

BPO ELKS

OPEN INSTALLATION OF OFFICERS OPENING CEREMONY (TRADITIONAL TITLES)

(Lodge Room is prepared, two rows of chairs may be placed between the station of the Leading Knight and the Altar, if desired. The Grand Exalted Ruler if present, shall be formally introduced as designated in the ritual, after the Lodge is declared open. The Grand Installing Officer will also be introduced in the same manner. Visitors shall be seated to the right and left of the Exalted Ruler prior to the Opening. At the time for convening the Lodge, the Exalted Ruler shall assume his/her station and shall call the Lodge to Order.)

(-O-)

EXALTED RULER: *(Rising)* "I am about to open this Lodge of the Benevolent and Protective Order of Elks of Canada for the purpose of Installing the Officers of the Lodge."

(-O-O-)

EXALTED RULER: "The Knights and the Esquire will approach the Altar and place thereon the Emblems of our Order. The Bible shall be opened." *(This is performed with regular floorwork. All resume their Stations.)*

EXALTED RULER: "Before we enter upon the other duties that call us together, it is right and proper that we seek divine guidance in all that we do. Brother/Sister Chaplain will offer the Invocation."

(-O-O-O-)

CHAPLAIN: "O Great Exalted Ruler of the Universe, we ask Thy blessings upon the deliberations of this gathering. Inspire us with wisdom and understanding in all that we do and say, so that we may contribute in ever increasing measure, through our Lodge and our Order, to the achievement of our goals - the Brotherhood of Man. Amen." *(All respond "Amen".)*

EXALTED RULER: "We will now unite in singing O'Canada."

O CANADA

"O Canada, our home, and native land,
True patriot love in all thy sons command.
With glowing hearts we see the rise-
The True North strong and free-
From far and wide, O Canada,
We stand on guard for thee.
God keep our land, glorious and free,
O Canada, we stand on guard for thee,
O Canada, we stand on guard for thee."

EXALTED RULER: "By the authority vested in me as Exalted Ruler, I now declare this Lodge _ No. __ open for the transaction of any business that may be brought properly before it"
(-O-) (Seats Lodge.)

(The Grand Exalted Ruler or the Grand Installing Officer shall be introduced according to the ritual, giving of signs optional.)

(The Exalted Ruler now makes any other introductions or announcements he/she considers necessary.)

EXALTED RULER: "We are honoured by the presence of visitors. It is my pleasure to introduce to you _____. "***(Any visitors the Exalted Ruler desires to recognize shall be introduced in order of Office - according to the Order of Precedence as approved and printed in the Book of Ritual.) (If invited civic or government dignitaries are present, they shall also be introduced.)***

(The Exalted Ruler now proceeds with the Installation of Officers Ceremony as prescribed)

INSTALLATION OF LODGE OFFICERS

Notes:

1. *The following Ceremony shall be used for both Open and Closed Installation of Lodge Officers. The Lodge shall be opened in regular form.*
2. *The nomination, election and Installation of Officers of a Lodge shall take place annually, as prescribed by the Constitution of the Grand Lodge.*
3. *Before the Officers can be installed, the National Membership Fees, together with any initiation or reinstatement fees due to the end of the preceding quarter, must have been remitted to the Grand Lodge and the Provincial Association Secretary-Treasurer, as prescribed by the Provincial Association, and their receipt for the payment must have been received by the Lodge. Likewise the report on the National Membership Fees and membership sent to the Grand Lodge.*
4. *The Installation Ceremony may be either public or private.*
5. *If the Grand Lodge considers that the best interests of the Lodge will be served by a postponement, it may issue a Dispensation to that effect.*
6. *The Installing Officer shall be either an Officer of the Grand Lodge, the District Deputy or a Past Exalted Ruler.*
7. *If the Lodge has chosen to have optional Officers (Inner Guard and/or Tyler), the Ceremony existing in 2001 shall be used.*
8. *When the time for the Installation Ceremony arrives, the Exalted Ruler shall arise at his/her Station, give one rap (-O-) with the Gavel, and say:*

EXALTED RULER: The Lodge will come to order. The time has come when we, the Officers of this Lodge, must descend from our Stations and mingle again with the Fraternity. *(Turns to the Grand Installing Officer and says:)* Worthy Grand Installing Officer, I now place in your hand the emblem of power and assign to you the station and duties of Presiding Officer of our Lodge.

