RITUAL AND PROTOCOL MANUAL

REVISED 2012

RITUAL AND PROTOCOL MANUAL

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Sadie Tamburine, Ritual and Protocol Chair
Maria Fassio Pignati, State President

SECTION ONE

MEETING HALL ARRANGEMENTS

MEETING HALL ARRANGEMENTS

The Lodge officers will sit at the head of the meeting room. The Recording Secretary will sit to the left of the President, then the Financial Secretary, Treasurer, and Orator. The first reserved seat to the right of the President will be for the Lodge's State Deputy, Vice President, Immediate Past President and Chaplain. More seats may be added if there are visiting State or National officers.

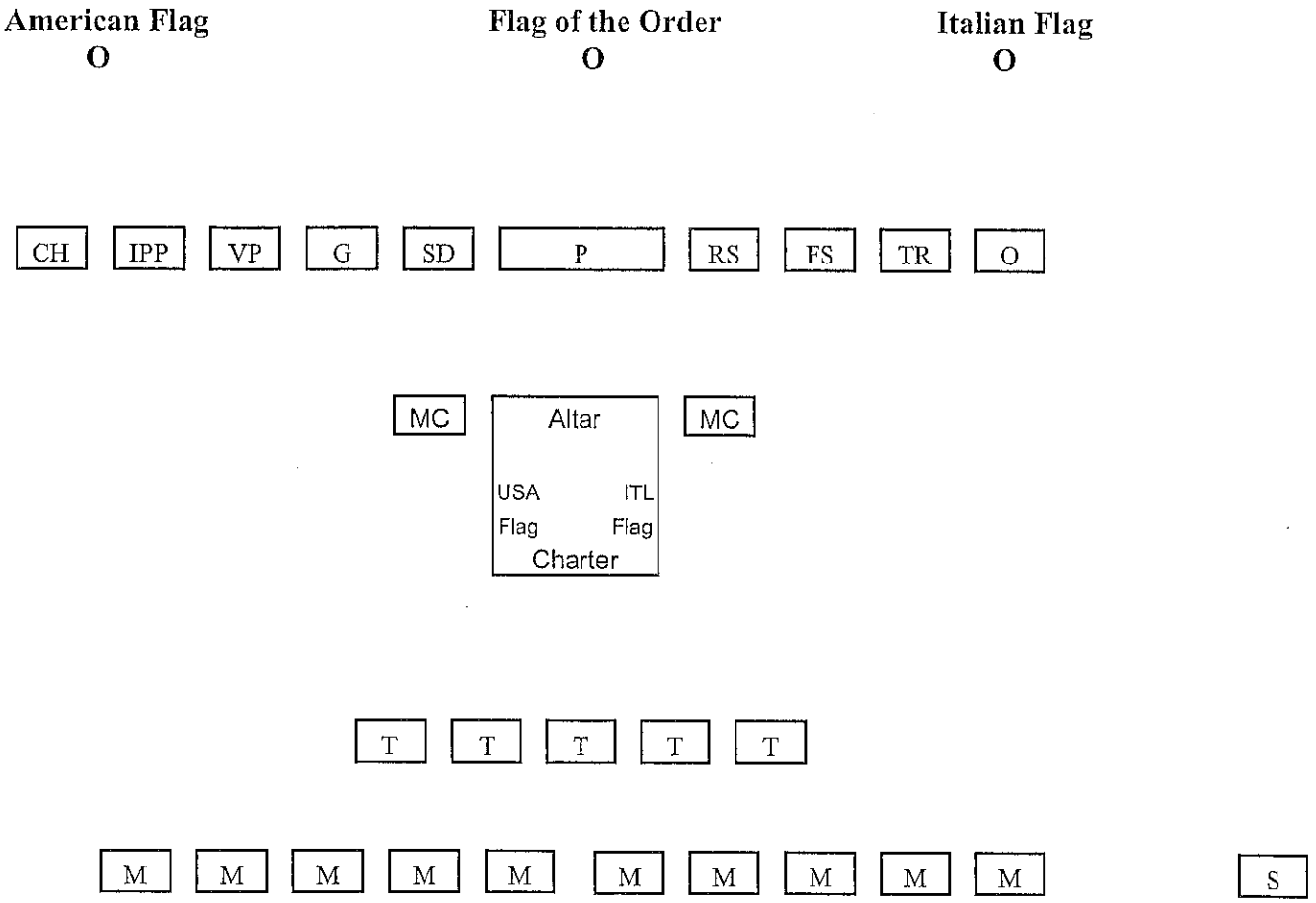
On both sides of the Altar, facing the Members, will be the two Masters or Mistresses of Ceremonies. The Guard will sit near the entrance door. Members in attendance will be seated in rows of chairs, facing the President.

This is to be considered a basic form of meeting hall arrangement and may be altered at the discretion of the respective Local Lodges to meet their particular room configuration.

HONORS TO BE ACCORDED OFFICERS AND MEMBER GUESTS

When Officers and/or member-guests of the Order attend meetings of the Lodges, every effort should be directed to accord appropriate honors to them in accordance with their respective level of rank and position in the Order. For the order of importance and rank by title, please refer to Section 11 in this manual.

MEETING HALL ARRANGEMENTS DIAGRAM



*NOTE: If no American flag is behind the President, the American flag on the Altar is on the right side of the President.

LEGEND

P - President	CH - Chaplain
VP - Vice President	T - Trustee
IPP - Immediate Past President	MC - Master/Mistress of Ceremony
O - Orator	S - Sentinel
RS - Recording Secretary	SD - State Deputy
FS - Financial Secretary	G - State Officer/Lodge President Guest
TR - Treasurer	M - Member

SECTION TWO

LOCAL LODGE MEETINGS

SECTION TWO

LOCAL LODGE MEETINGS

PROCEDURES

1. The words printed in parenthesis ( ) must not be read. They are only for instructions.

2. The Lodge should have a stand which will be the Altar in front of the President. The Charter should be placed in front of the Altar. If the Lodge does not have a Charter, a copy may be purchased from the Grand Lodge.

3. The Lodge must have an Official Attendance Book at every meeting where everyone must sign in as they enter the Hall indicating if a member or a guest. The President is the last to sign the book. The Sentinel is in charge of the book and brings it to the President during the "Good of the Order". The Recording Secretary is responsible for the keeping of the book and must have it available at the next meeting.

4. The gavel is to be used to bring members to order and to maintain control.

I
OPENING OF THE MEETING

PRESIDENT: Sisters and Brothers come to order. The officers will don their regalia.

Sisters and Brothers it is necessary that each and every one of you give your attention to the matters which will be brought before you and that in your deliberations you be calm, respectful and impartial.

(If you have a National or State Officer to be brought in, do it at this time.)
I have the pleasure of introducing_____.
(Go shake their hand and bring them to the front and seat them next to the State Deputy on your right.)

PRESIDENT: Recording Secretary, take the roll of the Officers, State Delegates, and Alternates. *(A silent roll call may be taken.)*

PRESIDENT: Will everyone please stand. I now ask the Immediate Past President to lead us in the Pledge of Allegiance to the American Flag.

ALL MEMBERS: I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

PRESIDENT: We will now listen to the invocation by our Chaplain.

CHAPLAIN: Almighty God, the searcher of all hearts and souls, give us wisdom and humility and teach us to respect and to be kind to and considerate of each other. Guide us in our discussions and deliberations, so that our decisions may be of benefit to our Order and our community at large. Help us always to be strong, courageous and faithful. Grant that we be unselfish, charitable and always deserving of your blessings for which we offer our humble thankfulness. – AMEN.

ALL MEMBERS: AMEN

IN MEMORIAM *(optional)*

PRESIDENT: We will now have a moment of silence for *(name the deceased member or members)*

PRESIDENT: In conformity with the laws of the Order Sons of Italy in America, I now declare the meeting of _____ Lodge, # _____ officially opened.

ALL
MEMBERS: *(put your hand over your heart as a sign of respect and respond)* "Worthy President".

PRESIDENT: Members, please be seated.

II
PRESENTATION OF VISITING MEMBERS AND GUESTS

PRESIDENT: Sisters and Brothers do we have any guests in the audience?

III
READING OF MINUTES

(This is optional. A copy of the minutes may be made available for the members to view if they wish or if they are published , a motion may be made to accept the minutes as printed.)

PRESIDENT: Sisters and Brothers. Will the Recording Secretary please read the minutes of the previous meeting.

(The Secretary reads the minutes and when finished, the President will say)

Sisters and Brothers. Are there any errors or omissions in the minutes just read?

PRESIDENT: The Chair, hearing none, declares the minutes approved as read.

IV
COMMUNICATIONS

PRESIDENT: Recording Secretary, will you please read the communications received. *(Communications should be summarized.)*

V
APPLICATIONS FOR MEMBERSHIP *(optional)*

PRESIDENT: Recording Secretary, have you received any applications for membership?

VI
INITIATION OF NEW MEMBERS

(See Section Three , Located on Page 11)

VII
NOMINATION OF OFFICERS

(This takes place every two years. See the By-Laws for qualifications for eligibility to offices on the council.)

VIII
ELECTION OF OFFICERS & DELEGATES

(Elections with more than one person running for an office or Delegate must be done by printed ballot. See By-Laws.)

IX
PAYMENTS

PRESIDENT: Financial Secretary, if there are payments to be made, please read the outstanding bills. (*The Secretary reads the bills - or a list of the bills may be made for the members to view.)* Sisters and Brothers, if there are no objections, I order that the bills just read be paid.

X
REPORTS OF THE FINANCIAL SECRETARY AND TREASURER

PRESIDENT:

Financial Secretary, inform the Lodge of the receipts and disbursements since our last meeting. (*It is recommended that this be a written report that can be available for viewing if desired.)*

(Every three months, the Financial Secretary will report to the Officers at the Executive Meeting all delinquent members, with a recommendation regarding the cancellation of members who are in default and who have been notified by registered or certified letter of impending cancellations and have not put themselves in good financial standing with the lodge.

Every six months, the Financial Secretary will give a brief accounting at the local lodge meeting of the financial standing of the lodge regarding savings accounts, T-bills, etc. The report should also be provided in writing so the members can view it if they wish.)

PRESIDENT: Treasurer, inform the lodge of the balance on hand. *(The Treasurer will do so.)*

XI
REPORT OF THE TRUSTEES *(Quarterly)*

PRESIDENT: **Trustees, have you a report to give the Lodge?**

(Once every three months, the Head Trustee will report if books of the Financial Secretary and Treasurer are in order.)

XII
REPORTS OF COMMITTEES

PRESIDENT: **Recording Secretary, call the various committees to give their report.** *(The Recording Secretary will read from a list starting with the Sunshine Committee on up.)*

XIII
UNFINISHED BUSINESS

PRESIDENT: **Recording Secretary, does the Lodge have unfinished business?**

XIV
NEW BUSINESS

PRESIDENT: **Sisters and Brothers, we will now consider new business.**

XV
INSTALLATION OF OFFICERS

(See Section Four, Located on Page 16) *(Note – the officer must be present to be installed. If for reason of illness they can not be present, the oath is given at the next meeting.)*

XVI
Good of the Order

PRESIDENT: **Sisters and Brothers, we will now go to the Good of the Order. No new business shall be brought up at this time. If you wish to speak, please raise your hand.** *(The highest ranking state officer or state deputy is the last person to speak.)*

(The President then will call the names of members celebrating birthdays that month.)

(The President then will announce any type of raffle, drawing or award at this time.)

XVII
CLOSING OF THE MEETING

PRESIDENT: Will everyone please stand. Sisters and Brothers, our Chaplain will now give our closing prayer.

CHAPLAIN: For having brought us together once again, we offer You, Almighty God, our humble thanks while we pray that whatever we have accomplished shall have your blessing and that you will forgive us for our failings. Make us aware each day of the opportunities for service which we may have as true followers of the principles of Liberty, Equality and Fraternity. We pray that you take us safely to our homes and families and that your protection be forever more with our Lodge, our Leaders, with our Order and with our Country - Amen.

MEMBERS: Amen.

PRESIDENT: Having completed all business in accordance with the Laws of the Order, I now declare this meeting adjourned.

MEMBERS: *(put your hand over your heart as a sign of respect and respond)* "Worthy President".

SECTION THREE

INITIATION OF NEW MEMBERS

SECTION THREE
INITIATION OF NEW MEMBERS CEREMONY

(SUGGESTIONS: Candidates may be taken to a designated area, i.e., the back of the room, in preparation for initiation. The Herald at that time should instruct the candidates that they will be asked to say a few words about themselves.)

*** If there is a State Officer present, the Lodge President asks them to preside as Herald. If there are two present, the Lodge President asks the highest ranking State officer to "take my place" and preside as the Initiating Officer. If this occurs, you eliminate the phrase "Worthy President" and substitute "Worthy Initiating Officer". ***

INSTRUCTIONS TO NEW MEMBERS ON THE FORMALITIES OF THE ORDER

(A copy of this is included in every New Member Packet and handed out to new members at the close of the Initiation Ceremony.)

1. The salute of the Order Sons of Italy is made by extending your right hand over your heart.

2. On entering the meeting room, when it is in session, do so quietly without disrupting the meeting and sit in any available seat.

3. If an open space exists between the Altar and the President's seat, never walk across this in reverence to our deceased members.

