club or hometown is less important. The second most important point is a badge holder easily used by both ladies and men on all types of clothing. Souvenir-type name badges that show your city and date can become collector's items, so consider this when securing this item.
- 7 **How many are coming?** If the host club waits for delegates to pay their registration fee they will not get a suitable response until the last 10 days. **The registration form in the Log & Tally should be separate** from the hotel registration form and should **ask the prospective delegate to register his/her intention to come and allow payment later.** The host club simply sends the member an invoice 30 days prior to the convention. This way the host club gets an early commitment and has more accurate figures to project attendance and to budget for. The host club can also get those name badges ready in advance.
- 8 **Identify the local club members** through the use of ribbons or special badges. Make them all part of the welcoming committee.
- 9 **LIABILITY INSURANCE** - Liability insurance covering the **host club and International** shall be included as part of the expense by the host club. International shall be advised that proper coverage has been secured.
- 10 The host club should also **provide space for International to display items** available for sale for International. This should be in a convenient location, preferably a meeting hall, or at the registration desk
- 11 Be sure that other functions held at the convention hotel do not conflict or compete with the Hoo-Hoo convention.
- 12 Try to allot an hour and a half for a club operation seminar. Approximately half of the members attending a convention are first-timers and expect to learn a lot more about Hoo-Hoo by attending the convention. Many delegates will gladly give up an hour and a half to attend this type of seminar.
- 13 Be sure to keep the registration desk open throughout the entire convention. It can be used as an information and message center. It also provides a center point for chairmen and International officers to meet when questions arise. This should be handled by volunteers of the host club.
- 14 Precious convention time can be saved by advising the hotel to serve meals during awards ceremonies. It is much better to have the plan schedule be on time than run overtime in to other programs.
- 15 As a convenience to the delegates, arrange for an additional room source featuring low-priced rooms near the convention hotel. Consideration should also be given to facilities for the parking of motor homes.

## Format For Developing A Tentative Convention Budget

|                                |  |
|--------------------------------|--|
| <b>INCOME:</b>                 |  |
| Registrations                  |  |
| Contributions from Local Firms |  |
| Club Fund Raising Proceeds     |  |
| Interest                       |  |
| <b>Total Income</b>            |  |
|                                |  |

|                                       |  |
|---------------------------------------|--|
| <b>EXPENSES:</b>                      |  |
| Printing                              |  |
| Publicity                             |  |
| Signs                                 |  |
| Food & Refreshments                   |  |
| Music                                 |  |
| Transportation                        |  |
| Decorations                           |  |
| Postage                               |  |
| Golf Expense                          |  |
| Snark's Room                          |  |
| Gifts & Door Prizes                   |  |
| Audio Visual Equipment                |  |
| Bookkeeping and Professional Services |  |
| Liability Insurance                   |  |
| Concat Expenses                       |  |
| Miscellaneous                         |  |
| Embalming Expenses                    |  |
| <b>Total Expenses</b>                 |  |

# International Business Agenda

## Hoo-Hoo International Convention

A tentative agenda shall be reviewed and altered as necessary by the Snark by July 1 and returned to the host club convention chairman for printing.

**N**OTE: It Is Important That The Snark Prepare The Program For The Business Sessions. Several aspects of the business sessions of the Convention are optional for the Snark. This coordination is extremely important.

### AGENDA REQUIREMENTS

1. Room made available for the Snark's reception the night before the Board of Directors meeting. The Snark may use his/her suite; however, check with the Snark as to his requirements for the reception.
2. Room for Rameses meeting the afternoon and night before the Board of Directors meeting.
3. Room for the Board of Directors meeting, set up conference style for 15 persons, with 10 to 15 chairs around the perimeter of the room. The day before the opening of the convention.
4. Room for cocktails and lunch for the number attending the Board meeting. HHI will pay for the cocktails and luncheon.
5. Ice Breaker Reception.
6. Time and media equipment shall be made available to all clubs wishing to make presentations. Special regard shall be given to the host club for the next year's convention. Clubs must let the Executive Secretary of Hoo-Hoo International know in advance their requirements to pass on to the host committee chairman.
7. General Business Session: (usually split over two days - not consecutive.) **Set Up Classroom Style.**
  - Presentation of the flags and National Anthems of nations. Presentation of the Snark of the Universe (audience stands). When the Snark is at the head table, the chairman of the day will lead the audience in the presentation of the "Hoo-Hoo Nine Yell".
  - Invocation  
Welcome by the host club.
  - Officers report.  
Snark of the Universe  
International Vice President  
International Secretary/Treasurer  
Executive Secretary

- Supreme Nine Reports - (Optional, as these reports will also be made at the Board meeting - may opt for roundtable discussions on subjects chosen by the Snark.)
- **Forty-five Minutes allowed for Jurisdiction Caucuses – Forty-five Minutes allowed for Committee Meetings.** These times should be indicated on the program.
- Try to allot an hour and a half for club operation seminar. Approximately half of the members attending a convention are first-timers and expect to learn a lot more about Hoo-Hoo by attending the convention. Many delegates will gladly give up an hour and a half to attend this type of seminar.
- Committee reports. ( Some of these are optional with the Snark.)
  - Resolutions
  - Administration
  - Legislation and Good of the Order
  - Advertising
  - Executive
  - Membership
  - Redwood Grove
  - Convention
  - Operations Manual
  - Nominating
  - Forest Production Education/Environmental
- Hoo-Hoo Activity Award.
- Club operations: Executive Secretary to meet with club officers.
- Election of Officers and Directors.
- Concat.
- Installation of New Officers and Directors.
- Embalming of the Snark.

- Presentation of Awards and Trophies, usually done at the luncheon

Hoo-Hoo Activity Award

Membership Trophy – Greatest Jurisdictional Increase

Membership Trophy (Totem Pole) - Greatest Percentage Increase

Membership Trophy - Greatest Number Increase

Gordon Doman Memorial Trophy – Supreme Nine of the Year

Old Timer Award – Lowest Delegate Hoo-Hoo Number at Convention

Walking Stick Award – Most Miles Traveled by S-9 Within Their Jurisdiction

Club Having Most Members Present at Convention (Host Club is not eligible)

Jurisdiction Having Most Members Present at Convention (Host Jurisdiction is not eligible)

Final Evening—Presentation of the New Snark.

### **Post Convention HHI Board Of Directors Meeting**

- Meeting of the Board of Directors, set up as the first day. No reception or luncheon. Time set aside for meeting of new committees.
- The room arrangements, head table arrangements, and time of the above functions are at the discretion of the Snark.

### **Miscellaneous**

- Social activities are at the discretion of the host club. Sufficient time must be allocated so all of the above business can be accomplished.
- Host clubs are responsible for preparing a written article regarding the convention for publication in the next issue (Winter) of the *Log & Tally*.

## WHAT'S A HOO-HOO

**N**ever mind whence came the name - what is it? Who is it? It's a catchy name Hoo-Hoo is and when you tack "concatenated" onto it, well, it gets catchier still. Concatenated is a legitimate dictionary word meaning "linked together", but you did not know that until somebody told you.

Now "international" is a different kind of word. You do not have to explain that word to the president of the bank, your local chamber of commerce, your elected representative - they know what it means. It tells them something. It communicates.

When you first call someone on the telephone, who may be unfamiliar with your club, what do you communicate? Do you represent yourself as a member of the local chapter or a lumberman's fraternity? Do you mention that your lumbermen's club is part of a group that has members in five countries on three continents? If you do, then you are telling them something that they understand. They can picture your organization. Then, when you say your club is part of the International Order of Hoo-Hoo, you can expect an interest and curiosity as to whence came the name but, you will have already established what it is and who you are. Your creditability and legitimacy will not be the question - that has already been communicated.

How about your club letterhead? Does it have "Fraternal Order of the Forest Products Industry" somewhere on the page? Is there any reference to the lumber or forest industry in the name of your club? Your club is the lumberman's club in your town, so why not say so.

Hoo-Hoo is a name that means nothing to someone who does not know what it is or who it is. You have a responsibility to identify yourself as part of this unique lumberman's fraternity. Do this and the people of your community will be aware that there exists a group of lumber people in their area with a unique name who are part of one of the oldest industrial fraternities in the United States - the International Concatenated Order of Hoo-Hoo.

Remember - what the name is, what it stands for, is more important than where it came from

# Hoo-Hoo International Jurisdictional Conferences

**T**he purpose of a jurisdictional conference (Mini Convention) is the same as that of the annual International Hoo-Hoo Convention: promote good fellowship, education, the establishment of a worldwide network of friends, socializing for business and pleasure and conducting the business of the order.

- I. Any club or combination of clubs may host a jurisdictional conference.
  - A. When clubs of different jurisdictions host a conference it shall be known as a Regional Conference.
    1. The clubs will decide in which jurisdiction the conference will occur.
    2. Supreme Nine of the host jurisdiction will chair the event.
    3. Any organization of responsibility and effort that satisfies all those involved is acceptable. If it works: it's a winner.
  - B. Club officers; presidents, secretaries and treasurers and their families are so important to the continued success of their clubs it is recommended that special invitations be made by the host club and the Supreme Nine.

