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I. INTRODUCTION

Since Sons of Norway was founded in 1895, various rituals have been offered for use to conduct meetings. This is characteristic of all fraternal organizations.

The ceremonies presented in this section of the Guide for Leadership can enhance the dignity and pageantry of lodge meetings and make business meetings unique for Sons of Norway. Three options are presented for opening and closing ceremonies, three for welcoming new members and two for installation of officers. There is also a suggested memorial service, and guidelines for the playing of the three national anthems and presentation of the national flags. The options presented, including the scripts, are meant to be guidelines only, not requirements, and should be adjusted to meet lodge needs. The personality of your lodge should also be taken into consideration when determining meeting protocol.

II. GENERAL BUSINESS MEETING PROTOCOL

All meetings where business of the lodge is transacted are closed meetings. Attendance is restricted to members of the lodge and visitors (*members of Sons of Norway from other lodges*). The lodge president may declare a meeting an "open meeting". If no objections are voiced, guests (*non-members of Sons of Norway*) are allowed to attend.

A. TYPICAL AGENDA FOR A BUSINESS MEETING IS AS FOLLOWS:

1. The meeting is opened (*opening ceremonies*).
2. Roll call of officers is done by the secretary.
3. Dignitaries, guests and visitors are introduced.
4. New member applications are presented by the financial or membership secretary and are either accepted into membership or voted on, according to the lodge bylaws.
5. New members are welcomed into the lodge .
6. Minutes from the previous meeting are presented and approved.
7. Bills.
8. Communications are read.
9. Committee reports are presented.
10. Unfinished business is discussed.
11. New business is discussed.
12. Financial reports are presented (*financial secretary or treasurer*).
13. Announcements are made.
14. The meeting is concluded (*closing ceremonies*).

B. SEATING

The seating arrangement for business meetings may be flexible to suit the physical attributes of the room where the lodge convenes. Typically, the president is at the front of the room, with the financial or membership secretary and treasurer on one side and the secretary on the other. Other officers may join the president at the front of the room as well, depending on their role in the meeting. Greeters should be positioned at the main doors(s) to welcome members, visitors and guests (*if the meeting is "open"*).

C. PLAYING THE NATIONAL ANTHEMS

According to the U.S. State Department Protocol Office and the Congressional Research Service, "There is no written code or regulation that cites the proper order. For the purposes of presenting the national anthems it is a long-standing custom that when on (*United States*) soil, the anthems should be played in alphabetical order using English spellings of the nation's names. The (*United States*) anthem should be played last."

In Canada, the Canadian anthem should be played first, followed by the Norwegian and then the United States anthems, according to the Canadian Consulate in Minneapolis.

In Norway, the Norwegian anthem is played first, followed by the Canadian and then the United States anthems, according to the Royal Norwegian Consulate General in Minneapolis.

D. DISPLAYING FLAGS

The national flags of Canada, Norway and the United States should have a place of prominence in the meeting hall. They should hang free, either flat against the wall or from a staff, and should never be used as decoration.

The three national flags should be used in every Sons of Norway lodge meeting and at every Sons of Norway district and international convention. (*Note: The Norwegian flag should never be displayed with gold fringes.*) At Sons of Norway sponsored events, you should at least display your own national flag and the Sons of Norway flag.

If flags are presented after the meeting has been called to order, the national anthems should always be sung as they are brought in.

When the national flags are hung from a staff, the country of residence determines their position:

IN THE UNITED STATES¹

audience

q q q
(Norwegian) (Canadian) (United States)

IN CANADA²

audience

q q q
(United States) (Canadian) (Norwegian)

IN NORWAY³

audience

q q q
(United States) (Norwegian) (Canadian)

Since the Sons of Norway flag is not a national flag, it can be used for more decorative purposes. If it is hung from a staff at the front of the hall, it should be positioned to the left of the other flags that are displayed (*on the president's left and the audience's right*) and slightly to the rear. A distinguishable distance should separate the Sons of Norway flag from the national flags.

1. U.S. Flag Protocol, U.S. Dept. of State

2. Canadian Flag Protocol, Canadian Consulate, Mpls.

3. Royal Resolution 6 July 1933

E. VOTING (SIGN OF THE ORDER)

When voting on lodge business, members may be asked to display the "sign of the order." This is a visual display based on the Sons of Norway moto: "FREEDOM, FRATERNITY, PROGRESS".

To make the sign of the order, members should start with an open hand. The little finger is closed to the palm to represent FREEDOM. Closing the next finger to the palm represents FRATERNITY and closing the middle finger to the palm represents PROGRESS. The thumb, representing BROTHERLY LOVE, should surround all closed fingers. The index finger remains pointing to the heavens or NORTH STAR.

III. ORDER OF CEREMONIES: REVISED FORM

A. OPENING CEREMONIES

President: (*Raps gavel once.*) Welcome to Lodge, Sons of Norway. We are gathered together to celebrate the heritage and culture of Norway, both past and present. We are also here to enjoy the fellowship that is a vital part of our lodge. Let us begin by singing the three national anthems.

(*President raps gavel three times. All present rise and the anthems are sung.*)

President: I now declare this meeting open. (*Raps gavel once, all present sit.*)

- Introduction of Guests and Visitors (*Past and present international and district officers and members of other lodges and guests should be introduced.*)
- Roll call of officers is taken.
- The minutes from the previous meeting are approved.
- New member applications are read by the financial or membership secretary and voted on.
- All bills to be voted on are presented.
- Lodge financial reports given.
- Communications are presented.
- Committee reports are given.
- Unfinished business is discussed.
- New business is discussed.
- Announcements are made.