4. On retiring from the room for any reason, the members should do so quietly and not disrupt the meeting.

5. To request the floor in your own Lodge, you raise your hand. In other Lodges, with the permission of the President, you may speak when the "Good of the Order" is reached on the agenda at the end of the meeting.

6. The official emblem and symbol of membership is the "LION" (Il Leone). It signifies our strength and the primacy of our principles of Liberty, Equality, and Fraternity.

INITIATION CEREMONY

LODGE PRESIDENT: Sisters and Brothers, it is the duty of all to sit in respectful silence and attention during the ceremony of initiation.

Sister / Brother _____will you please act as Herald for the Ceremony of Initiation.

HERALD: Worthy President - I am ready to act as requested.

LODGE PRESIDENT: Sister / Brother Herald, the Lodge requests your cooperation so as to render the Ceremony of Initiation impressive and dignified. Please present the candidates awaiting initiation.

HERALD Will the Master/Mistress of Ceremonies please escort the candidates to the front of the room facing the President.

HERALD: Worthy President, with pleasure I present to you these candidates who desire to join our Order.

LODGE PRESIDENT: Candidates, we welcome you.

The Order Sons of Italy in America has been in existence since 1905 and is based upon devotion of its members to our country, the United States of America, and to our family. We exercise pride in our Italian heritage and the contributions made to our country by those of Italian heritage.

Our Order is based upon the principles of Liberty, Equality, and Fraternity. Our current lodge officers will now explain these fundamental principles of our Order.

Worthy Immediate Past President, please explain our concept of LIBERTY to the candidates

IMMEDIATE PAST PRESIDENT: We support the concept of freedom guaranteed by the Constitution of the United States of America and the Bill of Rights. We encourage individual freedom of mind and thought. We expect our members, however, to fulfill their duties in accordance with the rules of the Order.

Liberty is very precious and we must always guard and defend our right to it.

This is our concept of LIBERTY.

HERALD: Vice President, will you please explain our concept of EQUALITY.

VICE PRESIDENT: We believe in equality of mankind. We believe further that the law should protect all equally and that none should have or enjoy any special privileges. We want to be equal in the exercise of our rights and equal in the fulfillment of our duties, so that benefits may be derived and enjoyed by all without discrimination.

This is our concept of EQUALITY

HERALD: Orator, will you please explain our concept of FRATERNITY.

ORATOR: We are a fraternal organization that promotes unity among its members. We strive to promote and preserve our Italian language, heritage and traditions and support programs that provide help to those in need. To our members, we offer all the assistance we possibly can.

This is our concept of FRATERNITY.

HERALD: Worthy President, the Officers have explained the fundamental principles of the Order to the candidates.

LODGE PRESIDENT: Candidates, now that the principles and purposes of our Order have been explained to you, do you still wish to become a member of this Lodge and the Order Sons of Italy in America?

CANDIDATES: We do.

LODGE PRESIDENT: Sister / Brother Herald, please read the oath to the candidates.

HERALD: Candidates, please place your right hand over your heart.

HERALD: I DO SOLEMNLY SWEAR TO ACCEPT AND RESPECT THE PRINCIPLES UPON WHICH THE ORDER SONS OF ITALY IN AMERICA IS BASED, THE LAWS OF THE NATIONAL SUPREME LODGE, THE GRAND LODGE OF CALIFORNIA AND OF MY LODGE.

I FIRMLY BELIEVE IN THE UNITED STATES OF AMERICA AND PROMISE TO OBEY, UPHOLD AND DEFEND ITS CONSTITUTION AND LAWS. I BELIEVE IN GOD AND GOVERNMENT BY ORDERLY PROCESS AND DO NOT BELIEVE IN ANY DOCTRINES WHICH TEND TO UNLAWFULLY SUBVERT CONSTITUTED GOVERNMENT AND AUTHORITY. I FURTHER BELIEVE IN RETAINING THE MOST AFFECTIONATE REGARD FOR ITALY, THE LAND OF OUR FOREFATHERS, AND FOR HER RICH

HISTORY AND TRADITIONS.

I PROMISE TO BE BOUND BY THE DELIBERATIONS OF THE MAJORITY AND TO OBEY THE ORDERS OF THE NATIONAL PRESIDENT, THE STATE PRESIDENT AND THE PRESIDENT OF THIS LODGE. I FURTHER PROMISE TO HELP NEEDY MEMBERS AND THEIR FAMILIES.

HERALD: Do you swear on your honor that you will faithfully conform to what you have just heard?

CANDIDATES: We do.

HERALD: Worthy President, the candidates have taken the formal oath.

LODGE PRESIDENT: Sisters and Brothers, I declare you members of _____ Lodge #_____ under the jurisdiction of the Grand Lodge of California and the National Supreme Lodge.

HERALD The formalities of the Order are explained in the packet you will be receiving. Please read them.

I now present you with the Official Membership Pin. On it is the emblem of the Lion, symbol of strength and the principles of Liberty, Equality, and Fraternity. Wear it proudly.

LODGE PRESIDENT: Sisters and Brothers of _____ Lodge, we are happy to welcome you among us. We feel you will work diligently with us to make our Order stronger and achieve our common goals.

Please face the membership.

Will everyone please stand.

Sisters and Brothers of _____ Lodge, I now present to you the new members of the Order Sons of Italy in America and invite you to applaud in their honor.

LODGE PRESIDENT: Sister / Brother Herald, I thank you for your co-operation and ask that you introduce each new member and ask each of them to say a few words about themselves. *(New members comply.)*

LODGE PRESIDENT: Will the Master/Mistress of Ceremony please escort the new members to their seats.

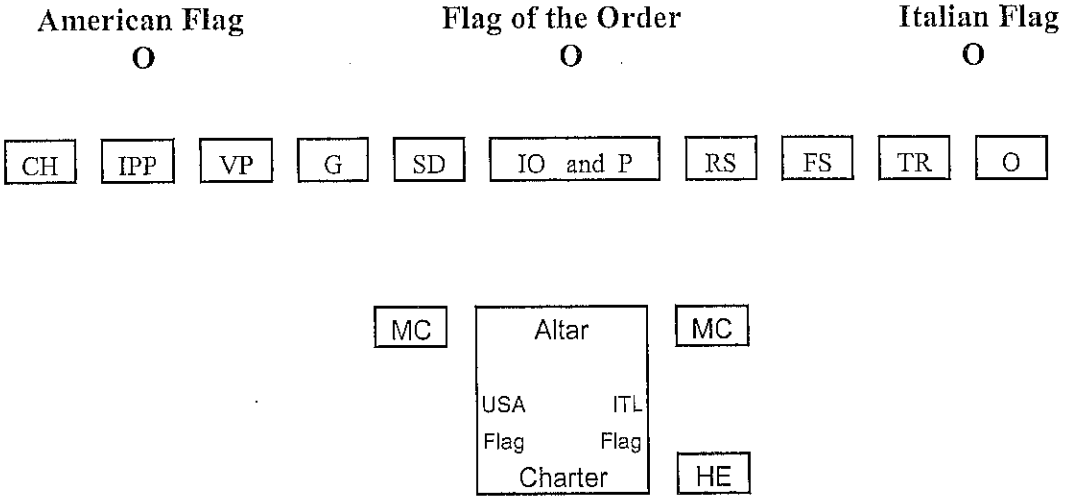
This concludes our initiation ceremony.

SECTION FOUR

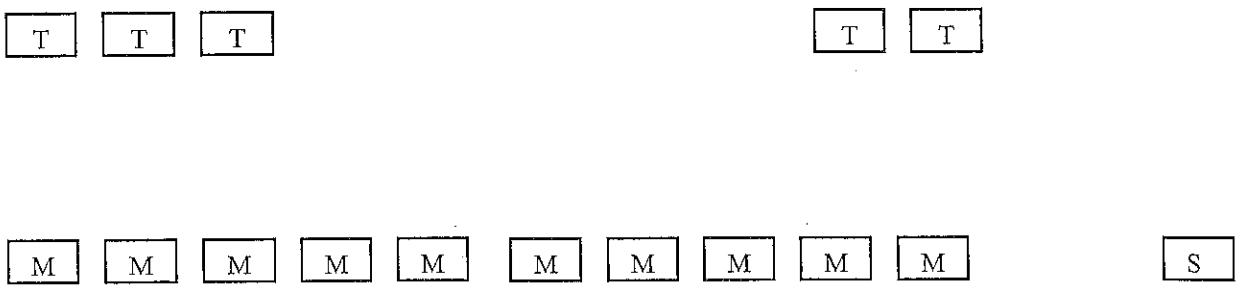
INSTALLATION OF OFFICERS

SECTION FOUR
INSTALLATION OF OFFICERS

INSTALLATION DIAGRAM (Start of Ceremony)



OPEN AREA FOR LINE-UP OF DEPARTING OFFICERS

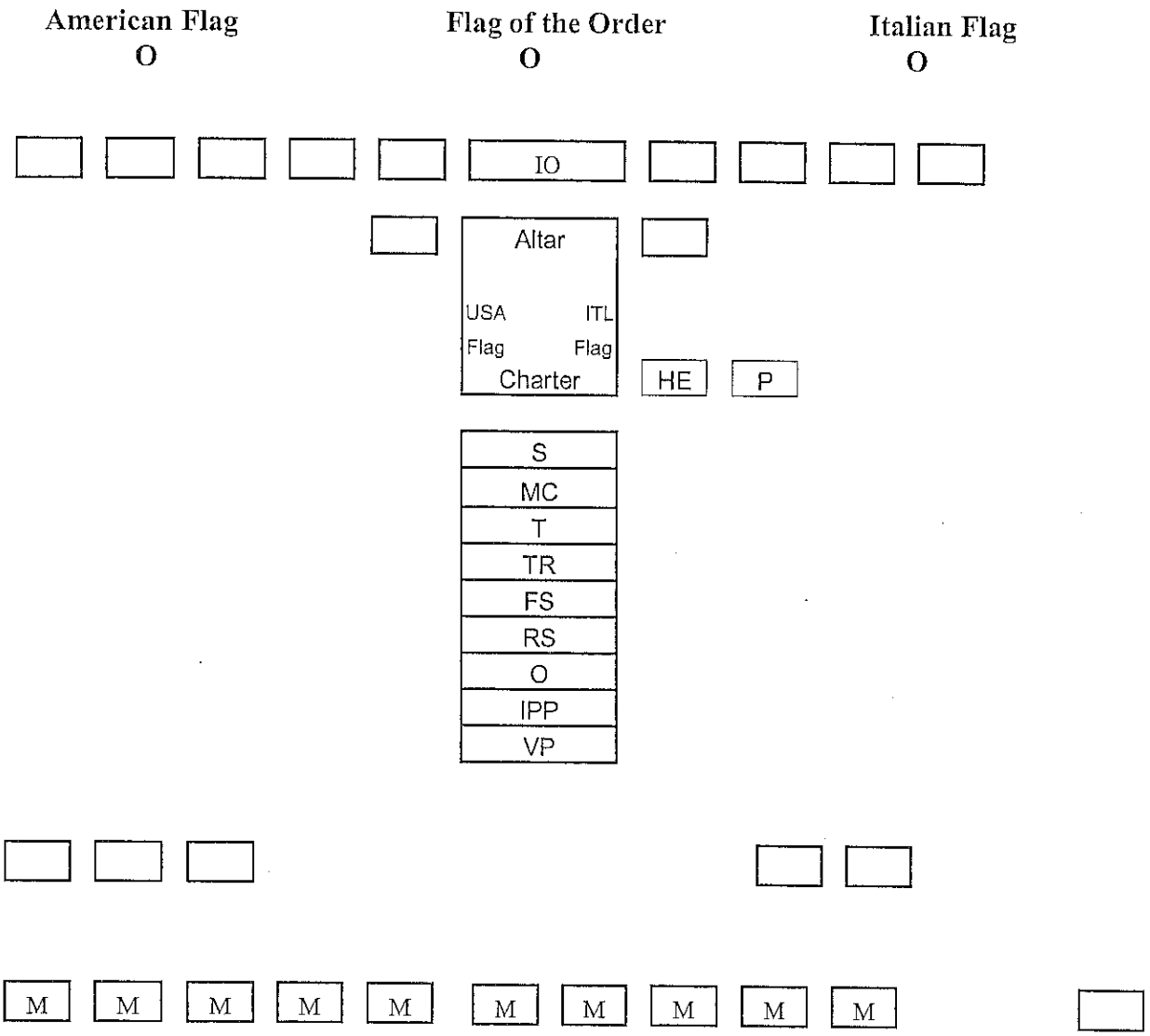


*NOTE: If no American flag is behind the President, the American flag on the Altar is on the right side of the President.

LEGEND

P - President	T - Trustee
VP - Vice President	MC - Master/Mistress of Ceremony
IPP - Immediate Past President	S - Sentinel
O - Orator	SD - State Deputy
RS - Recording Secretary	G - State Officer/Lodge President Guest
FS - Financial Secretary	IO - Installing Officer
TR - Treasurer	HE – Herald
CH - Chaplain	M - Member

INSTALLATION DIAGRAM (Installation Ceremony)



*NOTE: If no American flag is behind the President, the American flag on the Altar is on the right side of the President.

