



**REGULATIONS  
AND  
RITUALS**

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## ***Introduction***

*Lodges of the CSA Fraternal Life are the basic unit of the Society. This manual is designed to help guide these member-groups in their meetings and other assemblies. Lodges are governed by the Constitution, By Laws and Rules of Order of the Society and where appropriate, local District Councils. Every Lodge officer is required to be governed by the instructions contained in this book so that meetings of all lodges of our Society will be conducted uniformly.*

*Regular meetings of the Lodge shall be held at least once a month. Proper business decorum and parliamentary procedure (as described in Robert's Rules of Order) should be observed at all times. Seven members of the Lodge shall constitute a quorum for the transaction of any Lodge business. If a quorum is not present at any meeting at which urgent business must be acted upon, such action may be taken, subject to ratification, at the next meeting at which a quorum is present.*

*This book is provided to assist in the conduct of the Lodge meetings, initiation of new members, installation of officers, naming of children and funeral tributes to members. Whenever any reference to a member or person is made by a masculine pronoun here, it applies equally to a feminine member or person.*

## LODGE START-UP GUIDE

### *Overview*

A core group of about 25 people is needed to form a new Lodge. At a minimum, four officers must be elected President, Vice President, Secretary and Treasurer, and agree to meet once a month. A meeting should be held with the core group to set a time and place for an organizational meeting. A copy of CSA's Rules of Order would be provided which describes the duties of each officer. The use of rituals is a required element of a fraternal benefit society; therefore a copy of the Ritual Book would also be furnished.

When zip codes for the intended Lodge's local area are furnished by the Home Office, a list of existing members in that area (local Lodge candidates) can be produced along with a membership list and set of mailing labels.

A letter (a sample of which is available) should be sent to all members in that geographic area, inviting them to the organization meeting. Lodge Officers must be elected at the organization meeting along with choosing a Lodge name and deciding a regular meeting date, time and place.

In addition to electing officers for the positions listed on the sample letter, it is helpful to designate a Membership Committee to establish a program to welcome new Lodge members and an Activity or Entertainment Committee to plan programs for Lodge meeting and other activities.

Although not an official position, each Lodge is encouraged to designate a Correspondent for CSA's monthly magazine, *The Journal*. The publication is a great venue to provide coverage of your Lodge organized events and regular meetings.

A CSA Officer or Regional Director will attend your first regular meeting to install the officers and present the Lodge Charter. An explanation will be given regarding business requirements associated with funding from the Home Office.

A check will be presented at the first meeting for use toward Lodge start up costs. Although the Home Office provides regular financial support intended to recognize and support Lodge activities, each Lodge is encouraged to raise its own funds as well.

The Lodge is relatively autonomous in that the officers and members are given the authority to develop programs and activities that its members wish to adopt above and beyond what CSA's Fraternal Department offers.

### ***Organization***

Lodges of the Society are the basic unit and the building framework of the Society. Lodges are governed by the Constitution, By Laws and Rules of Order of the Society and where appropriate, local District Councils. Lodges are at liberty to select their own name, but the name of a living person shall not be used without the consent of that person.

### ***Rights***

Lodges shall have the right to adopt their own By Laws, Rules of Order and Standing Rules which shall, however, in no way contravene, evade or be in conflict with the Society By Laws, and will become effective only upon approval by the District Council governing the Lodge and by the Board of Directors of the Society. Lodges shall have the right to decide in their meetings upon all matters concerning their own Lodge within the provisions of the

By Laws of the Society. All issues shall be decided by a majority vote of the members present, except when otherwise stated or mandated by the Society's By Laws or the By Laws of the Lodge.

Lodges may raise funds through events which are: social, within the IRS regulations for 501 3C non-profit organizations, and within the bounds of the Society's consciousness of community, family and the Society's integrity.

### *Duties*

Lodges shall conduct regular meetings no less than once per month, including an Annual Meeting in November. Lodges shall be required to support and promote civic and community programs, charitable activities, as well as Society fraternal and membership activities. Lodges shall conduct their activities in accordance with directives contained in the Rules of Order issued by authority of the Convention and administered by the Board of Directors.

### *Finances*

Lodges shall receive annual lump sum support from the Home Office based on the number of members as of December 31<sup>st</sup> of the previous year. They shall also receive monthly support based on the number of members on the last day of the preceding month.

The amount of support per benefit member shall be split among the Lodges and their respective District Councils in the proportion of 75% Lodge; 25% District Council. The amount of support per benefit member for Lodges not in a District Council will be 100% of the eligible amount. This allocation is based on the Lodge having a minimum of 9 meetings and providing the Home Office with their

annual financial reports and election forms. The allocation is prorated if less than 9 meetings are held, and no allocation is made if the annual financial reports and election forms are not provided to the Home Office.

Lodges shall establish and maintain a treasury in a financially responsible manner. All expenditures of Lodge funds shall be made only upon proper authorization at a regular meeting.

Lodges shall not divide or distribute their Lodge treasuries or pay out any unreasonable sums of money to their members. Lodges may make reasonable financial support to members for fraternal activities and charitable purposes.