Note: *The Exalted Ruler surrenders the Gavel, and takes a seat on the left of the Installing Officer. The Grand Installing Officer from the station of the Exalted Ruler, gives two raps (-O-O-) calling up the Officers and says:*

GRAND INSTALLING OFFICER: By virtue of the power vested in me I shall proceed now with the Installation of the Officers of this Lodge. The Assistant Installing Officers will report to the Altar as their names are called. I hereby appoint Brother/Sister _____ to act as Assistant Installing Officer, Brother/Sister _____ to act as Membership Director and Brother/Sister _____ to act as Secretary during this Ceremony.

(The Assistants will take positions, from left to right, as seen from the station of the Exalted Ruler: Secretary, Assistant, and Membership Director). The Assistant Installing Officers will now assume their stations. The Membership Director will turn left and proceed to his/her station. The Secretary and Assistant will turn right and proceed to their stations. The Assistant Installing Officer will move to a position where he/she can receive the Emblems of Office as they are removed by the retiring Officers.)

GRAND INSTALLING OFFICER: *(Turning to face the Treasurer)* Brother/Sister Treasurer, have all monies due to the Grand Lodge been paid?

TREASURER: They have Worthy Grand Installing Officer.

GRAND INSTALLING OFFICER: Brother/Sister Secretary, have the required reports on National Membership Fees and membership of the Lodge been completed in regular form and acknowledged as being received and approved by the Grand Lodge?

SECRETARY: They have, Worthy Grand Installing Officer.

GRAND INSTALLING OFFICER: Officers of _____ Lodge Number _____, you will leave your stations, and journey to the station of the Grand Installing Officer, led by your Exalted Ruler.

NOTES:

- 1. Retiring Officers march around the room twice, led by the Assistant Installing Officer, or, if desired, led by the retiring Exalted Ruler, followed by the other Officers, and ending in a "V" formation in a single line in front of the Installing Officer. When all Officers are in position, they will turn, in unison, and face the station of the Grand Installing Officer.*
- 2. The Assistant Installing Officer will assume a position to the left of the Esquire's chair in line with the top point of the "V" formation to receive the collars.*
- 3. The Immediate Past Exalted Ruler, serving a consecutive term need not be Installed the second time and need not participate in the retiring Officer's March.*

GRAND INSTALLING OFFICER: It is decreed by nature that once in each year all life shall divest itself of its outer garb, and stand forth unadorned. Your unselfish devotion to the cause of duty during the past year, while not individually rewarded, has earned the appreciation of the Order, which your labours have helped to build and strengthen. You will divest yourselves now of the insignia of office and retire.

NOTE: *Officers leave their collars with the Assistant Installing Officer and proceed in a clockwise direction around the hall and assume a seat among the members of the Lodge. The Assistant Installing Officer leaves the collars on the Secretary's desk and assumes a position in front of the Leading Knight's Station.*

GRAND INSTALLING OFFICER: Brother/Sister Secretary, you will call the names of the Officers elected or appointed. As their names are called, they will report to the Assistant Installing Officer.

NOTE: *The names are called by the Secretary starting with the Exalted Ruler, Immediate Past Exalted Ruler, Leading Knight, Loyal Knight, Lecturing Knight, Membership Director, Secretary, Treasurer, Esquire, Inner Guard (Optional), Tyler (Optional), Chaplain, Historian, Publicity Director.*

ASSISTANT GRAND INSTALLING OFFICER: Worthy Grand Installing Officer, the Officers are in order and await your instructions.

GRAND INSTALLING OFFICER: (-O-O-O-)

(Grand Installing Officer proceeds to the Altar.)

GRAND INSTALLING OFFICER: Officers, each of you have been elected or appointed to the office designated by your Secretary. Do you signify your willingness to accept the office to which you have been chosen. If so, you will answer "I do".

GRAND INSTALLING OFFICER: You will now place yourselves in position to take the Oath of Office.

