SECTION VIII
SASKATCHEWAN ELKS ASSOCIATION CEREMONIES

A CANADIAN VOLUNTEER ORGANIZATION OF MEN & WOMEN SERVING COMMUNITIES

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8.1. CONFERENCE OPENING CEREMONIES

PROVINCIAL/TERRITORIAL ELKS ASSOCIATIONS

Floor work Instructions identical to those used in Opening and Closing a Subordinate Lodge. (See "Diagram of Knight's March")

OPENING CEREMONY

(Promptly at the time for the convening of the Conference, the President shall assume station and shall call the Members to order by giving one rap (-O-) of the Gavel. The Inner Guard should be at his/her station sufficiently early enough to check the credentials of those present)

NOTE: WHEN THE CONFERENCE IS COMPLETE AND ALL WORK IS DONE DO NOT CLOSE THE CONFERENCE BEFORE INSTALLATION.

PRESIDENT: (Rising) "Brother/Sister Esquire" **(Esquire rises and faces the President)** "I am about to open this _____ Conference of the _____ Elks Association. You will proclaim my intention to the Vice-Presidents and other Worthy Elks here assembled, so they may govern themselves accordingly."

ESQUIRE: **(Turns and faces the Conference)** "The Worthy Brother/Sister President is about to open this Conference; assume your proper stations; give due attention and wait his/her further pleasure." **(Turns to face President)** "Worthy Brother/Sister President, your instructions have been obeyed. Every post of duty is filled." **(If any station is vacant, the Esquire adds)** "except the station of _____ **(states office/s)** and the Conference awaits your further pleasure." **(When any office is vacant, the President shall name a Member to occupy the post for the sessions, or until the regular Officer arrives)**

PRESIDENT: "Brother/Sister Inner Guard, are we secure against intrusion and are all present entitled to remain?"

(Inner Guard assures that the doors are closed and all within are entitled to remain, then reports from position…)

INNER GUARD: "Brother/Sister President, we are secure against intrusion and all present are entitled to remain."

PRESIDENT: "Under the assurance given by our Inner Guard that all of you are true and Worthy Elks, I bid you welcome." **(The President gives two raps (-O-O-) of the Gavel; Officers stand, others remain seated)**

PRESIDENT: "The Vice-Presidents will approach the Altar and place upon it the Emblems of our Order." **(The Vice-Presidents, each bearing the emblem of their office, will leave stations and proceed to Altar as per "Diagram of Knight's March".)**

3RD VICE-PRESIDENT: (After taking one pace forward) "Worthy Brother/Sister President, I hold in my hand a treasured Book, an emblem of truth to which mankind has turned during many centuries for Light and Guidance and through which we are taught Charity, Justice, Love and Fidelity."

PRESIDENT: "Brother/Sister 3rd vice-President, you will place this treasured Book upon our Altar and let its pages be opened. There it will be a constant reminder of and a symbol of our belief in a Supreme Being that watches over all mankind."

(3rd Vice-President turns to the right, steps forward to the centre of the Altar, turns to face the Altar, takes one step forward, places Book in position, as on "Diagram of Altar Emblems", pauses with hands at the sides, gives sign of Elkdom by placing left hand on the Holy Bible, pauses with hands at the sides, and returns to position, as per floor work instructions. Other Vice-Presidents and Esquire follow same procedure)

2ND VICE-PRESIDENT: (After taking one pace forward) "Worthy Brother/Sister President, I hold in my hand the Canadian Flag, under which we live. It is the symbol of Freedom, Justice and Equality, the great principles on which our Order is founded."

PRESIDENT: "Brother/Sister 2nd Vice-President, you will place the Flag of our country upon the Altar as a reminder of the protection it gives to all of us." **(As per instructions, the 2nd Vice-President places Flag on Altar, gives sign of Elkdom and returns to place in line)**

1ST VICE-PRESIDENT: (After taking one pace forward) "Worthy Brother/Sister President, I hold in my hand a replica of the stately Elk, the Emblem of our Order. It serves to remind us of Elkdom's benevolent character and unfailing protection."

PRESIDENT: "It is fitting, Brother/Sister 1st Vice-President, that this Emblem of our Order should be given a place upon the Altar. There it suggests to all of us that, as the stately Elk watches faithfully over its kind and gives protection whenever it is needed, so should we be quick to hear and strong in responding to the calls of Fraternal Service." **(As per instructions, the 1st Vice-President places Emblem on Altar, gives sign of Elkdom and returns to place in line)**

PRESIDENT: "Brother/Sister Esquire, you will place upon the Altar a current copy of the Book of Constitution, so that all Elks will know that we yield authority and jurisdiction to the Grand Lodge of the Elks of Canada."

(Esquire proceeds to Altar, and as per instructions, places the Constitution on Altar, gives sign of Elkdom and steps back one pace. Vice-Presidents and Esquire return to their several stations as per floor work diagram)

PRESIDENT: "Brother/Sister 3rd Vice-President, can you suggest one or more reasons why men and women of goodwill should, and do, make application to enter the realms of Elkdom?"

3RD VICE-PRESIDENT: "Worthy Brother/Sister President, because our Order is esteemed highly for its charity and unselfishness: because we endeavor consistently to create and maintain a spirit of national unity among the people of Canada, and because these men and women of goodwill wish to contribute their time and effort to perpetuating the ideals and ethics of our Order."

PRESIDENT: "Brother/Sister 2nd Vice-President, what are the principles and objectives of our Order?"

2ND VICE-PRESIDENT: "Worthy Brother/Sister President, to promote by word and by example the virtues of Charity, Justice, Love and Fidelity; to promote the welfare and happiness of all its members through the medium of true friendship and fellowship; to develop in all a noble citizenship; and to foster in the hearts of Canadian children an abiding loyalty to our Country."

PRESIDENT: "Brother/Sister 1st Vice-President, you see in my hand a Gavel. What does this signify?"