### *Assets*

If a Lodge decides to dispose of any assets, such as real estate or investments which are legally property of the Lodge, then a Resolution recommending such disposal must be submitted to a vote of the membership at a regular meeting or special meeting convened for that purpose. Announcement of proposed disposition of such assets and their sale must follow all instructions as they appear in the By Laws. The money received by a Lodge from the sale of its legally owned assets shall revert to the Lodge treasury, and no member shall receive any portion of the net proceeds from the sale of these assets.

### *Meetings*

Regular meetings of the Lodge shall be held at least once a month. Proper business decorum and Robert's Rules of Order should be observed at meetings. The suggested CSA Lodge meeting agenda that appears in this book should be followed.

Seven members of the Lodge shall constitute a quorum for the transaction of any Lodge business. If a quorum is not present at any meeting at which urgent business must be acted upon, such action may be taken subject to ratification at the next meeting at which a quorum is present.

An Annual Meeting shall be held in November of each year, with written notice sent to all Lodge members. A written notice shall be accomplished by any of the following: mail, publication in the CSA Journal no later than the month preceding the meeting, E-mail or a combination of any or all of the above. At the Annual Meeting the Lodge shall elect the following Lodge Officers: President, Vice-President, Secretary, Treasurer, Sentry and Guide. The responsibilities of these officers are outlined in the Rules of Order.

Special meetings may be called by two principle Officers of the Lodge or upon written request of five Lodge members. When a special meeting is called, all members shall be notified of the time, place and purpose of the meeting. At a special meeting, only the purpose(s) for which the meeting was called may be acted on.

### *Merger*

If a Lodge is unable to elect officers, properly conduct its affairs, or in any other respect is unable to properly perform its duties, and the District Council is unable to rectify the situation, they may merge with another Lodge. In this case, the Board is authorized to order a merger with any Lodge it shall deem appropriate, and shall direct the District Council having jurisdiction to begin proceedings for the actual merger. At this time, all assets of both Lodges must be frozen and audits of both Lodges

must take place. This and all other rules concerning merged Lodges as described in the Rules of Order must be followed.

The Secretary should record all communications received and presented to the Lodge, explaining briefly the purpose or contents of the communication and the action taken by the Lodge, especially when any financial consideration is involved.

All bills submitted to the Lodge and the action taken should be properly recorded. The Ritual for conduct of Lodge meetings also prescribes that the Treasurer shall submit proper receipts for the payment of all bills approved for payment at the previous meeting and the Minutes should properly record whether this has been or has not been done. The Minutes should also include a summary of the Treasurer's report.

The Minutes should reflect the substance of each report given by any Committee of the Lodge, or by any delegate representing the Lodge in the District Council or any other organization to which the Lodge may elect delegates, and the approval or adoption of each such report. Where any financial consideration is involved in connection with any such report, the Minutes should reflect the action of the Lodge in approving or declining any such financial consideration.

The Minutes are to reflect the report of any new member secured to the Lodge, and the acceptance or rejection of any such new member by a vote of the members present. Should initiation of any new member or members be conducted at the meeting, the Minutes should reflect the fact of such initiation, by whom performed, and the names of the members initiated.

Minutes of a meeting should conclude with the time, date and place for the next meeting and adjournment time of the current meeting.

## GUIDE TO TAKING MINUTES AT A MEETING

Minutes should record all motions, seconds, vote results, time and place of meeting, and names of officers present.

Minutes are a record of proceedings of a meeting. They may be corrected at any time, without reconsidering the vote that approved them.

Minutes should always show whether the meeting is a regular, annual or special meeting, the name of the Lodge, the date and place of the meeting and the name of the presiding officer.

The Minutes of every Lodge meeting should start with the time of its being called to order and its adjournment by the President, that the role of officers was called, and the number of members and guests that were present. They should reflect the 'Sign of Courtesy' of the Society was given and the Pledge of Allegiance was spoken, the annual password was collected from the members present and the duties of the officers recited.

The minutes should show members or officer excused or absent. Any member appointed by the President to assume the position of an absent officer should be recorded.

The Minutes should reflect that the Minutes of the previous meeting were read. Should any corrections be made in the Minutes as submitted, they should be properly recorded, as should the final action of the Lodge either in approving the Minutes as submitted, or as corrected.

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Minutes of a meeting should conclude with the time, date and place for the next meeting and adjournment time of the current meeting.

## LODGE MEETING AGENDA

### *Opening Ceremony (Call to order)*

President gives one rap of the gavel saying, "Brothers and Sisters, I request that in full recognition of the dignity of our Society and our Lodge, we come to order. The Sentry will close the door and allow no one to enter."

The President gives three raps of the gavel requesting all members to rise and states: "Will the color bearers please bring the flags forward? Please join me in the sign of courtesy." (The sign of courtesy is executed by placing the right hand over the heart.) Color bearers walk down the middle of the room with the American flag first and other flags behind. The American flag is posted to the President's right and any other flag to the President's left.