B. CLOSING CEREMONIES

President: Officers and members. I thank you for your presence, participation and attention. We will now sing our closing song. (*Raps gavel three times, all present rise.*)

Counselor: (*After song has ended*) May peace and harmony prevail within our lodge.

President: Our next meeting will be on _____. I now declare this meeting adjourned. (*Raps gavel once.*)

C. WELCOME CEREMONIES

(*Candidates are kept outside the lodge meeting room, if possible.*)

President: Counselor. Are there any candidates wishing to be members?

Counselor: There are ___ candidates awaiting membership.

President: Let us welcome them into our lodge. (*Raps gavel three times, all present rise.*) Have the marshals bring our new friends into the lodge. (*Marshals bring candidates into the center of the room.*)

President: Friends. I bid you welcome. Sons of Norway is a fraternal organization of men and women of Norwegian birth, descent, affiliation or others who have an appreciation of Norwegian heritage and culture. Our aim is to preserve, promote and cherish everything that is good and noble in the Norwegian national character. The motto of Sons of Norway is freedom, fraternity and progress. We hope that you will, to the best of your ability, assist any member of our Order in health as well as in sickness and distress.

The fundamental principle of Sons of Norway is the practice of good and true fraternalism. We trust you will faithfully observe and obey the laws and regulations of this Order, provided they do not conflict with your civil rights or religious liberties. We encourage you to attend our meetings and activities so that our association both here and elsewhere may be of mutual benefit and pleasure.

These are the membership obligations which we trust you accept as your own. If so, please say "I will."

Candidates: I will.

President: I now ask the members to form the fraternal chain around our new friends. (*Each member gives the right hand to the member on his left, and the left hand to the member on the right. The candidates with the president and marshals are in the circle.*)

You are now surrounded by friends whom you may trust as brothers and sisters. The fraternal chain is a symbol of everlasting friendship. Union of our hands signifies the union of our hearts, aims and efforts. When the Norwegian Constitution was drafted at Eidsvold on the 17th of May, 1814, the members pledged each other unity and fidelity until the Dovre mountains should fall. We pledge to each other that in our endeavors within Sons of Norway we shall stand united and true until Dovre falls.

We will now take a recess to give everyone an opportunity to meet our new members.

Velkommen to Sons of Norway.

D. INSTALLATION CEREMONIES

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.

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 in the lodge and present them with their regalia.)

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

(The marshals bring the program directors forward.)

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 in the lodge and present them with their regalia.)

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.)

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 in the lodge and present them with their regalia.)

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.)

Installing Officer: You have been elected president of _____ Lodge No. _____ 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.

IV. ORDER OF CEREMONIES: LONG FORM

A. OPENING CEREMONIES

(The greeters shall be stationed at the entrance to the lodge room prior to the opening of the meeting to accept the password and to greet visitors. The names and lodges of visitors should be turned over to the president just after the opening of the meeting so that they may be properly introduced.)

President: We are now about to open _____ Lodge No. _____, Sons of Norway. Officers will be clothed with their proper regalia and assume their respective stations.

(When the officers present have taken their places, the president raps once and continues:)

ROLL CALL OF OFFICERS

President: Marshal, please assist our secretary in calling the roll of our officers.

(The president appoints the necessary temporary officers and continues:)

INTRODUCTION OF GUESTS AND VISITORS

(Past and present international and district officers and members of other lodges and guests should be introduced.)

President: Greeter, are all present qualified to remain?

Greeter: Yes, Brother (Sister) president, they are.

President: Marshal and assistant marshal! Will you please present the flags.

(Raps three times and all present rise as the flags are brought forward [see page 4 for proper display].)

The marshals should make sure before the meeting begins that the stands are positioned properly and that the flags can be conveniently obtained without delay. The marshal carries the United States/Canadian flag and the assistant marshal carries the Norwegian flag. At an appropriate distance in front of the president's rostrum - approximately six to ten feet - the marshals halt. The marshal crosses to the president's right

and posts the United States/Canadian flag, turns and faces the lodge. The assistant marshal crosses to the president's left and posts the Norwegian flag, turns and faces the lodge.

President: *(for lodges in the United States only)*

Let us all join in "The Pledge of Allegiance."

President: We shall now sing the three national anthems.

(When the singing is concluded, the marshals return to their stations, crossing approximately halfway between the center table and the vice president. When they arrive at their stations, the president raps once and all are seated.)

President: Friends! It is my duty to preside at this meeting, to maintain order, to see that the officers perform their duties, and to guide the deliberation with impartiality. Officers, what are your duties?

(The president raps twice and all officers rise.)

Vice President: It is my duty to assist you in maintaining order and to see that no one is allowed to enter or retire during the opening, closing or welcome ceremonies without your permission.

Social Director: It is my duty to select the songs to be used for the lodge ceremonies, to direct the singing, and to plan and supervise social activities.

Counselor: It is my duty to instruct and examine the candidates who present themselves for membership and to guide the other officers with word and deed.

President: Friends! We are gathered here to transact the business that may come before this meeting. Let us perform our duties in the spirit of brotherly love and for the purpose of advancing the best interests of our Order. Social director, please announce our opening song.

