

Officer Installation Ceremony

Taken from brown leather book

Installing Officer: We are now about to install the officers of Nordland Lodge. President, have the officers been elected in accordance with the laws of the Order?

President: They have.

Installing Officer: You will now hand me your regalia and take your place among the members. The other officers will vacate their places and leave their regalia. I shall appoint _____ installing marshal and _____ installing assistant marshal.

Rap three times- all rise

You have been elected by the members of this lodge as an officer for the present term. Will you now place your right hand over your heart and repeat the following pledge: "I solemnly promise to perform my duties as an officer of this lodge faithfully and in strict accordance with the laws, rules and customs of this order".

Rap once- all seated

I will mention your titles, and as I do so, you will come forward. When you have been made acquainted with your duties, the installing marshals will pin on your regalia and you can return to your place in the lodge.

Inner Guard and Outer Guard:

During formal business meetings of the lodge, you are to see that only eligible persons are admitted to the meetings and that the opening and closing ceremonies of the lodge are not disturbed. It is very important that you obtain the names of visiting members, as well as the name, number and location of their lodge, and report this to the president so that he/she may have an opportunity to introduce them properly.

The Marshals will escort you to your place.

Librarian:

It shall be your duty to supervise and control the lending of books belonging to the library, and to see to it that all books are returned to the library in good condition and within the prescribed time set by the lodge. You shall be present at the library according to the instruction of the lodge and, as far as possible, aid and assist the members in the selection of the books wanted.

The Marshals will escort you to your place.

Musician:

You have been chosen Musician of this lodge for the present term and, as such, it shall be your duty to assist at the piano when called upon to do so by the social director or the president, especially during ceremonies of the lodge. Your contribution to the ceremonial activities of the lodge meetings will make them pleasant and interesting.

The Marshals will escort you to your place.

Historian- Editor- Publicity Director:

Historian:

As Historian, it shall be your responsibility to record the historical events of the lodge. From time to time, and in cooperation with the Editor, you shall forward a summary of these events to the District Publicity Director. You shall act as custodian for all records and material pertinent to the history of the lodge and shall compile a record of current lodge activities to be presented in the form of an annual history and scrapbook. Your services will be essential in the continuance and preservation of the records describing the fraternal progress of your lodge.

Editor:

It is your duty to publish the lodge newsletter. You are the key to keeping all members of your lodge informed of the activities of the lodge, and providing them with other information which they will find of interest as members of Sons of Norway, thereby strengthening the bonds of Fraternalism among the members of your lodge and neighboring lodges with whom you exchange newsletters.

Publicity Director:

As Publicity Director, you shall build a good public image of our lodge by contributing the appropriate news releases to local and area media. You shall also be in constant communication with those officers planning the fraternal, social and cultural events of the lodge

Will the Marshals escort the Historian/Editor/Publicity to his/her/their place(s) in the lodge?

Youth Director and Sports & Recreation Director: It is your duty to plan the activities that the title you have been given suggests.

As Youth Director, you will have the responsibility of supervising clubs, dance groups, and a Junior Lodge/Youth Group of boys and girls among our members and the community, who will one day be eligible for adult membership in Sons of Norway. You will assist them in developing their social and recreational activities and provide them with opportunities to learn of our cultural heritage. It will be necessary for you to work in close cooperation with their parents and the lodge in guiding these young people toward membership in our Society.

As Sports Director, you will be responsible for the planning and supervising of a well-rounded program of sports activities and recreation, which will be of interest to the members of all ages.

You should (both) coordinate your activities with the social director and President of the lodge so that the membership will benefit from a varied and interesting program of activities. You (both) have a challenging and important post.

Will the marshals escort the youth director and the sports & recreation director to his/her/their place(s) in the lodge.

Cultural Director:

As Cultural Director, it is your duty to plan programs for your lodge meeting of a nature which preserve and promote our heritage. You will arrange for activities such as language classes, singing groups, folk dancing and other arts as requested by the membership.

The marshals will escort you to your place in the lodge.

Foundation Director:

It is your duty to give the lodge complete and updated information about the Sons of Norway Foundation and its outreach programs. This information will be conveyed to you by the Foundation representative of your district and directly from the Sons of Norway Foundation.

The marshals will escort you to your place in the lodge.

Marshal and Assistant Marshal:

It is your duty to see that the ceremonial functions of the lodge are conducted in the proper manner. You shall have custody of the regalia, songbooks, gavel and other paraphernalia of the lodge, and see that they are properly distributed at the opening and collected at the close of each meeting. Your services, therefore, mean a great deal to a smoothly functioning meeting.

The marshals will conduct you to your place in the lodge.