When the flags are in place, the President continues, "Brothers and Sisters, join me in the Pledge to the flag."

When this is completed, The President asks the Secretary if the Lodge has received word of a deceased member and if so, requests all members to observe a moment of silence as a tribute to the deceased. Upon completion of the opening ceremony, the President proceeds with one rap of the gavel to seat the assembly.

### *Receiving of the Password*

President: "Brother/Sister Guide, you will advance to my station, give the annual password and proceed to collect it from all present." Guide advances to the President and whispers to him the annual password, then proceeds to collect the password from all members present. He reports those who do not know the password to the President and directs them to the President to receive it.

Guide then reports: "Brother/Sister President, I have questioned all present, and (excepting those I have reported to you) find them to be in possession of the annual password."

President replies: "Thank you, Brother/Sister Guide." (Gives one rap and Guide returns to his station.)

Then, "Brother/Sister Sentry please take your station at the door and allow no one to enter without the permission of the Vice-President." (For entry when meeting is in progress, a member will give three light knocks upon the door. The Sentry will request the name and password and report to the Vice-President, who will order admittance. Upon entering, member faces the presiding Officer giving the Sign of courtesy. The presiding officer will answer with a nod.)

President continues: "My duties are to preside and to preserve order in all sessions of this Lodge; to exercise care that all lawful requirements of our Society are complied with; and to perform all other duties of my office as required by the laws of the Society and the By Laws of this Lodge. I ask your earnest cooperation in the discharge of all of these duties which I am under solemn obligation to perform." (Gives three raps for all members to rise.) "What are the duties of each and every member of this Lodge?" Members reply: "To meet in Equality, act in Harmony and depart in Fraternity."

President continues speaking: "I now declare Lodge \_\_\_\_\_, No. \_\_\_\_\_ of CSA Fraternal Life duly open for the transaction of such business as shall properly come before it." (Gives one rap of gavel for all to be seated.)

### ***Roll Call of Officers and Record of Absence***

The Secretary reads the names of all officers and notes their presence or absence. If it is necessary to fill a vacancy, the President will appoint someone to assume that office for that meeting.

### ***Reading of the Minutes***

The President will ask the Secretary to read the Minutes of the previous meeting. If any member notices an error in the Minutes, he can state it as soon as the Secretary finishes reading the Minutes. If there is no objection, the President directs the Secretary to make the correction. The President states: "If there is no (further) objection, the Minutes will stand approved as read (or corrected)."

### ***Reading of Communications***

The President must decide if action is required or if recognition will suffice. Official letters from the Home Office, District Councils, or from other Lodges should receive careful consideration by the Lodge.

### ***Presentation of Bills***

Requires action of the body, and should be recorded in the minutes of the Lodge in detail.

### ***Reports of Standing Committees and other unit or organization delegates***

Audit, Membership, Youth, District Council reports, Division and other organizations, etc., by Lodge members or delegates who are present.

### ***Unfinished Business***

All unfinished business, whether from this or any previous meeting, should be taken up at this time.

Anything postponed at this meeting becomes unfinished business for the following meeting, unless it is postponed to a certain time.

### ***New Business***

Any new ideas or suggestions should be brought up under this order of business provided they are presented for action in the form of definite motions.

### ***For the Good of the Society and Lodge***

Under this order of business, all suggestions not in the form of a motion may be presented and freely discussed. Any visitors present at the meeting are usually accorded the courtesy of the floor at this time.

### ***Announcement of Receipts and Disbursements***

Treasurer shall read all receipts and disbursements. Totals as well as the balance in the treasury are recorded in the Minutes.

### ***Closing ceremony***

President states: "There being no further business before the Lodge, we shall proceed to close. Before closing, I wish to express my thanks for your cooperation and attention during this meeting. As we return to our daily routine, let us remember to conduct ourselves in such a way as to bring honor to ourselves, to our family and to the Society. I wish you a safe and happy return to your homes. It is important that every member attend Lodge meetings, remembering that harmony and cooperation should prevail at all times. Let us hope that our next meeting will be well attended, and that all deliberations will be in the best interest and for the advancement of our Lodge and Society."

As the President gives three raps of the gavel, he states: "Will the color bearers please retire the flags." While the flags are being retired he further states: "Sisters and Brothers, join me in the sign of courtesy. I now declare the meeting of the Lodge duly closed." (One rap)

## Notes

*No one is to be admitted to the meeting during the opening or closing of the Lodge, nor during the reading of the Minutes of the previous meeting.*

*The President should refrain from general discussion with the assembly, to maintain impartiality. If he wished to speak to an issue, he should turn the gavel over to the Vice-President to preside over the meeting while he speaks.*

*Proper business decorum and parliamentary procedure (as described in Robert's Rules of Order) should be observed at all times.*

## **OFFICER INSTALLATION (SHORT VERSION)**

The election of Lodge Officers is held at the Annual Meeting in November, and installation of officers shall be performed at the January meeting following the Annual Meeting.

