

THE MOOSE



LODGE

INSTALLATION of OFFICERS

MEETING

AGENDA

For April 2021 for 2021-2022 fiscal year

US/CA
Flag

Lodge Meeting Room - General Floor Layout / Set-Up

In / Out
Guard

J P P	Chaplain	Pres.	Podium / Microphone for use during reports and primary speaking	Vice Pres.	Treas.	Admin.
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SAA
chair

position to stand as
specific duties read

Assist
SAA

INST
Officer

Row of Chairs when installing officers and Chairpersons

INST
SAA

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U S T	2
E E	3

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Audience / Members attending the meeting

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In / Out
Guard

For use in April 2021
for 2021-2022 fiscal year

MOOSE LODGE OFFICERS & CHAIRPERSONS INSTALLATION CEREMONY

(For April 2021 incoming Officers and Chairs)

Attendance at Installation of Officers' Ceremony is limited to good standing members of The Moose. However, family members and honored members of the community may attend at the discretion of the Board of Officers. At the institution of a new Lodge, it is recommended that family members and honored members of the community be invited to attend the Installation of Officers. In mid-term, an officer-elect and / or newly appointed Chairperson shall be installed by the Installing Officer, who shall use only such portions of the ceremony as applicable.

The Installation Ceremony shall be held at the last meeting in April of each year, or at a special installation ceremony held prior to April 30th and approved by the Lodge Board of Officers. Newly elected officers and Committee Chairs will assume office as of 12:01 AM May 1st. The Jr. Past President (who served as such during the past year) shall be the Installing Officer, or, any Past Governor / Past President of The Moose, appointed by the President, may conduct the installation ceremony.

Before the ceremony, the room should be set up as shown in the Diagram. The Installing Officer should ensure the Chaplain (elect) has a copy of this book for the prayer. The floor layout diagram is a suggested overall format. Exact chair placement is not critical. (i.e. the Inner / Outer Guard locations are symbolical. They would normally be where the door(s) to the room are. If there is only one door, then place one chair to the left and right of that door for this application.)

Page with room diagram

INSTALLATION CEREMONY for Lodge Officers and Committee Chairs

PRESIDENT (Governor for April 2021):

(Gives one rap)

It is now time to install your elected and appointed officers as well as incoming Chairpersons. I have the honor of introducing _____ (title, if applicable) who will be our Installing Officer.

GOVERNOR / PRESIDENT: Installing Officer _____, I hand you the gavel, as a symbol of your authority.

(The Governor / President takes a seat at the right of the Installing Officer.)

INSTALLING OFFICER: I am here for the purpose of installing your officers and chairpersons who will assume their duties as of May 1st. Before doing so, it is my responsibility to determine whether your retiring officers have complied with the General Laws of The Moose. President (Governor in 2021) _____, have the Officers and Chairpersons whom _____ Lodge No. _____ desires to

install into office for the current year been elected or appointed in strict compliance with the General Laws of The Moose?

GOVERNOR / PRESIDENT: They have.

INSTALLING OFFICER: Will the retiring officers please rise. These individuals have rendered their time, effort and faithful service to the membership of this Lodge and to The Moose during the preceding year. Thank you for a job well done! Please join me in applauding their collective efforts.

INSTALLING OFFICER: The retiring officers will vacate their chairs.

(They may retire to a seat in the audience or to the rear of the room to await roll call and further instructions if being installed as an officer.)

INSTALLING OFFICER: At this time, it is my pleasure to introduce _____, who will be assisting as the Installing Sergeant-at-Arms for the ceremony.

(Installing Sergeant-at-Arms will take their place at the front of the room.)

INSTALLING OFFICER: The Administrator will call the roll of the officers, elected and appointed. As each officer's name is announced, they will report to the Installing Sergeant at-Arms and be seated as instructed.

(see seating floor diagram)

INSTALLING OFFICER: Members, do any of you have just cause to show why any or all of the officers elected or appointed for this Lodge should not be installed into office? If so, please make it known at this time.

If any cause should be presented which cannot be satisfactorily adjusted, the Installing Officer shall require the elected or appointed officer to retire from their chair, and proceed to install the remaining officers. Immediately following the installation, the Board of Officers shall submit a detailed report covering the cause to the Chief Compliance Office, and await their decision. Pending the decision of the Chief Compliance Office, the officer who held the office the preceding year shall remain in office. If they are unable or unwilling to continue in this position, the office should remain vacant until a final decision of the Chief Compliance Office.