(The president raps three times and all present rise. After the singing, the president raps once and all are seated.)

President: I now declare _____ Lodge No. _____ lawfully opened. Inner guard, please request members in the anteroom to enter.

ELECTION TO MEMBERSHIP

President: Financial secretary (or membership secretary), if we have applications for membership, please read the names.

(Applications should be in order prior to opening of meeting to avoid delay.)

Financial/Membership Secretary: President! We have received the following applications. *(Read names.)*

BY MOTION OF ACCEPTANCE

President: If there are no objections to voting on applications by the sign of the Order, we will do so.

(Pause. Any member may request the use of a secret ballot. If a secret ballot is called for, ballot slips may be issued to all members. Each applicant is then voted on and the ballot box collected by the marshals. The secretaries shall then tally the results. An application for membership is rejected if it does not receive a majority vote in favor of acceptance.)

If there are no objections, we shall vote on all applications at the same time. *(Pause)* All in favor of accepting the applications as read by the financial secretary, vote with the sign of the Order for _____.

(After vote) For rejection by the same sign.

(A majority is necessary to eject an application. If vote is favorable, the president announces:)

The candidates are now lawfully elected to membership in our lodge.

(Once accepted, the name of the applicant shall be entered in the lodge membership records. Please refer to page 10 if welcome ceremonies are to be performed.)

ORDER OF BUSINESS

MINUTES

BILLS

COMMUNICATIONS

REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

FINANCIAL REPORTS

ANNOUNCEMENTS

B. CLOSING CEREMONIES

President: Secretary! Do you know of any other business to be transacted at this meeting?

Secretary: *(If there is none)* President! Our work is completed.

President: Officers and members! I thank you for your presence and attention. We will now sing our closing song.

(Raps three times. Social director announces closing song.)

Counselor: *(After the song is ended)* May peace and harmony prevail within our lodge.

President: The members will please remain standing while the marshals gather the regalia and songbooks and retire the Colors.

(After this has been done, the marshals shall report:)

Marshal: President! All is in order on your left.

Ass't. Marshal: President! All is in order on your right.

President: Our next meeting will be held on _____ at _____ o'clock. I now declare this meeting adjourned.

C. WELCOME CEREMONIES

President: Greeter! Please determine if there are any candidates in the anteroom who wish to be welcomed into our lodge.

(Greeter proceeds to the anteroom, returns and announces:)

Greeter: President! I find *(announces number)* candidates in the anteroom who wish to be members.

(If the lodge wishes to have the potential members remain in the anteroom where the counselor prepares them for membership, the president continues. If the lodges wishes to have the potential members inside the lodge room, the president should refer to the beginning of the short form for Welcome Section IIIC.)

President: The counselor and the marshals will please advance.

(They advance and salute.)

You will proceed to the anteroom and determine if the candidates are ready to learn of the pledges, ideals and regulations of our Order.

(The three officers salute the vice president and retire to the anteroom where the counselor instructs the candidates as follows:)

Counselor: *(in the anteroom)* As counselor of the lodge, it is my duty to determine that you are willing to learn of the pledges required by the Order, Sons of Norway. The basic principle of our Order is brotherly love; our aim and purpose is the preservation of everything good and noble in the tradition and character of our forefathers. The pledges required of you do not conflict with your political or religious views, but apply only to fidelity to our Order. Are you willing to take the pledges and assume the obligations required of you? If so, please say, "I am."

Candidates: I am.

Counselor: I shall now leave you, but our marshals/drill team will remain and escort you into the lodge.

(Counselor enters the lodge room, salutes the president and reports:)

President! The candidates are now ready for admittance into our lodge.

President: Our membership will now be increased by _____ new members. Listen closely to the instructions given the candidates so that we may again be reminded of the fundamental principles of our Order. Officers! Perform the ceremonies with dignity, so the candidates may be favorably impressed with the lodge.

Greeter! You may instruct the marshals with candidates to enter.

(The president raps three times and all present rise as the door is opened and the candidates are escorted into the room. Appropriate escort music should be provided. The new members may be conducted around the lodge room, passing the counselor, the president and the social director, halting in front of the vice president, or they may be escorted behind the center table, forming a semi-circle facing the president.)

Marshal*: Vice president! I present to you these our friends who desire admittance into our lodge.

Vice President: Friends! I bid you a hearty welcome. Sons of Norway is a fraternal organization of men and women of Norwegian birth, descent or affiliation. Our aim is to preserve, maintain and promote interest in everything that is good and noble in the Norwegian national character. From history we learn of the discovery of the American continent by the Norsemen. Leif Erikson is the discoverer of this, our grand and glorious country. Later on, thousands of men and women left the land of their fathers and made for themselves and their children happy homes in this new world. Here, we are enjoying the fruits of their labor. We are the heirs of the western pathfinders and pioneers whose great achievements in the upbuilding of this country it is our duty to continue.

The marshals will now direct you to our social director for further information.

Marshal: Social director! We come to you for further information.

Social Director: The Order, Sons of Norway, has on its emblem the North Star. As it always points to the north, so shall our aim and endeavor always lead toward a fixed goal: to help our fellow members.

The fundamental principle of the material welfare of our Order is protection to its members in cases of sickness, want and adversity. The fundamental principle of our social activities is the practice of good and true fraternalism.