LEGEND

P - President	T - Trustee
VP - Vice President	MC - Master/Mistress of Ceremony
IPP - Immediate Past President	S - Sentinel
O - Orator	SD – State Deputy
RS - Recording Secretary	G – State Officer/ Lodge President Guest
FS - Financial Secretary	IO – Installing Officer
TR - Treasurer	HE – Herald
CH - Chaplain	M - Member

INSTALLATION OF OFFICERS

PRESIDENT: Will _____ please preside in my place for the Installation of Officers. *(This is usually a visiting State Officer.)*

INSTALLING OFFICER: It would be my pleasure.

INSTALLING OFFICER: Sister or Brother _____ Please act as Herald for the Ceremony.

HERALD: I am ready to act as requested.

INSTALLING OFFICER: Will all the present officers please come to the front of the hall and stand in front of the altar facing the membership. *(No special order)*

Members of the _____Lodge, these are the outgoing officers who have served you these past two years. They served with dignity and respect. Let's show our appreciation with a round of applause.
Thank you.

Officers, please take a seat in the audience. If you are to be installed today, please keep your regalia on your left arm. If you are no longer an officer or have changed office, give your regalia to the Herald.
All officers wear your regalia on your left arm.

Herald - Please bring the newly elected President to the front at my side facing the members, so that he/she may see his/her officers installed.

Please call the newly elected officers and place them in order of rank, starting with the Sentinel. (*Be sure the Herald has a list with the officers' name and rank.)*

(The Herald calls the officers to be installed starting with the Sentinel and lines them up according to the Chart on Page 18.)

(*Note: Officers cannot be installed by proxy. If not present due to illness, the oath can be given at the next meeting of the Lodge.)*

HERALD: The newly elected Officers are ready to take their oath.

INSTALLING OFFICER: Officers, you have been elected by your fellow members to guide this Lodge. Therefore, remember that your responsibility is great and the future well-being and prosperity of the Lodge depends on the manner in which you shall perform your new duties. Will you please take the oath of office?

OFFICERS: Yes, we will.

INSTALLING OFFICER: Officers, please place your right hand upon your heart.

Herald, please read the Oath.

HERALD: We, the Officers of the_____ Lodge, # _____elected by the will of the Assembly before our Installing Officer and before the emblem of our Order, do promise and swear to obey the laws which govern us. In the fulfillment of the duties of our respective offices, we do promise to uphold the interests of this Lodge and of its members.

Officers, do you so swear?

OFFICERS: We do.

INSTALLING OFFICER: Officers, may God help you to keep this oath and now I proclaim you Officers of the_____ Lodge, # _____, under the jurisdiction of the Grand Lodge of California and of the National Supreme Lodge.

INSTALLING OFFICER: Sister / Brother Herald, present the Sentinel.

INSTALLING OFFICER: Sentinel, your duty is to maintain order during the meeting.
Herald, invest the Sentinel with the regalia and escort him/her to their station, then present the Master/ Mistress of Ceremony.

INSTALLING OFFICER: Masters and / or Mistresses of Ceremonies, your duties are to prepare the hall for the meetings of the Lodge. Herald, invest the Masters and/or Mistresses of Ceremonies with the regalia and escort them to their stations, then present the Trustees.

INSTALLING OFFICER: Trustees, you are the guardians of the financial interests of the Lodge and as such, you must examine the financial books at least once every three (3) months and give a written report to the Lodge. Herald, invest the Trustees with the regalia and escort them to their stations, then present the Treasurer.

INSTALLING OFFICER: Treasurer, you have the responsibility of the treasury of the Lodge. Not later than three (3) days after receipt, you must deposit the amount received in the bank designated by the Lodge and execute all payments according to the laws. Herald, invest the Treasurer with the regalia and escort him/her to their station, then present the Financial Secretary.

INSTALLING OFFICER: Financial Secretary, you are the collector and the accountant of the Lodge. You must collect dues from the members, issuing receipts to them. At the end of every meeting you must report to the Lodge the amount of collections and disbursements of the day. You are to notify the members that are in arrears with their dues. Herald, invest the Financial Secretary with the regalia and escort him/her to their station, then present the Recording Secretary.

INSTALLING OFFICER: Recording Secretary, you are responsible for the archives of the Lodge. You must faithfully record the minutes of the meetings and take care of the correspondence of the lodge and fulfill other duties given to you by the President. Herald, invest the Recording Secretary with the regalia and escort him/her to their station, then present the Orator.

INSTALLING OFFICER: Orator, you are responsible for the law in the body of the Lodge and it is your duty to see that the Laws are observed. You will call to the attention of the President all transgressions. With authorization of the President, upon your own initiative or upon the requests of the members, you will prefer charges in writing against the violators of the Laws of the Order. Herald, invest the Orator with the regalia and escort him/her to their station, then present the Immediate Past President.

INSTALLING OFFICER: Immediate Past President, the experience acquired by you during your term as President should be available for assistance to the new President. Remember that you are still an officer of the Executive Council of the Lodge. Herald, invest the Immediate Past President with the regalia and escort him/her to their station, then present the Vice President.

INSTALLING OFFICER: Vice President, you are the direct assistant of the President, and in his/her absence you will assume all the rights and duties of the office of President. Herald, invest the Vice-President with the regalia and escort him/her to their station and present the President .

INSTALLING OFFICER: Worthy President, you are the executive leader of the Lodge. Your duties are to convene, preside and direct all meetings of the Lodge and its Executive Council and to regulate the acts of the Council which directly depends upon you, and to see that the laws and the decrees of the Grand Lodge are respected. It is your duty to ensure that at all times, fraternity must prevail. Herald, invest the Worthy President with the regalia and escort him/her to my right .

INSTALLING OFFICER: Will everyone please stand.

(To the President who stands besides the Installing Officer)

Worthy President, now that you and your officers have been duly installed, I hand you this gavel which is the symbol of authority, and I hope that you will use it with discretion, justice and impartiality in the interest of all the members of the Lodge. *(The Installing Officer hands him/her the gavel and relinquishes his/her seat to the President.)*

PRESIDENT: I promise that I shall be worthy of your faith. Herald, will you please inform the assembly that the installation ceremony is complete.

HERALD: Members of _____ Lodge, #_____ by order of the Worthy President, I announce that the installation of our new officers is now at an end. Please show them respect and obedience.

PRESIDENT: *(President names the Installing Officer and Herald)*_____, in the name of the Lodge, I wish to thank you for presiding over the ceremony of installation.

Will everyone please be seated.

NOTICE

There are no Proxy installations. To install one or more officers who were not present during the formal installation, they will take the oath of office at the next meeting.

SECTION FIVE

JUNIOR MEMBER OFFICER INSTALLATION

SECTION FIVE
INSTALLATION OF THE JR. MEMBER OFFICERS

LODGE PRESIDENT: _____ will you act as Herald for the installation?

HERALD: It would be my pleasure.

LODGE PRESIDENT: Recording Secretary, please read the names of the officers to be installed, the lowest ranking officer first, and present them before me.

LODGE PRESIDENT: Officers of the Jr. Members of the _____ Lodge, your sisters and brothers with faith and confidence in you, have chosen you to guide them. Remember, therefore, that your responsibility is great and that the future well-being and prosperity of the Jr. Members depends on your leadership. Will you please take the oath of office?

OFFICERS: Yes, we will.

LODGE PRESIDENT: Officers, please place your right hand upon your heart.

Herald, please read the Oath to the Jr. Member officers.

HERALD: We, the officers of the Jr. Members, elected by the will of the Jr. Members before the emblem of the Order, do promise and swear to obey the laws given us. In the fulfillment of the duties of our respective offices, we do promise to uphold the interest of the Jr. Members and of our Mother Lodge and its members.

Officers, do you so swear?

OFFICERS: We do.

LODGE PRESIDENT: Officers of the Jr. Members, may God help you keep this oath. I now proclaim you Jr. Member Officers of our _____Lodge under the Jurisdiction of the Grand Lodge of California and the National Supreme Lodge.

LODGE PRESIDENT: Herald, please present the Historian.
Historian, your duty is to compile and keep the records of the history of the Jr. Member activities. Herald, invest the Historian with the regalia and escort him/her to their station and present the Treasurer.

LODGE PRESIDENT: Treasurer, it is your duty to keep a record of the money collected by the Jr. Members. Through your advisor, money shall be given to the Treasurer of the Mother Lodge for deposit into the Jr. Members' account. Herald, invest the Treasurer with the regalia and escort him/her to their station and present the Recording Secretary.

LODGE PRESIDENT: Recording Secretary, you are the custodian of the archives of the Jr. Members. You must faithfully record the minutes of the meetings and take care of the correspondence of the Jr. Members. Herald, invest the Recording Secretary with the regalia and escort him/her to their station and present the Immediate Past President.

LODGE PRESIDENT Immediate Past President, the experience acquired by you during your term of office must be of assistance to the new President. Remember, you are still an officer of the Jr. Members. Herald, invest the Immediate Past President with the regalia and escort him/her to their station and present the Vice-President.

LODGE PRESIDENT: Vice-President, you are the assistant to the President and in his/her absence, you will assume all the duties of the office of President. Herald, invest the Vice President with the regalia and escort him/her to their station and present the President.

LODGE PRESIDENT: Worthy President _____ you are the executive head of the Jr. Member group, which by so doing has highly honored you. Your duties are, along with your advisor, to preside and direct all meetings of the Jr. Members, control the acts of the other officers and see that the laws of the Mother Lodge are respected at all times. You are to give a report to the Mother Lodge at each meeting. Herald, invest the President with the regalia and escort him/her to my right.

LODGE PRESIDENT: Worthy President _____ now that you and your officers have been duly installed, it is indeed a pleasure that I hand you this gavel which is the symbol of authority. I know you will use it with discretion, justice and impartiality in the interest of all the Jr. Members and the members of the Mother Lodge. Please take your place.

JR. PRESIDENT: Officers and Members, before this Assembly, I promise that I shall be worthy of your faith. (Ask the new President if he or she would like to say a few words.)

LODGE PRESIDENT: The ceremony of installation is completed. It was a honor to install the officers of our Jr. Members. Please show the officers respect. _____, thank you for your assistance in the ceremony.

SECTION SIX

DISCOURSE

SECTION SIX

DISCOURSE

(On important occasions such as a mass initiation, especially where non-members are guests of the Lodge, the President will direct the State Deputy, or a member who can read well, to read the discourse.)

PRESIDENT: Sister or Brother State Deputy, relate to the Assembly some of the contributions of our illustrious ancestors of Italian extraction to America.

(To be read by the State Deputy)

STATE DEPUTY: Sisters and Brothers, time does not permit telling you of the many illustrious names of the sons and daughters of Italy in America and of the deeds they performed. Suffice to say that from the very start of our country's existence, and for more than four centuries, sons and daughters of Italy have contributed outstandingly to American civilization and culture.

It is sufficient to recall that the chronicle of this country began on October 12, 1492 when a son of Italy, Christopher Columbus by name, discovered the continent.

Columbus' voyage ushered in a remarkable era of discovery, settlement and colonial rivalry. It began a friendship between the people of Italy and America, never marred by misunderstanding or disrupted by disloyalty. In his wake came other daring navigators such as Giovanni and Sebastian Caboto, father and son, who discovered and explored the American mainland. Giovanni da Verrazzano, who discovered the great river on which New York now stands - the Hudson-Rhode Island, which he reported to be "as pretty.....as the Island of Rodi," then under Italian rule. He also mapped the Atlantic Coast while Alessandro Malaspina, another intrepid explorer, mapped the Pacific Coast.

Other sons of Italy followed these great navigators and helped to settle and develop the land inhabited at that time by the original Americans - the Indians. The first and greatest missionary priest to come to the New World and preach the Word of God to them was Father Eusebio Chino. The first churches and missions in America were founded by him. Among the first to settle here in Florida in 1564, long before the landing of the Pilgrim Fathers (1620) was Nicolò Struzzi. Giovanni Beltrami discovered the source of the Mississippi, the great Father of Waters, while Enrico Tonti was the first to sail on the Great Lakes. His brother, Alfonso Tonti , founded Detroit and ruled as Governor for years. Paolo Busti founded Buffalo.

Probably one of the greatest contributions to the cause of liberty and the democratic idea of government, by the people and for the people, to be made by one in whose veins flowed Italian blood was that of William Paca. When he signed the Declaration of Independence, besides being a delegate to the Continental Congress, Paca was a State Senator and later became Governor of Maryland, a state which took and has kept for its official motto - the Italian adage - "FATTI MASCHI; PAROLE FEMMINE." (Translation: "Strong deeds, gentle words".)

Although elementary school tests do not record it, the fact is that many sons of Italy participated in the Revolutionary War, the foremost being Filippo Mazzei, that many-sided genius who became the advisor of Washington. In 1774, Mazzei wrote, "ALL MEN ARE BY NATURE CREATED FREE AND INDEPENDENT." This thought was reproduced by Jefferson in drafting the Declaration of Independence and appears in these words - "THAT ALL MEN ARE CREATED EQUAL: THAT THEY ARE ENDOWED BY THEIR CREATOR WITH CERTAIN UNALIENABLE RIGHTS."

Colonel Francesco Vigo, another unsung hero of the Revolution, rendered incalculable service to the cause of the Colonies. By his knowledge of Indian dialects and the Northwest country, by his vast financial assistance and diplomacy, Vigo made it possible for Clark to capture Vincennes, and thus win the immense territory of the Northwest, comprising the states of Ohio, Indiana, Michigan, Minnesota and Wisconsin, for our then infant Republic.