Trustees:

You, together with other trustees of the lodge, are the custodians of the personal property of the lodge. At the close of each auditing period, but at least once each year, you must submit a report covering such property of the lodge. Together with the other trustees, you are empowered to hold title to investments owned by the lodge. It is important that you keep the president and the other officers informed in these matters.

The marshals will conduct you to your place in the lodge.

Financial Secretary and Treasurer:

The financial affairs of this lodge are now placed in your hands. To carry on your work, it is necessary that you have in your possession the appropriate materials outlining your duties in detail.

Financial Secretary:

It is your duty to see that the funds of the lodge are collected as directed by the lodge. At the close of each meeting, you must turn over to the treasurer all monies collected by you since the preceding meeting. Annually you must submit a detailed report of the receipts during the preceding period and prepare the membership reports of the lodge. You shall be responsible for all matters relating to membership records and see that copies of names and addresses of all members are available to the officers requesting this information. Your duties are

difficult. The accurate and complete membership and financial records of this lodge depend to a great extent on your promptness and attention to detail.

Treasurer:

You shall keep accurate accounts of the receipts and disbursements of the lodge. No payment from the lodge treasury may be made except as ordered by the lodge. During each meeting, you must report on the condition of the treasury. Annually you must submit in writing a detailed report of the disbursements during the preceding period. Upon your ability a great trust has been placed.

The marshals will now conduct you to your place.

Auditors:

It shall be your duty to audit the accounts of the lodge annually, or at some times if so required or requested. You shall audit any committee reports which contain financial accounts before they are adopted by the lodge.

The marshals will now escort you to your seats.

Secretary and Assistant Secretary:

It is your duty to make a true and impartial record of the transactions of this lodge. You shall be responsible for the prompt presentation or referral of communications to the lodge. You shall carry on all correspondence, which has not been expressly delegated to other members. You shall issue and attest all documents issued on behalf of the lodge. You shall assist the president in the preparation of an agenda to insure an efficiently conducted meeting. It is of great importance that you perform your duties with care and diligence so the business of the lodge may be attended to in the proper manner. It is important, therefore, that you also have in your possession the materials necessary for the discharge of your duties.

The marshals will escort you to your places.

Social Director:

Your duties are both interesting and challenging, for you will be required, in cooperation with the President and the other officers, to plan and supervise the social activities of the lodge. It is also your duty to select the songs used during the opening, closing and other ceremonies of the lodge. You are also responsible for selecting the refreshment committees and for planning the entertainment and recreational activities so the meetings may be interesting and enjoyable.

The marshals will conduct the social director to his/her place in the lodge.

Counselor:

You have been elected to the office of Counselor for the present term. As you assume this office, you receive a post of honor and responsibility. It will be your duty to aid, assist and counsel the other officers in the performance of their duties. By the guidance of your word and deed, your lodge shall be strengthened in the true spirit of fraternalism.

The marshals will escort you to your place.

Vice President:

You have been elected to the second-highest office in this lodge. It is important, therefore, that you familiarize yourself with the duties of the president and assist her in maintaining order, for it will be your responsibility to perform the duties of the president in her absence. Be faithful and reliable. Perform your duties in close cooperation with the other officers and in the continued building of our fraternity.

The marshals will conduct the Vice President to his/her place in the lodge.

President:

You have been re-elected President of _____ Lodge, No _____, Sons of Norway, and as such you will preside until your successor has assumed the duties of this office. The term of all the officers in your lodge commences in the month of January. Thoroughly acquaint yourself with the laws, rules and ceremonies of our Fraternity and your duties, for you will, to a great extent, be responsible for the progress, welfare and internal harmony of the lodge. For this reason, it is of the greatest importance that you perform your duties with consideration and care. Act without fear and partiality, be calm and considerate, so that your decisions may be respectfully received and maintained. Make early decisions regarding the lodge activities of your term and follow them through to complete success. I shall presently hand you this gavel- a symbol of authority. One rap of the gavel signifies that the lodge shall come to order or that all present shall be seated (Raps once) At two raps, the officers rise (Raps twice) At three raps, all present rise (Raps three times).

Marshals, present the president to the lodge and escort him/her to his/her place.

Officers and members, your president and the other officers of this lodge are now clothed with their full authority. I, therefore, desire to remind you that the officers alone cannot make this lodge useful and progressive. They desire and expect your assistance in everything concerning its welfare. Attend the meetings regularly; take active part in all its functions; work harmoniously together and treat each other with mutual esteem, remembering the purpose of our noble Order as symbolically represented in our emblem and expressed in our motto: "Freedom, Fraternity and Progress."

By authority of the International Fraternal Benefit Society, Sons of Norway, I now declare the officers of this lodge rightfully installed and entitled to enter upon the performance of their duties for the present term.

(The following may be used in those lodges which pass on from president to president the King Olav V medallion or other medallions).

President, I now give you the gavel and ask that you let the lodge be seated.