Marshal! Present the candidates to our counselor.

Marshal: Counselor! Because of your experience and position, our social director has sent us to you for further instructions in the principles of our Order.

Counselor: Friends! On behalf of the Order, I again bid you a hearty and sincere welcome into our lodge, our fraternal home. The motto of Sons of Norway is "Freedom, Fraternity and Progress." Membership in our Society signifies faithfulness to these noble ideals of life. Loyalty was a predominant trait of our forefathers. We trust that you will live up to the tradition of the past and take your pledges seriously and earnestly. Candidates! Truthfulness and fidelity are first of all required of you.

Marshal! Present the candidates to our president so that they may learn of the pledges required of them.

Marshal: President! I present to you these our friends who are now prepared to take the pledges and assume the obligations of membership in our order.

President: Friends! You have been informed concerning the principles and obligations of membership in Sons of Norway. Please listen carefully to the pledges required of you.

We hope that you will, to the best of your ability, assist any member of our Order in health as well as in sickness and distress.

We trust you will faithfully observe and obey the laws and regulations of this Order as established by the International Lodge, the District Lodge and your Local Lodge, provided they do not conflict with your civil rights or religious liberties.

We hope you will be honest and fair with all people and endeavor not to judge the errors and shortcomings of others.

We require that you never introduce any matter of a political or religious nature into the lodge. We expect that your influence and activities will be with us and for us and that you will, to the best of your ability, attend our meetings and activities so that our association both here and elsewhere may be of mutual benefit and pleasure.

You have now heard the membership obligations which we trust you accept as your own. If so, please say "I do."

Candidates: I do.

(The president raps once and all except the candidates are seated.)

President: We are pleased that you have accepted these obligations. From now on, your own interests and the progress and the welfare of our Order are closely related. We expect that you will be sociable and tolerant in your conduct, not easily offended, and always willing to forgive. The fellowship you experience within this Order will go with you through life, and may it guide you to a better understanding of your fellow men. Hold Sons of Norway's standards high and let us all by our association and conduct show the right understanding of the principles of our Society.

Your current membership card is your passport to visit any Sons of Norway lodge in our fraternal chain.

As part of our fraternal tradition, we also have an official sign, which is called the sign of the Order. This sign is used both as a sign of salutation and a voting sign. It is made in this manner: *(demonstrates)*

The gavel in the hand of the presiding officer is a symbol of authority. One rap of the gavel signifies that the lodge shall come to order or that those present shall be seated. (*Raps once.*) At two raps, the officers rise. (*Raps twice.*) At three raps, all present rise. (*Raps three times.*)

The marshals will now conduct our new friends to the center of the room, after which the members will form the fraternal chain.

(Each member gives the right hand to the member on his left, and the left hand to the member on the right. The candidates with the president and marshals are in the circle.)

President: You are now surrounded by friends whom you may trust as brothers and sisters. The fraternal chain is a symbol of everlasting friendship. Union of our hands signifies union of our hearts, aims and efforts. As our noble ancestors, when they finished their historic task of drafting the Norwegian Constitution at Eidsvold on the 17th of May, 1814, pledged each other unity and fidelity until the Dovre mountains should fall, so the circle surrounding us signifies that we, in our endeavors within Sons of Norway, shall stand "United and True, Until Dovre Falls."

(The members repeat in chorus, "United & True, Until Dovre Falls.")

President: As members of Sons of Norway, you are entitled to all the rights and all the benefits promised members by our constitution, by-laws, rules and customs. A copy of the by-laws of this lodge and brochure explaining proper conduct in the lodge are available from the lodge secretary which you will find informative. Copies of the Sons of Norway Constitution are also available from the secretary.

(If a lodge presents pins to new members, the president shall add:)

We are also pleased to present you with our membership pin, a symbol of your international membership, which we know you will wear with pride.

(If a member has already received a membership pin, the president shall add:)

You have received our membership pin, a symbol of your international membership which we know you will wear with pride.

(If the new members did not sign the membership roster in the anteroom prior to membership, the president shall add:)

Will you also be sure to sign the membership roster before leaving. We shall now take a recess to give everyone an opportunity to meet our new members.

Velkommen to Sons of Norway!

D. INSTALLATION CEREMONIES

Installation ceremonies should be made interesting and dignified. This is a ceremony to which non-members may be invited, presenting a good opportunity for members to bring their friends and prospective members.

OFFICERS WHO MAY BE INSTALLED:

- President
- Vice President
- Counselor
- Social Director
- Secretary
- Assistant Secretary
- Financial Sec.
- Membership Secretary
- Treasurer
- Trustee
- Marshal
- Assistant Marshal
- Youth Director
- Sports Director
- Cultural Director
- Foundation Director
- Historian
- Publicity Director
- Editor
- Musician
- Librarian
- Sunshine Chairperson
- Greeter(s)
- Auditors

(All lodges may not use all these officers while other lodges may use more. The installing officer should feel free to include or omit such officers to suit local conditions.)

(The Installing Officer may be a past president of the lodge, a retiring counselor, or any past or present officer of the international lodge or district lodge. When requested to install, the installing officer takes the place of the president. The president steps aside with his regalia on.)

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

President: They have.

Installing Officer: You will now hand me your regalia and take your place among the members. The other officers will vacate their places and leave their regalia. I shall appoint _____ installing marshal, and _____ installing assistant marshal.