NOTES:

1. *The Exalted Ruler elect shall place his/her left hand on the Bible and his/her right hand over his/her heart. The rest of the Officers place their left hand on the left shoulder of the Officer in front of them and their right hand over their hearts.*
2. *All Elks present assume the Sign of Fidelity.*

GRAND INSTALLING OFFICER: :

INSTALLATION OBLIGATION

You will state your name and repeat after me: I, _____, do willingly and voluntarily assume the office to which I have been chosen. I promise to fulfil the duties of my office, to deal honorably at all times with the Order, to promote the interest of the Order and to increase its membership. I do further declare that at the end of my term of office, I will deliver all property that may be or shall come into my possession, to the duly authorized representative of the Order. All this I promise to fulfil to the best of my ability.

(The Grand Installing Officer returns to his/her station.)

GRAND INSTALLING OFFICER: (-O-)

NOTE: *Officers to be seated if chairs are provided.*

GRAND INSTALLING OFFICER: It becomes my duty to call your attention to the laws of the Order which completely set forth the duties of all Officers. It is required that the "Duties of Officers" Section of the Constitution and By-Laws be carefully read by each Officer before the next regular meeting of this Lodge, in order to acquaint yourselves with your duties.

GRAND INSTALLING OFFICER: The Patrol Team will now take its position at the Altar to assist in this Ceremony.

NOTE: *If a Patrol Team is used, the Patrol Sergeant-At-Arms shall be consulted prior to the meeting to establish procedures to be followed regarding the Patrol Team floorwork.*

GRAND INSTALLING OFFICER: Assistant Grand Installing Officer, you will present the Officers for further instructions as their names are called. You will present the Organist.

ASSISTANT INSTALLING OFFICER: Grand Installing Officer, it gives me great pleasure to present Brother/Sister _____ who has been elected/appointed to the Office of Organist for the ensuing year.

NOTE: *The Assistant Installing Officer, unless otherwise indicated, will follow the above format as they present each Officer. The Assistant Installing Officer will step back after presenting the Officer. After receiving his/her collar, the Officer is escorted to his/her station.*

GRAND INSTALLING OFFICER: Brother/Sister Organist, your duty is to supply musical accompaniment for our sessions. The Lodge relies on you to lend dignity and rhythm. Your station is at the organ.

GRAND INSTALLING OFFICER: You will present the Publicity Director.

GRAND INSTALLING OFFICER: Brother/Sister Publicity Director, it is your duty to see that the public of this area is kept informed of the activities of your Lodge toward the betterment and welfare of the community. You will be, during your term of office, a member of the Lodge Executive. Your station is at the left of the Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Historian.

GRAND INSTALLING OFFICER: Brother/Sister Historian the glory of every Lodge is its history and heritage. Your duty is to keep past records and to record present activities and events so that the history of the Lodge may be preserved. Brother/Sister Historian, your station is at the left of the Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Chaplain.

GRAND INSTALLING OFFICER: Brother/Sister Chaplain, your duty is to have charge of the devotional exercises of the Lodge, to assist in the Initiation Ceremony, and to write words of comfort and offer condolence to the bereaved. You will perform such other duties that may pertain to your office. Your station is to the right front of the Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Esquire.

GRAND INSTALLING OFFICER: Brother/Sister Esquire, your duties are many and varied. You will conduct candidates through the Ceremony of Initiation, have charge of ballots for election and membership and transmit official messages as directed by the Exalted Ruler. To see that all regalia is in proper condition and safely stored before leaving the Lodge room after the meeting is closed. Your station is at the left front of the Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Treasurer.

GRAND INSTALLING OFFICER: Brother/Sister Treasurer, your duties are to receive all monies due the Lodge and to pay out the same on vouchers signed by the Secretary and countersigned by the Exalted Ruler. You shall make a detailed report every term, keep a correct record of receipts and expenditures, submit your books for audit semi-annually and account for the finances of the Lodge to your successor. Your station is at the desk to the left of the Exalted Ruler.

NOTE: *Recognition for Treasurer of five years or more refer to Appendix.*

GRAND INSTALLING OFFICER: You will present the Secretary.