1ST VICE-PRESIDENT: "It signifies that you, Worthy Brother/Sister President, have been trusted with the highest honor that this Association can bestow, and that as President, you exercise supervision over this Conference; that it is your duty to rule justly and impartially, allowing no personal opinion or preference to govern you in your decisions, but to be guided solely by the laws and established usages of the Order."

PRESIDENT: "Responsibility, indeed, rests upon the President, but not upon myself alone. It is shared by all of you, including the newest of our Members, whose name is inscribed upon our rolls. Before we enter upon the other duties that call us together, it is right and proper that we seek Divine Guidance in all that we do. Brother/Sister Chaplain will offer the Invocation." **(Three raps (-O-O-O-) of the Gavel)**

CHAPLAIN: "O, Great Exalted Ruler of the Universe, we ask Thy blessings upon the deliberations of this gathering. Inspire us with wisdom and understanding in all that we do and say, so that we may contribute in ever increasing measure, through our Association and our Order, to the achievement of our goal-the Brotherhood of Man. Amen." **(Those in attendance respond, "Amen".)**

(First verse of O Canada)

PRESIDENT: "By the authority vested in me, as President, I now declare this _____ Conference of the _____ Elks Association open for the transaction of any business that may be brought properly before it. You will join me in giving the sign of Elkdom." **(All members give sign and hold same for the balance of President's speech)** "By this sign we renew our Obligation to each other and to the Order." **(Seats assembly with one rap (-O-) of the gavel)**

PRESIDENT: "Brother/Sister Esquire, you will now retire and proceed with the presentation of the Colors."

(As the Color Party enters, the President gives three raps (-O-O-O-) of the Gavel, calling up the Conference. When the Color Party has retired, the President will give one rap (-O-) with the Gavel, seating the Conference.)

(Presentation of the Colors shall be made under the direction of the Esquire or by any other Member appointed by the President. No Colors shall be presented except the following, which shall be presented in this order: the Canadian Flag; the Provincial/Territorial Flag, the Provincial/Territorial Elks Association Flag, and the Host Lodge Flag. The Elks and Royal Purple Fund for Children Banner may be displayed at any meeting of the Order. If displayed, it will take precedence after the Lodge Flag.) (Refer to following diagram for Presentation of Colors) (Refer to the Ceremony for Presentation of Colors)

CHAPLAIN: "It is fitting that we remember our departed Brothers and Sisters. He who watches over all our destinies, has within His vigilant keeping the spirits of departed Members, whom we shall meet again in the Supreme Lodge of the Universe, nevermore to Part."

(Pause….Read the lodge town, Elks or Royal Purple Elks number__, Brother (or Sister) (First Name, Initial, Last Name) e.g. "Asquith Elks Number 526, Brother Gordon Stack." (Where there is more than one name for a lodge, the lodge name and number is not repeated.) Take your time, read slowly, pause after each name……after reading the last name,

CHAPLAIN: "Would you please join me in the Lord's Prayer."
Our Father, who art in Heaven, hallowed be Thy name. Thy Kingdom come, Thy will be done on earth as it is in Heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. For thine is the Kingdom, and the Power and the Glory, for ever and ever. Amen."

CHAPLAIN: "Worthy Provincial President, the In Memoriam ceremony is complete." Chaplain returns to his/her station. Program continues with Appointment of Scrutineers.

8.2. CONFERENCE CLOSING CEREMONY - For ELKS ONLY

PRESIDENT: (Rising) "The business of this _____ Conference being completed, we shall proceed to close" **(Gives two raps (-O-O-) of the gavel, calling up the Officers)** "The Vice-Presidents and the Esquire will approach the Altar and remove the Emblems to their stations."
(Emblems are removed in reverse order as per instructions, each Officer giving the sign of Elkdom, placing left hand on the Holy Bible, before removing Emblem. After the Officers have returned to their stations, the President gives three raps (-O-O-O-) of the Gavel, calling up the Conference)
(First Verse of GOD SAVE THE QUEEN)

CHAPLAIN: "As we go forth to continue our daily tasks, let us be mindful of our obligations to all mankind. Let us be faithful and sincere in all our endeavors to live the high ideals which we profess. O Lord, grant unto us Thy love and protection 'til we meet again. Amen."
(Those in attendance respond "Amen")

3RD VICE-PRESIDENT: "Brother and Sister Elks, the President is about to close the Conference. The motto of this station is Love." **(Gives one rap (-O-) of the Gavel)**

2ND VICE-PRESIDENT: "Brother and Sister Elks, before our President closes the Conference, let me remind you that the motto of this station is Justice." **(Gives one rap (-O-) of the Gavel)**

1ST VICE-PRESIDENT: "Brother and Sister Elks, as the Conference is being closed, let me remind you that the motto of this station is Charity." **(Gives one rap (-O-) of the Gavel)**

PRESIDENT: "Brother and Sister Elks, the motto of this station is Fidelity. It reminds us all to be faithful to our obligations and to act toward each other with Charity, Justice, Love and Fidelity. As you go forth into the outer world, may you seek, with deeper determination, for opportunities to practice in your daily lives the principles that we impress upon you."
"The Color Party will retire the Colors."
The color party will enter the Conference room. The President will remove the flags in this order: (1) Host Lodge Flag. (2) Saskatchewan Elks Association Flag. (3) Provincial Flag. (4) Canadian Flag. **NOTE:** If the banner of the Elks and Royal Purple Fund for Children is presented, it will be removed first. The President will remove the Flag and present it to the Sergeant at Arms, who will present it the bearer. When all flags are in the order, the Sergeant at Arms and the Color Party will retire from the Conference room.