(The installing marshals, appointed by the installing officer, or a drill team, shall arrange the line-up of the officers in front of the president's rostrum, rap three times—all rise.)

Installing Officer: You have been elected by the members of this lodge as an officer for the present term. 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."

(Rap gavel once, - all present are seated.)

Installing Officer: I will mention your titles, and as I do so, you will step forward. When you have been made acquainted with your duties, the installing marshals will conduct you to your place in the lodge.

Greeters! You are the Greeters for the lodge. The first impression new members and visitors will have is how they are welcomed to your lodge. Your friendly and enthusiastic reception will make them welcome and give them a lasting, positive impression of your lodge. With new members, not only greet them, but introduce them to someone who will shepherd them until they feel comfortable with your group. It is

important that you obtain names of visitors and guests. A guest is a person who is not a member of our order. When visitors arrive, it is important that you not only obtain their names, but also the name, number and location of their lodge and report this to the president so that he/she may have an opportunity to introduce them properly.

Will the marshals escort our greeters to their places in the lodge.

Sunshine person! As sunshine chairperson, it shall be your duty to identify your ill or bereaved members and demonstrate by word and deed that members of _____ Lodge care about their well-being.

Keep the lodge informed about the condition of these members and encourage others to show their concern through visits, cards, letters and flowers.

Will the marshals escort the sunshine chairperson to their place in the lodge.

Librarian! It shall be your duty to arrange for new books for your library in cooperation with the other officers and to supervise the lending of books belonging to the library. Further, it shall be your duty to see that all books are returned to the library in good condition within the prescribed time set by the lodge. You shall be present at the library according to the instruction of the lodge, and as far as possible, aid and assist the members in the selection of the books wanted.

Will the marshals escort the librarian to his/her place in the lodge.

Musician! You have been chosen musician for the present term, and as such, it shall be your duty to provide musical accompaniment whenever it is requested by the social director or president, especially during ceremonies of the lodge. Your contribution to the ceremonial activities of the lodge meetings will make them pleasant and interesting.

The marshals will escort you to your place.

Historian–Editor–Publicity Director!

(A lodge may have one person serving in all of these capacities or it may have one for each of the different posts, so the installing officer should be governed accordingly in familiarizing them with their duties.)

Historian! As historian, it shall be your responsibility to record the historical events of the lodge. From time to time, and in cooperation with the Editor, you shall submit individual news items, or a complete summary of events to the district historian. You shall act as custodian for all records and materials pertinent to the history of the lodge and be responsible to compile a record of current lodge activities to be presented in the form of an annual history and scrapbook. Your services will be essential in the continuance and preservation of the records describing fraternal progress of your lodge.

Editor! It shall be your duty to publish the lodge bulletin. You are the key to keeping all members of your lodge informed of the activities of the lodge, and providing them with other information which they will find of interest as members of Sons of Norway, thereby strengthening the bonds of Fraternalism among the members of your lodge. Include in your newsletter activities of neighboring lodges and of the District with whom you exchange bulletins and thereby encourage your members to participate in these events as well.

Publicity director! As publicity director, you shall build a good public image of your lodge by contributing the appropriate news releases to local and area media. You shall also be in constant communication with those officers planning the fraternal, social and cultural events of the lodge. Efforts should be made to establish friendly working relationships with the news media personnel assigned to these tasks. It is also your responsibility to convey pictures and information about your lodge's activities to the district publicity director for submission to the *Viking* magazine.

Will the marshals escort the *(Historian – Editor – Publicity Director)* to *(his/her/their)* place(s) in the lodge.

Youth director and sports and recreation director! It is your duty to plan the activities that the title you have been given suggests.

As youth director, you will have the responsibility of supervising clubs, dance groups and a Junior Lodge/Youth Group of boys and girls among our members and the community, who will one day be eligible for adult membership in Sons of Norway. You will assist them in developing their social and recreational activities and provide them with opportunities to learn of our cultural heritage. It will be necessary for you to work in close cooperation with their parents and the lodge in guiding these young people toward membership in our Society.

As sports and recreation director, you will be responsible for planning and supervising a well-rounded program of sports activities and recreation which will be of interest to members of all ages.

You should coordinate your activities with the social director, president and district sports director, so that the membership will benefit from a varied and interesting program of activities and to insure that no conflicts of scheduling exist. Inform your members of Sons of Norway's Sports Medal Program and encourage their participation.

Will the marshals escort the youth director and the sports and recreation director to *(his/her/their)* place(s) in the lodge.

Cultural director! As cultural director, it is your duty to plan programs for your lodge meetings of a nature which preserve and promote our heritage. Work in cooperation with the district cultural director to inform your members of the many cultural benefits and resources available from Sons of Norway including the Cultural Skills Program and encourage their participation. Utilize Sons of Norway's "talent pool" as a source of individuals to present broad and varied programs of interest to your members.

The marshals will escort you to your place in the lodge.

Foundation director! It is your duty to give the lodge complete and updated information about the many benefits available to your members, their families and your community through the Sons of Norway Foundation. These include scholarships, grants and humanitarian relief, and the opportunity for tax deductible contributions in honor of your members which are used to build our cultural and humanitarian programs for the benefit of all Sons of Norway. Information on our Foundation programs will be provided to you from the Sons of Norway Foundation, internet site, www.sonsofnorway.com and *Viking* magazine.

