



Ho-Nan-Ne-Ho-Ont Lodge  
Order of the Arrow  
Allegheny Highlands Council 382  
Boy Scouts of America  
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These rules apply to Order of the Arrow members of Ho-Nan-Ne-Ho-Ont Lodge whose current dues are paid, and who are registered Scouts/Leaders in the Allegheny Highlands Council.

## LODGE RULES

- I. Name and affiliation of Lodge.
  - A. The name of this Lodge of the Order of the Arrow will be Ho-Nan-Ne-Ho-Ont Lodge. The English translation of this is "Keeper of the Western Gate."
  - B. The Lodge will be affiliated with Allegheny Highlands Council #382, Boy Scouts of America, and will be under the supervision and administrative authority of the Scout Executive and his appointed professional, our lodge staff advisor.
  - C. The totem of Ho-Nan-Ne-Ho-Ont Lodge will be the great blue heron.
  - D. The official color of the Lodge is yellow.
  - E. The official song of the Lodge is "Heron Man" (see appendix A).
  - F. The official lodge uniform will be the Boy Scout uniform along with the Order of the Arrow sash, Ho-Nan-Ne-Ho-Ont lodge flap, and any pocket ribbons (Founders, Arrowman Service, Universal Ribbon).
    1. All official lodge flaps must be commissioned by the LEC and approved by the Scout Executive. However, any lodge member, regardless of honor or position within the lodge, can propose new patch designs. The lodge can create patches to commemorate special events and anniversaries.
    2. The standard issue lodge flap will be that as shown in appendix B, and any lodge member can purchase as many standard issue Ho-Nan-Ne-Ho-Ont lodge flaps as he would like at any lodge function.
    3. Restricted flap - Brotherhood/Vigil members may purchase three restricted flaps per lifetime.
    4. Lodge flaps will only be sold at Lodge functions to members of our Order.
- II. Membership.
  - A. The requirements for membership in this Lodge are as stated in the current printing of the Order of the Arrow Handbook. (10 Induction Principles)
  - B. Procedures for the Ordeal will as stated in the Order of the Arrow Handbook and the Administrative Guide for the Ordeal.
  - C. All elections will be managed by current members of the Lodge and take place at troop functions.
    1. Each unit within Allegheny Highlands may have one election per year.
    2. All troop elections are to be held prior to the spring Ordeal. The Lodge Advisor is authorized to make special exceptions.
    3. Election reports are to be forwarded to the scout service center expeditiously.
  - D. Annual dues will be assessed for each lodge member. The Lodge Executive Committee has the authority to change these dues as deemed necessary due to increased National fees and/or due to lodge expenses. The dues are listed in Appendix F.
  - E. Those members whose dues are not currently paid will be dropped from the list of active membership.

### III. Lodge Officers and Advisors

- A. The officers of this Lodge will be elected at the annual business meeting held at the fall fellowship or other appropriate event as approved by the Lodge Executive Committee, Lodge Advisor and Council Executive. Potential candidates will be given the opportunity to identify their interest in particular positions. This should include an Information Form (Appendix E) or with talks to Lodge Advisors and current members of the LEC. Officers shall be elected to a one-year term commencing at their induction at the annual banquet in January. The officers elected will be elected in the order as listed in Appendix C, and Three District Vice Chiefs of Membership/Camp Promotions will be appointed annually by the Lodge Key Three (Chief, Advisor, Scout Executive), which are voting positions.
  1. All officers must be currently registered in Scouting and the Order of the Arrow in the Allegheny Highlands Council, and be younger than 21 years of age the entire term of office. The scout executive, staff advisor, and lodge advisor must approve the nomination of all candidates for office.
  2. Only current dues paid members younger than 21 years of age are eligible to vote.
  3. Votes will be conducted by secret ballot, and run by a youth member of the lodge not running for any office.
- B. Lodge Officer position descriptions are in Appendix C.
- C. The duties of the elected officers will be in alignment with those outlined in the Order of the Arrow Handbook & the Order of the Arrow Guide for Officers and Advisors.
- D. The Lodge Executive Committee will be composed of the elected Lodge officers, Vice Chief of Ceremonies, District Vice chiefs of Membership/ Camp Promotion, the Lodge Advisors, Chairman of the council camping committee, Scout Executive, and the Staff Advisor.
- E. Any lodge member may attend meetings, but only youth members of the Lodge Executive Committee are permitted to vote on motions.
- F. Each year the Scout Executive appoints, or reappoints, the Lodge Advisor. The Lodge Advisor assists the Scout Executive in guiding the operation of the Lodge program, and also serves on the Council Camping Committee. The Lodge Advisor will be responsible for: oversight of all Lodge operations; mentoring of the Lodge Chief, Fiscal Stewardship of the Lodge Finances; and all other obligations assigned to that position by the Guide to Officers and Advisors and/or the scout executive.
- G. The Lodge Chief will appoint such operating committees as may be required from time to time with the approval of the Lodge Executive Committee. All Chairmen will be under the age of 21. Chairmen are expected to be active and to give a written committee report at all LEC meetings.
- H. Any ineffective committee chairman or lodge officer, including chief, may be removed from office, and their replacement recommended. The Lodge Executive Committee will bring a formal request (with a majority vote) to the Key Three (Lodge Chief, Lodge Advisor, and Council Executive). The Key Three will then determine any further actions.
- I. Lodge Associate Advisors are nominated by the Lodge Advisor and approved by the Supreme Chief of The Fire (Scout Executive). Every Lodge Officer has an Associate Advisor. See Appendix D. their role is to mentor their officer in the timely execution of their responsibilities. No Lodge Associate Advisor may hold more than one of these Lodge positions.
- J. Each year the Lodge Chief will appoint a Vigil Selection Committee that will include both youth and adult members, and all active vigil members in our lodge are welcome to participate. This committee will meet at the spring ordeal or such time as directed by the LEC to elect vigil members to be inducted at that year's fall ordeal. Only youth members will be permitted to vote. Vigil members will be selected every year according to Order of the Arrow procedures.
- K. Each year the Lodge Chief will appoint a Founders' Award Committee that may include both youth and adult members. This committee will meet at the spring ordeal or at such time as directed by the LEC to determine if there are any lodge members who are deserving of this high award. Only youth members will be permitted to vote. This committee may choose to give no awards.