PRESIDENT: "By the authority vested in me as President, I now declare this _____ Conference of the Saskatchewan Elks Association, closed until our next meetings, unless it be convened sooner in special session, by my order." **(Gives one rap (-O-) of the gavel closing the Conference)**

8.3. INSTALLATION OF DISTRICT REPRESENTATIVES

(When used as a separate ceremony)

PROVINCIAL PRESIDENT: This Association will come to order. The time has come when we, the District Representatives of this Association must descend from our stations and take our seats among the other members. (Turning to face the Grand Installing Officer who arises), Worthy Grand Installing Officer I now place in your hand, the Emblem of Authority, and transfer to you, my station, and the duties as Presiding Officer of this Association.

GRAND INSTALLING OFFICER: "By virtue of the power vested in me, I shall proceed with the installation of the District Representatives of this Association. The Assistant Installing Officers will report to the altar, as their names are called. I hereby appoint Brother/Sister _____ as Assistant Installing Officer, Brother/Sister _____ to act as Chaplain, Brother/Sister _____ to act as Tyler, and Brother/Sister _____ to act as Secretary, during this ceremony.
Assistant Installing Officers will take their positions from left to right, as seen from the station of the President: Secretary, Assistant, Chaplain, and Tyler.

GRAND INSTALLING OFFICER: The Assistant Installing Officers will now assume their stations.
The Chaplain and Tyler will turn left and proceed to their Stations. The Secretary and Assistant will turn right and proceed to their stations, The Assistant Installing Officer will move to a position where he/she can receive the emblems of office as they are removed by the retiring Officers.

GRAND INSTALLING OFFICER: "The Patrol Team will retire and return with the Saskatchewan District Representatives." (If there is no Patrol, the Grand Installing Officer will ask the Assistant Installing Officer to retire to the ante room and return with the District Representatives".)
The District Representatives will be brought into the room, by the Drill Team or Grand Installing Officer. District Representatives will be responsible for their Collars. District Representatives will line up in the following manner District 1 on the right, District 11 on the left, followed by 2 and 10, and so on down the line. This is to insure that when the District Representatives are standing in front of the Altar in a single line, District number 1 will be on the right followed by 2 and so on to District 11. They will come in, in two columns, and be brought down to the centre to the Altar, where they will receive the obligation. As the Grand Installing Officer returns to the front, the District Representatives will form a straight line across the room, at the Altar. The Installing Officer will give three raps (-O-O-O-) on the gavel calling up the Assembly, and proceed to the altar, facing the District Representatives.

GRAND INSTALLING OFFICER: Moving to the Altar "Brothers/Sisters, the district has elected, or appointed you as District Representative, and your election or appointment has received approval from the Provincial Association. Do you now signify your willingness to accept the office? If so you will answer "I do."

(District Representatives will be placed in the position of obligation, by the Sergeant at arms of the patrol team or the assistant installing officer. The Patrol Team then retires.)

GRAND INSTALLING OFFICER: "You will state your name in full and repeat after me, "I,_____do willingly and voluntarily assume the Office to which I have been chosen. I solemnly promise to fulfill the duties of that Office and use my earnest efforts at all times to promote the interests of the Order of Elks, and to increase its membership. I promise to deal honorably always, with the District, its member Lodges, and with the Provincial Association. I do further declare that, at the end of my term of Office or upon being relieved of my duties, I will deliver all property of the District or Provincial Association that may be in my possession to the duly authorized representative of the Saskatchewan Elks Association. All this I promise to fulfill to the best of my ability."
(The Installing Officer returns to his/her station, and seats the assembly.) (District Representatives will form a single line in front of the Altar)

GRAND INSTALLING OFFICER (O) (Seats the Assembly)

GRAND INSTALLING OFFICER: "Worthy District Representatives, Section 2 of the Saskatchewan Elks Association Regulations 2.4.18.12. sets forth the duties of District Representatives. Study carefully this section of the Provincial Constitution, and familiarize yourself with the Provincial Constitution. Your reports and input will assist the Provincial Executive, in their deliberations. Make sure your reports are in on time, and the Provincial Officer in charge of District Representatives is always informed of your activities. Your reports will go to the Provincial Office."
Note: The assistant installing officer will receive the collars from the District Representatives Elect, and will march down the right side of the hall to stand by the District Representative from District # 1.
(At this time the Installing Officer will leave his/her station, and present the insignia of Office to the District Representatives (put the collar on, and congratulate the Officer.) The Installing Officer will then return to his/her station.)

GRAND INSTALLING OFFICER: "This completes the Installation Ceremony. I wish you the best in the coming year. Thanks to the Patrol team and their accompanist. The District Representatives May now take their seats among the Assembly."

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

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

The assistant Installing Officers will now resume their seats among their Brothers and Sisters."

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

8.4. INSTALLATION OF ELKS PROVINCIAL ASSOCIATION OFFICERS &/OR DISTRICT REPRESENTATIVES

NOTE: This Ceremony may be adapted to the use of a Patrol Team if the Association so desires. The Installing Officer may be either: the Grand Exalted Ruler, His/her Representative, or a Past President of the Association.

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

GRAND INSTALLING OFFICER: "By virtue of the power vested in me, I shall proceed with the installation of the Officers of this Association. The Assistant Installing Officers will report to the altar, as their names are called. I hereby appoint Brother/Sister _____ as Assistant Installing Officer, Brother/Sister _____ to act as Chaplain, Brother/Sister _____ to act as Tyler, and Brother/Sister _____ to act as Secretary, during this ceremony.

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

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

The Chaplain and Tyler will turn left and proceed to their Stations. The Secretary and Assistant will turn right and proceed to their stations, The Assistant Installing Officer will move to a position where he/she can receive the emblems of office as they are removed by the retiring Officers.

INSTALLATION OF DISTRICT REPRESENTATIVES (If required)

GRAND INSTALLING OFFICER: At this time, we will proceed with the installation of District Representatives.

GRAND INSTALLING OFFICER: "The Patrol Team will retire and return with the Saskatchewan District Representatives." (If there is no Patrol, the Grand Installing Officer will ask the Assistant Installing Officer to retire to the ante room and return with the District Representatives".)