The marshals will escort you to your place in the lodge.

Marshal and assistant marshal! It is your duty to see that the ceremonial functions of the lodge are conducted in the proper manner. You shall have custody of the regalia, songbooks, gavel and other paraphernalia of the lodge, and see that they are properly distributed at the opening and collected at the close of each meeting. Your services, therefore, mean a great deal to a smoothly functioning meeting.

The marshals will conduct you to your places in the lodge.

Trustee! You, together with the other trustees are the custodian of the personal property of the lodge. At the close of each auditing period, but at least once each year, you must submit to the lodge a report covering such property of the lodge. You are empowered to hold title to investments owned by the lodge. It is important that you keep the president and the other officers informed in these matters.

The marshals will conduct you to your place in the lodge.

Financial secretary *(if applicable)* and treasurer! The financial affairs of this lodge are now placed in your hands.

To carry on your work, it is necessary that you have in your possession the appropriate materials outlining your duties in detail.

(It might be appropriate to ask the retiring financial secretary and/or treasurer to hand over these materials at this time.)

Financial secretary *(if applicable)*! It is your duty to see that the funds of the lodge are collected as directed by the lodge. At the close of each meeting, you must turn over to the treasurer all monies collected by you since the preceding meeting. Annually you must submit a detailed report of the receipts during the preceding period and prepare the membership reports of the lodge. You shall be responsible for all matters relating to membership records and see that copies of names and addresses of all members are available to the officers requesting this information. Your duties are difficult. The accurate and complete membership and financial records of this lodge depend to a great extent on your promptness and attention to detail.

Membership secretary *(if applicable)*! You shall be responsible for all matters relating to membership records and see that copies of names and addresses of all members are available to the officers requesting this information. Your duties are difficult. The accurate and complete membership records of this lodge depend to a great extent on your promptness and attention to detail.

Treasurer! You shall keep accurate accounts of the receipts and disbursements of the lodge. No payment from the lodge treasury may be made except as ordered by the lodge. During each meeting, you must report on the condition of the treasury. Annually you must submit in writing a detailed report of the disbursements during the preceding period. Upon your ability a great trust has been placed.

The marshals will now conduct you to your place.

Auditors! It shall be your duty to audit the accounts of the lodge annually, or at other times if so required or requested. You shall audit any committee reports which contain financial accounts before they are adopted by the lodge.

The marshals will now escort you to your seats.

Secretary and assistant secretary! It is your duty to make a true and impartial record of the transactions of this lodge. You shall be responsible for the prompt presentation or referral of communications to the lodge. You shall carry on all correspondence which has not been expressly delegated to other members. You shall issue and attest all documents issued on behalf of the lodge. You shall assist the president in the preparation of an agenda to insure an efficiently conducted meeting. It is of great importance that you perform your duties with care and diligence so the business of the lodge may be attended to in the proper manner. It is important, therefore, that you also have in your possession the materials necessary for the discharge of your duties.

(The turning over of these materials by a retiring secretary, as applicable, might be appropriate.)

The marshals will escort you to your places.

Social director! Your duties are both interesting and challenging, for you will be required, in cooperation with the president and the other officers, to plan and supervise the social activities of the lodge. It is also your duty to select the songs used during the opening, closing and other ceremonies of the lodge. You are also responsible for selecting the refreshment committees and for planning the entertainment and recreational activities so the meetings may be interesting and enjoyable.

The marshals will conduct the social director to *(his/her)* place in the lodge.

Counselor! The greatest treasure Sons of Norway has are its members. We are blessed with many dedicated individuals in our society who work very hard for its benefit. You have been elected counselor for the present term. As you assume this office, you receive a post of honor and responsibility. It will be your duty to aid, assist and counsel the other officers in the performance of their duties. By the guidance of your word and deed, your lodge shall be strengthened in the true spirit of fraternalism.

The marshals will escort you to your place.

Vice president! You have been elected to the second-highest office in your lodge. It is important, therefore, that you familiarize yourself with the duties of the president and assist him/her in maintaining order, for it will be your responsibility to perform those duties in his/her absence. Be faithful and reliable. Perform your duties in close cooperation with the other officers in the continued building of our Fraternity.

The marshals will conduct the vice president to *(his/her)* place in the lodge.

President! You have been elected president of _____ Lodge No. _____, Sons of Norway, and as such you will preside until your successor has assumed the duties of this office. Thoroughly acquaint yourself with the laws, rules and ceremonies of our Fraternity, and your duties, for you will, to a great extent, be responsible for the progress, welfare and internal harmony of the lodge. For those reasons, it is of the greatest importance that you perform your duties with consideration and care. Act without fear or partiality. Be calm and considerate, so that your decisions may be respectfully received and maintained. Make early decisions regarding the lodge activities of your term and follow them through to complete success. I shall presently hand you this gavel - a symbol of authority. One rap of the gavel signifies that the lodge shall come to order or that all present shall be seated. *(Raps once.)* At two raps, the officers rise. *(Raps twice.)* At three raps, all present rise. *(Raps three times.)*

Marshals, present the president to the lodge and escort *(him/her)* to *(his/her)* place.

