

**INSTALLATION
OF
PROVINCIAL/TERRITORIAL
ELKS
ASSOCIATION
OFFICERS**

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(Note: This Ceremony may be adapted to the use of Patrol Team if the Association so desires. The Installing Officer may be either the Grand Exalted Ruler, his/her representative, or a Past President of the Association.)

PRESIDENT: "This Association will come to order. The time has come when we, the Officers of this Association, must leave our stations and take our seats among the other Members." *(Turning to face the Grand Installing Officer, who arises)*, "Worthy Grand Installing Officer I now place in your hands the Emblem of Authority, and transfer to you my station and duties as Presiding Officer of this Association."

GRAND INSTALLING OFFICER: *(2 raps) (-O-O-)* "By virtue of the power vested in me, I shall proceed now with the Installation of the Officers of this Association. The Assistant Installing Officers will report to the Altar as their names are called. I hereby appoint Brother/Sister _____ to act as the Assistant Installing Officer, Brother/Sister _____ to act as Chaplain, Brother/Sister _____ to act as Tyler, and Brother/Sister _____ to act as Secretary during this Ceremony."

They will take positions from left to right, as seen from the station of President: Secretary, Assistant, Chaplain and Tyler.

GRAND INSTALLING OFFICER: "The Assistant Installing Officers will now assume their stations."

The Chaplain and Tyler will turn left and proceed to their stations. 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: "Officers of the _____ Elks Association of the Elks of Canada, you will leave your stations and proceed to the station of the Assistant Grand Installing Officer."

(The Assistant Grand Installing Officer and the Officers will form a 'V' on his/her point, the Grand Installing Officer will say):

GRAND INSTALLING OFFICER: " _____ Provincial/Territorial Officers of the Benevolent and Protective Order of Elks of Canada, it is decreed by nature that once 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 efforts have helped to build and strengthen. Officers of the _____ Elks Association, you will now divest yourselves of the insignia of office and take your seat among the other Brothers and Sisters."

The Officers remove their insignia of office and deposit it with the Assistant Installing Officer. They then retire.

GRAND INSTALLING OFFICER: "Brother/Sister Secretary, you will announce the names of the Association Officers elected and appointed for the ensuing year. As their names are called they will present themselves to the Assistant Installing Officer at the Altar."

The names are called in the following order: President, Immediate Past President, First Vice-President, Second Vice-President, Third Vice-President, Secretary-Treasurer, Trustees, Esquire, Inner Guard, Tyler, Chaplain, Historian, Publicity Director, Organist. The President and Immediate Past President are placed side by side before the Altar, with the others in order of their respective stations, in two lines behind them, forming a 'V'. When all are in position, the Grand Installing Officer gives three raps (-O-O-O-) calling up the Association, advances to the Altar and addresses the Officers as follows:

GRAND INSTALLING OFFICER: "My Brothers and Sisters, each of you has been elected/appointed to the Office designated by the 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 place yourselves in the position to receive the Obligation of an Elk."

The President and Immediate Past President place their left hands on the Bible, and their right hands over their heart. All others will place their left hand on the left shoulder of the Brother/Sister in front of them, and their right hand over their heart.

GRAND INSTALLING OFFICER: "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 interests 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 Installing Officer returns to his/her station, seats the audience and instructs the Patrol Team (or Drill Team) to take its place at the Altar, then addresses the new officers as follows:

GRAND INSTALLING OFFICER: "My Brothers and Sisters, you have been selected by your fellow members of this Association to fill various offices during the ensuing year. Let me impress upon you your responsibility and the opportunity presented to you to further the work for which our Order was founded. You shall ever acknowledge and protect the sovereignty of the Grand Lodge and it shall be your first duty to discourage and prevent any action by this Association that will, in any manner, conflict with the Constitution and By-Laws of the Grand Lodge of the Benevolent and Protective Order of Elks of Canada."

GRAND INSTALLING OFFICER: "The Assistant Grand Installing Officer will present to me each of the Officers as their names are called. You will present the Organist."

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

The Assistant Grand Installing Officer, unless otherwise indicated, will follow the above format as he/she presents each Office. The Assistant Installing Officer steps back after presenting the Officer. After receiving their collars, and charge, the Officer is then escorted to his/her station.

GRAND INSTALLING OFFICER: "Brother/Sister Organist, your duties are to supply musical accompaniment for our sessions. This Association relies on you to lend dignity and rhythm to our Sessions. Your station is at the organ."