The District Representatives will be brought into the room, by the Drill Team or Grand Installing Officer. District Representatives will be responsible for their Collars. District Representatives will line up in the following manner: District 1 on the right, District 11 on the left, followed by 2 and 10, and so on down the line. This is to insure that when the District Representatives are standing in front of the Altar in a single line, District number 1 will be on the right followed by 2 and so on to District 11. They will come in, in two columns, and be brought down to the centre to the Altar, where they will receive the obligation. As the Grand Installing Officer returns to the front, the District Representatives will form a straight line across the room, at the Altar. The Installing Officer will give three raps (-O-O-O-) on the gavel calling up the Assembly, and proceed to the altar, facing the District Representatives.

GRAND INSTALLING OFFICER: Moving to the Altar "Brothers/Sisters, the district has elected, or appointed you as District Representative , and your election or

appointment has received approval from the Provincial Association. Do you now signify your willingness to accept the office? If so you will answer "I do."
(District Representatives will be placed in the position of obligation, by the Sergeant at arms of the patrol team or the assistant installing officer)

GRAND INSTALLING OFFICER: "You will state your name in full and repeat after me, "I,_____do willingly and voluntarily assume the Office to which I have been chosen. I solemnly promise to fulfill the duties of that Office and use my earnest efforts at all times to promote the interests of the Order of Elks, and to increase its membership. I promise to deal honorably always, with the District, its member Lodges, and with the Provincial Association. I do further declare that, at the end of my term of Office or upon being relieved of my duties, I will deliver all property of the District and Provincial Association that may be in my possession to the duly authorized representative of the Saskatchewan Elks Association. All this I promise to fulfill to the best of my ability."
(The Installing Officer returns to his/her station, and seats the assembly.) (District Representatives will form a single line in front of the Altar)

GRAND INSTALLING OFFICER (O) (Seats the Assembly)

GRAND INSTALLING OFFICER: "Worthy District Representatives, Section 2 of the Saskatchewan Elks Association Regulations 2.4.18.12. sets forth the duties of District Representatives. Study carefully this section of the Provincial Constitution, and familiarize yourself with the Provincial Constitution. Your reports and input will assist the Provincial Executive, in their deliberations. Make sure your reports are in on time, and the Provincial Officer in charge of District Representatives is always informed of your activities. Your reports will go to the Provincial Office."
Note: The assistant installing officer will receive the collars from the District Representatives Elect, and will march down the right side of the hall to stand by the District Representative from District # 1.
(At this time the Installing Officer will leave his/her station, and present the insignia of Office to the District Representatives (put the collar on, and congratulate the Officer.) The Installing Officer will then return to his/her station.)

GRAND INSTALLING OFFICER: "This completes the Installation Ceremony. I wish you the best in the coming year. Permit me to thank the Provincial Association for the privilege of conducting this ceremony. Thanks to the Patrol team and their accompanist. The District Representatives may now take their seats among the Assembly."
Note: Provincial Officers Installations are reconvened.

INSTALLATION OF PROVINCIAL OFFICERS

GRAND INSTALLING OFFICER: (-O-) The drill/patrol team will take their places (If there is no Patrol, the Grand Installing Officer will proceed with the installation ceremony.) (The drill/patrol team will proceed up each side of the room and stop at the altar/center station)

GRAND INSTALLING OFFICER: "Officers of the Saskatchewan Elks Association of the Elks of Canada, you will leave your stations, and proceed to the station of the Assistant Installing officer."

(The assistant Grand Installing Officer will stand at the left front of the room. The retiring Officers will proceed around the room, and when they reach the right of the room, will turn and proceed to the Altar and make a VEE to the right of the room where the Assistant Installing Officer is standing. The Grand Installing Officer will Say :)

GRAND INSTALLING OFFICER: "Saskatchewan Provincial Officers of the Benevolent and Protective Order of Elks of Canada, it is decreed by nature that once each year, all life will divest itself, of its outer garb, and stand forth unadorned. Your unselfish devotion to the cause of duty, during the past year, while not individually rewarded, has earned the appreciation of the Order, which your efforts have helped to build and strengthen. Officers of the Saskatchewan Elks Association, you will now divest yourselves of the insignia of office, and take your place among your Brothers and Sisters."
(The Officers remove their insignia of Office, and deposit it with the Assistant Installing Officer. They then retire, to sit among their peers.)

GRAND INSTALLING OFFICER: "Brother/Sister Secretary, you will announce the names of the Association Officers elected and appointed for the ensuing year. As their names are called, they will present themselves to the Assistant Installing Officer, at the Altar."
The names are called in the following order: President, Immediate Past President, First Vice President, Second Vice President, Third Vice President, Esquire, Inner Guard, Chaplain, Publicity Director, and Organist. The President and Immediate Past President are placed across from each other before the Altar, with the others in order of their respective stations, in two lines behind them forming a VEE. When all are in position, the Grand Installing Officer gives 3 raps (-0-0-0-) of the gavel, called up the Association, advances to the Altar, and addresses the Officers as follows:

GRAND INSTALLING OFFICER: "My Brothers and Sisters, each of you has been elected or appointed to the Office designated by the Secretary. Do you signify your willingness to accept the Office to which you have been chosen? If so, you will answer I do."

GRAND INSTALLING OFFICER: "You will place yourselves in the position to receive the oath of Office.
(The President and the Immediate Past President will place their left hand on the Bible, and their right hand on their heart. All others will place their left hand on the left shoulder of the person in front of them, with their right hands on their heart.)