#### IV. Lodge Meetings and Events

- A. The Lodge Chief, with approval of the Lodge Advisor, may call meetings of the Executive Committee of the Lodge. A typed agenda must be distributed to all officers and advisors at least one week prior to the date of the meeting.
- B. The Lodge will hold two regularly scheduled ordeal weekends per year, at alternating camps. The Key Three is responsible for determining the dates for these weekends and for others as deemed necessary.
- C. Any registrations after noon on the Monday before an event and all walk-ins will be charged an additional fee as determined by the Lodge Executive Committee.
- D. Those that have not paid their dues are not permitted to attend Lodge events until their dues for the current year are paid, or consent is given by the Lodge Advisor.
- E. The lodge will conduct an annual dinner and awards banquet each January. Family members are encouraged to attend the banquet. The purpose of the banquet is to highlight the lodge events for the past year, and promote participation in upcoming events; to recognize new members and members who became brotherhood and vigil, as well as other recognitions for arrowmen and non-arrowmen who have contributed to the success of the lodge over the past year; and the induction of new officers.
- F. The lodge policy regarding event registration:
  - a. Those who register and pay the fee for an event, but do not attend, will forfeit their payment. Those who register for an event, and don't cancel the Monday prior to the event, will be assessed the fee for the event.
  - b. Any registrations after noon on the Monday before an event, and all walk-ins will be charged an additional fee to be determined by the LEC.

#### V. Amendments to the Rules

The standard operating procedures may be amended by a majority vote of the membership present at the annual meeting of the lodge or at other appropriate events as approved by the Lodge Executive Committee and Key Three. This is provided that the correct wording has been submitted to the executive committee in writing prior to the meeting, and the Key Three reviewed it. This pertains to the Executive Committee proposals also.

Approved on December 9, 2006

#### Appendix

##### A. Lodge Song, Heron Man

Heron Man, Heron Man,  
Doing things that Heron can.  
What's he like? It's not important.  
Heron Man.

Is he our totem, or is he a bird?  
People just think that he's absurd.  
He's our hero none the less.  
Heron Man.

**I AM HERON MAN!**

HO-NAN-NE-HO-ONT  
HO-NAN-NE-HO-ONT Lodge 1 6 5

HO-NAN-NE-HO-ONT  
HO-NAN-NE-HO-ONT Lodge 1 6 fiiiiive!!!!!!



## B. Lodge Standard Flaps



Ordeal Flap



Brotherhood/Vigil Flap

## C. Lodge Officers Position Descriptions

**Lodge Chief** - The Lodge Chief is an Ex-Officio member of all Lodge Committees. He is the Chairman of the Lodge Executive Committee and oversees all the functions and committees of the lodge, including the Vigil Honor Committee, unless he is eligible for the honor, in that case he will appoint a chairman. He is a member of the council executive board, by virtue of his position, and is expected to attend board meetings as his schedule allows. He is a member of the Section Council of Chief's, and is expected to attend those meetings. He is to give leadership to the LEC in striving to the attainment of Quality Lodge. He will submit newsletter articles for every newsletter. He will attend and serve as chair for all LEC meetings. He is the "Tip of the Arrow" for promoting participation in all lodge events.

**Secretary/ Treasurer/ Trading Post-** He will take minutes at each LEC and COC meeting and distribute them via email within one week of the meeting. He will be responsible for registration and trading post at all lodge events. He will represent the Lodge at all events in the absence of the Chief.

**Vice Chief of Communication** – He will collect articles from lodge officers, committee members and advisors and compile them to create our quarterly newsletter, and insure it's timely distribution. He will work with the lodge Webmaster to insure it's regular updating of important information. He will use the email list of members to send out interim communications to help keep all our members informed. All communications to members are his responsibility.