GRAND INSTALLING OFFICER: You will present the Membership Director.

GRAND INSTALLING OFFICER: Brother/Sister Membership Director, you shall be the Chairman of the Association Membership Committee. It shall be your responsibility to ensure that the Association has in place, and at all times maintains, an ongoing membership program to include acquisition of new members, reinstatement of past members and retention of current members. Finally, you shall ensure the Association specifically focuses on a membership campaign during your term of office. Your station is to the left of the President."

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 the area governed by this Association is kept informed of the activities of your Association and the Lodges in its jurisdiction, toward the betterment and welfare of the community. You will be, during your term of Office, a member of the Association Executive. Your station is at the left of the President."

GRAND INSTALLING OFFICER: "You will present the Historian."

GRAND INSTALLING OFFICER: "Brother/Sister Historian, the glory of every Association is its history and heritage. It is your duty to record and preserve present activities and events so that the history of every year may be preserved for the valued use of your Association. Your station is at the left of the President."

GRAND INSTALLING OFFICER: "You will present the Chaplain."

GRAND INSTALLING OFFICER: "Brother/Sister Chaplain, it shall be your duty to conduct the devotional exercises of the Association and be responsible to pay tribute and extend condolences to the bereaved and perform such other duties as are proper to your Office. Your station is to the right of the President."

GRAND INSTALLING OFFICER: "You will present the Tyler."

GRAND INSTALLING OFFICER: "Brother/Sister Tyler, an important part of your duty is to make certain that no one passes through the outer door without showing evidence that they are a member in good standing. In case you have doubt, you will refer it to the Inner Guard who will, in turn, secure a decision. You will also see that all the regalia of the Association is in proper condition and safely stored before leaving the Conference room after the Conference is closed. Your station is at the outer door."

GRAND INSTALLING OFFICER: "You will present the Inner Guard."

GRAND INSTALLING OFFICER: "Brother/Sister Inner Guard, to you we entrust the inner door of our Conference Room. On no occasion are you warranted to admit to the Conference Room any who are not in good standing. You will report all such to the proper Office before admitting them. It is your duty to ensure that all present at the Opening of the Conference are Elks in good standing and to inform the President at his/her request. Your station is at the inner door."

GRAND INSTALLING OFFICER: "You will present the Esquire."

GRAND INSTALLING OFFICER: "Brother/Sister Esquire, your duties are many and varied. You will see that the Conference Room is in order and that all equipment and regalia is in its proper place before the Conference is opened. You will properly execute all orders of the President of this Association. It is also your duty to arrange for the Presentation of the Colours at the Conference. Your station is to the left of the President."

GRAND INSTALLING OFFICER: "You will present the Trustees."

GRAND INSTALLING OFFICER: "Brother/Sister Trustees, the duties of the Trustees are to assume charge of and at all times be ready to account for, the property of the Association, and to see that the Secretary-Treasurer is properly bonded, as required by the Constitution. The Trustees are the financial managers of the Association and will submit the budget for approval, present a written report of their transactions, and arrange for a suitable meeting place. The Trustees are seated to the right of the President."

GRAND INSTALLING OFFICER: "You will present the Secretary-Treasurer."

GRAND INSTALLING OFFICER: "Brother/Sister Secretary-Treasurer, it is your duty to keep a record of the proceedings of the Association Conference, preserve and file all reports not entered in the minutes, attend to all correspondence and receive all monies due to the Association. You are to keep an account of all receipts and expenditures so that there may be no delay at the time of auditing, whenever this Association so requires. You will also make a detailed report every term, or when required. Your Office is a most important one. Be faithful and prompt in the fulfillment of your duties. Your Station is to the left of the President."

In the event that the Association structure consists of a Secretary and Treasurer, read the following charges:

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 Association, to preserve and file all documents, to attend to all correspondence of the Association and to receive all monies due to the Association and to pay same to the Treasurer. You are to keep an accurate and up-to-date account of all receipts and expenditures. Your Office is a most important one and you are particularly cautioned to be faithful and prompt in the fulfillment of your duties. Your Station is to the left of the President."

GRAND INSTALLING OFFICER: "You will present the Treasurer."