***The importance of the club officer cannot be overstated. It is recommended that club's pay a stipend to their officers to encourage attendance.***
  - C. Special, individual invitations are recommended for all the membership of the Jurisdiction (s) hosting the conference. Added emphasis can be obtained by having each club reinforce the jurisdiction with invitations of their own.
  - D. Special invitations are also recommended for the Snark, International Officers and Rameses.

***Host clubs should not expect that international officers will attend all conferences.***
  - E. For the greatest possible attendance invite all the membership of Hoo-Hoo by means of timely advertising in the *Log & Tally*.

- II. A Jurisdictional or Regional Conference may be scheduled for any time that does not conflict with the International Hoo-Hoo Convention.
  
- III. Jurisdictional or Regional conference may be held at any location that satisfies the need of the host club.
  
- IV. A conference consists of five parts: The gathering, business meeting, contest, banquet and the afterglow.

- A. The Gathering

- 1. Registration

- The registration and welcoming committee set the tone for the whole event. A gracious, helpful welcome is all that is required but it is the most important contact with guests.*

- 2. Ice breaker

- The get acquainted gathering can be anything from a picnic in the park to a walk on the beach to a Nordic Ski event. Make the event fit the attendees and the locale. Strongly suggest cash bars to reduce club liability and expense for the non-drinking attendees.*

- 3. Business Session

- a. Physical requirements: private room with ventilation, meeting type table of sufficient size to seat principles, i.e., officers of the clubs participating in the session along with Jurisdiction Officers. There is need also to seat visitors, International Officers and Rameses.
  
    - b. Supreme Nine of the host jurisdiction will chair the conference.
      - Supreme Nine introduces visiting officers to the delegates as well as guests and family members in attendance.
  
      - The Supreme Nine report might include but not be limited to some history of the jurisdiction; the prospects of opening clubs in recess and the formation of new clubs in the jurisdiction and news of Hoo-Hoo International.

- Each club President will be expected to make a report describing his or her clubs activities for the past year. Each presenter will have the same allotted time.

*It is possible that with prior planning the club presentations could be turned into a contest: best presentation, finishing closest to the allotted time, best club project involving the en of members .....you name it. The possibilities are limitless.*

- Club Secretaries and Treasurers could also make presentations. Again the possibilities are limitless.
- Visiting officers including the Snark and Rameses might be asked to comment.

*The chair should not give control of the meeting to the visiting officers, the Snark or Rameses.*

- Announce the host club and location of the next conference.
- During the appropriate year elect Supreme Nine for the host jurisdiction.

#### 4. The Parallel Session

- Planned event to entertain family and friends not attending the business meeting.

*Anything goes. Make the event fit the guests and family member in attendance.*

#### 5. Food Service

- Delegates breakfast and joint luncheons are an excellent way to have delegates on hand for meetings, social events and the socializing which is so important to a successful conference.

#### 6. The Contest

*Club vs. Club competition is best. Barring that, plan for individual competitions. Log Rolling, Burling, Euchre, Ax Throwing, Golf, Skiing, Quilting.....no limit. Repeat the same competitions at each conference though so there can be traveling trophies and lots of hoopla.*

## 7. The Banquet

a. An evening of fun and fellowship for delegates, families, and guests.

b. Program: short, informative and entertaining.

- Announcements: introduce new officers; contest winners; kittens to be concatted – keep it short.
- Comments by visiting officers and Rameses: OPTIONAL.
- Announce host, location and time of next conference.

## 8. The Farewell: Afterglow

Continental breakfast for departing members and guests.

*Host club welcoming committee and members of the next host club on hand to aid in departure, bid farewell, God speed, pleasant journey and invite all to the next conference. A printed hand out specifying time and place is in order.*

B. Alcohol, like golf, can be a very expensive part of any convention. Therefore, it is recommended that alcohol be treated like golf. This it, include no alcohol in the conference budget. That way those persons that imbibe will pay all of that cost just as those playing golf bear all of that cost. Those attendees that do not take alcohol will then not be subsidizing those that do.

C. Finances can be handled in any way that satisfies the host club. The total cost can be billed to the attendees or if sponsors are available it should be possible to subsidize some part of the individuals cost. For that reason, subsidized cost to the member, it is recommended that sponsors be utilized. Reduced cost to the members should make it possible for more of the membership to attend.

# Duties Of Club Officers

## **President:**

1. The President shall keep in close communication with the International office through the Supreme Nine Member and the Deputy Supreme Nine.
2. The President shall be responsible for providing overall leadership for the Board of Directors and the general membership and for giving it specific direction and purpose during his term of office: The President shall also be responsible for appointing subcommittees and allocating Director's responsibilities.
3. The President shall be responsible to see that the duties of the officers and Board members are carried out properly.
4. The President shall conduct regular Board meetings each month, e.g. first Monday of each month, etc.
5. The President shall ensure that the newly elected Club officers are officially installed according to recognized procedure by an appropriate senior officer such as the Vicegerent Snark, Deputy Supreme Nine, Supreme Nine, or any International officer. If none of the above are available, a former club officer or a tried and true leader in the club may act as Installing Officer.
6. The President shall consult with Directors to encourage a visit by a Supreme Nine member, Deputy Supreme Nine or Snark of the Universe.
7. The President shall determine whether the Club intends to present an entry for the Hoo-Hoo Activity Award trophy at the International convention, and shall arrange for such presentations. The president shall make sure that entries for all awards are made by the required deadline.
8. The President shall encourage all members to attend the International convention, and, if applicable jurisdiction mini-conferences.
9. The President shall discuss with the Board the necessity of obtaining a liability insurance policy to cover all Club functions and activities.
10. The President shall make sure a Blank of Authority has been requested from the International office and has been received before all concats.

## **Vice President:**

1. The Vice President shall act as President in the President's absence and shall perform other duties as may be designated by the President and the Board of Directors.
2. The Vice President shall be responsible for all club programs and social functions.
3. The Vice President shall be responsible for all entertainment at club meetings such as speakers, bands for dances, etc.
4. The Vice President shall be responsible for obtaining locations for club programs and functions.

## **Secretary:**

Many clubs have a combined Secretary and Treasurer with the duties of both assigned to one person. However, we are outlining the duties separately here.

1. The Secretary shall be responsible for taking minutes for all Board and special meetings, and making sure that all Board members and officers receive a copy of same at least two weeks before the next meeting. The Secretary shall also place a copy of the minutes in a centrally located place where the membership may read same.
2. The Secretary shall at each Board meeting provide copies of the minutes of the last Board meeting and the last general membership meeting.
3. The Secretary shall mail out notices of Director's meetings with an agenda for the meeting included.
4. The Secretary shall ensure that invoices or statements for annual dues are sent out to members at the beginning of the Hoo-Hoo International fiscal year which begins September 9.
5. The Secretary shall, at the direction of the Board, prepare a club newsletter for distribution to club members. A copy of each newsletter should also be mailed to the Snark, the Supreme Nine member, and the International office. The Secretary shall also be responsible for photos and news stories for publication in the *Log & Tally*. (The above duties may be assigned to a Publicity Chairperson or another club member).
6. The Secretary shall be responsible for notifying the International office of the new club officers elected for each new Hoo-Hoo year prior to the convention in September.
7. The Secretary shall maintain an up-to-date and accurate roster of the club membership and shall work closely with the Treasurer as to which members are paid and unpaid.

8. The Secretary shall collect, record and appropriately file all incoming and outgoing correspondence. The Secretary shall present incoming correspondence at Directors meetings and ensure it is attended to by the appropriate person.
9. The Secretary shall write letters as requested by the President and Directors.
10. The Secretary shall mail out notices of Club moorings and functions to members.
11. The Secretary shall record a summary of any business that is conducted at Club meetings.
12. The Secretary shall maintain adequate stocks of Club stationary and material from HHI such as booklets, forms, supplies, etc.
13. The Secretary shall forward completed forms and dues to the International office immediately following a concat so that lapel pins and cards can be returned quickly.
14. The Secretary shall inform HHI of any alterations to the Club's By-laws.
15. The Secretary shall write an official letter of acceptance of resignation to resigning members, and shall forward a copy to the International office.
16. The Secretary shall contact the International office to order a Blank of Authority at least two weeks prior to holding a concat.

**Treasurer:**

1. The Treasurer shall keep all financial records of the club, account for all monies received and disbursed and report to the club on the financial affairs regularly.
2. The Treasurer shall report at each Board meeting the financial results of the last regular meeting.
3. The Treasurer shall be responsible for collecting dues from the membership each year.
4. The Treasurer shall work closely with the club Secretary in maintaining the club's paid and unpaid membership roster.
5. The Treasurer shall send, on a regular basis, International dues collected from the membership to the International office.
6. The Treasurer shall provide the incoming Board within two months after the conclusion of the club's fiscal year an audited statement in sufficient detail as to enable the new Board to budget properly the club's finances for the new Hoo-Hoo year.

## **Vicegerent Snark:**

The position of Vicegerent Snark is ideal for a retiring club president. The local club should ratify his appointment by vote, making him a voting member of the Board. The Vicegerent Snark is appointed by the International Supreme Nine member from the recommendation made to the Supreme Nine by the club(s) in that region. The Vicegerent Snark is traditionally nominated by the local club and should be a responsible and more knowledgeable member and, preferably, have been a club officer at one time. Hoo-Hoo International recommends that the Vicegerent Snark be chairperson of the club nominating committee because of past experience and familiarity with the present board.