GRAND INSTALLING OFFICER: You will state your name and repeat after me. "I, _____ do willingly and voluntarily assume the office to which I have been chosen. I promise to fulfill the duties of my office, to deal honorably with the Association, and the Order, to promote the interests of the Order, and to increase its membership. I do further declare that at the end of my term of office, I will deliver all property that may be, or shall come into my possession, to the duly authorized representative of the Order. All this I promise to fulfill to the best of my ability."
(Note: The Installing Officer returns to his/her station, seats the audience, (-0-0-0-)and addresses the new Officers as follows:)

GRAND INSTALLING OFFICER: "My Brothers and Sisters, you have been selected by your fellow members of this Association to fill various offices during the ensuing year. Let me impress upon you your responsibility and the opportunity presented to you to further the work for which our Order was founded. You shall ever acknowledge and protect the

sovereignty of the Grand Lodge and it shall be your first duty to discourage and prevent any action by this Association that will, in any manner, conflict with the Constitution and By-Laws of the Grand Lodge of the Benevolent and Protective Order of Elks of Canada."

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

ASSISTANT GRAND INSTALLING OFFICER: "Worthy Grand Installing Officer it gives me great pleasure to present to you Brother/Sister _____ who has been elected to the Office of Organist for the ensuing year."
(The Assistant Grand Installing Officer, unless otherwise indicated, will follow the above format as he/she presents each Office. The Assistant Installing Officer steps back after presenting the Office. After receiving their collars, and charges, the Officer is then escorted to their station.)

GRAND INSTALLING OFFICER: "Brother/Sister Organist. Your duties are to lend dignity and rhythm to our sessions. Your station is at the Organ."

GRAND INSTALLING OFFICER: "You will present the Publicity Director."

GRAND INSTALLING OFFICER: "Brother/Sister Publicity Director. It is your duty to see that the public of the area governed by this Association is kept informed of the activities of your Association, and the Lodges in its jurisdiction toward the betterment and welfare of the community. You will be, during your term of Office, a member of the Association Executive. Your station is to the left of the President."

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

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

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

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

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

GRAND INSTALLING OFFICER: "Brother/Sister Esquire, your duties are many and varied. You will see that the Conference Room is in order, and that all equipment and regalia is in its proper place before the Conference is opened. It is also your duty to make sure that the wreaths are in place at the Cenotaph when required. If applicable, it is your duty to arrange for the Presentation of the Colors at the Conference. Your station is to the left of the President."
GRAND INSTALLING OFFICER: "You will present the Third Vice President."

GRAND INSTALLING OFFICER: "Brother/Sister Third Vice President, your duties are to assist in deciding matters of importance with which the Association Executive may

have to deal with. You will carry out such duties that are assigned to you in your Association By-Laws. In the absence of your higher ranking Officers, it is your duty to preside over the sessions of this Association. Your station is to the right of the President, and directly opposite the Altar."

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

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

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

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

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

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

GRAND INSTALLING OFFICER: "Past President Brother/Sister _____ as you have completed your term as presiding Officer of this Association, we honor you with the plaudit, "**WELL DONE, THOU GOOD AND FAITHFUL SERVANT**." We remind you of your continuing duty to give benefit of your experience toward the welfare and advancement of this Association. For the coming year, you are to be a member of the Executive, and the Executive of the Saskatchewan Elks Foundation. Your station is to the left of the President."

Present the Jewel and Fez to the Immediate Past President. When the Immediate Past President is about to be conducted to his/her station, the Grand Installing Officer giver three raps (-0-0-0-) call up all present. The Immediate Past President is conducted around the room before being place at his/her station. Seat the assembly (-0-)

GRAND INSTALLING OFFICER: "You will present to me, the incoming Provincial President."

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

GRAND INSTALLING OFFICER: "Worthy Provincial President. The office, to which you have been elected, is the highest within the power of the Association to bestow. Upon you may be said to depend, primarily, the success of the Association. You have been honored in this selection, because authority has been given to you to preside over all convocations. It is not enough that you act as Executive Officer, you are to be

the guiding and directing force, as well you are to base your decisions on all questions on the law of the Order alone and to disregard personal opinions or preferences. By your tact and discretion, you can eliminate any signs of factionalism, if it should arise. You can adjust every difficulty and keep every element within the membership attuned to the common good. To restrain the headstrong, to encourage the timid, and to stimulate the indifferent will be part of your responsibility, for which your prudence and zeal fortify you. By making yourself a vital part of every Association function, you will find that you are making yourself also, the friend and comforter of every member. Worthy Provincial President, guard well the interest of your Association. Do your best to increase its membership, and keep a watchful eye on its welfare. Then at the end of the term of which you have been elected, you will receive and deserve the plaudit: "WELL DONE, THOU GOOD AND FAITHFUL SERVANT."
(-0-0-0-) The Provincial President will be escorted around the Conference room twice before stopping at his/her station.

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

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

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

GRAND INSTALLING OFFICER: **"**Now, by virtue of the authority vested in me, I declare the Officers of the Saskatchewan Elks Association of the Elks of Canada, regularly installed for the ensuing term, or should a vacancy occur during the ensuing term, until their successors shall be elected and duly installed. Worthy President, permit me to thank you and your Association for your courtesy in inviting me to conduct this Ceremony."
The new President seats the assembly. (one rap) (-O-)
The President thanks the Installing Officers for their work, and proceeds with the business of the Association. When all business is completed, the Conference may be closed by the New President.

8.5. CENOTAPH SERVICE (CONFERENCE)

PREAMBLE:

The order of events at the cenotaph shall be as follows:

- **PARADE TO THE CENOTAPH**
- **LAYING OF WREATHS**
- **CHAPLAIN' PRAYER**
- **THE LAST POST**

If possible, the host lodge shall provide music for the parade to the cenotaph.
The host lodge shall provide a suitable sound system at the cenotaph, so all speakers may be heard. If a portable cenotaph is used, it shall be the duty of the Provincial Chaplain to make sure that it is in place, at the prescribed time. It shall be the duty of the Provincial Esquire to make sure that wreaths are supplied by the Provincial Association and that they are in place prior to the ceremony. If necessary, the host lodge shall provide transportation to and from the parade site. Someone to play the last post shall be provided by the host lodge. Flags to be flown at the ceremony will be as follows: Canadian Flag, Provincial Flag, Provincial Elks Association Flag, and Host Lodge Flag. (The host lodge shall be responsible for flag bearers.) All Elks members should wear regalia at the parade, if at all possible.
At 10:30 am on the designated day, the conferences shall recess & assemble for the parade. Promptly at 11:00 am the parade shall arrive at the cenotaph & the service shall begin.