INSTALLING OFFICER: Since there appears to be no objection to any of the officers, elected or appointed, I shall proceed to install them.

INSTALLING OFFICER: (Addressing officers elected and appointed) Do each of you accept the office to which you have been elected or appointed? If so answer I do.

OFFICERS-ELECT: I do.

INSTALLING OFFICER: Officers please rise. Place your left hand over your heart, raise your right hand, and repeat after me, using your name where I use mine. I, _____, — do

solemnly promise — that I will faithfully and to the best of my ability — perform the duties of the office — to which I have been elected or appointed. — I will comply with the General Laws of The Moose — and the bylaws of this Lodge. — I will memorize the portion of the Ritual — pertaining to the office I hold. — I will obey all orders emanating from Moose International. - I will remember that — this Family Fraternity is a private organization — whose privileges belong only to its members. — I will promote the Moose fraternal programs — and work to provide — the many membership privileges — promised to our new members — upon their enrollment. — I will promote and support— the programs of the Moose Legion, — and the Women of the Moose Chapter. — I will strive to reach — the level of Moose service — that merits advancement to — the Fellowship and Pilgrim Degrees — or, the Academy of Friendship, — College of Regents and Star Degrees. — I will help lead my Lodge — toward membership and financial progress. — Upon expiration of my term - I will deliver to my successor in office, — or to any other legal authority of The Moose, — all funds and property in my possession — belonging to this Lodge. — I further promise — that I will be a leader by example — in the office to which I was elected or appointed. — To which I pledge my honor.

(Pause) You may lower your hands and be seated.

* * * * *

INSTALLING OFFICER: Installing Sergeant-at-Arms, present the out-going Governor / President to a place in front of me, facing the audience.

(Installing Sergeant-at-Arms does as directed.)

INSTALLING OFFICER: Governor (after 2021 – President) _____, you have served this Lodge faithfully as the presiding officer. (For new Lodge institutions – President _____, you have been appointed as the Junior Past President of this Lodge.) You are qualified to act as advisor on matters upon which you will be called to speak, and your attendance at Lodge meetings will assure that the good accomplished under your leadership will continue. As the Junior Past President, you will continue as a member of the Lodge Board of Officers. You are also the Installing Officer of this Lodge until another has taken your place. As a Past President, you are now entitled to represent your Lodge as a delegate when present at sessions of The Moose. I now declare you installed as the Junior Past President of this Lodge.

Installing Sergeant-at-Arms, please escort the Junior Past President to her / his chair.

* * * * *

(Omitted if the Outer and Inner Guards are not utilized by the Lodge)

INSTALLING OFFICER: Installing Sergeant-at-Arms, present the Outer Guard and Inner Guard to a place in front of me, facing the audience.

(Installing Sergeant-at-Arms does as directed.)

INSTALLING OFFICER: Guard(s) _____ & _____, it is your duty to greet each member as they enter the Lodge, and to make the members of this Lodge, as well as visiting Guests, feel a sense of welcome. Likewise, it is your duty to maintain decorum inside and outside the Lodge room door(s), and to see that no one but those qualified enter the Lodge room. You shall also perform all other duties required by the General Laws and Ritual of The Moose. I now declare you duly installed.

Installing Sergeant-at-Arms please escort the Inner and Outer Guards to their chairs.

* * * * *

INSTALLING OFFICER: Installing Sergeant-at-Arms, present the Sergeant-at-Arms (and Assistant Sergeant-at-Arms – if applicable) to a place in front of me, facing the audience.

(Installing Sergeant-at-Arms does as directed.)

INSTALLING OFFICER: Sergeant-at-Arms (and Assist SAA if applicable) _____, you are under the direction of the President. You shall assist members, visitors, or latecomers in making proper entry into the Lodge room. You are the custodian of Lodge paraphernalia and shall properly arrange it for all meetings and special functions, and immediately remove the paraphernalia after each function. You shall perform such other duties as may be designated by the Ritual or required by the President. I now declare you duly installed as Sergeant-at-Arms.

Installing Sergeant-at-Arms, please escort the Sergeant-at Arms to their chair(s).

* * * * *

INSTALLING OFFICER: Installing Sergeant-at-Arms, present the Trustee(s)-elect to a place in front of me, facing the audience.

(Installing Sergeant-at-Arms does as directed.)