1. The Vicegerent Snark shall be responsible for arranging and conducting all concatenations, having first arranged through the Supreme Nine member for authority to do so.
2. The Vicegerent Snark shall be responsible for informing the Supreme Nine (of the Deputy Supreme Nine) of the activities of the club and to report on each meeting.
3. It is recommended that the Vicegerent Snark be chairperson of the club nominating committee because of his past experience and his familiarity with the present board.

## **Deputy Supreme Nine:**

The Deputy Supreme Nine is a regional representative of the Supreme Nine member. The Deputy Supreme Nine's appointment is made by the International Supreme Nine member from the recommendation made to him or her by the club(s) in that region. The person nominated by these clubs should have the qualifications and aspirations for higher office in the International order.

The Deputy Supreme Nine shall keep the International Supreme Nine member aware of all activities in the area and to otherwise assist the Supreme Nine member in his/her duties.

The Supreme Nine shall keep the Deputy Supreme Nine informed of all matters in the area that might concern our Order, and of what is talking place on an international level so that the Deputy Supreme Nine can communicate confidently with the local clubs.

As an appointee of International, the Deputy Supreme Nine shall receive from the Supreme Nine a lapel pin and a certificate designating the office.



## OPTIONAL OFFICES WITHIN A CLUB

### **Publicity Officer:**

The duties of the publicity officer are, in many cases, assumed by a member of the Board. The obvious choice is someone who has photography for a hobby and a flair for writing news. Club news and photos should be sent on a regular basis to the International office for publication in the *Log & Tally* magazine.

1. The Publicity Officer shall be responsible for the promotion of club activities.
2. The Publicity Officer shall be responsible for reporting past events of the membership.
3. The Publicity Officer shall be responsible for informing the club membership of the activities relating to the club's special projects.
4. The Publicity Officer shall be responsible for sending news of club activities to the local press, radio or TV.

### **Membership Officer:**

1. The Membership Officer shall assist the club Secretary in maintaining accurate membership records.
2. The Membership Officer shall maintain a register of special membership categories or awards within the club (Honorary Life Member, Valued Member, Outstanding Achievement, etc., and supply details to the Supreme Nine member and HHI).
3. The Membership Officer shall file applications for membership and ensure that they are considered by the club Directors and/or Membership committee, and that appropriate joining and annual fees are submitted.
4. The Membership Officer shall work with the Vicegerent Snark to arrange a suitable concatenation for new members.
5. The Membership Officer shall ensure that the Membership committee has a sound program for increasing club membership.
6. The Membership Officer shall distribute suitable recruiting material to prospective members. The Membership Officer shall also ensure that packets for new members are presented according to the direction of the Board.

7. The Membership Officer shall encourage the involvement of "absentee" and "inactive" members, and may solicit the aid of Committee or floor members to assist.
8. The Membership Officer shall record details of resignations and reinstatements.
9. The Membership Officer shall record details of transfers to and from other clubs, sending a completed transfer form to the Secretary of the club to which the member is transferring and to the International office.

**Property Officer:**

1. The Property Officer shall ensure that the club charter and any club banners, flags or trophies are available for display at club meetings.
2. The Property Officer shall record the location of the club Operations Manual, and shall make it available to Directors at any time.

# Comments Regarding Membership Listings

**C**lubs are provided with updated club rosters three times each year--one in mid-December, the second in mid-April, and the third in early August. The rosters list each member with their Hoo-Hoo number, current address and paid status in International. Please notify the International office of any changes or corrections needed.

The International office utilizes a service of the U.S. Postal Service which keeps us informed of changes in a member's address. These changes, which you might not be aware of, are reflected on the club roster.

International dues statements are furnished for each member, noting the member's Hoo-Hoo number, and club.

Each member who has paid International dues for the current or previous year will appear on the club roster. The membership roster is purged on July 31st of each year to remove those members who have not paid their dues. Dues statements will be forwarded for each unpaid member three times a year---1st notice in August, 2nd notice in January and the 3rd notice in April.

**Please take note** that a member whose dues are not paid by mid-April cannot receive the Summer *Log & Tally* and those not paid by the end of July will not receive the Fall issue. These are the rules of the U.S. Postal Service. We can only mail the last two quarterly issues to **PAID** members.

Remittance sheets, or a list of those paying with their Hoo-Hoo number should be returned with your club check so proper credit can be given to the members.

## Important Suggestions For Clubs:

1. **Clubs Should Incorporate** - Every Hoo-Hoo Club should consider incorporating within the individual states and provinces. Laws for incorporating can vary drastically, so contact a competent attorney or CPA to handle your incorporation procedure. HHI recommends that all clubs seek tax exemption as a satellite of the parent organization, but the club must be incorporated to do so.
2. **Clubs Must Obtain A Tax I.D. Number** - In order to file for tax exemption through HHI, the local club must have a tax I.D. number assigned by the Internal Revenue Service. To apply, request a Form SS-4 from an IRS office or an accountant. This number is also used to open a bank account. If the club does not have a tax I.D. number, the club's bank account was probably opened with a member's social security number. This should be rectified as soon as possible.
3. **Clubs Should File For Tax Exemption** - As mentioned in the paragraphs above, all clubs should file for exemption as a satellite of HHI. This is recommended although the require-

ments under current law probably do not apply to all Hoo-Hoo clubs. Contact an accountant to assist in completing IRS Form 1023. A copy of the IRS letter granting tax exemption to Hoo-Hoo International should also be attached.

### **More Suggestions For Clubs:**

There are many ways in which a successful Hoo-Hoo club can be operated, but here is one recommended approach. The ideas and suggestions below are taken from several successful clubs throughout the world.

**Have A Board Of Directors** that will have final responsibility for all the club's activities. They should meet regularly, and preferably once each month on a specified date of each month the year round.

**Hold Elections Annually**, and since the Hoo-Hoo year starts in September, and since July and August are usually months of few or no club meetings, **International SUGGESTS** that the annual elections be held in the late spring of each year.

**The Club President** should countersign all checks for the express purpose of making the president fully aware, on a day-to-day basis, of the club's financial status.

**Each Club Officer** should be assigned specific duties to perform.

**Supreme Nine Officers, International Officers** and the office of Hoo-Hoo International should be on the club's mailing list.

**Hoo-Hoo Activity Award:** Detailed information is available from the International Office.

**Develop Your Own** piece of club promotion literature to suit the particular needs of your club or area.

**Programs:** Plan ahead for the entire year. Social and business meetings should be alternated as much as possible, and some of the social meetings should include the spouses. Program subjects are almost endless and depend only on the ability and imagination of the person in charge. Some suggestions are as follows:

New Products Night

Mystery Night

Grading Rules

Sports Night

Talk on Bankruptcy

Night at the Races

An Auction

Golf Tournament

Talk on Taxation

Wood Promotion

Valentine Party

Christmas Party

# INDUCTION CEREMONY CONCATENATION

**N**OTE: This is the only ceremony officially recognized by Hoo-Hoo International for the purpose of inducting new members into the Order.

It is intended to instill pride of membership on the part of participants and high esteem and respect for Hoo-Hoo International on the part of the audience. Serious emphasis is placed on our Motto, our Object, our Principles and our Code of Ethics.

The Degree Team and assistants should make every effort to establish an air of solemnity for the presentation. It is intended that a sense of truly being a part of something very meaningful be transmitted through this ceremony.

## INSTRUCTIONS:

There are three alternatives that may be employed when presenting this ceremony.

1. One officer with excellent reading skills may conduct the entire ceremony.
2. One officer with excellent reading skills may conduct the entire ceremony with the assistance of a Visiting officer.
3. A formal Degree Team of 10 officers reading their assigned parts. The major reading assignment is for the Snark followed by the Visiting Officer.

| Officer             | Face of Standard      | Back of Standard |
|---------------------|-----------------------|------------------|
| 1. Snark            | Fraternal             | G                |
| 2. Senior Hoo-Hoo   | Helpful               | O                |
| 3. Junior Hoo-Hoo   | Grateful              | L                |
| 4. Scrivenoter      | Friendly              | D                |
| 5. Bojum            | Tolerant              | E                |
| 6. Visiting Officer | Principles of Hoo-Hoo | N                |
| 7. Jabberwock       | Progressive           | R                |
| 8. Custocatian      | Industrious           | U                |
| 9. Arcanoper        | Ethical               | L                |
| 10. Gurdon          | Loyal                 | E                |

*Note: If the table standards are not available, carry on without them. Officers may wear full regalia or wear Hoo-Hoo hats with appropriate civilian clothes.*

The Kittens should be assembled in an outer room and brought before the Degree Team only when they are ready to proceed. They are to be seated facing the Degree Team.

## INDUCTION CEREMONY

**SNARK:** I now call this Concatenation to order. Gurdon, has the gate to the garden been closed?

**GURDON:** Worthy Snark, your instructions have been followed and we are ready to proceed.

**SNARK:** Great Hoo-Hoo gives greeting to those followers here assembled. Cat Tamer, will you bring forth the sacred cat?