GRAND INSTALLING OFFICER: Brother/Sister Secretary, it is your duty to keep a correct record of the proceedings of the Lodge, preserve and file all reports, and attend to all correspondence of the Lodge. You will notify all candidates of their election or rejection within three days of the ballot. You are to receive all monies due to the Lodge and pay same to the Treasurer. You are to keep an accurate and up-to-date account of all receipts and expenditures. You will place on the Lodge mailing list the name of the District Deputy of the District to which this Lodge belongs. Your office is a most important one. Be faithful and prompt in the fulfillment of your duties. Your station is at the desk to the left of the Exalted Ruler.

NOTE: *Recognition for Secretary of five years or more, Secretary-Treasurer of five years or more, and Charges for Recording Secretary, Financial Secretary, Secretary-Treasurer refer to Appendix.*

GRAND INSTALLING OFFICER: You will present the Membership Director.

GRAND INSTALLING OFFICER: Brother/Sister Membership Director, you shall be the Chairman of the Lodge Membership Committee. It shall be your responsibility to ensure that the Lodge has in place and at all times maintains an on going membership program including acquisition of new members, reinstatement of past members and retention of current members. Finally you shall ensure that the Lodge focuses specifically on a membership campaign during your term of Office. To you we also entrust the inner door of our Lodge. It will be your duty to allow no one to enter or leave the Lodge room without permission or while a member is speaking or during special Ceremonies. It is your duty to ensure that all present at the Opening of the Lodge are entitled to remain and to so inform the Exalted Ruler at his request. It is also your duty to attend to the members register and give an attendance report prior to the Closing Ceremony. Your station is at the inner door.

NOTE: *if the Lodge has chosen the option of having a Tyler and/or Inner Guard, refer to the Appendix.*

GRAND INSTALLING OFFICER: You will present the Lecturing Knight.

GRAND INSTALLING OFFICER: Brother/Sister Lecturing Knight, your duties are particularly emphasized in the work on initiation, in which, as your office signifies, you will instruct and give words of wisdom to those seeking knowledge in the beauties of our fraternity. In the absence of your higher ranking Officers, it becomes your duty to preside over the sessions of the Lodge. Your station is to the right of the Exalted Ruler and directly opposite the Altar.

GRAND INSTALLING OFFICER: You will present the Loyal Knight.

GRAND INSTALLING OFFICER: Brother/Sister Loyal Knight, your duties involve the instruction of all candidates and members in the use of certain signs peculiar to the Order and to teach them by word and demonstration the accepted behaviour and decorum during a Lodge meeting. In the absence of your higher ranking Officers, it becomes your duty to preside over the sessions of the Lodge. Your station is directly opposite that of the Lecturing Knight and the left of the Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Leading Knight.

GRAND INSTALLING OFFICER: Brother/Sister Leading Knight, your duties are to assist in the Initiation of Candidates and in preserving order, to act for the Exalted Ruler in his/her absence and to perform such other duties as this office may require. Your station is opposite that of the Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Immediate Past Exalted Ruler.

ASSISTANT GRAND INSTALLING OFFICER: Grand Installing Officer, it gives me great pleasure to present to you Brother/Sister _____ who will serve as Immediate Past Exalted Ruler for the ensuing term.

GRAND INSTALLING OFFICER: Past Exalted Ruler Brother/Sister _____, as you have completed your term as Presiding Officer of this Lodge, we honour you with the plaudit "Well done, thou good and faithful servant". We remind you of your continuing duty to give the benefit of your experience toward the welfare and advancement of the Lodge. Your presence and advice will be desired at all times. The ritual work of the Officers of the Lodge will be under your direct supervision and it is thus expected that they will become proficient in this work. In the Ceremony of Initiation, you will be called upon to deliver the final charge: The Legend of the Two Elks. Your station is at the left of the Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Exalted Ruler.