If, for any reason, a vacancy occurs in any of the offices during the year, an election is held. The officer-elect may be installed by the President of the Lodge in the same meeting.

It is necessary that those who are to install newly elected officers be advised in time so that they can be prepared to perform the installation smoothly and in a dignified manner.

**INSTALLING OFFICER:** Sisters and Brothers, I am happy that I can congratulate you upon your election to various offices in your Lodge. Your election is an expression of the confidence the members of the Lodge have in you. We are assured that you will prove to be worthy of this confidence, and we wish you the greatest success in all the duties you undertake.

It is expected of you that you will set an example in attending, as well as conducting the meetings of your Lodge, and in complying with the Constitution and By Laws of our Society; that you will at all times be guided by justice, brotherly love, and strict impartiality in all your decisions and in every official act of your office.

The practice of Equality, Harmony and Fraternity will gain you the respect of all your members, and with their cooperation your Lodge will prosper and be a credit to our Society.

Will you now place your right hand over your heart and repeat after me (three raps):

*Elected Officers will state "I Will" after each paragraph is read.*

*As elected officer,  
we promise to serve the Lodge  
and to perform all duties  
pertaining to that office  
to the best of our knowledge and ability.*

*We also pledge  
to uphold the Constitution and By Laws,  
and to attend and conduct Lodge meetings  
in accordance with the principles  
of Equality, Harmony and Fraternity.*

*At the termination of our office,  
we shall deliver all Lodge property, books, and records  
entrusted to our care  
to the newly elected officers.*

*Upon our word of honor  
we solemnly pledge to this  
in the presence of all Brothers and Sisters  
assembled here tonight.*

(one rap with gavel, all members are seated)

As Installing Officer, I now proclaim you obligated Officer of Lodge \_\_\_\_\_, No. \_\_\_\_\_, CSA Fraternal Life for the year \_\_\_\_\_, and sincerely wish all of you and the Lodge the best of success.

Please turn to face the audience and accept their congratulations as you assume your offices. (Applause)

You may return to your seats.

## OFFICER INSTALLATION (LONG VERSION)

The election of Lodge Officers is held at the Annual Meeting in the month of November, and installation of officers shall be held the following January.

**INSTALLING OFFICER:** Thank you, Brother/Sister President. (Assumes the President's station.)

A new year is at hand, a time of beginning again. The officers you have elected, and who are now to be installed, were given certain powers and duties by you, and they will regulate the functions of this lodge according to the By Laws of CSA Fraternal Life.

I will now read the names of the officers to be installed. As your name is read, please rise and come forward and form a line here (indicate where.)

\_\_\_\_\_ President

\_\_\_\_\_ Vice President

\_\_\_\_\_ Secretary

\_\_\_\_\_ Treasurer

\_\_\_\_\_ Guide

\_\_\_\_\_ Sentry

Sisters and Brothers, newly elected officers, I congratulate you upon your election to the various offices in this lodge. By your election, the members have expressed confidence in you. The honor and reputation of Lodge \_\_\_\_\_, No. \_\_\_\_\_ depends upon your skill and ability. I am personally

confident that you will prove to be worthy of this trust, and I wish you great success in all the duties you undertake.

It is expected of you that you will set an example in attending, as well as conducting the meetings of your lodge, and comply with the Constitution and By Laws of our Society; that you will at all times be guided by justice, brotherly love, and strict impartiality in all your decisions and in every official act of your office.

The practice of Equality, Harmony and Fraternity will gain you the respect of all your members, and with their cooperation your lodge will prosper and be a credit to our Society.

Please place your right hand over your heart and repeat after me (Rap gavel three times, all members rise.):

*As elected officers,  
we promise to serve the lodge  
and to perform all duties  
pertaining to that office  
to the best of our knowledge and ability.*

*We also pledge  
to uphold the constitution and By Laws,  
and to attend and conduct lodge meetings  
in accordance with the principles  
of Equality, Harmony and Fraternity.*

*At the termination of our office,  
we shall deliver all lodge property, books and records  
entrusted to our care  
to the newly elected officers.*

*Upon our word of honor,  
we solemnly pledge this  
in the presence of all Brothers and Sisters  
assembled here tonight*

(Rap one rap with gavel, all members are seated)  
As Installing Officer, I now proclaim you obligated officers of Lodge \_\_\_\_\_, No. \_\_\_\_\_ CSA Fraternal Life for the year \_\_\_\_\_, and sincerely wish all of you and the Lodge the best of success. (pause)  
Please remain standing her (move in front of Sentry

Brother /Sister \_\_\_\_\_, you have been elected Sentry of Lodge \_\_\_\_\_ No \_\_\_\_\_. Your duties are to have charge of the door while the meeting is in session, and permit no one to enter unless he is lawfully entitled to admission. Once the meeting has been called to order, you shall permit no one to enter without the permission of the Vice President. I congratulate you upon your election. (Shake hands.) You may be seated.