(The Cat Tamer places the black cat on the table in front of the Snark)

**SNARK:** The Degree Team for this Concatenation is as follows: *(Read the name and Hoo-Hoo Officer designation of each member of the Degree Team)*

This ceremonial induction will acquaint you with the International Order of Hoo-Hoo, the Fraternal Order of our Forest Products Industry. We want you to know what we stand for, the object of our Order, the principles within which we operate, and our Code of Ethics. We welcome you who have signified that you wish to join our Order

### OATH

In taking this step you are assuming the responsibilities stated briefly in our oath. Will you please stand and repeat after me.

I promise / that I will aid in every way possible / in the promotion of the welfare and interest / of our country and of our Order / and of the Forest Products Industry. I will do all in my power / in the promotion of friendship / confidence and education / so that to others as well as myself / there may result Health / Happiness / and Long Life.  
Please be seated.

### MOTTO

You will be interested to know that the motto of our Order Is: HEALTH, HAPPINESS AND LONG LIFE. This is the goal we seek. It is found through Friendship, Confidence, Enlightenment and Service.

## OBJECT

The object of our Order is to gather in fraternal fellowship all those who are engaged in the Forest Products Industry. The life and usefulness of Hoo-Hoo depend upon the maintenance of a high ethical standard. We must guard well against the entrance of the ineligible.

## PRINCIPLES

**SNARK:** We shall now sum up the Principles of Hoo-Hoo.

*(Visiting Officer raises the standard "Principles of Hoo-Hoo")*

**SNARK:** Point one in the Star of Hoo-Hoo is ... **BE FRATERNAL.** *(raise standard)* In Hoo-Hoo much is made of friendliness and good fellowship. It is our belief that when people know one another well and understand each other, misunderstandings seldom occur. The Senior Hoo-Hoo will now read point two.

**SENIOR HOO-HOO:**

**BE HELPFUL ...** is the second point. *(raise standard)* Cling fast to the sure anchor of helpfulness. Remember that if we are helpful to one another, a vast majority of our problems will disappear. The Junior Hoo-Hoo will now read point three.

**JUNIOR HOO-HOO:**

The third point in the Star of Hoo-Hoo is ... **BE GRATEFUL** *(raise standard)* The sin of ingratitude should never be ours. We are blessed with freedom and facilities that do not exist in many nations. Be grateful to those in the industry who, directly or indirectly, help you to accomplish the objectives of your own interest and the welfare of the industry as a whole. The Scrivenoter will now read point four.

**SCRIVENOTER:**

**BE FRIENDLY ...** is point four *(raise standard)* I point to the need for friendliness if we are to discharge faithfully those responsibilities which we assume when we enter business. To profit well, we must serve well. To serve well, we must give liberally of our time and efforts to the progressive objectives of our industry. The Bojum will now read point five.

**BOJUM:**

The fifth point in the Star of Hoo-Hoo is ... **BE TOLERANT ...** *(raise standard)* It is my duty to bring to your attention the need for tolerance in the daily struggle to maintain your place in the picture. Be considerate of the other person and charitable in appraising their efforts, even if they sometimes conflict with your own. The Jabberwock will now read point six.

**JABBERWOCK:**

**BE PROGRESSIVE ...** is the sixth point. *(raise standard)* Progressively promote the best interests of the Forest Products industry. Centuries of service have proven the value of its products. Make the most of opportunities to progress. The Custocatian will now read point seven.

**CUSTOCATIAN:**

Point seven in the Star of Hoo-Hoo is ...**BE INDUSTRIOUS.** *(raise standard)* Little can accrue to an industry, a company, or to an individual without hard work and a genuine desire to serve. Hoo-Hoo believes we should always be worthy of our hire. The Arcanoper will now read point eight.

**ARCANOPER:**

**BE ETHICAL ...** is the eighth point. *(raise standard)* Be constantly ethical. Bear in mind that your business conduct, as a part of our great industry, carries with it an overall obligation that reaches far beyond that of guarding only your individual reputation. The Gurdon will now read point nine.

**GURDON:** The ninth point in the Star of Hoo-Hoo is ... **BE LOYAL...** *(raise standard)* We cannot succeed without loyalty ...loyalty to our country... loyalty to our community ... loyalty to our employer ... to our employees ... to our customers ... and loyalty to the Forest Products Industry.

**SNARK:** These are the nine points in the Star of Hoo-Hoo. We hope that you will take them seriously to your hearts.

**CODE OF ETHICS**

**SNARK:** I will now ask our visiting officer, \_\_\_\_\_ to present the Hoo-Hoo Code of Ethics in which the aims of our Order are further exemplified.

**VISITING OFFICER:**

I ask for your closest attention as I give you our Code of Ethics. We believe that this code can provide answers to the complex problems we face not only in our personal and business lives, but in National and International affairs.

1. To fill with credit the sphere in which we are placed without interfering with the rights of others.
2. To promote human advancement and higher standards of civic, social and economic relations by developing in business the spirit of the Golden Rule. We accept it as the basic principle of peace and prosperity for the world.

*(Turn all the standards so that the words "Golden Rule" are spelled out to the Kittens and to the audience.)*

3. To establish the spoken word on the basis of the written bond.
4. To cultivate true friendship and confidence among persons engaged in the Forest Products Industry.
5. To conduct ourselves and our business so that we may render service to society.
6. To consider our vocation worthy and to be worthy of our vocation.
7. To assist liberally and sympathetically all that seek to elevate humanity by charitable action, thought and justice to all.
8. To strengthen the world bonds of human interest and trade by promoting friendly understanding among all nations and races.
9. To recognize the abiding power of co-operation and organization and so to act as individuals that the International Order of Hoo-Hoo shall ever be regarded as an honorable source of community benefit and goodwill.

*(At this point the visiting officer may wish to speak to the assembly)*

## CONCLUSION

**SNARK:** It is now my great pleasure to welcome you into Hoo-Hoo. What you receive from Hoo-Hoo depends upon what you are willing to put into it. When we grow to know each other better, we all profit by the experience. Misunderstandings seldom occur between good friends.

You will receive your membership card bearing your Hoo-Hoo number and a Hoo-Hoo lapel pin that also will bear your Hoo-Hoo number engraved on the back. The lapel pin will identify you as a member of Hoo-Hoo International.

This concludes the induction ceremony. I ask that our members now join me in welcoming these new members into the International Order of Hoo-Hoo.

**HOO-HOO INTERNATIONAL  
INDUCTION CEREMONY  
Degree Team**

|   |                  |       |
|---|------------------|-------|
| G | SNARK            | _____ |
| O | SENIOR HOO-HOO   | _____ |
| L | JUNIOR HOO-HOO   | _____ |
| D | SCRIVENOTER      | _____ |
| E | BOJUM            | _____ |
| N | VISITING OFFICER | _____ |
| R | JABBERWOCK       | _____ |
| U | CUSTOCATIAN      | _____ |
| L | ARCANOPER        | _____ |
| E | GURDON           | _____ |
|   | CAT TAMER        | _____ |

## NEWLY-ELECTED OFFICERS INSTALLATION CEREMONY—THE RITUAL

**The Installing Officer:** *We are here assembled to install the officers, who by your vote have been selected to guide the destinies of Hoo-Hoo Club \_\_\_ (give name and number of club)\_\_\_ for the year \_\_\_\_\_ (give the Hoo-Hoo year covered)\_\_. I feel it a privilege to act as Installing Officer. According to adopted procedure, it is my duty to ask the newly-elected to pledge themselves to carry out the duties of the office to which elected, all in accordance with By-Laws of the International Order and the Club. Our pledge today is of deeper significance than the repetition of an oath. Undertaking the responsibility of your respective offices, it means unselfish service, dedicated to carrying out the objectives, aims and ideals of the Order. It means to serve the membership in the true spirit of understanding, friendship and fraternalism; all to the end that Hoo-Hoo may thrive and continue to be a factor in our great industry, with the ultimate goal, so well contained in our slogan—“**Through Hoo-Hoo - A United Forest Products Industry.**”*

*I will now ask the Secretary to read the list of candidates, giving names and office to which elected.*

**Secretary:** Reads complete list of candidates.

**At this point, the Installing Officer calls upon the Sgt. At Arms or a committee of selected members to escort the officers-elect to designated chairs immediately in front of the podium. After induction it is suggested that the President and Vice-President be seated at the right of the Installing Officer. The Secretary and Treasurer can be seated at the left of the Installing Officer. This is optional and depends on the seating arrangement at any meeting.**

**The Installing Officer:** *The newly-elected officers will now rise and repeat after me the following solemn promise as evidence of your understanding and willingness to undertake the responsibilities thrust upon you.*

*Please repeat after me the following words:*

*I, being elected to office / in Hoo-Hoo Club (give name and number), / promise to conduct / the duties of my office / and the affairs of the club / all in accordance with the Constitution / and By-Laws of the International Order / and the By-Laws of the Club. / I promise to work / for the best interest of Hoo-Hoo, / of the Club, / and its entire membership, / so that all may be benefited. / I will lead in the promotion / of FRIENDSHIP / CONFIDENCE / and EDUCATION / and will carry out the precepts / of the Hoo-Hoo Code of Ethics; / and especially the GOLDEN RULE / which we accept as the basic principle / of peace and prosperity / for the world. / I make this promise upon my honor / and will sincerely endeavor / to carry out this pledge.*