GRAND INSTALLING OFFICER: Worthy Exalted Ruler, the Office to which you have been elected is the highest within the power of the Lodge to bestow. To you alone is accorded the privilege of wearing the purple of our Order, and upon you may be said to depend, primarily, the success of the Lodge. You have been honored in this selection because authority has been given to you to preside over all convocations. It is not enough that you act as Executive Officer. You are to be the guiding and directing force, as well. You are to base your decisions on all questions on the law of the Order alone and to disregard personal opinions or preferences. By your tact and discretion, you can eliminate any sign of factionalism, if it should arise. You can adjust every difficulty and keep every element within the membership attuned to the common good. To restrain the headstrong, to encourage the timid, and to stimulate the indifferent will be part of your responsibility, for which your prudence and your zeal fortify you. By making yourself a vital part of every Lodge activity, you will find that you are making yourself, also, the friend and comforter of

every member. Worthy Exalted Ruler, guard well the interests of your Lodge. Do your best to increase its membership, and keep a watchful eye on its welfare. Then at the end of the term for which you have been elected, you will deserve and receive the plaudit "Well done, thou good and faithful Servant."

GRAND INSTALLING OFFICER: (-O-O-O-) The Brother/Sister Chaplain will offer a prayer.

BROTHER CHAPLAIN: And now to the Benevolent Author and Giver of Life, and Designer of all material things, we offer a tribute of praise. Impress us with the ceremonies of this hour. Bless the objects and labours of this convocation; direct all our efforts aright, and to Thee we will render grateful songs of love and praise. AMEN.

NOTE: *After the Exalted Ruler has been escorted around the room and seated, the Patrol Team will escort the Grand Assistant Installing Officer to his seat. They will then seat themselves.*

GRAND INSTALLING OFFICER: The Assistant Installing Officers will return to their places among the membership.

GRAND INSTALLING OFFICER: Now, by virtue of the authority vested in me I declare the Officers of _____ Lodge No. _____ Order of Elks of Canada regularly Installed for the ensuing term or until their successors shall be chosen and duly Installed.

GRAND INSTALLING OFFICER: Permit me to thank you for allowing me to conduct this Ceremony. Worthy Exalted Ruler I now surrender into your keeping the emblem of power and trust that your Lodge may have a very prosperous year.

EXALTED RULER: (-O-)

GOOD OF THE ORDER

NOTE:

1. *The Exalted Ruler expresses appreciation of the services of the Grand Installing Officer and the Patrol Team as well as expressing thanks to the Lodge for the privilege of serving as Exalted Ruler and to give whatever message he wishes at this time.*
2. *The Exalted Ruler shall invite the Immediate Past Exalted Ruler, and the Grand Installing Officer to speak.*
3. *In view of the length of the Ceremony, it is recommended that a minimum of dignitaries be invited to speak.*
4. *Presentation of Jewels, or other presentations, may be made at the time of individual Installation or at this time.*

5. *To Install Officers who missed the Installation Ceremony, the following procedure should be used:*
 1. *The Officer chosen will be escorted to the Altar to receive his/her Obligation from the Installing Officer.*
 2. *The Officer will then be escorted to the station of the Exalted Ruler, there to receive his/her Charge of Office, and his/her Insignia of Office, then escorted to his/her station.*
 3. *The Chaplain will offer the prayer.*

CLOSING CEREMONY

NOTE: *In a Closed Installation of Officers, the regular Lodge Closing shall be performed.*

CLOSING CEREMONY FOR OPEN INSTALLATIONS

EXALTED RULER: *(Rising)* The Ceremony of Installation of Officers having been completed, we shall proceed to close."

EXALTED RULER: "The Knights and Esquire will approach the Altar and remove the Emblems to their stations."

(Emblems are removed in reverse order, each Officer removing his/her Emblem with use of signs and speaking optional. After Officers have returned to their stations, the Exalted Ruler gives three raps (-O-O-O-) of the Gavel, calling the Lodge to Order.)

GOD SAVE THE QUEEN

"God save our Gracious Queen,
Long live our noble Queen;
God save the Queen.
Send her victorious,
Happy and Glorious,
Long to reign over us,
God save the Queen."

EXALTED RULER: "Brother/Sister Chaplain will give the closing prayer."

CHAPLAIN: "As we go forth to continue our daily tasks let us be mindful of our obligation to all mankind. Let us be faithful and sincere in all our endeavors to live the high ideals which we profess. O Lord, grant unto us Thy love and protection 'til we meet again. Amen." *(All repeat "Amen.")*

EXALTED RULER: "By the authority vested in me as Exalted Ruler, I now declare this Lodge _____ No. _____ closed until our next regular meeting, unless it be convened sooner in special session by my order."