In the war of 1812 many Italians fought for the United States. Among them should be mentioned Captain Joseph Lametti and Salvatore Catalano, pilot of the "Constitution" popularly known as "Old Ironsides."

The war with Spain likewise found sons of Italy carrying on the fine traditions of their ancestors. Coming to the War of 1918 we ourselves are witnesses to the fact that over three hundred thousand of our sons fought and bled to make "the world safe for Democracy." Although four percent of the American population was of Italian descent, ten percent of those who died or were wounded under the Stars and Stripes bore Italian names.

So too, in World War II was this high percentage of patriotic service maintained, if not exceeded. One of the most outstanding heroes of this war was Sergeant John Basilone of the Marine Corps, born in Raritan, New Jersey of immigrant parents. He was the first Marine to receive the Congressional Medal of Honor, the nation's highest award.

Outstanding as these heroes are, the deed of heroism that touches us the deepest was that performed by our own brother of the Order, Frank J. Petrarca, member of the Young American Lodge, of Cleveland, Ohio, who gave up his young life at Munda while rescuing his companions under murderous enemy fire. For this valorous act, he was awarded the Congressional Medal of Honor posthumously and on December 7, 1944, the third anniversary of Pearl Harbor, the Navy Department, with fitting ceremonies, launched a destroyer named in his honor, the S.S. Frank J. Petrarca.

It would be impossible here to tell of the large company of the sons and daughters of Italy who have contributed to America's greatness. Everywhere you turn from the decoration of the Capitol at Washington to the latest edifice erected, be it in stone or steel, you will find the influence of the culture, the art and the science of the land which our forefathers left.

Rejoice, therefore, sons and daughters of Italy in America, in the glorious heritage bequeathed to you by our ancestors. Emulate always their noble contributions to our glorious history and be ever proud of being an American of Italian extraction.

SECTION SEVEN

FUNERAL RITUAL

SECTION SEVEN
FUNERAL RITUAL FOR DECEASED MEMBERS

Upon the death of a member, a ritualistic ceremony shall take place at either the viewing, funeral service or cemetery by the Officers and members in such a dignified and serious manner, that it shall impress a profound respect for our Order in the hearts of the relatives and friends present at the time.

On the day of the ceremony, the Officers and members of the Lodge shall go to the designated location. They will wear their regalia and will arrange themselves according to instructions given by the President or Herald.

The President of the Lodge will appoint a member to act as Herald during the Funeral Ritual.

The President stands at the head of the casket and the Herald stands at the foot of the casket. (In the absence of a casket, they will stand on either side of the memoriam being used – ashes or photo.)

HERALD:

Brothers and Sisters of _____ Lodge # _____ members of the Order Sons of Italy in America, family members and friends. We are gathered here beside our departed Brother/Sister _____ whom God has called to the kingdom of eternal peace.

Our Brother/Sister _____ whom we all knew and loved, has passed away. Now that his/her soul has gone to the regions of divine mystery, we come to honor his/her memory as we did when he/she was among us.

We are here to give a the last tribute to our departed Brother/Sister, but mostly, to assure his/her loved ones that the Order is ready and willing to give them comfort and support.

May the spirit of Fraternity, which brings us here today, reinforce our intentions for the common good and greater glory of our Order.

Worthy President, please render our last tribute to our departed Brother/Sister.

PRESIDENT:

Brother/Sister _____, we are all gathered here beside you, as we were in the fervor of life, when you fulfilled your duties as a member of our great family.

Now that your soul has departed unto the infinite regions of the divine mystery, now that you are gone from this restless, earthly life of work and struggle, and have entered the kingdom of eternal peace and rest, receive this last tribute which comes to you from the Brothers and Sisters you knew so well.

In this hour of sorrow, our thoughts and prayers go out to you, Brother/Sister _____, who always kept alive the noble ideals of our Order. We shall miss your loyal support and fellowship, but your spirit will remain with us always.

Standing before you, with hand on heart *(give salute)* we promise that you shall live forever in our memories.

Farewell Brother/Sister _____, may you rest in eternal peace.

Farewell, dear friend.

******

SUGGESTIONS

At this time, the members shall pass by the casket, ashes or memorial, one by one, (officers first) each giving the deceased member a farewell gesture.

******

SUGGESTED ALTERNATE PRAYERS

Brothers and Sisters of the _____Lodge # _____we are gathered here beside our departed Brother/Sister _____ whom God has called unto his Kingdom.

Brother/Sister _____ you have fulfilled your duties as a member of our great family. Now that your soul has gone to the regions of the divine mystery and has entered the kingdom of eternal peace and rest, receive this last tribute which comes from the Brothers and Sisters you knew so well.

In this time of sorrow, our thoughts go out to you and your family and may they be assured the Order is ready and willing to give comfort and guidance. We shall miss your loyal support and fellowship, but your spirit will remain with us and our beloved Order always. May the spirit of fraternity which brings us here today reinforce our intentions and assist us to persevere for the common good and for the greater glory of our Order.

Standing before you with our hand on our heart (*give salute*) – We say farewell Brother/Sister _____. We promise that your memories will live with us forever. Farewell. May you rest in peace, dear friend.

SECTION EIGHT

FORMALITIES OF THE ORDER

SECTION EIGHT

INSTRUCTIONS TO NEW MEMBERS ON THE FORMALITIES OF THE ORDER

(A copy of this is included in every New Member Packet and handed out to new members at the close of the Initiation Ceremony.)

1. The salute of the Order Sons of Italy is made by extending your right hand over your heart.

2. On entering the meeting room, when it is in session, do so quietly without disrupting the meeting and sit in any available seat.

3. If an open space exists between the Altar and the President's seat, never walk across this in reverence to our deceased members.

4. On retiring from the room for any reason, the members should do so quietly and not disrupt the meeting.

5. To request the floor in your own Lodge, you raise your hand. In other Lodges, with the permission of the President, you may speak when the "Good of the Order" is reached on the agenda at the end of the meeting.

6. The official emblem and symbol of membership is the "LION" (Il Leone). It signifies our strength and the primacy of our principles of Liberty, Equality, and Fraternity.

SECTION NINE

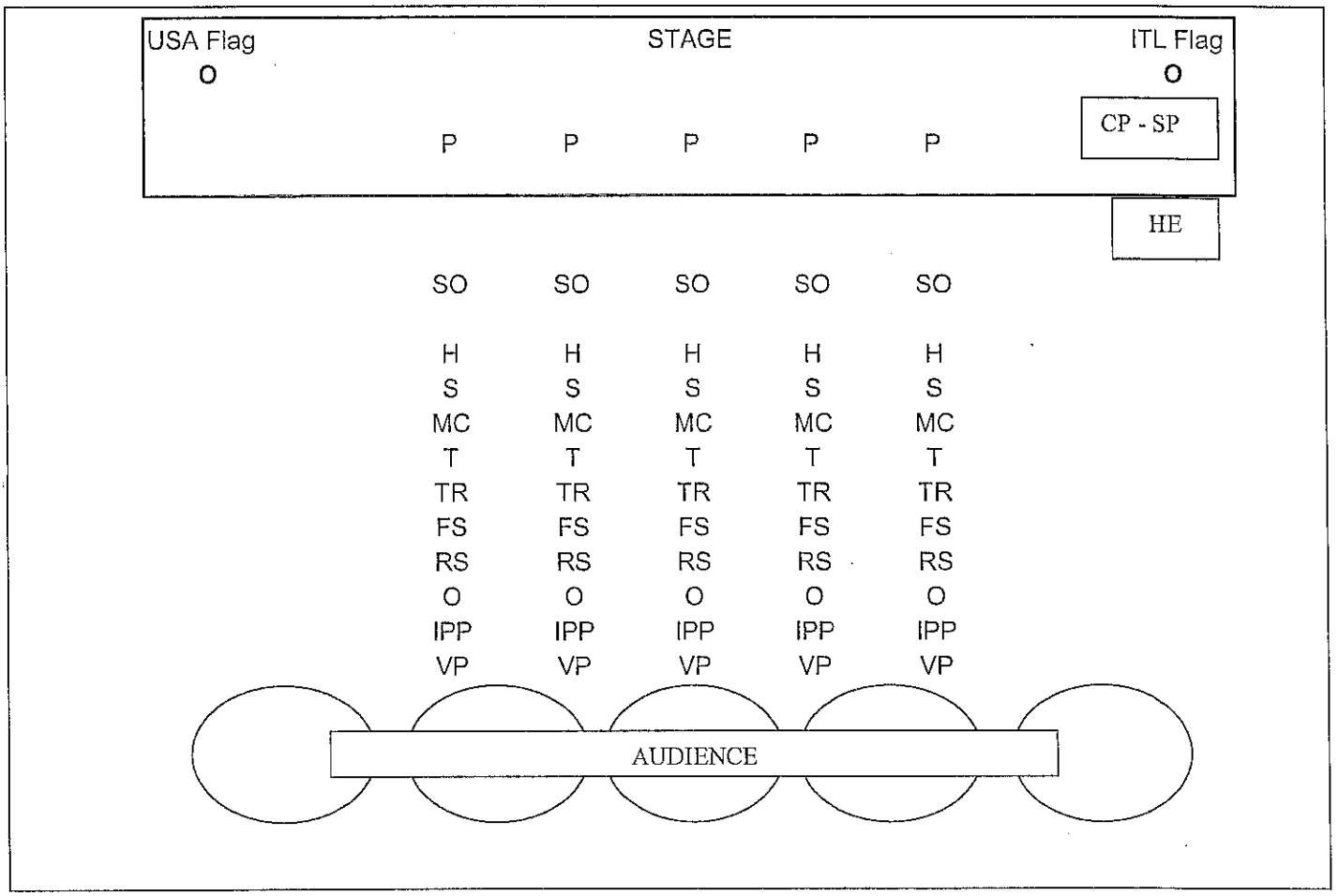
MASS INSTALLATION OF LOCAL LODGE OFFICERS

SECTION NINE
MASS INSTALLATION OF THE LOCAL LODGE OFFICERS

PREPARATION PRIOR TO THE START OF THE EVENT

If the State President is not in attendance – someone should be designated to take his/her place. The positions of Chairperson and Herald must also be assigned well before the ceremony to give the persons time to acquaint themselves with the ritual.

State Officers should be advised of the event at the earliest possible date so that they may have it on their schedule of events to attend.



LEGEND

CP – Chairperson	**RS – Recording Secretary**
SP – State President	**FS – Financial Secretary**
HE – Herald	**TR – Treasurer**
SO – State Officer	**T – Trustee**
P – President	**MC – Master/Mistress of Ceremony**
VP – Vice President	**S – Sentinel**
IIP – Immediate Past President	**H - Historian**
O - Orator	

MASS INSTALLATION OF THE LOCAL LODGE OFFICERS

CHAIRPERSON: We must ask for your undivided attention and cooperation. When our State President calls for the officers to come forward for the installation, please be prepared to do so as quickly and orderly as possible. Each lodge should make one line facing the stage in the order you are called up here. In a moment or so we shall begin the ceremony, but before we do, I would ask all the Presidents of the local lodges to please come up on the stage so that you may play a more active part in this installation. From this vantage point you will be able to enjoy watching your officers being installed. Be sure to bring your regalia with you.
I ask our State President _____ to please join us as well.

CHAIRPERSON: Will all outgoing officers please stand. Brothers and Sisters, these are your officers who have served you these past two years with dignity and respect. Let's show our appreciation with a round of applause.
Thank you – you may be seated.

CHAIRPERSON: Brothers and Sisters, please come to order. Will our State Officers please don their regalia and come to the front of the stage to assist in the mass installation of the local lodge officers.
President _____, upon what principles is our Order founded?

PRESIDENT: The Order Sons of Italy in America is founded on the principles of Liberty, Equality and Fraternity. Its emblem is a golden lion on a white field and its official color is purple. The purple aster is the flower we wear proudly on Columbus Day to observe the anniversary of the discovery of America by a son of Italy. The Order intends to unite in one fraternal and patriotic organization all persons of Italian origin and their spouses residing in the United States of America, having the requisites stated in the By-Laws. The Order Sons of Italy respects the religious and political opinions and beliefs of its members, but insists upon the conception of God and Country and requires that its members do not profess or practice any doctrine advocating or tending to disrupt the existing social order by unlawful means.

CHAIRPERSON: President _____, what does the Order Sons of Italy expect from its members?

PRESIDENT: To the end, that members of the Order Sons of Italy become participants in the activities of the civic life of the United States, realizing that their citizenship is a high honor and privilege based not upon ethnicity, but upon fidelity to the laws of the Country in the communities wherein they reside.

CHAIRPERSON: Will everyone please stand.
I now ask President _____ to lead us in the Pledge of Allegiance to the American flag.

PRESIDENT: Please say along with me ...

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

CHAIRPERSON: We will now listen to the invocation by President _____.

PRESIDENT: Almighty God, the searcher of all hearts and souls, give us wisdom and humility and teach us to respect and to be kind to and considerate of each other. Guide us in our discussions and deliberations, so that our decisions may be of benefit to our Order and our community at large. Help us always to be strong, courageous and faithful. Grant that we be unselfish, charitable and always deserving of your blessings for which we offer our humble thankfulness. – AMEN.