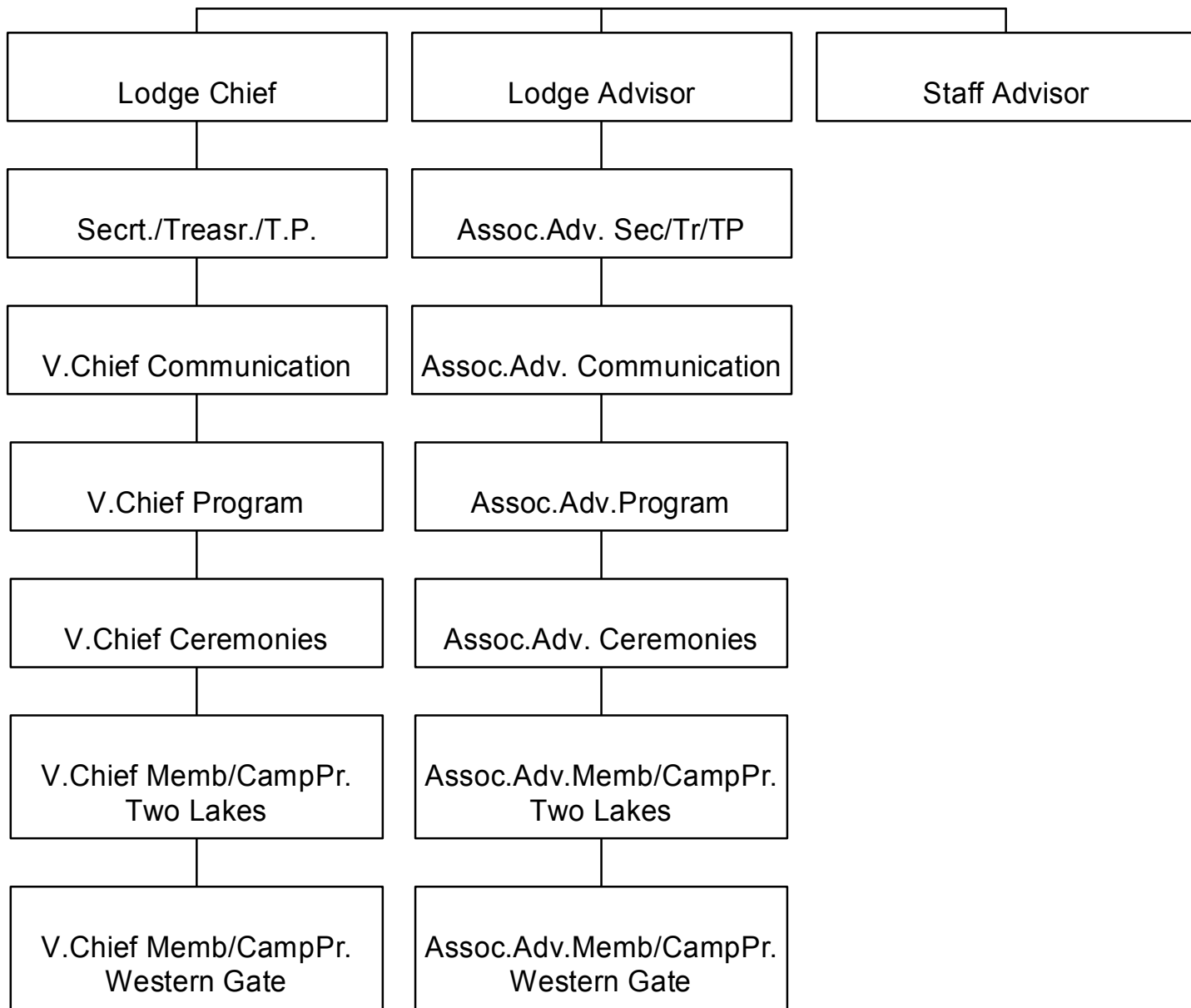
**Vice Chief of Program** – He will be responsible for the oversight of all lodge activities, to include Ordeals, fellowships, banquet, training, NOAC, and Conclaves. He will work with the LEC to appoint chairmen for NOAC & Conclaves, and work directly with them to be sure they are successful. He will submit articles about activities for the newsletter, and be an integral part of the LEC.

**Vice Chief of Ceremonies** – He is responsible to inspire our members with dramatic, thought-invoking, well-articulated ceremonies. He is responsible for maintaining trained ceremony teams for Pre-Ordeal, Ordeal, and Brotherhood ceremonies. He will schedule ceremony training sessions, and communicate to his team members in a timely fashion. He will be responsible for all ceremony materials, and the upkeep of lodge regalia. He will recruit new ceremony team members. Will submit newsletter articles regularly, and will attend all LEC meetings and provide a written report to be added to the minutes.

**District Vice Chiefs of Membership / Camp Promotions (3)**– They will be responsible for all unit elections in their district, and will communicate with every scoutmaster to solidify timely annual unit elections. This does not mean conduct all unit elections, just make sure they happen, and help units when needed. Along with their advisor, they will meet annually with their district executive and district camping chairman to review how to best support their efforts.

D. Lodge Officers and Advisors

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F.Lodge Dues are as follows:

One year - \$10.00

Two Years - \$19.00

Three Years - \$26.00