*Please be seated.*

### **Installation Of President-Elect**

**Installing Officer:** (Addressing the escort.) *You will escort to this station the President-Elect \_\_\_\_ (name)\_\_\_\_\_.*

**Installing Officer:** (Addressing the officer-elect) *Member \_\_\_\_ (name)\_\_, as President-Elect, I wish to congratulate you upon attaining this important office. You are aware that with this honor come some corresponding duties and responsibilities which you must be ready at all times to assume. The success of your term of office will depend upon a firm and courteous administration that will win the wholehearted support and cooperation of your members.*

*As President, you will have general supervision over all club activities and will assume leadership in promoting the aims, objectives, and welfare of the Club and the Order, of which this Club is an important unit. It is your duty to preside at and conduct meetings and make appointments.*

*I place in your hands the gavel of your office which is symbolic of your authority. Your Hoo-Hoo bothers and sisters join me in pledging support to the end that your administration may be an enriching experience and one marked with success in furthering the aims and objectives of Hoo-Hoo.*

*Please be seated to my right/left.*

### **Installation Of Vice-President-Elect**

**Installing Officer:** (Addressing the escort) *You will escort to this station the Vice-President-Elect \_\_\_\_ (name)\_\_\_\_\_.*

**Installing Officer:** (Addressing the officer-elect) *Member \_\_\_\_ (name)\_\_, you have been honored by your Hoo-Hoo brothers and sisters with election to the office of Vice-President. Primarily, you are to act in the absence of the duly elected President, and so share his duties. Your responsibilities, however, include active participation in all administrative matters, and specifically to assist the President whenever called upon to do so. You are to conduct yourself at all times in a manner befitting the honor conferred upon you by your Hoo-Hoo brothers and sisters.*

*Please be seated to my right / left.*

- 1. The above installation ritual may be repeated in those cases where there are more than one Vice-President.**
- 2. In some cases, one member may be elected to hold both offices of Secretary and Treasurer. It is recommended that the Installing Officer then combine the two following sets of instructions pointing out the duties of each office.**

### **Installation Of Secretary-Elect**

**Installing Officer:** (Addressing the escort). *You will escort to this station the Secretary-Elect \_\_\_(name)\_\_\_.*

**Installing Officer:** (Addressing the officer-elect). *Member \_\_\_(name)\_\_\_, in assuming the duties of Secretary of this Club, it is important for you to realize that much of the success of your Club will depend upon the manner in which you conduct your office. Your duties are manifold. Briefly--*

- *Keep a record of all proceedings.*
- *Keep a membership roster.*
- *Report all Club activities to the International Office.*
- *File Committee and Treasurer reports.*
- *Attend to all matters of Club correspondence.*
- *Send out notices and calls for meetings, and*
- *Perform such other duties as may be assigned.*

*The minute book and the record will be placed in your care. You will assume the responsibility for their proper maintenance so that you in turn can pass them on to your successor, thus assuring continuity and the successful administration of Club affairs.*

*Please be seated to my right / left.*

### **Installation Of Treasurer-Elect**

**Installing Officer:** (Addressing the escort.) *You will escort to this station the Treasurer-Elect \_\_\_(name)\_\_\_.*

**Installing Officer:** (Addressing the officer-elect) *Member \_\_\_(name)\_\_\_, your duties are primarily to control the Club's financial accounts. You shall deposit all monies received as designated by the Board of Directors and make all payments as directed and as provided by the By-Laws. You will be responsible for the maintenance of simple books of accounts and be prepared to make periodic statements. Your successful administration depends upon your cooperation with the Secretary. In a Club of this type, the duties and activities of these two Officers overlap. May you ever be worthy of the trust placed in you by your Hoo-Hoo brothers and sisters.*

*Please be seated to my right / left.*

### **Installation Of Board of Directors-Elect**

**Installing Officer:** (Addressing the Board of Directors-Elect.) *At this point I would like to have the newly-elected member of the Board of Directors rise.*

*Ladies and Gentlemen, you have been selected to guide the policy and conduct of your Club. The success of this or any Club is dependent upon the wise counsel and guidance of an alert*

*and clear-thinking Board of Directors. Be guided by the Hoo-Hoo By-Laws, International and Local and the Code of Ethics in all that you do. Remember, that Hoo-Hoo and your Club provides the opportunity for cooperative action among people in the lumber industry. Your administration will determine the future success of this Club. I am sure that your Hoo-Hoo brothers and sisters who have honored you, will respond to your leadership with active participation and cooperation. Please be seated.*

**Directors, if practical, may be seated beside the Officers at the head of the table, and should be so directed.**

**Installing Officer:** *I now declare of Officers and Board of Directors of Hoo-Hoo Club \_\_\_\_ (give name and number) \_\_\_\_ duly installed. Join me in welcoming these new officers. I turn the meeting over to the newly-elected. Mr. ( or Ms.) President, please occupy the President's chair.*

**Retire.**

### **Installation Of Any Other Club Officer-Elect**

**The following may be used for the installation of any other Club officer not included or covered by the above ritual and elected according to the provisions of the Club by-laws. Included are such officers as Sgt.-At-Arms, Cat Tamer, etc.**

**Installing Officer:** (Addressing the escort). *You will escort to this station \_\_\_\_ (give position and name) \_\_\_\_.*

**Installing Officer:** (Addressing the officer-elect) *Member \_\_\_\_ (name) \_\_\_\_, you have been honored by election to office. It is your duty to fully understand the requirements of the position to which you have been elected. You have pledged to conduct the duties of your office in accordance with the By-Laws and in the best interest of the club. Your fellow officers and the membership will appreciate your efforts to make this a successfully administration.*

*Please be seated to my right/left.*

## **VICEGERENT SNARKS**

Vicegerent Snarks are appointed officers. Clubs, by their vote, recommend the appointment of a Vicegerent Snark. Acting on local recommendations, the head of the Jurisdiction appoints the Vicegerent Snarks.

Certificates of Appointment are issued to these appointees. The Vicegerent Snark functions as a local official. The Vicegerent Snark's authority, however, comes from the International Office and not from a local Club. Therefore, these officers are not included in the installation ceremony of local Club officers. It would be appropriate, however, to introduce the newly-appointed Vicegerent Snark, if present, and also, to present the certificate of appointment in a formal manner.

# Hoo-Hoo Club Project Award

**A**t the Hoo-Hoo International convention in Boston in 1997, Rameses 79 Jack Jacobson was asked to chair along with Rameses 78 Al Meier, a round table discussion regarding the Wood Promotion Award and The Jack Cheshire Media Award. There has been very little participation of clubs vying for those awards over the last several years. It seems as if clubs that do have projects did not always have a project that falls in the category of the criteria for those awards.

After considerable discussion on the subject it was decided that an award from a broadened criteria should be created. An award that would not only cover media coverage and the use of wood, but also cover education and community projects as well. The award would be named the “Hoo-Hoo International Activity Award”.

At the Hoo-Hoo International Board of Directors meeting in October 1997, the board agreed to retire the Wood Promotion Award and the Jack Cheshire Media Award. Furthermore, the board voted the new award - “Hoo-Hoo International Activity Award” - be accepted as a continuous award beginning in 1998 and a trophy be designed for the new award.

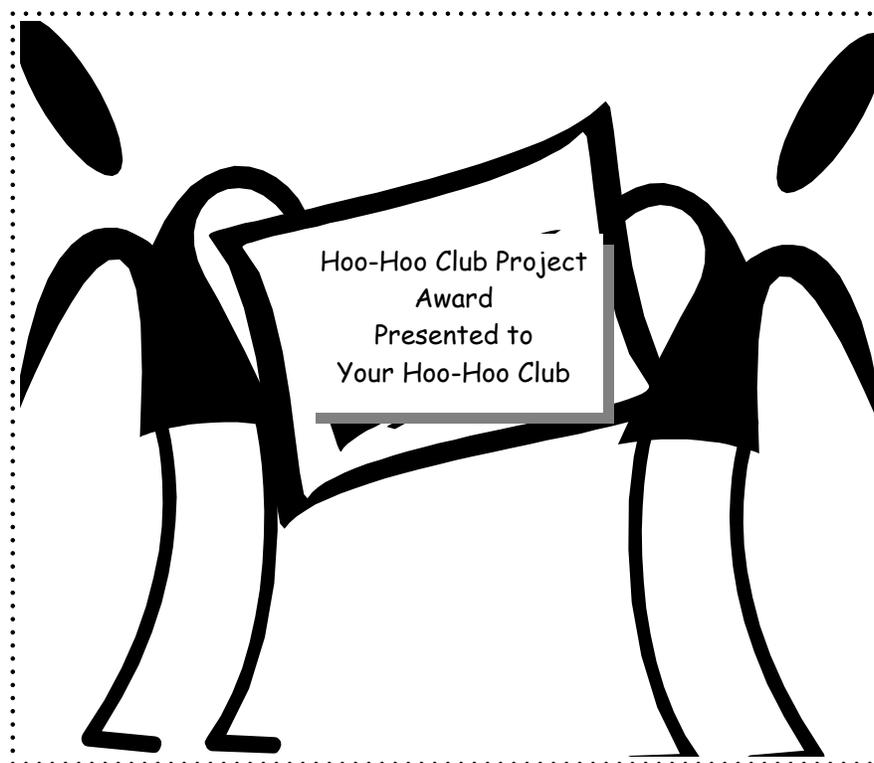
At the Hoo-Hoo International Board of Directors meeting in February 2008, the board changed the name of the award to the “Hoo-Hoo Club Project Award”.