Brother/Sister \_\_\_\_\_, you have been elected Guide of Lodge \_\_\_\_\_, No. \_\_\_\_\_. Your duties are to receive the password from the members at the opening of the Lodge meeting; to assist the officers during initiation of new members and installation of officers; to act as teller at all elections when requested; and assist the President in maintaining order and discipline at Lodge meetings if necessary. I congratulate you upon your election. (Shake hands) You may be seated.

Brother/Sister \_\_\_\_\_, you have been elected Treasurer of Lodge \_\_\_\_\_ No. \_\_\_\_\_.

Your duties are to receive all money for the Lodge; to pay all Lodge bills when so ordered by the Lodge; to deposit said money in the bank designated by the Lodge; and to perform all other duties of your office required by the Rules of Order of our Society and of your Lodge. I congratulate you upon your election. (Shake hands). You may be seated.

Brother/Sister \_\_\_\_\_, you have been elected Secretary of Lodge \_\_\_\_\_.

No. \_\_\_\_\_. Your duties are: to keep correct Minutes of all meetings of this Lodge; to receive all communications and to present them at the following meeting; to conduct all correspondence of this Lodge; and perform all other duties required of you by the Rules of Order of our Society and of this Lodge. I congratulate you upon your election. (Shake hands.) You may be seated.

Brother/Sister \_\_\_\_\_, you have been elected Vice President of Lodge \_\_\_\_\_, No. \_\_\_\_\_.

Your duties are: to have supervision of the Sentry; to assist the President in conducting the meetings of this Lodge; to assist in the initiation of new members; to preside in the absence of the President; and to perform all other duties require of you by the By Laws of our Society and of this Lodge. I congratulate you upon your election. (Shake hands). You may be seated.

Brother/Sister \_\_\_\_\_, you have been elected President of Lodge \_\_\_\_\_, No. \_\_\_\_\_.

Your duties are: to preside over the issues of this Lodge and preserve order at all sessions of this Lodge; to exercise care that all lawful requirements of our Society are compiled with by all officers and committees of this Lodge; and to perform all other duties required of you by the Rules of Order of our Society and of this lodge. Brother/Sister \_\_\_\_\_, I

present you with this gavel, which is the symbol and only evidence of your authority in this Lodge. It is used to call the Lodge to order. One rap calls the Lodge to order; two raps calls the officers to rise; three raps calls all members to rise; four raps calls all members to form a brotherly circle; and one rap seats them. May you always enjoy the cooperation of your officers and members in the spirit of Equality, Harmony and Fraternity; and may your meetings meet with every success. I congratulate you upon your election. (Shake hands).

On behalf of all present here today/tonight, I wish you and Lodge \_\_\_\_\_ No. \_\_\_\_\_, CSA Fraternal Life the best of success in the future. I now proclaim all officers as duly installed.

## FUNERAL TRIBUTE

One of our fraternal aims and duties is to bring consolation to the family of a deceased member of the CSA, and to alleviate the great sorrow suffered by the loss of their loved one. By our presence, we make it known that we share with the bereaved their sorrow, and through the few words spoken to the memory of the deceased Brother or Sister, we endeavor to lighten the great burden placed upon them by the loss of their dear one.

It is impossible to write complete orations suitable for individual cases because the speech must be personalized. The speaker should secure the information necessary for a proper tribute to the deceased Member. The information needed includes: length of membership in the CSA; whether the member served as an officer or on a committee, participation in the lodge, etc. Also obtain information on survivors and other personal data.

It is the duty of Lodge officers to do all in their power to console the family while bringing respect and dignity to the Lodge.

This tribute is intended as a guideline, and the speaker is encouraged to embellish or personalize it within the bounds of good taste.

**SPEAKER:** My friends, when one whom we hold dear has reached the end of life, it is but natural for us to pay the tribute of respect and love, to tell of his/her virtues, to express our sense of loss, and to make known to his/her family the sympathy we offer in these days of their bereavement. There is a hush in our hearts as we come together to pay our respects to the memory of someone who has been with us, but now has passed into the great beyond.

*Insert pertinent information at this point regarding member's personal life, a short summary of lodge activity, occupation, family history, loved ones, etc.*

We have met to speak a word of consolation. Our deceased Brother/Sister \_\_\_\_\_ was an exemplary member of the CSA. His/her noble life has honored us. We shall forever honor him/her and his/her memory will live forever among us. His/her life was well-rounded in its usefulness, beautiful in its simplicity, sincerity and devotion to duty – a life that has left no stain upon his/her memory. That should be a consolation to his/her family and his/her friends and to all members of our great CSA. The CSA has lost a loyal and faithful Member, who sincerely loved the ideals of our Society. We respected him/her and he/she will always dwell in the memory of all members of our Lodge. We express our sincere sympathy to his/her family and surviving relatives to whom he/she has left a legacy of a good life. We need not mourn for him/her but rather for ourselves and for those he/she loved because we have lost him/her.

Only time can ease this grief, and when the first intensity of pain is over, and we have learned to live with the loss of our loved one, nothing will prove a greater consolation to us than the beloved memory of our Brother/Sister whose days were so rich in blessing. The members of Lodge \_\_\_\_\_, No. \_\_\_\_\_ will never forget you. Brother/Sister \_\_\_\_\_ We have met in equality, you acted in harmony and now may you depart in fraternity. I bid you eternal peace, Farwell.