Officers and members, your president and the other officers of this lodge are now clothed with their full authority. I, therefore, desire to remind you that the officers alone cannot make this lodge useful and progressive. They desire and expect your assistance in everything concerning its welfare. Attend the meetings regularly; take active part in all its functions; work harmoniously together and treat each

other with mutual esteem, remembering the purpose of our noble 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.

(The following may be used in those lodges which pass on from president to president the King Olav V medallion, and/or King Harald V medallion and/or the Crown Princess Sonja medallion)

Sister/Brother president, on behalf of _____ Lodge No. _____, Sons of Norway, I am pleased to present you with this medallion. The (a) King Olav V, (b) King Harald V, (c) Crown Princess Sonja medallion serves as a jewel of the office of the president of _____ Lodge, and should be worn to all official functions and passed on from president to president.

This medallion has been awarded to _____ Lodge by the Sons of Norway Foundation for a contribution to the (a) King Olav V Norwegian-American Fund, (b) Humanitarian Fund, (c) Sons of Norway Foundation Heritage and Culture Fund or by their District or Sons of Norway International as a Membership Recruitment award.

The (a) King Olav V, (b) King Harald V, (c) Crown Princess Sonja medallion is a handsome jewel of office which we know you will wear with pride.

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

V. ORDER OF CEREMONIES: SHORT FORM

A. OPENING CEREMONIES

(The guards shall be stationed at the entrance to the lodge room prior to the opening of the meeting to greet visitors. The names and lodges of visitors should be turned over to the president just after the opening of the meeting so that they may be properly introduced.)

President: As president of _____ Lodge No. _____, Sons of Norway, I am pleased to welcome you to our meeting. We are gathered here to transact the business that may come before us.

Let us perform our duties in the spirit of brotherly love and for the purpose of advancing the best interests of our Fraternity.

ROLL CALL OF OFFICERS

(Optional - see Order of Ceremonies II)

INTRODUCTION OF GUESTS AND VISITORS

President: Social director, please announce the opening song.

(After the opening song is announced, the President raps three times and all present rise. After the singing, the president raps once and all are seated.)

President: I now declare this meeting lawfully opened.

ELECTION TO MEMBERSHIP

President: Financial secretary (or membership secretary), if we have applications for membership, please read the names.

(Applications should be in order prior to opening of meeting to avoid delay.)

Financial/Membership Secretary:

President! We have received the following applications. *(Read names.)*

BY MOTION OF ACCEPTANCE

President: If there are no objections to voting on applications by the sign of the Order, we will do so.

If there are no objections, we shall vote on all applications at the same time. *(Pause)* All in favor of accepting the applications as read by the financial secretary, vote with the sign of the Order for. *(After vote)* For rejection by the same sign.

(A majority is necessary to reject an application. If vote is favorable, the president announces:)

The candidates are now lawfully elected to membership in our lodge.

(Once accepted, the name of the applicant shall be entered in the lodge membership records. Please refer to section III C if welcome ceremonies are to be performed.)

ORDER OF BUSINESS

MINUTES

BILLS

COMMUNICATIONS

REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

FINANCIAL REPORTS

ANNOUNCEMENTS

B. CLOSING CEREMONIES

President: Officers and members! I thank you for your presence and attention. We will now sing our closing song.

(Raps three times. social director announces closing song.)

Counselor: *(After the song is ended)* May peace and harmony prevail within our lodge.

President: Our next meeting will be held on _____ at _____ o'clock. I now declare this meeting adjourned.

C. WELCOME CEREMONIES

President: Counselor and marshals! You will please prepare the candidates for membership into our lodge.

(Counselor and marshals approach the candidates assembled together in the lodge room.)

Counselor: *(In the lodge room)* As Counselor of the lodge, it is my duty to determine that you are willing to learn of the pledges of the Sons of Norway. The basic principle of our Order is brotherly love; our aim and purpose are the preservation of everything good and noble in the tradition and character of our forefathers. The pledges required of you do not conflict with your political or religious views, but apply only to fidelity to our Order. Are you willing to take the pledges required of you? If so, please say, "I am."

Candidates: I am.

Counselor: President! The candidates are now ready for admittance into our lodge.

President: Thank you. Marshals, will you escort our new friends to the rostrum so we may inform them about Sons of Norway.

(The president raps three times and all present rise as the candidates are being brought forward.)

(At this point in lodges preferring the Long Form for Membership, the ceremonies should continue with the marshal in section IIC .)*

Marshal: President! I present to you these our friends who are now ready to be members of our lodge.

President: Friends! We bid you a hearty welcome! Sons of Norway is a fraternal organization of men, women and children of Norwegian birth, descent or affiliation. Our aim is to preserve, maintain and promote interest in everything that is good and noble in the Norwegian national heritage. From history, we learn of the discovery of the American continent by the Norsemen. Leif Erikson was the discoverer of this grand and glorious country.

Here we, the descendants of the western pathfinders and pioneers, are enjoying the fruits of their labor. It is our aim to perpetuate their great contributions and further the development of this great land.

Please listen carefully to the pledges required of you.

We hope that you will, to the best of your ability, assist any member of our Society in health as well as in sickness and distress.

We trust you will faithfully observe and obey the laws and regulations of this Order as established by the International Lodge, the District Lodge and your Local Lodge, provided they do not conflict with your civil rights or religious liberties.

We hope you will be honest and fair with all people and endeavor not to judge the errors and shortcomings of others.

We require that you will never introduce any matter of a political or religious nature into the lodge.