ELKS PROVINCIAL PRESIDENT: Brother/Sister Esquire, and the Patrol/Drill Team, please escort our National Leader, Provincial President, and Provincial Chaplain to the Cenotaph for the Cenotaph Service.
(The Esquire shall fall in behind the Drill/Patrol Team, pick up the above officers, and proceed to the Cenotaph. Wreaths should be placed nearby, so they are readily available to the escorts. The National Leader shall place one wreath, and the Provincial President shall place the other. As the leaders approach the Cenotaph, the Elks Chaplain shall proceed to the side of the Cenotaph to deliver the prayer, and shall remain there until the Last Post is completed. All members shall assume the sign of fidelity.

PROVINCIAL ESQUIRE: Worthy Grand Exalted Ruler, you will place the wreath on behalf of all Elks of Canada. (Grand Exalted Ruler places the wreath at the base of the Cenotaph.)

PROVINCIAL ESQUIRE: Worthy Brother/Sister President, you will place the wreath on behalf of the Saskatchewan Elks. (Provincial President places the wreath at the base of the Cenotaph.)

PROVINCIAL ESQUIRE: Brother/Sister Provincial Chaplain, you will offer a prayer.

PROVINCIAL CHAPLAIN: Almighty God, grant us Your Blessings, as we remember those, who paid the supreme sacrifice for their country. May their example continue to inspire our faith and determination, to fulfill the obligations we have undertaken, to Your Glory. We pray that with a deeper understanding of Your Wisdom, our Faith may be sustained and strengthened throughout our lives. May we realize, our Father, that we are but your children, and through the work of our order, may we hasten the day, when peace will prevail. Hear us as we pray. Our Father, who art in heaven, hallowed be Thy name. Thy kingdom come, Thy will be done on earth as it is in Heaven. Give us

this day our daily bread and forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. For Thine is the Kingdom, and the Power, and the Glory, forever and ever. Amen.

LAST POST: As the Last Post is being sounded, the flags will be slowly lowered and remain lowered until the minute of silence is observed.

ONE MINUTE OF SILENCE. Timed by the Chaplain, (who will give a nod to the Bugler.)

REVEILLE: As Reveille is being sounded, the flags shall be slowly raised.
At the conclusion of Reveille, the Provincial Esquire shall escort the dignitaries to their original places. The parades will then break off and return to the business at hand.
"NOTE." If the assembly marches a distance to the Cenotaph, consideration should be given for a march back to the starting point. If the Provincial Association decide not to parade back to the starting point, the Provincial Esquire will say the following:

PROVINCIAL ESQUIRE: Parade Dismiss.

8.6. CENOTAPH SERVICE (WALKATHON)

PREAMBLE:
(1) Host Lodge Committee will appoint a parade marshal, prior to midterm meeting, in the year of the Walkathon.
(2) Parade Marshal will be master of ceremonies, and will be in charge of the parade.
(3) Flags for the parade will be as follows: (FROM LEFT TO RIGHT) Canadian Flag, Saskatchewan Flag, Provincial Association Flag, and Host Lodge Flag.
(4) The parade marshal will be given a tour of the parade route, on Arrival, to determine the amount of time it will take to parade. The Marshal will then set the time of departure, so the parade will arrive at the Cenotaph prior to 11:00 am.
(5) Host Lodge will provide a P.A. system at the Cenotaph, which will be set off to the side, so as not to conflict with the laying of the wreaths.
(6) If possible, the host Lodge shall provide music for the parade.
(7) It is the duty of the Provincial Esquire, to make sure the Wreaths, and Stands are present at the cenotaph for presentation by the Dignitaries.
(8) All Elks members should, if at all possible, wear Regalia, at the parade.
(9) Members to lay wreaths are as follows: Grand Exalted Ruler, and Saskatchewan Elks Association President. Others present in the immediate area of the Cenotaph will be the parade marshal (MC), Provincial Elks Chaplain, and the Person that is sounding the last post. All other members will break off the parade and form a semi-circle at the front of the Cenotaph as the ceremony takes place.
(10) All members will assume the sign of Fidelity.

PARADE MARSHAL: Grand Exalted Ruler, You will place the wreath on behalf of all Canadian Elks. (Grand Exalted Ruler places the wreath at the base of the Cenotaph.)

PARADE MARSHAL: Worthy Brother/Sister President, of the Saskatchewan Elks Association, You will place the wreath on behalf of all Saskatchewan Elks members. (Provincial President places the wreath at the base of the Cenotaph.)

PARADE MARSHAL: Provincial Chaplain, You will offer a Prayer.

PROVINCIAL CHAPLAIN: Almighty God, Grant us your blessings, as we remember those, who paid the supreme sacrifice, for their country. May their example, continue to inspire our faith, and determination, to fulfill the obligations, we have undertaken, to your glory. We pray that with a deeper understanding of your wisdom, our faith may be sustained, and strengthened, throughout our lives. May we realize, our Father, that we are but your children, and through the work of our order, may we hasten the day, when peace will prevail. Hear us as we pray. Our Father, who art in Heaven, hallowed be thy name. Thy kingdom come, thy will be done, on earth, as it is in Heaven. Give us this day, our daily bread, and forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. For thine is the kingdom, and the power, and the glory. Forever and ever. Amen

PARADE MARSHAL: The Bugler will sound the Last Post.
Flags will not be lowered during this ceremony.

ONE MINUTE OF SILENCE: Timed by the Parade Marshal.
At the end of the Moment of Silence the Parade Marshal will say:

PARADE MARSHAL: Worthy Provincial President, what is the hour?