GRAND INSTALLING OFFICER: "Brother/Sister Treasurer, it is your duty to receive all monies due to the Association from the Secretary and to pay out same only on vouchers signed by the Secretary and countersigned by the President. You will make a detailed report every term, or more often if required. You will keep a correct record of receipts and expenditures, with necessary orders and vouchers subjecting same to audit at the will of the Association and surrender the books and funds of the Association to your successor in Office at the time of Installation. Your station is at the left of the President."

GRAND INSTALLING OFFICER: "You will present the Third Vice-President."

GRAND INSTALLING OFFICER: "Brother/Sister Third Vice-President, your duties are to assist in deciding matters of importance with which the Association Executive may have to deal. You will carry out such duties that are assigned to you in your Association By-Laws. In the absence of your higher ranking Officers, it is your duty to preside over the sessions of this Association. Your station is to the right of the President and directly opposite the Altar."

GRAND INSTALLING OFFICER: "You will present the Second Vice-President."

GRAND INSTALLING OFFICER: "Brother/Sister Second Vice-President, your duties are to assist in deciding matters of importance with which the Association Executive may have to deal. You will carry out such duties that are assigned to you in your Association By-Laws. In the absence of your higher ranking Officers, it is your duty to preside over the sessions of this Association. Your station is directly opposite that of the Third Vice-President and to the left of the President."

GRAND INSTALLING OFFICER: "You will present the First Vice-President."

GRAND INSTALLING OFFICER: "Brother/Sister First Vice-President, your duty is to assist in preserving order, to act for the President in his/her absence and to perform such other duties as may be applicable to your station. Your station is at the opposite end of the room from the President."

GRAND INSTALLING OFFICER: "You will present the Immediate Past President."

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

GRAND INSTALLING OFFICER: "Past President Brother/Sister _____, as you have completed your term as presiding Officer of this Association, we honor you with the

plaudit, "Well done, thou good and faithful servant. We remind you of your continuing duty to give benefit of your experience toward the welfare and advancement of the Association. For the coming year, you are to be a member of the Executive and Board of Trustees. Your presence and advice will be desired at all times. Your station is at the left of the President."

Present the Jewel and Fez to the Immediate Past President. When the Immediate Past President is about to be conducted to his/her station, the Grand Installing Officer gives three raps (-O-O-O-) calling up all present. The Immediate Past President is conducted around the room before being placed at his/her station. (-O-)

GRAND INSTALLING OFFICER: You will present the Provincial/Territorial President.

ASSISTANT INSTALLING OFFICER: "Worthy Grand Installing Officer, I present to you Brother/Sister _____ President elect for the ensuing term."

GRAND INSTALLING OFFICER: "Worthy Provincial/Territorial President, the Office to which you have been elected is the highest within the Power of the Association to bestow. Upon you may be said to depend, primarily, the success of the Association. You have been honoured in this selection because authority has been given you to preside overall 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 Association function, you will find that you are making yourself, also, the friend and comforter of every member. Worthy Provincial/Territorial President, guard well the interest of the Association. Do your best to increase its membership and keep a watchful eye on its welfare. Then, at the end of the term of which

you have been elected, you will deserve and receive the Plaudit, "Well done thou good and faithful servant."

(-O-O-O-) The Patrol Team will escort the President around the Conference Room twice before stopping at his/her station.

GRAND INSTALLING OFFICER: "The Brother/Sister Chaplain will now offer a prayer."

CHAPLAIN: "And now, oh Beneficent Author and giver of life, we offer our humble tribute, and to Thee we render grateful songs of love and praise. We ask Thee to impress us with the solemnity of these ceremonies, to bless the labours and objects of this convocation and direct all our efforts aright. We ask this of Thee in confidence of Thy love and protection. Amen."

GRAND INSTALLING OFFICER: "Worthy President, as I present you with this Gavel of Authority, may I remind you that you are to use it with firmness and discretion, together with such advice and teaching of the Order as will ever keep alive the principles of Charity, Justice, Love and Fidelity. The Assistant Installing Officers and the Patrol Team (or Drill Team) will now resume their seats among their Brothers and Sisters."

GRAND INSTALLING OFFICER: "Now by the virtue of the authority vested in me, I declare the Officers of the _____ Elks Association of the Elks of Canada regularly installed for the ensuing term, or should a vacancy occur during the ensuing term, until their successors shall have been elected and duly installed. Worthy President, permit me to thank you and your Association for your courtesy in inviting me to conduct this Ceremony."

The new President seats the assembly, (one rap) (-O-), thanks the Installing Officers for their work and proceeds with the business of the Association.