## Rules Governing the Hoo-Hoo Club Project Award

1. The club may submit only one (1) project adopted by the club.
2. The entrant Club will make its presentation to the judges at the Convention. The project must be submitted by the club delegate or his representative, who must be conversant with the project from start to finish. He or she may be interviewed by the judges. The evidence may consist of newspaper clippings, photos, video and/or other audio visual means. Necessary equipment needed for the presentation will be provided; however, the club must let the international office know of their need one (1) month prior to the Convention. The presenting club is to notify Hoo-Hoo International one (1) month prior to the Convention of their plan to have an entry.
3. Each participating club must submit a written outline of the project to contain the following:
  - a. A description of the project;
  - b. The goal of the subject;
  - c. The method of operation;

d. The relative proportion of financial and/or manpower support by club.

4. **DO NOT SEND CLUB CONTEST MATERIALS TO THE INTERNATIONAL OFFICE.** The Club delegate or the Club representative is responsible for bringing the material to the Convention.
5. Decision of the judges will be final. A trophy will be awarded for First Place, certificates will be given to Second and Third Place winners. No judge shall be appointed, who is a member of the club making a presentation.
6. Judging will be based on the following:
  1. Membership participation, based on the size of the club. (1 - 10)
  2. Effect on the community. (1 - 5)
  3. Presentation. (1 - 5)
  4. Quality and originality of the project. (1 - 5)
  5. Recognition to local club and/or Hoo-Hoo International. (1 - 5)



# GORDON DOMAN MEMORIAL TROPHY

**I**n the year of the Rameses 72 the Snark Jim Jones donated a perpetual trophy to the honor of our great International Vice President Gordon Doman of Cowichan Valley Hoo-Hoo Club No. 229, who passed away at an early age, who had contributed immensely to the spirit of Hoo-Hoo as a Lumberman's fraternity and was loved by all.

The trophy was to be awarded annually at the International Convention to the Supreme Nine member who had contributed most that year to the betterment of our organization. It is not to be a popularity contest.

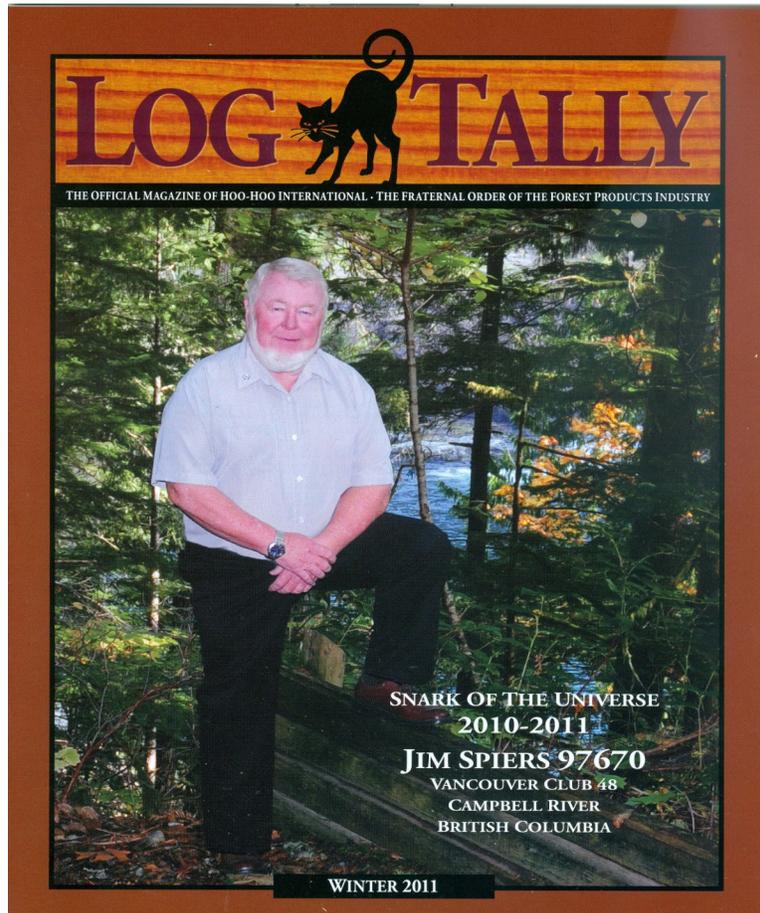
The judge of this trophy is the Snark of the Universe.



# *LOG & TALLY*

**T**he *Log & Tally* is a publication of Hoo-Hoo International and contains reports from the International Board of Directors and Officers. The magazine also contains local club reports from around the world and other stories and reprints of interest to those in the Forest Products Industry. Upon becoming a member or reinstating your membership, a member receives a copy three (3) times a year.

It is very important the local club appoints a responsible member the duty of reporting club news and activities. Send all club news, photos, interesting trade-related news, etc. to Stacey D. Jones, Editor of the L&T, 384 West J Street; Benicia, CA 94510; 707-746-8707; email [HHI@bydesign.us](mailto:HHI@bydesign.us); or to Hoo-Hoo International, P. O. Box 118; 207 Main Street; Gurdon, Arkansas 71743; 800-979-9950; email [info@hoo-hoo.org](mailto:info@hoo-hoo.org).



Can't Find Your *Log & Tally* - Look It Up On the Hoo-Hoo Web site  
[www.hoo-hoo.org](http://www.hoo-hoo.org)

## ***Log & Tally* Publication Policy**

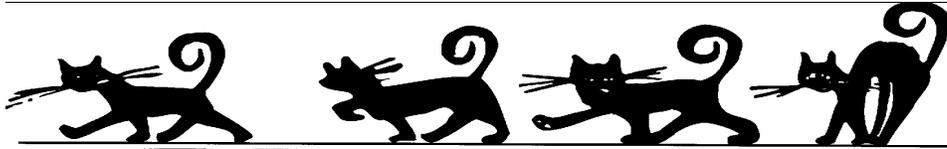
**I**t shall be the policy of the Order to maintain communications that will strengthen the individual member, the Hoo-Hoo Clubs and the industry-at-large. This policy shall be implemented by the publication of *Log & Tally* by the highest standards of production from an editorial and art work standpoint within the limits of the budget and available copy.

It is the intent of this policy that editorials, feature articles and regular departments be used to reflect ideas for the improvement of club activities, to provide recognition to the individual, to reflect the thinking of the membership, to report newsworthy industry items of interest to the membership on a national or broad regional basis, to motivate the members to promote wood products and to improve the image of Hoo-Hoo International.

It is the intent of this policy that no item shall be published which would imply that Hoo-Hoo was acting unilaterally on subjects of partisan concern to any segment of our membership. Hoo-Hoo must remain neutral on all questions of the industry's internal, competitive philosophies. This prohibition applies to international, national, and regional partisanship, both as to politics and as to product and specie controversies and/or competition. This prohibition does not apply to newsworthy matter wherein the industry has agreed to a solid front, nor wherein a fact of accomplishment is reported, per se, in an objective style.

Priority for space, insofar as copy is made available, shall be given to the Club News Department. Editing of club news will be done in such manner as to concisely report the significant activities of the club, identifying individuals where possible, and emphasizing such news as will suggest program activities for other clubs. Surplus copy which does not meet the standards of the preceding statement shall be deleted.

The Executive Secretary of Hoo-Hoo International, acting as editorial director, and the Editor of the *Log & Tally* are responsible for the editorial content and the cost of the publication within limits of this policy statement and of the budget. The Executive Secretary may delegate editorial production, but he or she shall maintain final approval of all copy.



| <b>Publication</b>  | <b>Deadline Date</b> |
|---------------------|----------------------|
| <b>Winter Issue</b> | <b>October 20</b>    |
| <b>Spring Issue</b> | <b>February 20</b>   |
| <b>Summer Issue</b> | <b>March 20</b>      |

## HHI CLUB PROGRAMS AND PROJECTS

### JURISDICTION III

Nearly every club has a major fundraiser and for most clubs that is the golf tournament. With a few calls from some of the influential members of the club, they can sell more than one sign per hole for hole sponsorship. Once these sponsors are in place, they usually continue to contribute each year and the cost to the club is minor as the sign is already made.

Another event most clubs have is the crab feed. These are very popular and, along with the golf tournament, is the best opportunity for clubs to attract new members from the guests in attendance. If crab is not available for a club, they could substitute something such as steak or fish.

Most clubs also have a past presidents night where they are honored and usually receive a free dinner.

The following are examples of other programs and projects that have been successful in Jurisdiction III.

#### Spokane Club #16

Wooden Toys - A group of members make wooden toys for needy children.