## BABY NAMING

The naming of a child is always a happy occasion, and we urge our Lodges to perform this ceremony in an impressive way. This should be performed under the leadership of officers of the Lodge; the degree staff, if one is available for that occasion; or a special committee appointed for that occasion. This occasion should always be one at which non-members of the Society can be present.

Children may be named at a Lodge meeting. At any other occasion, the arrangement of the program of which the child-naming ceremony occurs could be left to a committee in charge.

A Certificate with the child's name should be obtained from the CSA Home Office and tied with an appropriate colored ribbon. The Lodge may present a small gift in addition to the white flower that is used.

(Three raps of the President's gavel calls the whole Lodge to rise.)

**SPEAKER:** Friends, Brothers and Sisters: We have gathered here to remind each other what a beautiful gift a child is and to realize the duties and responsibilities entrusted to all parents. The naming of a child is a very solemn ceremony, for they are the future of our families, of our Society, and of our nation. Our Society stands for the highest virtues of life, goodness, truth and beauty. The parents of this child cannot do anything better than to implant the love for these ideals in the hearts of their child. By bringing their child to our Lodge, Brother and Sister \_\_\_\_\_ have proven that they are loyal, exemplary members of our CSA. I

sincerely welcome them, their child and the sponsors to this Lodge meeting.

And now, I shall address the parents of this child.

Brother and Sister \_\_\_\_\_, we realize the happiness which your little child has brought to your hearts. Fully aware of the solemnity of this ceremony, are you determined to raise your child under the noble principles of our Society so that he/she may grow up to be a worthy member of human society, a true and loyal American? Do you solemnly vow that you will faithfully perform your parental duties? If so, answer "Yes."

Now I want to say a few words to you (names sponsors), as sponsors of this child. It is an honor and also a responsibility to be chosen sponsors for a child. The attention given in the early years to a child is more helpful than attention which may be given in any other stage of his/her life. Will you always love this child, and give your kind advice and help whenever necessary? Are you willing to assist the parents of this child? If sickness should interrupt their care of him/her, or if death should rob the child of its parents, would you substitute for them and continue with the care of this child? If so, answer "Yes."

And now let us perform the duty most welcome in this ritual when we give this child his/her name.

(Speaker puts his hand upon the head of the child.)

On behalf of our Lodge \_\_\_\_\_, No. \_\_\_\_\_ CSA, in the presence of its Members, of your Parents and Sponsors, I bestow upon you the name of \_\_\_\_\_ . Love your parents and

prove it by your faultless life. May health be your constant companion, and may you grow to develop a noble and upright mind.

We present you with the certification of your naming, a white flower as a symbol of purity. We hope that when you become of age, you will be a proud member of CSA Fraternal Life, and that you will be able to fully cherish the noble principles of our Society by participating in your Lodge activities and further aspire to assume the responsibility in the leadership of the Society. Ask honored family to face assembly.

Brother and Sisters, I introduce \_\_\_\_\_,  
The (son/daughter) of our dear Brother and Sister  
\_\_\_\_\_.

## BABY NAMING WITH DEGREE STAFF

First Speaker addresses the audience.  
Second Speaker addresses the parents.  
Third Speaker addresses the sponsors.

Pillow Bearer (bearing certificate)  
Basket Bearer (containing white flower)  
Escorts (balance of Degree Staff)

Captain orders the flowers (white flower for the child; corsages for Mother and female Sponsor; boutonnieres for Father and male Sponsor)

Degree Staff proceeds into the hall to the accompaniment of a march (if music is available) in the following order:

Escorts in pairs  
Pillow Bearer and Basket bearer  
First Speaker in Center  
Second Speaker on left  
Third Speaker on right  
Sponsors carrying the child  
Parents

Procession follows to center front where the pairs of Escorts divide and form a semi-circle then face front. Pillow and Basket bearers stop four feet in front of Escorts, leaving space for the Speakers to step into, all forming a second semi-circle facing front and audience. Parents and Sponsors form a straight line and remain facing speakers.

FIRST SPEAKER: We are assembled here to witness the naming of this child, a juvenile member of Lodge \_\_\_\_\_, No. \_\_\_\_\_ CSA Fraternal Life,

and also to remind each other what a wondrous gift a child is.

A child is the everlasting source of fondest dreams, brightest hopes, and dearest expectations. The eyes of a child shall see new horizons and regions, new achievements and expansions of the human mind. In these little hands, there may rest the future fate of many, whether the child becomes simply an upstanding citizen or perhaps a leader in his or her field of endeavor. The future is theirs and we are proud to witness the beginning of their lives.

We must realize the duties and responsibilities entrusted to the Parents, Sponsors, and to all of us because we create the surroundings in which these children will grow. The love and security given them will be repaid many times over, and our own generosity and affection will be reflected in the child's character. Sister \_\_\_\_\_ (to Second Speaker), would you outline to the parents their obligations and responsibilities?