(-O-)

APPENDIX

Charge for Tyler:

GRAND INSTALLING OFFICER: Brother/Sister Tyler, your duty is to see that all of the regalia of the Lodge is in proper condition and safely stored before leaving the Lodge room after the meeting is closed. It is also your duty to attend to the members register, the door, and the telephone if required. A very important duty, is to make certain that no one passes through the Ante Room without showing evidence that they are a member in good standing only when there is Initiation Ceremony. In case you have doubt, you will refer to the Inner Guard who will, in turn, secure a decision. You will also give an attendance report prior to the Closing Ceremony. Your station is at the outer door.

Charge for Inner Guard:

GRAND INSTALLING OFFICER: Brother/Sister Inner Guard, to you we entrust the inner door of our Lodge. It will be your duty to allow no one to enter or leave the Lodge room without permission or while a member is speaking or during special ceremonies. It is your duty to ensure that all present at the opening of the Lodge are Elks and Royal Purple in good standing only when there is Initiation Ceremony and to so inform the Exalted Ruler at his request. Your station is at the Inner Door.

Charge for Inner Guard if no Tyler:

GRAND INSTALLING OFFICER: Brother/Sister Inner Guard, to you we entrust the inner door of our Lodge. It will be your duty to allow no one to enter or leave the Lodge room without permission or while a member is speaking or during special Ceremonies. It is your duty to ensure that all present at the Opening of the Lodge are entitled to remain and to so inform the Exalted Ruler at his request. To see that all of the regalia of the Lodge is in proper condition and safely stored before leaving the Lodge room after the meeting is closed. It is also your duty to attend to the member's register and give an attendance report prior to the Closing Ceremony. Your station is at the inner door.

Recognition for Secretary, Secretary-Treasurer or Treasurer of Five years or more:

GRAND INSTALLING OFFICER: Brother/Sister _____, both Grand Lodge and the members of this Lodge take special note of the fact that you have served your Lodge continuously as _____ for _____ years. Your devotion to the duties of this important and demanding Office over this span of years has earned for you their respect and gratitude. It is my privilege to extend to you on their behalf sincere thanks for outstanding service to this Lodge and the Order as a whole.

Charge for Recording Secretary:

GRAND INSTALLING OFFICER: Brother/Sister Recording Secretary, it is your duty to keep a record of the proceedings of all meetings of your Lodge and of all Committees of the Lodge, in a proper minute book and when requested to do so, to incorporate reports therein. You are further required to perform such duties as are incidental to the Office of Secretary and are not specifically the duties of the Financial Secretary. Your Station is at the desk at the left of the Exalted Ruler.

Charge for Financial Secretary:

GRAND INSTALLING OFFICER: Brother/Sister Financial Secretary, it is your duty to receive all monies due to the Lodge and pay same to the Treasurer, taking his receipt therefore. It is also your duty to keep a record of all money so received and to make such records available to the Lodge at its request. You shall also perform other duties as are compatible with your Office and which may be assigned to you by the Lodge. Your Station is at the desk at the left of the Exalted Ruler.

Charge for Secretary-Treasurer:

GRAND INSTALLING OFFICER: Brother/Sister Secretary-Treasurer, it is your duty to keep a correct record of the proceedings of the Lodge; to preserve and file all documents; to attend to all correspondence and to notify all Candidates of their election or rejection within three days of the ballot. It is also your duty to receive all monies due to the Lodge and to pay all bills and accounts as set out in vouchers signed by yourself and countersigned by the Exalted Ruler. You are to keep a correct record of all receipts and expenditures, with necessary orders and vouchers, subject same to audit at the will of the Lodge. You will make a detailed report at the end of every term, or more often if required. You are to deliver the books and records of your Office, together with the balance of funds to credit of the Lodge, to your successor at the time of Installation. You are to place on the Lodge mailing list the name of the District Deputy for the District to which this Lodge belongs. Your duties are most important and you are expected to be prompt and faithful in discharging them. Your Station is at the desk at the left of the Exalted Ruler.