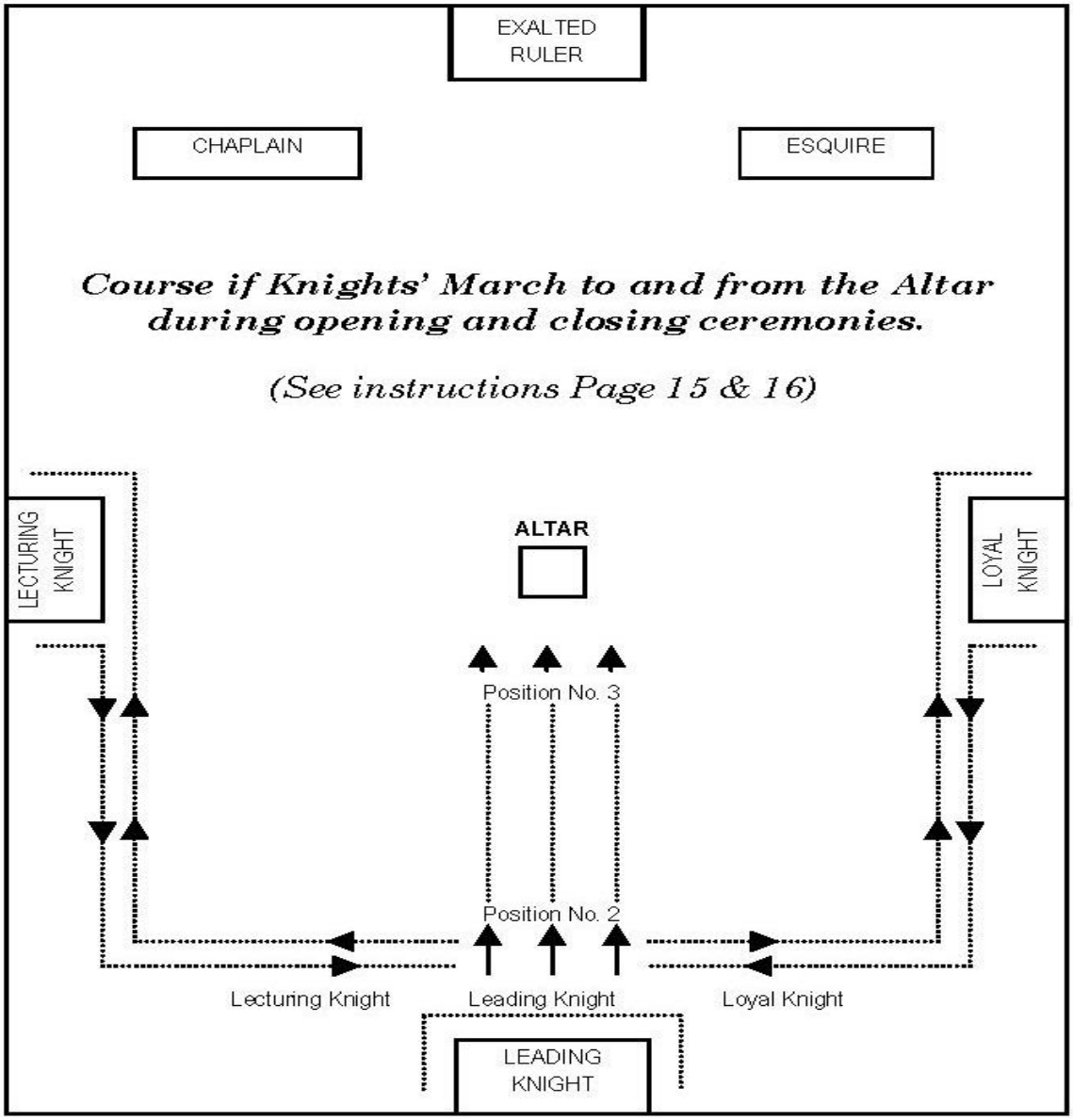
PROVINCIAL PRESIDENT: It is the hour of eleven, when all Elks cease from their labors, and again renew within their hearts, their obligations to each other, with special regard for our absent and departed brothers. Elkdom, as an order, seeks ever to exemplify the noble traits of the stately Elk, from which it takes its name. The Elk, unlike the more ferocious animals of the forest, while fleet of foot, and ever ready to fight in defense of its weaker members, is naturally docile, and lives at peace with all mankind. So we teach all to be quick to hear, and strong in responding to the calls of fraternal service, such as the circumstances of life may bring upon us. We are bound together by the ties of a great fraternity, which seeks to make life sweeter, people better, and the world happier. The faults of our members, we write on the sands of the seas, where they may be quickly effaced and forgotten, while their virtues we inscribe on the tablets of our hearts, so we may realize, in a larger degree, the living meaning of the brotherhood of man.

PARADE MARSHAL: Bugler will now sound Reveille.

PARADE MARSHAL: Parade! Fall In.
Flag bearers, followed by dignitaries, followed by members will march back to the point of origin, where the parade marshal will dismiss them.

8.7. CEREMONIAL DIAGRAMS & MARCHING INSTRUCTIONS

DIAGRAM OF KNIGHTS' MARCH



FLOOR WORK INSTRUCTIONS:
(These instructions are given as a guide & should be followed as closely as circumstances will permit. See diagram on Page 17)

OPENING CEREMONY

1ST MOVEMENT: Knights take side step – Leading Knight to left, Loyal Knight to left, lecturing knight to right.

2nd MOVEMENT: The Leading Knight, Loyal Knight and Lecturing Knight step forward to a point in line with the front of their station. Leading Knight takes side step to the right to the front of station. The Loyal Knight turns left and Lecturing Knight turns right.

(Always make square turns. All steps, forward and back, shall start with the left foot and all turns shall be to the right.)