We expect that your influence and activities will be with us and for us and that you will, to the best of your ability, attend our meetings and activities so that our association both here and elsewhere may be of mutual benefit and pleasure. You have now heard the membership obligations which we trust you accept as your own. If so, please say "I do."

Candidates: I do.

(The president raps once and all present are seated. The president continues:)

President: We are pleased that you have accepted these obligations. From now on, your own interests and the progress and welfare of our Order are closely related. We expect that you will be sociable and tolerant in your conduct, not easily offended and always willing to forgive. The fellowship you experience within Sons of Norway will go with you through life, and may it guide you to a better understanding of your fellow man. Hold Sons of Norway's standards high!

Your current membership card, is your passport to visit any Sons of Norway lodge in our fraternal chain.

As part of our fraternal tradition, we also have an official sign, which is called the sign of the Order. This sign is used both as a sign of salutation and as a voting sign. It is made in this manner: (*demonstrates*)

The gavel in the hand of the presiding officer is a symbol of authority. One rap of the gavel signifies that the lodge shall come to order or that all present shall be seated. (*Raps once.*) At two raps, the officers rise. (*Raps twice.*) At three raps, all present rise. (*Raps three times.*)

The marshals will now conduct our new friends to the center of the room, after which the members will form the fraternal chain.

(Each member gives the right hand to the member on his left, and the left hand to the member on the right. The candidates with the president and marshals are in the circle.)

President: You are now surrounded by friends whom you may trust as brothers and sisters. The fraternal chain is a symbol of everlasting friendship. Union of our hands signifies union of our hearts, aims and efforts. As our noble ancestors, when they had finished their historic task of drafting the Norwegian Constitution at Eidsvold on the 17th of May, 1814, pledged each other unity and fidelity until the Dovre mountains should fall, so the circle surrounding us signifies that we, in our endeavors within Sons of Norway shall stand "United and True, Until Dovre Falls."

(The members repeat in chorus, "United and True, Until Dovre Falls.")

President: As members of Sons of Norway, you are entitled to all the rights and all the benefits promised members by our constitution, by-laws, rules and customs. A copy of the by-laws of this lodge and brochure explaining proper conduct in the lodge are available from the lodge secretary which you will find informative. Copies of the Sons of Norway Constitution are also available from the secretary.

(If a lodge presents pins to new members, the president shall add:)

We are also pleased to present you with our membership pin, a symbol of your international membership, which we know you will wear with pride.

(If a member has already received a membership pin, the president shall add:)

You have received our membership pin, a symbol of your international membership which we know you will wear with pride.

(If the new members did not sign the membership roster in the anteroom prior to membership, the president shall add:)

Will you also be sure to sign the membership roster before leaving. We shall now take a recess to give everyone an opportunity to meet our new members.

Velkommen to Sons of Norway.

(Recess)

D. INSTALLATION CEREMONIES:

Short form is the same as Installation Ceremonies: Long form I

VI. SUGGESTED MEMORIAL SERVICE

WELCOME

(Lodge counselor, past president)

INVOCATION

(A local pastor or lodge member)

GREETING

(Lodge president, district officer, international officer)

(Appropriate musical selection, a song by the audience, a solo, quartet or choral group.)

TRIBUTE ON BEHALF OF SONS OF NORWAY

(This should be given by an international director or district officer. Suggested address follows)

As we meet for this memorial service, we are once again reminded of the fleeting and transitory nature of human life in this world where nothing is permanent except change and nothing is certain except death.

We meet today to pay a fraternal tribute to the memory of those brothers and sisters who have answered the last summons and have passed into the great beyond during the past year.

To the families of these departed brothers and sisters, on behalf of Sons of Norway and all its members, we extend our deepest sympathy and offer such sincere although inadequate consolations as may lie within the power of the spoken word. May their memory linger long in your hearts as a sweet benediction and as a rich heritage of love, companionship and devotion.

Among those who have departed, there are a number who have served their fellow members in positions of honor and trust and whose contributions to Sons of Norway will be a permanent monument to their memory. All have contributed to the progress and welfare of their lodge and Society.

MEMORIAL ADDRESS

(If the services are held in a church, ask the Pastor to give the memorial address or sermon. If it is held in a hall, select some member of the lodge or some other person who is capable of giving an appropriate tribute.)

MUSICAL SELECTION

Tribute to Deceased Members: (Ask for the names of members who have died during the past year, noting that this must be done in advance in order to give the committee time to make the necessary arrangements. The committee should provide one flower for each departed brother and sister and a memorial bouquet. One member should be selected to represent each of those who has died with instructions that they must be present at the service. The committee should place a white cloth on a table at the head of the aisle.)

(As the name of the deceased is read, the individual representing him or her will step forward to receive a flower which is then placed on the memorial table. The flower should be placed in a square or circle around the outer rim. When the flowers representing each departed member are in place, a committee member should bring forward and place on the table the bouquet in tribute to all those who have died during the year.)

(All present should be asked to stand for a moment of silent prayer.)

BENEDICTION

(To be given by the Pastor if one is present.)

VII. CONCLUSION

Throughout its history, Sons of Norway has provided its lodges with a framework for meetings and special events. These scripts and protocols can be adapted to suit the unique needs and character of your lodge while preserving the sense of formal ceremony which has been a part of Sons of Norway since its beginning over 100 years ago.