SECOND SPEAKER: names of parents, it is your duty as Mother and Father to raise your child under the noble principles of CSA so that this child may grow up to be a worthy member of human society, a warm lover of Equality, Harmony and Fraternity. May he/she grow into beautiful adulthood with eyes focused on high ideals, endowed with honorable beliefs, and contributing to the welfare of our nation and fellow man. Do you solemnly vow that you will faithfully pursue these ideals for your child? (Parents answer: Yes.)

FIRST SPEAKER (to Third speaker): Brother/Sister \_\_\_\_\_, would you outline to the Sponsors their obligation and responsibilities?

THIRD SPEAKER: Names of Sponsors, it is an honor and also a great responsibility to be chosen sponsors of a child. Will you always love this child, as you would your own, and give your kind advice and help whenever necessary. (Sponsors answer: Yes) It is your duty as Sponsors to assist the parents if sickness should interrupt their care, and if death should rob this child of his/her parents. Do you solemnly vow these obligations if called upon to do so? (Sponsors answer: Yes.)

FIRST SPEAKER: And now let us perform the duty most welcome in this ritual, the naming of the child.

To the Child: On behalf of Lodge \_\_\_\_\_, No. \_\_\_\_\_ CSA, in the presence of your Parents, Sponsors, and Members of this Lodge, I bestow upon you the name of child's name. May health be your constant companion; may you grow to develop a noble and upright mind. Love your parents and prove it by your perfect life. We present this white flower, an emblem of purity. May it symbolize your fondest hopes and dreams and may it serve as a reminder to your parents to assist you in realizing these ambitions and desires.

To the Parents: Sister and Brother \_\_\_\_\_, It is indeed an honor for us to present this certificate in your child's name. May this day remain a cherished memory, and may it also remind you that we expect your child to become a proud member of CSA Fraternal Life when he/she reaches adulthood. He/she will then be able to fully appreciate the noble principles of our Society and to take over some of the responsibilities in promoting the success of CSA Fraternal Life.

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Will the Parents and the Sponsors please face the audience? Brother and Sisters and Friends, we introduce Child's name (Son/Daughter) of sister and Brother \_\_\_\_\_.

Exit. – Escorts usher parents, sponsors, then the pillow and basket bearers, followed by the Speakers.

## NEW MEMBER INITIATION WITH DEGREE STAFF

This initiation ceremony should be conducted once a year in March, the anniversary month of the Society. It is usually held as a separate affair after the meeting.

### NEEDED:

- Flags and flag holders (Flags to be presented at Opening of meeting.) The American flag as well as the Czech and Slovak flags, if available.
- Large star for the floor.
- Five candles and five books of matches, one for each point of star.
- Instructions for each speaker.
- CSA pins to be presented to members being initiated by President at end of ceremony.
- Name tags for members to be initiated.
- Music, if desired.

### PREPARATION:

- Put flag holders in place
- Place chairs (and pedestals if available) at points Of star for speakers
- Make sure sufficient chairs are placed at the bottom of the star for the members who are to be initiated

Speakers march in straight line to center of room in following order, then fan out to separate points of the star, President at the top, or front of room:

President  
Vice-President  
Equality  
Fraternity  
Harmony

Flag bearers and Guide march onto floor after the above are standing at their respective stations, the Guide being last in line; then Honor Guards march to their places in the same fashion as outlined above, and the Guide takes his place among members to be initiated. President gives one rap for all participants to be seated.

Note

*All speakers are to rise as Guide approaches each station and are to return the Guide's Sign of Courtesy before the Guide starts his lines*

INITIATORY PRESIDENT: The next order of business is the initiation of eligible candidates who wish to become members of our Society, which was founded on March 4, 1854 in St. Louis, Missouri. It is our hope that when this ceremony is completed, every candidate initiated will fully realize the friendship, acceptance, and love of all our members.

Brother/Sister Guide, will you present the candidates for initiation? (Guide rises upon being called, then brings all, or a representative group of candidates, to center of room, marches forward to station of President.)

GUIDE: Sister/Brother President, I present the candidates for initiation into our Society.

PRESIDENT: (Sign of Courtesy): Thank you, Sister/Brother Guide.

My friends, it is with distinct pleasure that I welcome you into Lodge \_\_\_\_\_, No. \_\_\_\_\_. You have indicated a desire to become a member of CSA Fraternal Life, the oldest Fraternal Benefit Society in the United States. The Society's motto is: EQUALITY, HARMONY AND FRATERNITY.

As you approach each speaker, you will be traveling along the route of a 5 – pointed Star which is the emblem of our Society. A Star has separate and distinct points which are joined together in a common purpose. The Society will be explained to you through this Star. Sister/Brother Guide, please conduct the candidates to the first point in our star so that they may learn the lesson of Equality. (Guide leads candidates to the station of Equality)

GUIDE: By order of the President, I present to you these candidates who desire to learn the lesson of Equality.