INSTALLING OFFICER: Trustee(s) _____, the proper operations of this Lodge will depend on your attention to duty. You shall take an inventory of all physical property of the Lodge once a year and deliver your report to the President. You shall examine for approval, all bills, and report your recommendations regarding payment to the Board of Officers and Lodge membership. You shall compile an inventory of the Social Quarters merchandise for resale monthly, and deliver that report to the Administrator. You shall perform all other duties required by the General Laws of The Moose or by the Lodge. The members of this Lodge are confident in your abilities to perform these special duties. I now declare you duly installed as Trustee(s) of this Lodge for the term to which you have been elected.

Installing Sergeant-at-Arms, please seat our new Trustee(s).

* * * * *

INSTALLING OFFICER: Installing Sergeant-at-Arms, present the Treasurer-elect to a place in front of me, facing the audience.

(Sergeant-at-Arms does as directed.)

INSTALLING OFFICER: Treasurer _____, you, along with the Administrator and President shall be a custodian of all securities. You are the Treasurer of this Lodge Corporation and are authorized to sign all checks ordered paid by the Lodge or Board of Officers. You shall receive from the Administrator all deposit slips showing deposits made in financial institutions in the name of the Lodge, and report this information to the membership at regular meetings. By performing your duties with the utmost care and fidelity, you can insure the confidence that the members have placed in you. I now declare you installed as Treasurer.

Installing Sergeant-at-Arms, please escort the Treasurer to her / his chair.

* * * * *

(IF THE ADMINISTRATOR HAS NOT BEEN PREVIOUSLY INSTALLED.)

INSTALLING OFFICER: Installing Sergeant-at-Arms, present the Administrator-elect to a place in front of me, facing the audience.

(Installing Sergeant-at-Arms does as directed.)

INSTALLING OFFICER: Administrator _____, you are the Secretary of this Lodge Corporation, and along with the Treasurer and President are a custodian for the securities of this Lodge. You shall correctly keep minutes of all meetings of this Lodge and Board of Officers, maintain accurate financial reports, preserve and file all valuable papers, report all membership records as required, sign all approved checks and legal documents, and read all correspondence to the Board of Officers and Lodge. You shall make timely Financial Reports to Moose International and perform all other duties as required by the General Laws and Ritual of The Moose. Carefully study all the General Laws of The Moose, insist your books be reviewed monthly by the Financial Review Committee, and be diligent in your efforts to keep this Lodge in good standing in The Moose, so the members may be entitled to the protection provided by those actions. Your abilities in performing the duties of this office will contribute to the success and prosperity of our/this Lodge. I now declare you duly installed as Administrator.

Installing Sergeant-at-Arms, please escort the Administrator to her / his chair.

* * * * *

INSTALLING OFFICER: Installing Sergeant-at-Arms, present the Chaplain-elect to a place in front of me, facing the audience.

(Installing Sergeant-at-Arms does as directed.)

INSTALLING OFFICER: Chaplain _____, you are a member of the Board of Officers and the Financial Review Committee, and shall perform all other duties as required by the General Laws and Ritual of The Moose. It will be your duty to deliver prayers for our services and ceremonies. You will promptly contact or visit the sick and be as helpful as possible to the needy and distressed and make a report at each Lodge

meeting. Let your conduct and demeanor, provide an example for all members to follow. I now declare you duly installed as Chaplain.

Installing Sergeant-at-Arms, please escort the Chaplain to her / his chair.

* * * * *

INSTALLING OFFICER: Installing Sergeant-at-Arms, present the Vice President-elect to a place in front of me, facing the audience.

(Installing Sergeant-at-Arms does as directed.)

INSTALLING OFFICER: Vice President _____, you are Vice President of the Lodge Corporation, a member of the Board of Officers and shall perform all duties required of you by the General Laws and Rituals of The Moose. You will assist the President in preserving order and decorum in the Lodge and, in conjunction with the President, inspect all votes on applicants when warranted. In the absence of the President, you will preside over the deliberations of this Lodge with full authority to perform all duties and responsibilities. I now declare you duly installed as Vice President.

Installing Sergeant-at Arms, please escort the Vice President to her / his chair.

* * * * *

INSTALLING OFFICER: Installing Sergeant-at-Arms, present the President elect to a place in front of me, facing the audience.

(Installing Sergeant-at-Arms does as directed.)