3rd MOVEMENT: The Loyal and Lecturing Knights march to a point in line with the Leading Knight, make square turn and march to point 2 or 3 paces from the Leading Knight, then make square turn facing the same direction as the Leading Knight.

4th MOVEMENT: Knights march towards the Altar, halting in line about six feet from it.

As each Knight, in turn, is about to present their emblem, they step forward one pace before giving their speech. They will remain motionless until the Exalted Ruler has finished speaking remarks. The Knight will then place the emblem on the Altar, in the manner set forth in the following paragraph.

The Lecturing and Loyal Knights will then each in turn approach the Altar by making a square turn, Lecturing Knight to the right, the Loyal Knight to the left, marching to a point opposite the centre of the Altar, then turning towards and advancing to it by taking one step forward.

They will then place their respective Emblems on the Altar, return their hands to the sides, pause, give the sign of Elkdom by placing the left hand on the Holy Bible, pause, return their hands to the sides and pause. The Lecturing Knight will retire one pace and turn left, the Loyal Knight will retire one pace, turn right and each will march to a point opposite their original station, then square turn, Lecturing Knight right, Loyal Knight left, facing the Exalted Ruler; then take one step backwards to their original positions.

The Leading Knight will then take one step straight forward to the centre of the Altar, place the emblem, return hands to the sides, pause, give the sign of Elkdom by placing the left hand on the Holy Bible, pause, return hands to the sides and pause, then step back two steps.

5th MOVEMENT: The Esquire faces Exalted Ruler, then, on instructions, turns and marches along the left side of the room to the centre of the Altar, placing the Constitution on it. The Esquire returns hands to the sides, pauses, gives the sign of Elkdom by placing the left hand on the Holy Bible, pauses, returns hands to the sides and pauses, then steps back one pace.

6th MOVEMENT: Ther Knights turn about to the right, Esquire turns to the right.

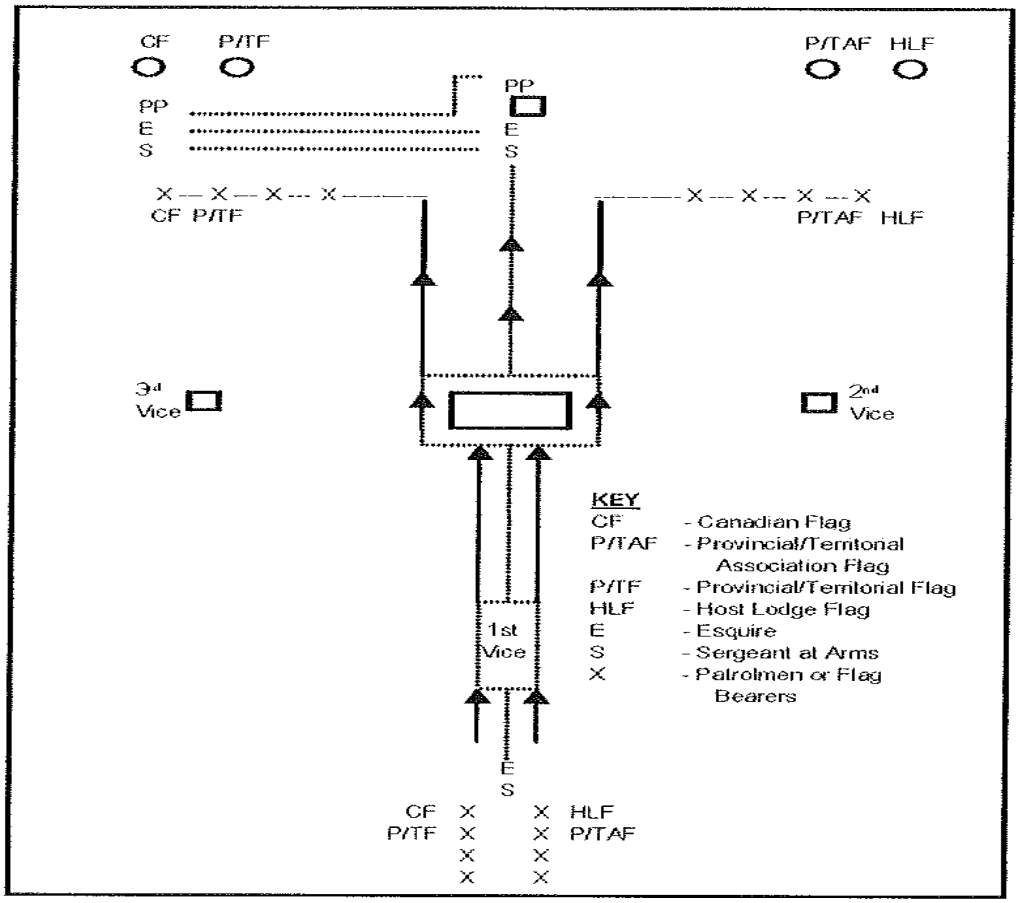
7th MOVEMENT: The Knights march back in line to Leading Knight's station. The Leading Knight will turn about, facing the Altar and wait. The Loyal & Lecturing Knights turn and march to their respective stations – following a reverse course but continuing to the side of their stations nearest the Exalted Ruler, then turning facing each other. As they turn to face each other the Leading Knight will take a sidestep to the right. Lecturing, Loyal and Leading Knights will step back behind their stations. The Esquire marches toward the station of the Loyal Knight turns left, waits – and marches to own station, when the knights begin their march to their stations.

The Emblems shall be carried to & from the Altar with due regard for the solemnity of the occasion. The Holy Bible should be carried in both hands, parallel to the floor. The Flag should be carried in the right hand with the flag at about face level. The replica of the Elk should be carried by the base.

CLOSING CEREMONY

(Knights & Esquire march to & return from the altar as in the Opening Ceremony)

PRESENTATION OF COLORS (CONFERENCE)



POSITION OF EMBLEMS ON ALTAR