CHAIRPERSON: Will everyone please be seated. Worthy State President _____ will you please preside in my place for the installation of the officers?

STATE PRESIDENT It would be my pleasure.

STATE PRESIDENT: Will _____ please act as the Herald for the ceremony of installation?

HERALD: Worthy State President, I am at your service.

STATE PRESIDENT: Herald, please use the attending State Officers to assist you in the installation.

Will the officers from the local lodges please take your places in the following order, forming a line in front of your own President and please place your regalia on your left arm.

Historian
Sentinel
Master or Mistress of Ceremonies
Trustees
Treasurer
Financial Secretary
Recording Secretary
Orator
Immediate Past President
Vice President

HERALD: Worthy State President, the officers are ready to be installed.

STATE PRESIDENT: Officers, your brothers and sisters, with faith and supreme confidence in you, have chosen you to guide your lodge. Remember therefore, that your responsibility is great and that the future well-being and prosperity of the lodge depends upon the manner in which you shall perform your duties.

Officers, please place your right hand upon your hearts to take the oath of office.

Herald, please read the oath to these officers

HERALD: We, the officers of the local lodges of the United Lodges of _____, elected by the will of the Assembly before the Worthy State President and before the emblem of our Order, do promise and swear to obey and to have obeyed, the laws which govern us. In the fulfillment of the duties of our respective offices, we do promise to uphold the interest of our lodge and its members.

Do you so swear?

OFFICERS: We do.

STATE PRESIDENT: Officers, may you be faithful to this oath and now I proclaim you legally officers of your respective lodges, under the jurisdiction of the Grand Lodge of California and of the National Supreme Lodge.

We will now proceed with the investing of the regalia. Officers, once invested, please return to the back of the row you are in.

STATE PRESIDENT: HISTORIANS, your duty is to compile and keep the records of the history of your lodge. State Officers, invest the Historians with the regalia and then present the Sentinels.

STATE PRESIDENT: SENTINELS, your duty is to maintain order during the meeting and to watch the entrance door for guests. State Officers, invest the Sentinels with the regalia and then present the Masters and/or Mistresses of Ceremonies.

STATE PRESIDENT: MASTERS AND/OR MISTRESSES OF CEREMONIES, your duties are to prepare the hall for the meetings of the lodge and to perform the functions prescribed by the Ritual and to execute the orders of your President. State Officers, invest the Masters or Mistresses of Ceremonies with the regalia and then present the Trustees.

STATE PRESIDENT: TRUSTEES, you are the guardians of the economic interests of the lodge and as such, you must examine the financial books at least once every three (3) months and give a written report to the lodge. State Officers, invest the Trustees with the regalia and present the Treasurers.

STATE PRESIDENT: TREASURERS, you have the responsibility of the treasury of the Lodge. Not later than three (3) days after receipt, you must deposit the amount received in the bank designated by the Lodge and execute all payments according to the laws. State Officers, invest the Treasurers with the regalia then present the Financial Secretaries.

STATE PRESIDENT: FINANCIAL SECRETARIES, you are the collector and the accountant of the Lodge. You must collect dues from the members, issuing receipts to them. At the end of every meeting you must report to the Lodge the amount of collections and disbursements of the day. You are to notify the members that are in arrears with their dues. State Officers, invest the Financial Secretaries with the regalia then present the Recording Secretaries.

STATE PRESIDENT: RECORDING SECRETARIES, you are the custodians and are responsible for the archives of the lodge. You must faithfully record the minutes of the meetings and take care of the correspondence for the lodge and fulfill other duties given to you by your President. State Officers, invest the Recording Secretaries with the regalia and then present the Orators.

STATE PRESIDENT: ORATORS, you are responsible for the law in the body of the Lodge and it is your duty to see that the Laws are observed. You will call to the attention of the President all transgressions. With authorization of the President, upon your own initiative or upon the requests of the members, you will prefer charges in writing against the violators of the Laws of the Order. State Officers, invest the Orators with the regalia and then present the Immediate Past Presidents.

STATE PRESIDENTS: IMMEDIATE PAST PRESIDENTS, because of the experience acquired during your term as President, it would be helpful to mentor the new President if necessary. Remember that you are still an officer of the Executive Council of the lodge. State Officers, invest the Immediate Past Presidents with the regalia and the present the Vice Presidents.

STATE PRESIDENTS: VICE PRESIDENTS, you are the direct assistant of the President and upon his or her absence you will assume all the rights and duties of the office of President. State Officers, invest the Vice Presidents with the regalia and then please join me on this stage to install the Presidents.

STATE PRESIDENT: PRESIDENTS, you are the executive leader of the Lodge. Your duties are to convene, preside and direct all meetings of the Lodge and its Executive Council and to regulate the acts of the Council that directly depends upon you, to see that the laws and the decrees of the Grand Lodge are respected. It is your duty to ensure that at all times, fraternity must prevail. Herald, please assist me in vesting these Presidents with the regalia.

(After installing the Presidents, the State President will escort one of the Presidents to the podium to represent them all.)

STATE PRESIDENT: Worthy President, now that you and your officers have been duly installed, I hand you this gravel which is the symbol of authority, and I cherish the hope that you will use it with discretion, justice and impartiality in the interest of all the members of the lodge. Please take your place.

(The State President hands the gavel to the designated President.)

PRESIDENT : Worthy State President, before this assembly, I promise that I shall be worthy of your faith. Herald, please inform this group that the installation ceremony is over.

HERALD : Members of the local lodges of the United Lodges of _____, by the order of the Worthy President, I announce that the installation of the officers is now at an end. Please show them respect and obedience.

PRESIDENT : Worthy State President, Brother/Sister Herald and all your assistants, in the name of our respective lodges, I wish to thank you for your efficient cooperation in performing the ceremony of installation.

(President will say a few words, then return to his or her seat.)

CHAIRPERSON : That was President _____ from the _____ Lodge. Will all the Officers please turn and face the audience for a well-deserved round of applause. Thank you and now please take your seats in the audience.

And now, I would like to introduce the other Presidents that are sitting up on this stage and ask that each of them say a few words.

(The Chairperson will introduce each President and say what lodge they are from. A sit-down dinner usually follows the installation in celebration of the event.)

SECTION TEN

INSTALLATION OF STATE OFFICERS

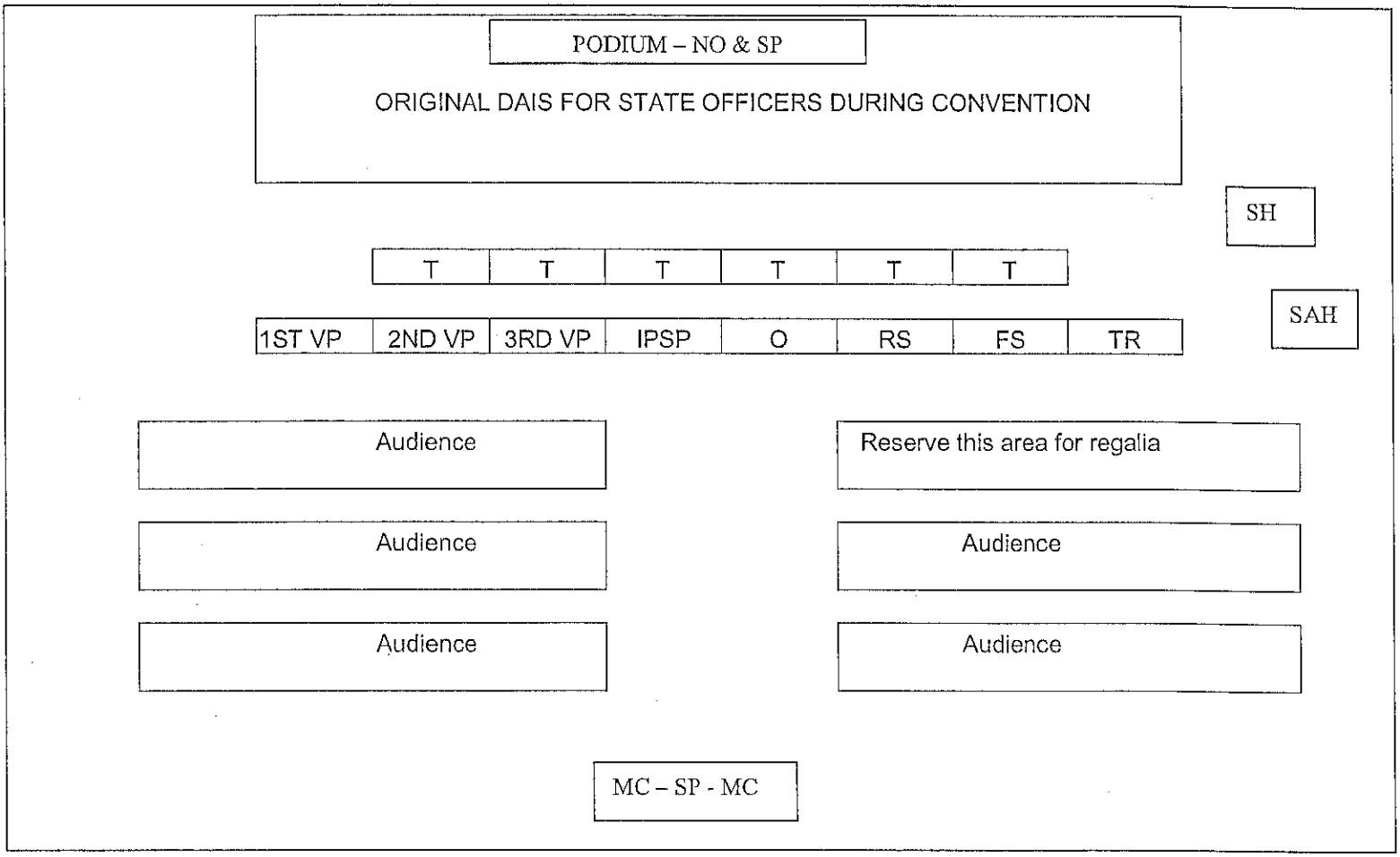
SECTION TEN
INSTRUCTIONS PRIOR TO STATE OFFICER INSTALLATION

Prior to the convention, one Past State President should be selected to preside as the State Herald and another to preside as the Herald's Assistant to vest the candidates.

During the final recess prior to the Installation, the outgoing officers should remove their regalia and hand it to the Ritual and Protocol Chairperson.

Also during the recess the front table (normally assigned to committee chairs) must be vacated so that it can be cleared and used for the regalia placement.

GRAND LODGE OFFICER INSTALLATION DIAGRAM



LEGEND

NO – National Officer	IPSP – Immediate Past State President
SH – State Herald	O – Orator
SAH – State Assistant Herald	RS – Recording Secretary
SP– State President	FS – Financial Secretary
1st VP - 1ST Vice President	TR – Treasurer
2ND VP – 2nd Vice President	T – Trustee
3RD VP – 3rd Vice President	MC – Master/Mistress of Ceremony

INSTALLATION OF STATE OFFICERS

STATE PRESIDENT:

Will our Worthy National Officer _____ please preside in my place for the installation of the newly elected State Officers.

NATIONAL OFFICER:

Worthy State President, I am ready to act as requested. Brother/Sister _____would you please act as State Herald for this ceremony and Brother/Sister _____ would you please act as State Assistant Herald for this ceremony?

STATE HERALD:

Worthy National Officer, I am ready to act as requested.

STATE ASSISTANT HERALD:

Worthy National Officer, I am also ready to act as requested.

NATIONAL OFFICER:

Brothers, sisters, and guests, please sit in respectful silence and attention during the installation.
Worthy State Herald, please call the outgoing officers to the area in front of the altar.

STATE HERALD:

Will the following officers please come forward when I call your name. In the back row, may we have all the State Trustees.

NORTH	CENTRAL	SOUTH
_____	_____	_____
_____	_____	_____

In the front row, may we have.....

State President _____

First State Vice President _____

Second State Vice President _____

Third State Vice President _____

Immediate Past State President _____

State Orator _____

State Recording Secretary _____

State Financial Secretary _____

State Treasurer _____

Worthy National Officer, the outgoing State Officers are all assembled before you.

NATIONAL OFFICER:

Officers, the Order Sons of Italy in America would like to thank each of your for your devotion and dedication as a State Officer of this Grand Lodge of California. Your diligent work on behalf of the Order is greatly appreciated. We have looked to you for guidance and direction, and you have delivered. It is very easy to sit on the sidelines and not get involved. You however, stepped forward and met the challenge of involvement. We are proud to proclaim that we have had the privilege to serve under your leadership.

(IF THE PRESIDENT IS OUTGOING)

Before I ask you to take your seats, I would like to call our outgoing President to the podium for some presentations.

(AT THIS TIME THE OUTGOING PRESIDENT CAN PRESENT CERTIFICATES OR SOME SMALL TOKEN OF APPRECIATION TO THE OUTGOING OFFICERS OR JUST GIVE A HEARTFELT THANK YOU.)

NATIONAL OFFICER:

I now ask the assembly to join me in a round of applause for these fine brothers and sisters of the outgoing Council.

NATIONAL OFFICER:

I now ask that those who have finished their term, please take a seat in the audience and will all our incoming officers please assemble in the back of the room.