INSTALLING OFFICER: President _____, I welcome you to the office of Progress. You are the President of the Lodge Corporation and shall preside at all meetings of the Lodge and Board of Officers. It shall be your duty to preserve order, apply and enforce the General Laws of The Moose, and decide parliamentary questions. You, along with the Administrator and Treasurer, are a custodian of all securities and are authorized to sign all approved checks. You are a member of all committees of the Lodge (if so qualified), and you must, by the first regular Lodge meeting, appoint the chairpersons of all prescribed standing committees. While you are President, this Lodge should show an increase in active membership and an increase in net assets. Listen with respect to the opinion of your Members and, in making decisions, remember that your own feelings or interests must have no weight. The Lodge membership should be harmoniously promoting our purposes and be engaged in furthering our fraternal objectives. Upon completion of your term of office, you become a Past President of this Lodge, which entitles you to represent your Lodge as a delegate when present at sessions of The Moose. A great responsibility and honor has been bestowed upon you by the members of this Lodge. I now declare you duly installed as President of this Lodge.

Installing Sergeant-at-Arms, please escort the President to her / his chair.

* * * * *

INSTALLING OFFICER: The Administrator will call the roll of appointed chairs. As each Chairperson's name is announced, they will report to the Installing Sergeant-at-Arms and be seated as instructed.

(Installing Sergeant-at-Arms, directs members to chairs at front – no specific seating order required)

Membership_____, Moose Charities_____,
Application Review_____, Financial Review_____,
Activities_____, Heart of the Community_____,
Communications_____, Lodge Moose Legion_____,
Loss Prevention_____, Government Relations_____,
Ritual_____, (use if needed)_____,
(use if needed)_____, (use if needed)_____

INSTALLING OFFICER: Incoming Chairpersons. Please stand and face the audience. You and your committee will contribute to the success of our Lodge. We as Lodge members depend upon each committee to serve earnestly. As a Lodge Chairperson you will assemble your respective committee members for the year. Your committee will be responsible for carrying out an important mission for our Lodge. As Chairperson, you will keep the Lodge President informed of your committee's progress. You as Chairperson will make reports on the Lodge floor during our membership meetings. Each committee is vital to our success. We wish you success in your mission.

INSTALLING OFFICER: Please place your left hand over your heart, raise your right hand, and repeat after me, using your name where I use mine. I, _____, — do solemnly promise — that I will select other members to serve on my committee — and that I will work with them and lead diligently. — I will fulfill the responsibilities of my committee — referencing the duties as outlined — in the General Laws, — the Officers and Committeemen's Handbook, — or other available documents. You may lower your hands and be seated.

INSTALLING OFFICER: I now declare you duly installed. You may be seated.

(Chairpersons may be seated where they are at the front of the room.)

INSTALLING OFFICER: By the authority vested in me as Installing Officer, I now declare the officers and Chairpersons of this Lodge duly installed.

(Installing Sergeant-at-Arms returns to his chair and is seated.)

INSTALLING OFFICER: President _____, I now present to you the gavel, the symbol of your authority. (Hands gavel to President) Never let it fall in anger, but wield it firmly and with discretion.

INSTALLING OFFICER: Let us greet our new President with a round of applause.

PRESIDENT: (Gives one rap) Everyone will be seated.

(Installing Officer returns to their chair by the Sergeant-at-Arms and is seated.)

(President should give a welcome address outlining vision for the next year...

and (if applicable) calls on any guest speaker...and....,

makes announcement(s) of any planned program to follow.)

(New incoming) President: (Gives two raps.) Everyone will rise. *(pause)*

Chaplain _____, you will ask the blessing.

Chaplain: (At their chair or microphone) Let us pray. Father, we ask You to watch over these officers, and Chairpersons to whom the leadership of this Lodge has been committed. Instill in their hearts the essence of Fraternal service. Impart wisdom into their decision making. Direct them toward greater contributions to the efforts of The Moose. We especially ask for peace and harmony to abound in this Lodge, and that prosperity and good health be granted to all members and their families. We ask these things in Your name. Amen.

MEMBERS: (in concert) Amen

(Chaplain returns to chair)

(New incoming) President: Thank you all for attending. I declare this Installation Ceremony is now concluded.

(If the installation is separate from a lodge meeting - this concludes the program.....)

(If Installation is at a regular lodge meeting - then proceed with the regular order of business)

Effective for use in April 2021 installation of:

the 2021-2022 officers and chairpersons