Wood Projects Contest for High School Student - Students from area schools are invited to build a wood project in their shop class and submit it for judging. Ribbons and prizes are awarded at a free lunch for best projects. As of 2010, Spokane Hoo-Hoo Club No. 16 has sponsored the contest for 44 years.

#### Willamette Valley Club #33

Member Appreciation and Western/ Bingo Night – The club honors paid members with a complimentary meal and two bottles of wine at each table. They have the bingo equipment and winners play for donated prizes from the members and/or their companies and the club.

Trap Shoot and Steak Feed – The club gives prizes and they raffle off a shotgun as a fundraiser.

Golf Tournament – They have traditionally played at a great course and usually have a full field that funds their college scholarship and club programs.

#### Seattle Club #34

December Day at local Food Bank- They have family and guests work a Saturday morning at a local food bank sorting food for the needy. The club provides a light breakfast for the attendees.

Golf Tournament – They have a moneymaking event that day. They have a par 3 green with 4 or 5 flags on it and golfers bet on 2 to1 odds that they will make a birdie on any pin. This usually generates around \$400 to the club.

Portland Club #47

Toys for Children – A group of members and guests solicit funds to purchase toys for needy children around Christmas time.

Tacoma – Olympia Club #89

Auction of Building Materials – They have materials donated from various sponsors and have an auctioneer. This funds some community projects and their club programs.

Christmas Dinner and Entertainment – The club has a well-attended Dinner with spouses and guests at a nice downtown location. They give a gift to all the ladies in attendance and collect toys for needy children.

Rogue Valley Club #94

Golf Tournament – They have a tournament that is attended by industry personnel from a large area. They play at a prestigious course and provide breakfast and lunch along with great prizes, most of which are supplied by sponsors. They use the proceeds of this tournament to fund college scholarships for several thousand dollars each year.

Honolulu Club #142

Golf Tournament – They use the proceeds of their golf tournament to provide materials for the high school cabinet making and framing competition and to send the local winner to the finals in St. Louis.

NW Montana Club #187

Trap Shoot and Steak Fry

Christmas Dinner – This event is well attended and they have a fundraiser and raffle to buy gifts for needy children.

Winema Club #216

Elimination Raffle – They sell 100 tickets at \$10 each and the last person whose ticket is drawn gets the \$1,000.

Barbecue at local outdoor industry museum and park.

Dinner Trip – A deluxe bus trip into California to popular buffet of ethnic food and wine.

Forestry Tour Booth – The club provides a booth at the 6<sup>th</sup> grade forest tour attended by over 600 students.

Paulina Club #220

Golf Tournament – They sponsor an industry tourney that is a sold out two-day event and the proceeds are used to fund a college scholarship.

Trap Shoot and Barbecue

North Cascade Club #230

Turkey Shoot and Raffle – Trap shooting with prizes and awards. A Dinner and raffle for turkeys and prizes follows. They award a live turkey to the person who signs the square on the floor of the pen for the turkey where the turkey does his business.

Logging Night

Golf Tournament – The scramble format tourney has over 2 signs per hole. Extra money is earned by selling mulligans at \$10 each.

NE Washington Club #238

They are known for cooking breakfasts and lunches at community events. This earns them money for their fund to support injured industry workers and is an excellent method of promoting their club in the community.

Please feel free to contact any of these clubs to get more information on any of these activities.

Respectfully submitted,  
David Kahle S-9 96023

**JURISDICITON IV**

**Disa Hoo-Hoo Club 280 (Cape Town - South Africa)**

**1. CLUB ACTIVITIES for 2010**

- **Community Service Projects:** Our project this year is to help with the manufacture of a product which would help a nurse or a relative to move a patient from a wheel chair to a car seat, or a bed, etc.  
It is hoped that for each wheelchair produced, a board is supplied to make things easier for the patient and helper alike.

**2. CLUB MEETINGS:** For dates, please contact the Club President as breakfast meetings are held regularly.

Contact details: [lewiscs@mweb.co.za](mailto:lewiscs@mweb.co.za); [sawpa@global.co.za](mailto:sawpa@global.co.za)

## **JURISDICTION V**

### **Vancouver Hoo-Hoo Club # 48** Calendar of Events

Vancouver Hoo-Hoo Club # 48 uses its first directors' meeting for the new board to set its events for the upcoming year. This normally occurs in third Tuesday of October or November each year. Due to economic conditions over the past few years, we have had to revamp a number of our events and remove others that are not well attended anymore. The directors try to choose dates for the events that do not interfere with other industry events and functions. Event organizers are chosen from the club's directorship.

Vancouver Hoo-Hoo Club # 48 continues to try to provide funding to the Evans Lake Forest Education Society as its main fundraising goal. Our fundraising goes to capital projects at the camp. The club does not provide funds for day-to-day operations. We have recently provided funding to build a log cabin to be used as an office, caretaker's residence, and/or additional sleeping facilities for camp users. The amount of funding that we can provide is related to how much money we raise at our social events.

#### **Annual Ski Trip** Late February/Early March

The organizers are responsible to book the venue, email out the announcement to the membership, collect the funds and pay the necessary bills. The club provides seed money as necessary to book the venue, bus transportation, etc.

This event is attended by 35 to 40 members each year at a mountain of choice by the organizers.

It is always a fun time for the skiers and the group is usually a core nucleus of the same members.

**The organizers are responsible to turn in a report of the event to the next directors' meeting with financial results and photos when possible.**

#### **Spring Concat** March

The decision to hold a spring concat is made at the first meeting based on the report from the membership chairperson. He or she often has a few who could not attend the AGM Fall Concat as well as new applications. The organizers are responsible to book the venue, email out the announcement to the membership, negotiate the price for the venue and dinner, and arrange the entertainment. The organizers have held a crab feast for the last few concats and it seems to be a good draw. This adds extra work to the function having to buy the crab and arrange for the cleaning, etc. **This function is not a fund raiser but a small profit has been made a few times.** We try to make it affordable and budget for a break-even. It is always a very informal evening with loads of fun and fraternalism. We pre-sell some tickets

and allow members to buy tickets at the door. Normally the treasurer and another director or two assist with this.

In our email to members advertising this event, the names of the new kittens are included to try to help boost attendance at the event.

Not pre-selling tickets is risky as you usually have to guarantee the venue a certain number of people for the dinner. This is something that may have to change in the coming events. Concats with their formats and entertainment are very specific to the club. Many clubs have moved to the short form of concat out of necessity – whatever works – go for it. We have held soft or short form concats at directors meetings or luncheons in the past where we have kittens who will not tolerate the initiation process. Those that go through the soft concat are not allowed to attend the regular concats.

**The organizers are responsible to turn in a report of the event to the next directors' meeting with financial results and photos when possible.**

### **Annual Reverse Dinner Draw April**

The organizers are responsible to book the venue, email out the announcement to the membership, negotiate the price for the venue and dinner, arrange to put up the board and staple the name cards to it.

This event is most successful when held in a class venue with excellent food. The Terminal City Club in Vancouver has been our most successful venue.

The reverse draw involves everyone having a numbered ticket with his/her name on it. It is a ticket that fits in your jacket pocket and acts as a name tag. A stub for each ticket is placed in a pill vial and put into the Hoo-Hoo draw barrel. It is critical that you are very accurate in this process. It is very embarrassing to have an error as people take this very seriously. A large board is erected behind the podium and a card with the person's number and name is stapled to the board. In former years, we always had a sell-out of 360 tickets but in recent times 200 is more realistic. As the names are drawn from the barrel, they are taken off the board. The last one left wins. We usually sell additional tickets at the event for the event price minus the cost of the dinner. Often a table group will pool their funds and buy these tickets. We have some very supportive members who purchase several of these in their company name or a name of choice. This is pure profit.

We print up side betting sheets where each member can wager against his peers that he will stay in the barrel longer than them. This creates a great opportunity for mingling and socializing with the group.

The main prize for the draw is \$5000 and we give a prize for first out and for every 25th ticket drawn. The cost for the event varies with the cost of the venue each year.

**By the time the dinner and prizes and other costs are paid there is normally a profit of \$6,000-\$8000.**

**The organizers are responsible to turn in a report of the event to the next directors' meeting with financial results and photos when possible.**

#### **Texas Scramble Golf Tournament** May

The organizers are responsible to book the venue, email out the announcement to the membership, negotiate the price for the venue and dinner, and arrange for donated prizes. This is the first golf outing for the year and handled like most other golf tournaments. The format is a good equalizer and the foursomes are made up by the organizers.

**The organizers are responsible to turn in a report of the event to the next directors' meeting with financial results and photos when possible.**

#### **Members' Golf** September

The organizers are responsible to book the venue, email out the announcement to the membership, negotiate the price for the venue and dinner, and arrange for donated prizes. The foursomes are entered by the golfers and the individuals who have no foursome are fitted in by the organizers.

**The organizers are responsible to turn in a report of the event to the next directors' meeting with financial results and photos when possible.**

This event has become a money maker dependent on the number of members we get to play.

#### **AGM and Fall Concat** late September or October

The only difference between the Spring and Fall Concats is the Annual General Meeting and election of new officers and directors.

The fall concat to be held at the Westminster Club on October 24th promises 10 - 14 new members.

The Membership Chairperson is responsible for making sure that the kittens will attend the function.