NATIONAL OFFICER:

Worthy State Herald, please call the newly elected State Officers and have the Worthy State Assistant Herald direct them in their proper order.

STATE HERALD:

In the back row, will all the State Trustees please come forward.

NORTH	CENTRAL	SOUTH
_____	_____	_____
_____	_____	_____

In the front row, will the following State Officers please come forward:

First State Vice President _____

Second State Vice President _____

Third State Vice President _____

Immediate Past State President _____

State Orator _____

State Recording Secretary _____

State Financial Secretary _____

State Treasurer _____

Worthy National Officer, the State Officers are before you.

NATIONAL OFFICER:
Will the Masters/ Mistresses of Ceremonies please escort our new State President to my side so he/she may watch his/her officers being installed.

(The Masters/Mistresses of Ceremonies escorts the State President to the podium and departs.)

STATE HERALD:

Worthy National Officer, the Worthy State President of the Grand Lodge of California stands by your side.

NATIONAL OFFICER:

Officers, today you will become the new leaders of this Grand Lodge. Your task is a formidable one. We are the oldest, largest and most geographically represented organization of Americans and Canadians of Italian heritage in this country. Your challenge, today, is to ensure that we continue this success. Always remember that the future of this Grand Lodge depends upon the manner in which you shall perform your duties. We look forward to your dedicated leadership.

Worthy State Herald, please read the oath to these officers.

STATE HERALD:

State Officers, place your right hand upon your heart.

We, the officers of the Grand Lodge of California, elected by the will of the assembly, before the Worthy National Officer, and the emblem of our Order, do promise and swear, to respect and obey the laws which govern us. In the fulfillment of the duties of our respective offices, we do promise to uphold the interests of this Grand Lodge and of its members.

State officers, do you promise?

STATE OFFICERS:

We do.

NATIONAL OFFICER:

Worthy State Assistant Herald, please vest each officer as I call their name and office.

STATE HERALD:

Worthy National Officer, the officers have been duly installed. I invite the assembly to applaud in their honor.

NATIONAL OFFICER:

Worthy State President, now that you and your officers have been duly installed, I hand you this gavel, which is the symbol of authority. I hope you will use it with discretion, justice, impartiality and in the interest of the members of this Grand Lodge. Please take your place.

STATE PRESIDENT:

Before the assembly, I promise that I will be worthy of your faith.

Worthy State Herald, please inform the assembly that the ceremony of installation is over.

STATE HERALD:

Brothers and Sisters, the installation of the new officers of the Grand Lodge of California is now at an end. Please show them the respect they deserve.

STATE PRESIDENT:

Worthy National Officer, State Herald and State Assistant Herald, in the name of the Grand Lodge of California, I thank you for your utmost cooperation.

Will the new officers please take their places.

SECTION ELEVEN

PREREQUISITES AND INSTALLATION OF A NEW LODGE

SECTION ELEVEN
PREREQUISITES FOR STARTING A NEW LODGE

Obtain permission from the Grand Lodge of California.

The proposed Lodge must have a Madrina Lodge (a sponsoring Lodge).

The State President and State Recording Secretary must meet with the organizers of the new Lodge and the President of the Madrina Lodge to set all the guidelines.

The new Lodge must have a minimum of new candidates who have completed an application and paid for their dues. Please refer to Article 89 in the By-Laws.

Notices to Lodges and Grand Officers must be sent out at least 45 days before the Institution Ceremony to allow them to make arrangements to attend the ceremony. STATE OFFICERS MUST RESPOND IMMEDIATELY .

The State President, or highest ranking Grand Lodge Officer that will be attending the ceremony, must PRE-SELECT ALL THE APPOINTMENTS PRIOR TO THE CEREMONY so that those who will be sharing in a part of the ritual can become acquainted with said ritual and their part in it.

The Grand Lodge will provide all the regalia, books, etc. to start a new Lodge inclusive of a gavel. (See By-Laws)

The Madrina Lodge is to bring their own regalia. The regalia of the new Lodge are placed on the Altar to be used when the Officers are installed.

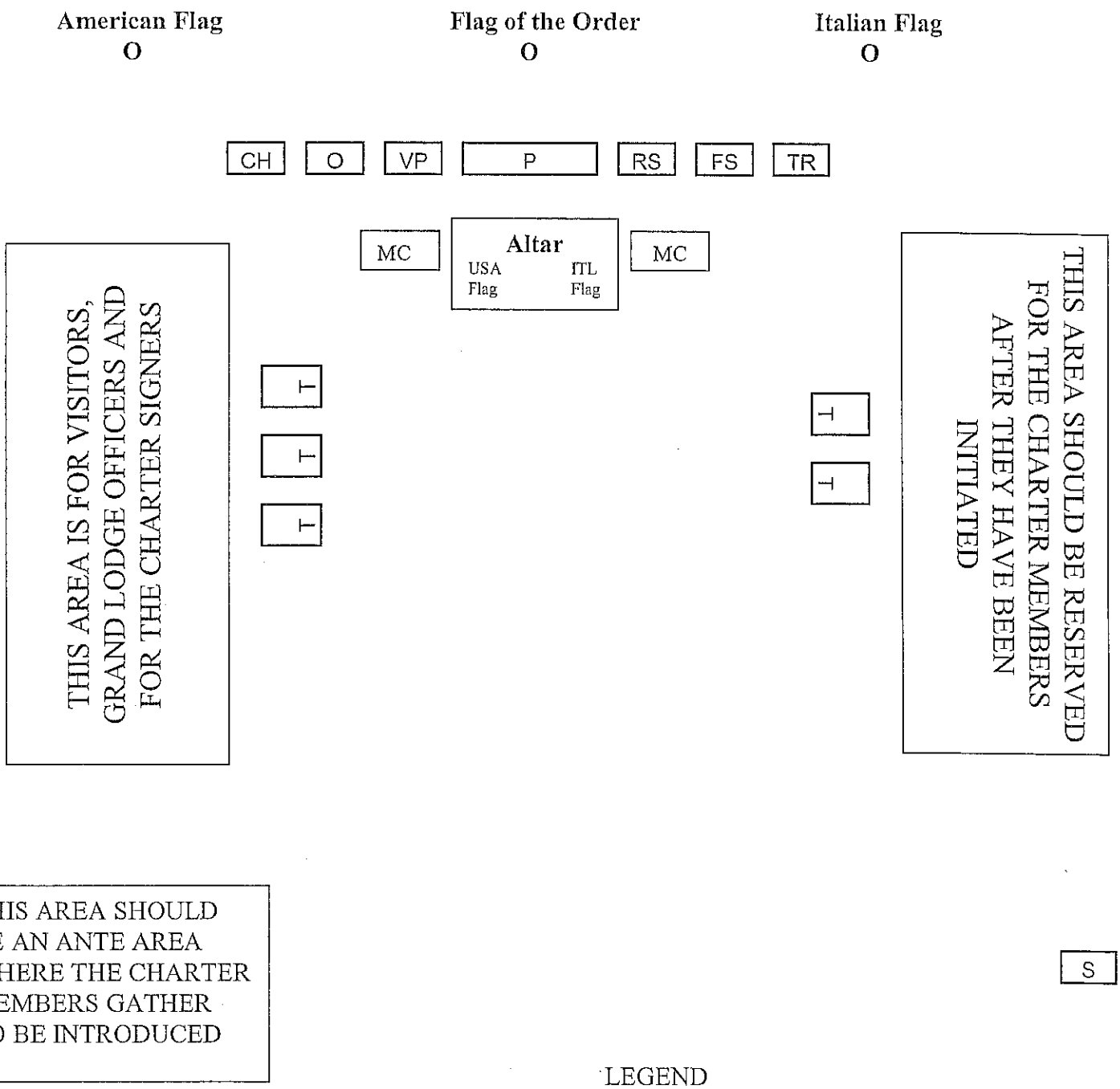
An alphabetical list should be typed of all the new candidates. This facilitates the reading of their names.

New member folders are to be prepared in advance to hand out to the candidates.

The State President is to appoint a State Officer to be in charge of banquet seating and appoint a Master/Mistress of Ceremonies to preside over the festivities following the ceremony.

The Installation of a new Lodge is to be celebrated with great solemnity and with as large of an attendance of members and guests as possible. The hall is to be arranged similar to that of a regular meeting of the Lodge. The Charter Members should be gathered together in a separate location awaiting their announcement. At the start of the ceremony, the sponsoring Lodge President will call the assembly to order and ask the State President (or a previously designated substitute) to preside over the ceremony. That officer will appoint a Herald. The officers of the sponsoring Lodge (or their previously designated substitutes) will occupy the chairs of the officers.

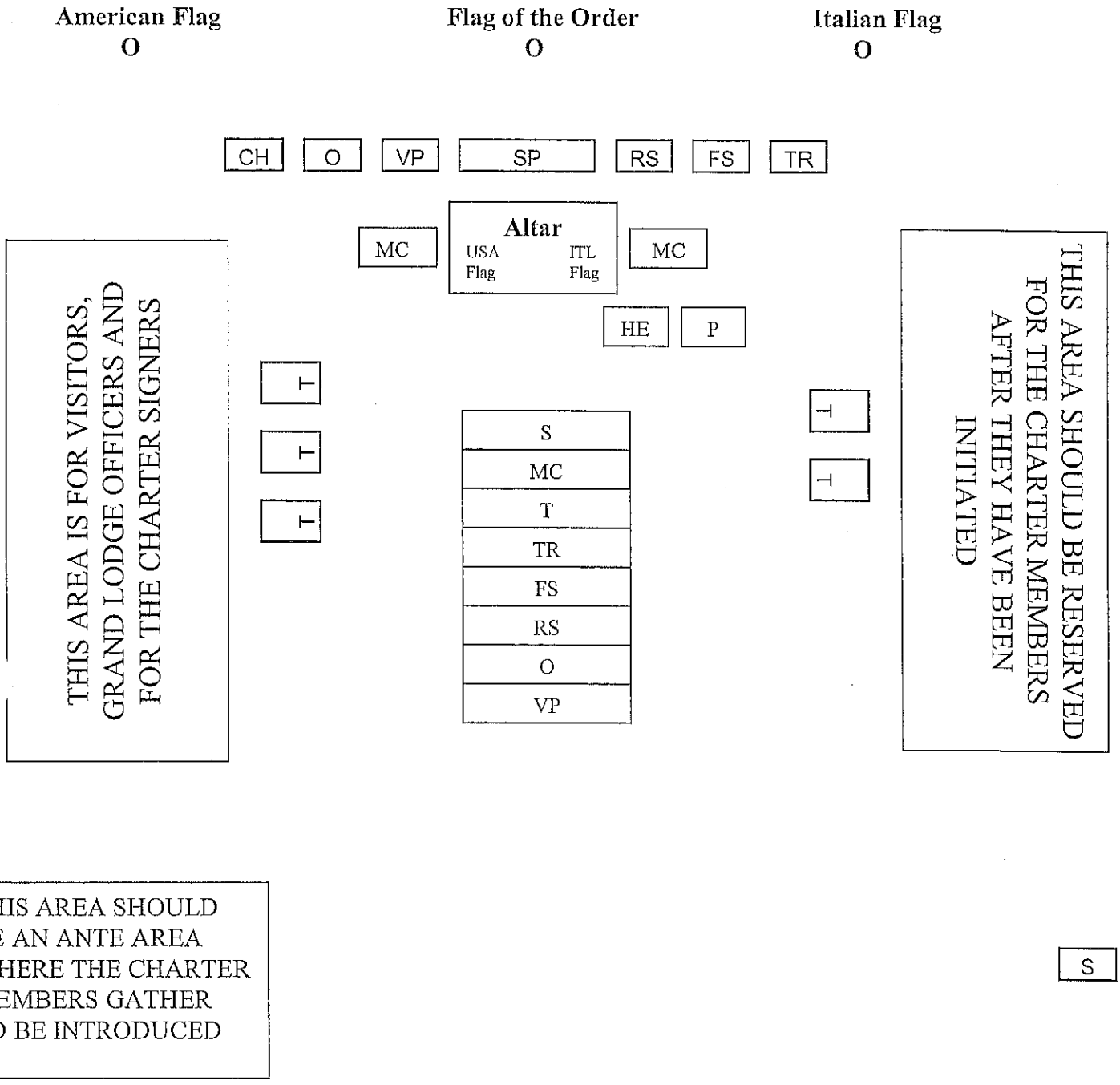
MEETING HALL ARRANGEMENTS DIAGRAM AT OPENING OF CEREMONY



LEGEND

P – President	TR – Treasurer
VP – Vice President	CH - Chaplain
O – Orator	T - Trustee
RS – Recording Secretary	MC – Master/Mistress of Ceremony
FS – Financial Secretary	S - Sentinel

MEETING HALL ARRANGEMENTS DIAGRAM FOR INSTALLATION OF OFFICERS



LEGEND

SP – State President	TR – Treasurer
P – President	CH - Chaplain
VP – Vice President	T - Trustee
O – Orator	MC – Master/Mistress of Ceremony
RS – Recording Secretary	S - Sentinel
FS – Financial Secretary	HE - Herald

INSTALLATION OF A NEW LODGE

OPENING OF THE MEETING

(CONDUCTED BY THE MADRINA LODGE)

PRESIDENT: Sisters and Brothers, come to order. The officers will don their regalia. Vice President, under what principles is our Order founded?

