# Lodge Officer Installation – Short Form

The president will need to appoint an installing officer. This may be a past president of the lodge, a retiring counselor or any past, or present, international or district officer.

Two installing marshals will also need to be appointed. These three people should go over the installation ceremony at least once before the actual installation, so they are aware of what will be required of them. An escort team, if one is available, is also a nice addition. The following officers are those who may be installed and the order in which they are installed. Some lodges may not use all of these officers while others may use more. The installing officer should feel free to include or omit such officers to suit local conditions.

1. Support Directors: Librarian, Musician, Historian, Trustee(s), Greeters, Marshal and Assistant Marshal, Publicity Director, Editor and Auditors.
2. Program Directors: Foundation Director, Youth Director, Sports Director, Cultural Director and Social Director.
3. Executive Officers: Counselor, Financial Secretary or Membership Secretary, Treasurer, Secretary & Assistant Secretary, Vice President and President.

The officers should be presented in four separate groups: (1) Support Directors, (2) Program Directors, (3) Executive Officers (except the President) and (4) the President. The current president opens the meeting, recognizes any guests and important visitors and then turns the meeting over to the installing officer.

The installing officer takes the place of the president and the president steps aside with regalia still on. All current officers are in their place wearing their regalia.

**Installing Officer:** We are about to install the officers and directors of this lodge. President, have the officers and directors been elected in accordance with the laws of the Order?

**President:** They have.

**Installing Officer:** *(To the president)* You will now hand me your regalia and take your place among the members. The other officers and directors will vacate their places and leave their regalia.

*(If current officers are re-elected, they take their place with the other officers to be installed.)*

I have appointed \_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_ as installing marshals. Marshals *(and escort* *team)*, please bring all the new officers into the center of the room.

*(Installing officer raps three times; all present rise.)*

**Installing Officer:** Will you now place your right hand over your heart and repeat the following pledge:

“I solemnly promise- to perform my duties as an officer of this lodge -faithfully and in strict accordance- with the laws, rules and customs of this order.”

*(Installing officer raps once, all present are seated.)*

Marshals, please bring the support directors forward to be installed.

**Support Directors:**

Librarian:

Musician:

Historian:

Trustees:

Marshals:

Greeters:

Editor:

Sunshine:

Language Instructor:

Tubfrim:

Webmaster

Auditor:

Asst Auditor:

**Installing Officer:** You have been elected by the members of this lodge as directors for the present term. Your positions of responsibility will prepare you for your progression through the chairs to higher authority. You have been chosen by your fellow members to see to the smooth running of the lodge meeting and to assist the other officers and directors.

Marshals, please escort these directors to their place in the lodge.

*(The marshals escort the support directors to their places.)*

**Installing Officer:** Marshals, please bring the Program Directors forward to be installed.

*(The marshals bring the program directors forward.)*

**Program Directors:**

Foundation Director:

Youth Director:

Sports Director:

Cultural Director:

Social Director:

Publicity Director:

Adopt-A-School Coordinators:

**Installing Officer:** The mission of Sons of Norway is to promote, preserve and cherish a lasting appreciation of Norwegian heritage and culture. You are the directors charged with accomplishing this mission, bringing those programs and activities that show the richness of our common heritage. Marshals, please escort these directors to their place in the lodge.

*(The marshals escort the program directors to their places)*

**Installing Officer:** Marshals, please bring the Executive Officers, with the exception of the president, forward to be installed.

*(The marshals bring the executive officers forward as noted.)*

**Executive Officers:**

Counselor:

Membership Secretary:

Treasurer:

Secretary:

Vice President:

**Installing Officer:** You have been elected by the members of this lodge and have been granted great authority and responsibility. You are charged with maintaining the financial integrity of the lodge, the records of all its members, with the recording of all its meetings, its correspondence, and with submitting the required forms as necessary to the International

Headquarters. You are charged with the very important task of membership recruitment and retention. You also must work with and coordinate the other officers and directors of this lodge. Marshals, please escort the executive officers to their place in the lodge.

*(The marshals escort the executive officers to their place)*

**Installing Officer:** Marshals, please bring the president forward to be installed.

*(The marshals escort the president forward and then step back behind the president, flanking him/her on both sides.)*

**President:**

**Installing Officer:** You have been elected president of \_\_\_\_\_\_\_\_Lodge No. 6-\_\_\_\_ Sons of Norway. Thoroughly acquaint yourself with the laws, rules and ceremonies of Sons of Norway as well as your duties. Act

without fear and partiality, be calm and considerate so that your decisions may be respectfully received and maintained.

*(Installing officer raps the gavel three times, all present rise.)*

**Installing Officer:** Marshals *(and escort team)*, please present the president to the lodge and escort him/her to his/her place in the lodge.

*(The marshals escort the president to the podium where he/she stands next to the installing officer.)*

**Installing Officer:** Your president and the other officers and directors of this lodge are now clothed with their full authority. The officers alone cannot make this lodge successful. They will need your assistance in everything concerning the welfare of this lodge. Attend the meetings regularly. Take an active part in all its functions. Work together and treat each other with mutual respect and esteem. Remember the purpose of our Order as symbolically represented in our emblem and expressed in our motto: “Freedom, Fraternity and Progress.”

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

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