**This function is not a fund raiser.**

#### **Annual Spouses' Reverse Draw Night** November

The organizers are responsible to book the venue, email out the announcement to the membership, negotiate the price for the venue and dinner, arrange to put up the board and staple the name cards to it. They also arrange for silent auction items or other form of raising

funds.

Spouses' Night is our premiere event of the year. It is a semi-formal evening held at the Terminal City Club. The spouses look forward to this one as they get to socialize with old friends in a great setting. The buffet dinner is one of the best in town and always pleases year after year. The organizers pre-sell the tickets and 100 couples is a sell out for that venue. The ticket price is dependent on the cost of the venue and the other costs.

In most years we do sell out but in the event that we don't, we sell the left over tickets for the cost of the ticket minus the cost of the dinners (each ticket is for a couple).

The format of the evening is a reverse draw for \$2,500 first prize with supplemental prizes for first out and every 25th number drawn. The draw is very similar to the Annual Reverse Dinner Draw except only the spouses' names go in the draw and they do their own side betting. This is the critical part of the event as it encourages the spouses to mingle and meet new people as well as reacquaint themselves with spouses that they have met in other years.

As additional revenue producers the organizers come up something to squeeze a few more bucks out the members. Traditionally, Club #48 has held a silent auction of items donated by members' companies, employers and outside companies. Sometimes cash donations are combined to purchase auction items in their names. We have a perpetual auction item which is a "musk ox" carved of stone which was donated by one of our members, Ab Mohammed, several years ago. Two of our loyal members companies, A&A Trading and The Teal-Jones Group have taken turns buying it every year and return it the following year for another round. Each year it raises \$1000 to \$2000 depending on the year.

Live auctions have become so common, so we have changed to silent auctions and balloon or box raffles or other raffles. We insert a coupon for a good prize, such as weekend for two at a resort, all day trip to a spa for ladies, golf, dinner and accommodations for two or four, etc. These are usually sold for 3 for \$20.00 and coupons are seeded in only as many balloons or boxes as there are prizes.

They can be a little addictive later on in the evening and usually contribute a good profit. Directors or volunteers sell the balloons throughout the evening. Most of the items for auction and draws are donated in whole or in part by members and topped up by the event if necessary.

The silent auction is a display of items with a bidding sheet next to them. As the evening progresses, attendees add their name and bid to the sheets. You have to schedule the closing time for the bidding and must give it a little hype as the night progresses. The name at the bottom of sheet at closing time, is the lucky buyer. Last year, the auction raised \$3,500.

Someone has to there to collect the money that night. Visa works well.

We finish off the evening with a dance (usually a music man). Not many members partake

in the dancing, but a few insist on our having it.

**This is our main fundraiser for the year and usually raises \$8000 to \$10000.**

**The organizers are responsible to turn in a report of the event to the next directors' meeting with financial results and photos when possible.**

### **Annual Roster Book**

Club #48's annual roster book is a great tool in our industry. It is the forest industry telephone directory for the Vancouver and Vancouver Island area. As a courtesy, Club #48 includes Cowichan Valley #229 hence a "Jurisdiction 5 Roster". Any advertising derived from the Cowichan Valley area goes toward deferring the costs of the roster and Club #48 invoices the difference to Club #229.

Ads are solicited and sold on the basis of \$75.00 for 1/3 page, \$150.00 for 1/2 page and \$300.00 for a full page.

It is a big job soliciting and getting the ads camera ready for the printer as well as keeping the database updated. Prior to production, a sheet is circulated to the members to update personal information. Often, the members do not pay any attention to it and are disappointed if their information is not current. With so much electronic media, we are now thinking of other means of soliciting ads and showing the members' information. This may be done in the future with Vancouver Hoo-Hoo Club 48's website, [www.hoo-hoo48.org](http://www.hoo-hoo48.org).

**This is one of our good fund raisers and usually contributes approximately \$5000 per year.**

As you can see this is a full slate of events and fund raisers and requires a good team of directors to pull it off. Club #48 has 13 to 16 on the board depending on the need. Some years a larger turnover requires extras to learn and become involved.

If anyone needs clarification of any of these functions or would like help with getting yours going contact Club #48 President Lloyd Brown and he will tell you what he knows or delegate it to someone who does.

Work phone – 604-290-5042.

Brad Techy, Supreme 9, Jurisdiction V can also be contacted at 604-942-8511 or [btechy@shaw.ca](mailto:btechy@shaw.ca).

**Good luck with your upcoming events.**

Submitted by Brad Techy, 95518, Supreme 9, Jurisdiction V

## **Formation Of New and Re-Activated Clubs**

By Dick Campbell L-77398

### 1. Preamble

In our drive for increased membership, one very important prospect is for formation of new clubs and the reactivation of inactive clubs. This submission is designed to help the Supreme Nine and members concerned to facilitate their efforts in this regard.

### 2. Sponsoring Club

Where possible an adjacent club should be solicited to help the Supreme Nine members during the formative period, and at least the first year of operation. Initially, a feasibility investigation should be made by the Supreme Nine together with selected representatives from the sponsoring club and enthusiastic prospective members.

Items to be assessed are:

- (a) Evidence of a sufficient number of members which could consist of current Hoo-Hoo members located closer to the proposed club, prospective reinstated members and prospective new members.
- (b) The support that can be obtained by local industry, corporations, employers, and associations.
- (c) The suitability of the business climate.

### 3. Organizer of the Initial Meeting

An industry person of high standard in the local community who is enthusiastic about the formation of the new Club should be chosen to call a meeting of prospective members. The person would most likely be a member of the Steering Committee and probably have the potential of being the initial President, but not essentially. He or She would lend their name, together with the Supreme Nine, to the notice of the initial meeting of prospective members and assist in the selection of the Steering Committee.

### 4. Steering Committee

This Committee must be formed as early as possible with any three (3) to five (5) enthusiastic members, well versed in Hoo-Hoo objectives and operations. There should be a Chairperson, Secretary and Treasurer.

Their initial efforts in contacting likely members is to enthuse them into spreading the word and ensuring the success of the Club's Formation. They should distribute the HHI literature available, answer any questions of intending members, publicize the intention through the local media and association literature and meetings. They will be able to assess whether this initial meeting can incorporate the formation meeting which is an advantage where time and travel distance is to be considered. However, it is preferable to have an initial meeting to discuss the salient points, such as Articles of Association, club name, fees, membership qualifications, permanent club postal address, location meeting times. Recommendations can then be made to the formation meeting.

## 5. Formation of the Club

Generally chaired by the organizer, his or her preamble should give an indication of the recommendations from previous meetings and contacts and emphasize that the club can only be formed by financial members. At this meeting, intending members should either pay their fees or commit themselves to do so in order to have a vote for electing a Club President, Vice-President, Secretary, Treasurer and six (6) Directors.

The meeting can then be handed over to the new President who can then consider the recommendations and finalize the Club's operating details as well as set a date with the HHI members present for the Charter meeting. In the meantime, Directors should be allocated their duties, additional members signed up and a program of further meetings arranged.

As the success of any Club depends on the involvement and contribution of its members, it is suggested that Committees be formed under the chairmanship of the new Directors. The following Committees are suggested.

- Membership: This would entail soliciting new members, revitalizing delinquent members, inviting potential members to meetings, keeping members addresses up to date, organizing concatenations.
- Program: Arranging meetings, speakers, seminars, industry inspections, social and mixed functions, etc. A program of interesting meetings planned well ahead is most important in maintaining and attracting membership.
- Fellowship: To co-ordinate with the Program Committee in organizing meeting locations, speaker presentations and collection of dinner fees, etc.
- Projects: Items recommended are industry educational programs and awards, industry promotion and assistance, Club or charity fund raising and such special projects as manufacture and distribution of wooden toys to the needy and assistance in timber promotions, etc.

## 6. Charter Meeting

This should be presented to the members and media as the big celebration when HHI officers will be invited to attend the initiation of All new members and the presentation of the Charter. An excellent suggestion is allow all new members to sign a list which will be attached to the back of the Charter, thus giving them the due appreciation as "Charter Members". A full concat is the general order of the proceedings for this meeting.

## 7. Articles of Association and By-Laws

These must be prepared to allow the Club to pursue the objectives and ethics of Hoo-Hoo. They must of course conform with prevailing statutory requirements. It should be emphasized the Clubs are autonomous but are expected to keep within the guidelines of the HHI Operations Manual and of general Hoo-Hoo practice.

8. Club and HHI Interrelationships

The HHI Manual is the main guide in this regard. Presently, contact is made through the Supreme Nine who would keep in close touch during the initial operations of the Club. Importance should be placed on the attendance of the Club's Officers, Directors and members to the next Hoo-Hoo International Annual Convention, where a wealth of information and fraternalism awaits new members. The importance of reading and contributing to the *Log & Tally* should also be engendered.

9. First Year Operation

As indicated, this is the most critical period and the help of the Supreme Nine, the sponsoring Club and visits by neighboring Clubs is most important. Regular visitations should be organized and good fellowship achieved between as many Clubs as possible, through not only visitations, but joint meetings and possibly an inter-club sporting competition. A Club must feel associated with the true international fraternalism of Hoo-Hoo.

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& Hoo-Hoo Museum**

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