VICE-PRESIDENT: The Order Sons of Italy in America is founded on the principles of LIBERTY, EQUALITY and FRATERNITY. Its emblem is a golden lion on a white field and its official color is purple. The purple aster is the flower we proudly wear on Columbus Day to observe the anniversary of the discovery of America by a son of Italy.

The Order intends to unite in one fraternal and patriotic organization, all persons of Italian origin and their spouses, residing in the United States of America, having the requisites stated in the By-Laws. The Order Sons of Italy respects the religious and political opinions and beliefs of its members, but insists upon the conception of God and Country and requires that its members do not profess or practice any doctrine advocating or tending to disrupt the existing social order by unlawful means.

PRESIDENT: Orator, what does the Order Sons of Italy expect from its members?

ORATOR: To the end, that members of the Order Sons of Italy become participants in the activities of the civic life of the United States, realizing that their citizenship is a high honor and privilege based not upon ethnicity, but upon fidelity to the laws of the Country, in the communities wherein they reside.

PRESIDENT: Will everyone please stand. I now ask the Immediate Past President to lead us in the Pledge of Allegiance to the American Flag.

ALL MEMBERS: I pledge allegiance to the flag of the United States of America and to the Republic for which it stands. One nation under God, indivisible, with liberty and justice for all.

PRESIDENT: We will now listen to the invocation by our Chaplain.

CHAPLAIN: Almighty God, the searcher of all hearts and souls, give us wisdom and humility and teach us to respect and to be kind to and considerate of each other. Guide us in our discussions and deliberations, so that our decisions may be of benefit to our Order and our community at large. Help us always to be strong, courageous and faithful. Grant that we be unselfish, charitable and always deserving of your blessings for which we offer our humble thankfulness. – AMEN.

ALL MEMBERS: AMEN.

PRESIDENT: In conformity with the Laws of the Order of Sons of Italy in America, I now declare the meeting of _____ (*Madrina Lodge*) # _____ officially opened.

ALL MEMBERS: *(put your hand over your heart as a sign of respect and respond)* "Worthy President".

PRESIDENT: Worthy State President_____, please preside in my place for the institution of this new Lodge.

STATE PRESIDENT: Thank you President_____ and all your officers and members for assisting in the opening ceremonies today. I now ask you to take a seat in the audience.

INSTALLATION CEREMONY

STATE PRESIDENT: Sister/Brother:_____, please act as Herald for the ceremony.

HERALD: Worthy State President, I am ready to act as requested.

STATE PRESIDENT: I will now appoint State Officers to assume the chairs of the Madrina Lodge Officers. When I call your name, please take the appropriate station.

APPOINTMENTS

State President or appointed officer

_____ Sentinel

_____ Historian

_____ Master/Mistress of Ceremonies

_____ Master/Mistress of Ceremonies

_____ Trustee

_____ Trustee

_____ Trustee

_____ Trustee

_____ Trustee

_____ Treasurer

_____ Financial Secretary

_____ Recording Secretary

_____ Orator

_____ Immediate Past President

_____ Vice-President

_____ President

STATE PRESIDENT: Herald, please announce the names of the three signers of the Charter of the Lodge about to be instituted and instruct the Master and/or Mistress of Ceremonies to escort them to the front and line them up before the Altar.

HERALD: Worthy State President, the three signers of the Charter stand before you.

STATE PRESIDENT: State Recording Secretary (*or assigned person*) read the names of the Candidates to be initiated today. Herald, please see that the Candidates are properly escorted into the hall and placed behind the signers of the Charter.

(*State Recording Secretary or assigned person reads the list of Candidates in alphabetical order. As the Candidates enter the hall, the Assistant Heralds will hand them their initiation packet with their name on it and then they will proceed to their places behind the signers of the Charter.)*

STATE PRESIDENT: Herald, state what ideals inspired them in the formation of this Lodge.

HERALD: The ideals of the Order Sons of Italy in America.

STATE PRESIDENT: Do they fully understand the laws which govern our Order?

HERALD: Yes, Worthy State President.

STATE PRESIDENT: Can they faithfully assure us that no purpose other than those on which our organization is based brings them among us?

HERALD: Yes, Worthy State President.

STATE PRESIDENT: _____, _____, _____,

(*names of Charter signers*)

as signers of the application for the Charter, can you guarantee upon your honor that the members of this new Lodge entertain the same sentiments towards the Order as you do, and that they are therefore worthy of membership?

ONE OF THE SIGNERS: We guarantee it.

STATE PRESIDENT: Thank you.
Herald, please present the Candidates for initiation.

HERALD: Worthy State President, these are the Candidates seeking to join our Order.

STATE PRESIDENT: Candidates, we welcome you. We ask that you learn and remember that the existence of our great Order is based upon the devotion and the loyalty of its members to our beloved country and its institutions. Further, that you retain the most affectionate regard for cultural contributions to civilization that our Italian ancestors have played in the discovery, formation and development of America, which have made it the greatest country in the world. Are you willing to join us in the open acknowledgment and practice of these principles?

CANDIDATES: We are.

STATE PRESIDENT: The Order Sons of Italy in America has been in existence since 1905 and is based upon devotion of its members to our country, the United States of America, and to our family. We exercise pride in our Italian heritage and the contributions made to our country by those of Italian heritage.

Our Order is based upon the principles of Liberty, Equality and Fraternity. Our current lodge officers will now explain these fundamental principles of our Order.

Worthy Immediate Past President, please explain our concept of LIBERTY to the candidates

IMMEDIATE PAST PRESIDENT: We support the concept of freedom guaranteed by the Constitution of the United States of America and the Bill of Rights. We encourage individual freedom of mind and thought. We expect our members, however, to fulfill their duties in accordance with the rules of the Order.

Liberty is very precious and we must always guard and defend our right to it.

This is our concept of LIBERTY.

HERALD: Vice President, will you please explain our concept of EQUALITY.

VICE PRESIDENT: We believe in equality of mankind. We believe further that the law should protect all equally and that none should have or enjoy any special privileges. We want to be equal in the exercise of our rights and equal in the fulfillment of our duties, so that benefits may be derived and enjoyed by all, without discrimination.

This is our concept of EQUALITY

HERALD: Orator, will you please explain our concept of FRATERNITY.

ORATOR: We are a fraternal organization that promotes unity among its members. We strive to promote and preserve our Italian language, heritage and traditions, and support programs that provide help to those in need. To our members, we offer all the assistance we possibly can.

This is our concept of FRATERNITY.

HERALD: Worthy President, the Officers have explained the fundamental principles of the Order to the Candidates.

STATE PRESIDENT: Now that the principles and purposes of the Order have been explained to you, do you still wish to become a member of this Lodge and of the Order of Sons of Italy in America?

CANDIDATES: We do.

STATE PRESIDENT: Will everyone please stand. Herald, please read the Oath to the candidates.

HERALD: Candidates, please place your right hand over your heart.

I DO SOLEMNLY SWEAR TO ACCEPT AND RESPECT THE PRINCIPLES UPON WHICH THE ORDER SONS OF ITALY IN AMERICA IS BASED, THE LAWS OF THE NATIONAL SUPREME LODGE, THE GRAND LODGE OF CALIFORNIA AND OF MY LODGE.

I FIRMLY BELIEVE IN THE UNITED STATES OF AMERICA AND PROMISE TO OBEY, UPHOLD AND DEFEND ITS CONSTITUTION AND LAWS. I BELIEVE IN GOD AND GOVERNMENT BY ORDERLY PROCESS AND DO NOT BELIEVE IN ANY DOCTRINES WHICH TEND TO UNLAWFULLY SUBVERT CONSTITUTED GOVERNMENT AND AUTHORITY. I FURTHER BELIEVE IN RETAINING THE MOST AFFECTIONATE REGARD FOR ITALY, THE LAND OF OUR FOREFATHERS, AND FOR HER RICH HISTORY AND TRADITIONS.

I PROMISE TO BE BOUND BY THE DELIBERATIONS OF THE MAJORITY AND TO OBEY THE ORDERS OF THE NATIONAL PRESIDENT, THE STATE PRESIDENT AND THE PRESIDENT OF THIS LODGE. I FURTHER PROMISE TO HELP NEEDY MEMBERS AND THEIR FAMILIES.

HERALD: Candidates, do you swear on your honor that you will faithfully conform to what you have just heard?

CANDIDATES: We do.

HERALD: Worthy President, the Candidates have taken the formal oath.

STATE PRESIDENT: Sisters and Brothers, I declare you members of this Lodge under the jurisdiction of the Grand Lodge of California and the National Supreme Lodge.

Will everyone please be seated.

Herald, will you please instruct our new members in the formalities of the Order.

HERALD The formalities of the Order that I am about to read are also included in the Membership Packet you just received. Please refer to them as needed.

1. The salute of the Order Sons of Italy is made by extending your right hand over your heart.

2. On entering the meeting room, when it is in session, do so quietly without disrupting the meeting and sit in any available seat.

3. If an open space exists between the Altar and the President's seat, never walk across this in reverence to our deceased members.

4. On retiring from the room for any reason, the members should do so quietly and not disrupt the meeting.

5. To request the floor in your own Lodge, you raise your hand. In other Lodges, with the permission of the President, you may speak when the "Good of the Order" is reached on the agenda at the end of the meeting.

HERALD: I now present you with the official membership pin. On it is the emblem of the Lion - Il Leone. It signifies our strength and the principles of Liberty, Equality and Fraternity. Wear it proudly. (*The Assistant Herald distributes the pins to the new members.)*

READING OF CHARTER

STATE PRESIDENT: Will everyone please stand.
(The State President may read the Charter or he/she may designate someone to read it.)

AFTER THE CHARTER IS READ

STATE PRESIDENT: In the name of the National Lodge of the Order Sons of Italy in America, I declare_____ Lodge, #_____ duly formed under the jurisdiction of the Grand Lodge of California and from this day on it may function according to the rites and laws of the Order.

You may be seated.

STATE PRESIDENT: We will now proceed with the Installation of Officers.
Newly initiated members, please take a seat in the audience.

STATE PRESIDENT: At this time I would like to thank all the designated State Officers for their participation in this ceremony and ask that they take their seats in the audience.

If you are an OFFICER of the new Lodge, please go to the back of the room where you will be placed in the proper order.

(The pre-designated Assistant Herald will line the Officers up from lowest to highest rank – with the exception of the Lodge President. Their regalia will be placed on their left arm.)

STATE PRESIDENT: Herald, please announce the newly elected _____Lodge President and have the Assistant Herald escort him/her to the side of the Altar next to you. *(Assistant Herald complies.)*

HERALD: Worthy State President, the President of this Lodge stands before you.

(The new President salutes the State President then turns to face the audience.)

STATE PRESIDENT: Herald, please announce the other newly elected officers and have the Assistant Herald escort them to the front of the Altar.

HERALD:

SENTINEL
HISTORIAN
MASTERS AND/OR MISTRESSES OF CEREMONIES
TRUSTEES
TREASURER
FINANCIAL SECRETARY
RECORDING SECRETARY
ORATOR
IMMEDIATE PAST PRESIDENT
VICE PRESIDENT

HERALD: Worthy State President, the newly elected Officers are ready.

STATE PRESIDENT: Worthy President, your members, with faith and confidence in you, have chosen you to guide this Lodge. Remember, therefore, that your responsibility is great, and that the future well-being and prosperity of the Lodge depends upon the manner in which you shall perform your new duties. Please ask the officers of your council to take the oath of office.

NEW LODGE PRESIDENT: Officers, please comply.
Worthy State President, we are ready.

STATE PRESIDENT: Officers, place your right hand upon your heart.

Herald, please administer the Oath.

HERALD: We, the Officers of the _____ Lodge # _____, elected by the will of the Assembly before our Worthy State President and before the emblem of our Order, do promise and swear to obey the laws which govern us. In the fulfillment of the duties of our respective offices, we do promise to uphold the interests of this Lodge and of its members.
Officers, do you so swear?

OFFICERS: We do.

STATE PRESIDENT: Officers, may God help you to keep this oath and now I proclaim you Officers of the_____ Lodge # _____, under the jurisdiction of the Grand Lodge of California and of the National Supreme Lodge.

STATE PRESIDENT: Herald, present the SENTINEL

STATE PRESIDENT: SENTINEL, your duty is to maintain order during the meeting. Herald, invest the Sentinel with the regalia and escort him/her to their station, then present the Historian.

STATE PRESIDENT HISTORIAN, your duty is to compile and keep the records of the history of the Lodge. Herald, invest the Historian with the regalia and escort him/her to their station, then present the Masters and/or Mistress of Ceremony.

STATE PRESIDENT: MASTERS OR MISTRESSES OF CEREMONIES, your duties are to prepare the hall for the meetings of the lodge and to perform the functions prescribed by the Ritual and to execute the orders of your President. Herald, invest the Masters or Mistresses of Ceremonies with the regalia and escort them to their stations, then present the Trustees.

STATE PRESIDENT: TRUSTEES, you are the guardians of the financial interests of the Lodge and as such, you must examine the financial books at least once every three (3) months and give a written report to the Lodge. Herald, invest the Trustees with the regalia and escort them to their stations, then present the Treasurer.

STATE PRESIDENT: TREASURER, you have the responsibility of the treasury of the Lodge. Not later than three (3) days after receipt, you must deposit the amount received in the bank designated by the Lodge and execute all payments according to the laws. Herald, invest the Treasurer with the regalia and escort him/her to their station, then present the Financial Secretary.

STATE PRESIDENT: FINANCIAL SECRETARY, you are the collector and the accountant of the Lodge. You must collect dues from the members, issuing receipts to them. At the end of every meeting you must report to the Lodge the amount of collections and disbursements of the day. You are to notify the members that are in arrears with their dues. Herald, invest the Financial Secretary with the regalia and escort him/her to their station, then present the Recording Secretary.

STATE PRESIDENT: RECORDING SECRETARY, you are responsible for the archives of the Lodge. You must faithfully record the minutes of the meetings and take care of the correspondence of the lodge and fulfill other duties given to you by the President. Herald, invest the Recording Secretary with the regalia and escort him/her to their station, then present the Orator.

STATE PRESIDENT: ORATOR, you are responsible for the law in the body of the Lodge and it is your duty to see that the Laws are observed. You will call to the attention of the President all transgressions. With authorization of the President, upon your own initiative or upon the requests of the members, you will prefer charges in writing against the violators of the Laws of the Order. Herald, invest the Orator with the regalia and escort him/her to their station, then present the Immediate Past President.

STATE PRESIDENT: IMMEDIATE PAST PRESIDENT, you must be of assistance to the new President. Remember, that you are an officer of the Executive Council of the Lodge. Herald, invest the Immediate Past President with the regalia and escort him/her to their station, then present the VICE PRESIDENT.

STATE PRESIDENT: VICE PRESIDENT, you are the direct assistant to the President and upon his/her absence, you will assume all the rights and duties of the office of the President. Herald, invest the Vice-President with the regalia and escort him/her to their station and present the President .

STATE PRESIDENT: Worthy President, you are the executive leader of the Lodge. Your duties are to convene, preside and direct all meetings of the Lodge and its Executive Council, and to regulate the acts of the Council which directly depend upon you to see that the laws and the decrees of the Grand Lodge are respected. It is your duty to ensure that at all times, fraternity must prevail. Herald, invest the Worthy President with the regalia and escort him/her to my right .

STATE PRESIDENT: Will everyone please stand.

Worthy President, now that you and your officers have been duly installed, I hand you this gavel which is the symbol of authority, and I hope that you will use it with discretion, justice and impartiality in the interest of all the members of the Lodge. Please take your place. (*The State President hands the gavel to the President and relinquishes his/her seat.)*

LODGE PRESIDENT: *(The new President then says):* WORTHY STATE PRESIDENT, before this Assembly, I promise that I shall be worthy of your faith.

Herald, will you please inform the Lodge that the Installation Ceremonies are at an end.

HERALD: Members of_____, # _____, by order of the Worthy President - I announce that the installation Ceremonies of new Officers are now at an end. Please show them respect and obedience.

Please be seated.

LODGE PRESIDENT: Herald, in the name of the _____Lodge, #_____ I wish to thank you for your efficient cooperation in performing the ceremonies. Worthy State President_____, will you please assume the chair.

(Returns gavel to State President.)

STATE PRESIDENT: Thank you President_____.

PRESENTATION OF STATE DEPUTY

STATE PRESIDENT: I would like to take this opportunity to have the Master and /or Mistress of Ceremonies escort_____ to the front of the podium.

STATE PRESIDENT: It is with great pride that I appoint you State Deputy to the

_____ Lodge # _____.

I know you will give them guidance and service.
(The State President places the regalia around his/her neck and escorts him/her to the head table.)

(State Deputy is seated next to the State President on their right.)

PRESENTATIONS TO THE LODGE

STATE PRESIDENT: President_____ on the behalf of the Grand Lodge of California, I present to the _____ Lodge, # _____ a check for $_____. We wish the Lodge many years of success and growth, and we welcome you. *(Give the Lodge President the check.)*

OTHER PRESENTATIONS

STATE PRESIDENT: We also received many donations from Lodges throughout the Grand Lodge of California and the State Recording Secretary *(or assigned person)* will read them. While she/he is doing that, anyone who would like to make a donation today, please line up in front of the Altar. This includes all the State Officers, State Committee Chairs and Filial Lodges.

(Donations received by mail may be read at this time.)

STATE PRESIDENT: We are now ready to accept donations from all of you. Please state your name, Lodge and amount when making your gift. *(Allow donors to speak. Lodge Financial Secretary to receive donations and record them.)*

STATE PRESIDENT: *(After the donations are completed.)* I'd like to thank everyone for being so generous.

State Officers and Committee Chairs, I would like to thank all of you for attending and assisting me in making this a most memorable occasion. Many thanks for all you do for the "Good of the Order".

STATE PRESIDENT: *(The State President should plan to say a few words extending best wishes for a successful Lodge.)*

STATE PRESIDENT: *(State President returns gavel to Lodge President.)* Worthy President _____ it is again my privilege to hand you this gavel. Please assume your chair.

LODGE PRESIDENT: *(The Lodge President should plan on saying a few words.)*

LODGE PRESIDENT: I would now like to take this opportunity to appoint _____ as our Lodge Chaplain.

LODGE PRESIDENT: Will everyone please stand. The Chaplain will now read our closing prayer.

CHAPLAIN: For having brought us together once again, we offer You, Almighty God, our humble thanks, while we pray that whatever we have accomplished shall have your blessing and that you will forgive us for our failings. Make us aware each day of the opportunities for service which we may have as true followers of the principles of Liberty, Equality and Fraternity. We pray that you take us safely to our homes and families and that your protection be forever more with our Lodge, our Leaders, with our Order and with our Country - Amen.

ALL MEMBERS: AMEN

LODGE PRESIDENT: Having completed all business in accordance with the Laws of the Order, I now declare these formal Ceremonies closed.

ALL MEMBERS: *(put your hand over your heart as a sign of respect and respond)* "Worthy President."

PART TWELVE

GUIDELINES FOR HOSTING EVENTS

SECTION TWELVE

RECOMMENDED GUIDELINES FOR SOCIAL DINNER EVENTS

The preparations for a social dinner event (i.e., Lodge Anniversary celebration) require the appointment of an appropriate committee to coordinate all of the necessary activities, namely the site of the function, timeline, entertainment, menu, budget, target audience, invitations, etc.

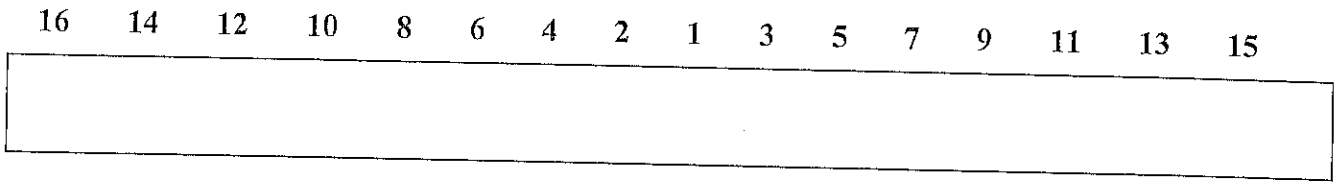
In order to make the function a success, there are certain recommended practices which can assist the officers and committee in accomplishing their objectives.

I
CHOOSING A MASTER OF CEREMONIES

The MC for the evening can either be a Lodge President, Committee Chairperson or someone prearranged to act as MC. That person should be someone who speaks clearly, can exercise good taste as to remarks made during the introduction and generally be entertaining. There must be a written agenda in order for that person to properly read the introductions. A podium and microphone are necessary equipment for the MC.

II
HEAD TABLE

The concept of a Head Table, as it has been known in the past, is not necessarily required or always possible. More and more, we find groups using "rounds" (i.e., tables of eight or ten) for all attendees of the function. You should, however, reserve one, two, or three rounds as necessary for VIP guests. Below is an example of seating arrangements for a head table.



2 and 4 State President & Spouse

1 and 3 MC and Guest

5 and 7 Honoree and Guest

6 and 8 State Queen and Guest

9 and 11 Honoree and Guest

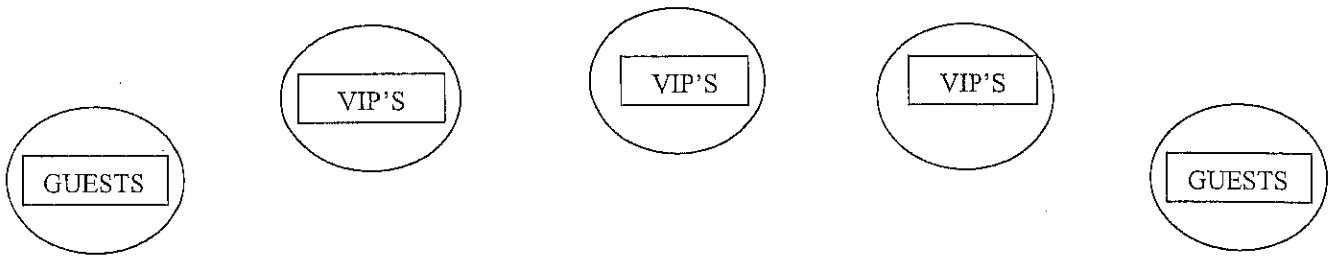
10 and 12 Lodge President and Spouse

13 and 15 Civic Leader and Guest

14 and 16 State Officer and Guest

Seating arrangements should be by order of official rank, either O.S.I.A., Civic or Honoree with their spouses/escorts in mind. The higher the ranking the lower the number on the chart above. Should you have more than 16 ranking attendees, you then would provide table space in the front of the room for any additional lower, but ranking guests.

The concept of no head table and round tables is shown below in an example.



III
STANDARD AGENDA OF THE EVENT

A standard agenda for a formal function would be as follows:

a) General welcome to guests and opening remarks
b) Pledge of Allegiance
c) Invocation
d) Introduction of VIP Guests
e) Dinner (Meal Service)
f) Program (Coordinated by the principal officers or chairperson)
g) Opportunity Drawing or fundraising (i.e. raffle or silent auction) results
h) Concluding Remarks
i) Dancing / Socializing

IV
INTRODUCTION OF GUESTS BY RANK

At a formal function it is possible to have a range of guests -- anyone from an O.S.I.A. National Officer, State Officer, Past State President or Civic Leader, to your guest(s) of honor. It is customary that the highest ranking guest in the room is introduced last, i.e., you would introduce visiting Lodge Presidents or representatives along with their spouses/guests first. Visiting Chairpersons and their spouses/guests are next, then the visiting Grand Lodge Queen and guest are next. They are followed by visiting State Officers and spouses/guests , then visiting Civic Leaders and spouses/guests. Honorees for the evening and their spouses/guests are next. The visiting State President is last, unless you do indeed have a National Officer present, and he or she would actually follow the State President in introductions.

V
ORDER OF SPEAKERS

The agenda will prescribe the order of speakers as prepared by the presiding officer. If there are Grand Lodge Officers present, they will speak in the order of their rank, lowest to the highest speaking last.

VI
PRINTED PROGRAM

It is suggested that the printed program, in addition to including the agenda and committee members who are making the dinner arrangements, also include the listing of officers of the Grand Lodge as well as the officers of the hosting Lodge. Great care should be exercised to ensure that the proper titles, spelling of names of guests and State Officers is done on the final program. This information may be obtained from the Il Leone or from the Grand Lodge office prior to printing of the program.

Two months or earlier, a request should be made from the Lodge President for a State President's message for the program, along with a photo.

VII
ADVANCE NOTICE OF EVENT

Four to five months prior to the event it is considerate to send out "Save the Date" flyers to State Officers, Lodge Presidents and proposed guests so that they can put your event on their calendars. Please make sure that a contact name and phone number is provided on the flyer.

Four months prior to the event the Lodge President should send a formal letter of invitation to both the State President and spouse/guest and the Grand Lodge Queen and escort. These tickets are to be complimentary.

VIII
PRINTED TICKETS

Printed tickets should indicate the time and date and the address of the event. If there is a Social Hour, it should be indicated if it is a "Hosted" or a "Non-Hosted" bar so that individuals will understand. A dress code should also be printed on the ticket.

IX
DINNER OR MENU ARRANGEMENTS

The dinner or menu arrangements are generally conducted by the committee chairperson well in advance. Depending on the menu, a vegetarian dish should be available. If it is a buffet the chairperson should devise an order in which tables are called to partake in the buffet. Again in this instance, the highest ranking guests and honorees should be asked to dine first.

X
FLOWERS OR CENTERPIECES

Centerpiece arrangements on the table are at the discretion of the program committee chairperson. Providing flowers for VIPs or guests is strictly a local option. It is not customary; however, if desired, bouquets of flowers or corsages for the women and boutonnieres for the gentlemen may be presented. Be mindful of your VIPs spouses in making your selections.

XI
HOSPITALITY

One of the most important areas is reception and hospitality. A welcoming committee should be at the door, near the receiving table, to greet guests and escort them to their table. This committee should be aware of the guest list and dignitaries that are on it.

Consideration should be given to the needs of individuals if they have come out of town, driven a long way, are aged, or in any way have disabilities which require any special assistance.

The guest should be made aware of the program for the evening and should be informed if he or she is expected to make comments in the planned program.