EQUALITY (Sign of Courtesy): Thank you, Brother/Sister Guide. Our Society adopted Equality as the initial word of its motto because by its application, we develop character. By practicing Equality, we add quality to our personality; we meet trials with justice, and we treat our fellow man equally and with impartiality. Our Society aims to treat everyone with equal distinction and, in turn expects us to practice Equality in our lives. Are you willing to subscribe to the principles of Equality as presented to you in the first step of our initiation? (Candidates respond.)

Brother/Sister Guide, please escort these candidates to the next point of our Star in order that they may receive the lesson of Harmony.

GUIDE (Leads candidates to the station of Harmony): I present these candidates who have successfully passed the first step of their initiation.

HARMONY (Sign of Courtesy): Thank you, Brother/Sister Guide. The second word of our motto is Harmony. Harmonious conduct can improve our present

status in life. When unified, we can provide the social, fraternal, and civic activities needed to make our lives more pleasant and meaningful. In our daily encounter with our fellow man, we should practice courtesy and self-control, thereby creating Harmony. Harmony develops fraternal fellowship which in turn fosters humanitarian action. In the spirit of harmony, are you willing to assist in the discharge of the duties of a true and loyal member of CSA Fraternal Life? (Candidates respond)

Brother/Sister Guide, please escort these candidates to the next point of our Star in order that they may receive the lesson of Fraternity.

GUIDE (Leads candidates to the station of FRATERNITY): I present these candidates who have success fully completed the second step of their initiation.

FRATERNITY (Sign of Courtesy): Thank you, Brother/Sister Guide. Fraternity is brotherhood and sisterhood, and it unites us in a mutual endeavor for the betterment and elevation of mankind. The spirit of Fraternity guides the destiny of this organization and teaches us to be charitable and respectful of the rights and privileges of others. As true Brothers and Sisters, we assist those less fortunate than ourselves so that we all may fully enjoy the blessings of our American way of life. Are you willing to subscribe to and practice this noble principle? (Candidates respond.)

Brother/Sister Guide, please escort these candidates to the fourth point of the Star, the station of the Vice-President, so that they may assume the obligation of membership.

GUIDE (leads the candidates to the station of the Vice-President): Brother/Sister Vice-President, these candidates have successfully completed the first three

steps of the initiatory ritual and now are ready to assume the obligation of membership.

VICE-PRESIDENT: (Sign of courtesy): Thank you Brother/Sister Guide. Before taking the oath of our Society, I want to express my hope that you are always governed by our motto of "Equality, Harmony, and Fraternity," which symbolizes the very principles upon which our Society was founded. By so doing, you will be assured that your life will be filled with value, goodwill and friendship. May the star, the symbol of our Society, ever reflect in your hearts as a gleaming reminder of the lessons you have been taught today.

(While the Vice-President is reciting the foregoing sentence, all five speakers, including the Vice-President, light their candles, and all the lights in the hall will be turned off, with the exception of the spotlight focused upon the Emblem of the Society.)

Candidates, place your hand over your heart and repeat after me (The President gives 3 raps of the gavel for all to rise.)

*I solemnly promise  
upon my word of honor  
to support the Constitution and B Laws of CSA Fraternal  
Life  
to abide by all lawful decisions and regulations  
adopted by the Board of Directors, District Council and  
my subordinate lodge,  
and to govern myself accordingly.  
I also promise to cooperate to the best of my ability to the  
advancement of this Society  
and to Lodge \_\_\_\_\_ No. \_\_\_\_\_ of  
which I am now becoming a member*

*to never disclose the transaction of the Lodges of the Society to non-members unless lawfully authorized to do so  
I further promise to do all within my power to aid all worthy members in need or distress and to exercise the principles of Equality, Harmony, and Fraternity toward all members in the same way I would ask for myself  
I faithfully pledge my word of honor.*

(Upon completion of the obligation, the lights in the hall are turned on and the candles extinguished. The President gives one rap of the gavel for the audience to be seated)

Brother/Sister Guide, please escort the candidates to the President, at the final point of our star.

PRESIDENT: Thank you, Brother/Sister Guide. Brothers and Sisters, by the authority vested in me as Initiating President, I hereby pronounce these candidates duly initiated into Lodge \_\_\_\_\_ No. \_\_\_\_\_ of CSA Fraternal Life. They are fully entitled to all benefits and privileges this membership guarantees and are prepared to assume such responsibility as prescribed by the rules and regulations of this Society. In CSA Fraternal Life, we are all equal, united in harmony and pledged to fraternity.

PRESIDENT: Brother/Sister Guide, please face the newly initiated brothers and sisters to the membership.

Brother and Sisters of Lodge \_\_\_\_\_ No. \_\_\_\_\_, I take great pleasure in presenting to you our new members. Please join me in accepting them into our Fraternal Circle of brotherhood and sisterhood. (President shakes hands with new members.)

Brother/Sister Guide, please escort the new members to their place among the membership of this Lodge.

(Guide does so and returns to the center of the hall, gives the sign of courtesy to the President, does an about-face and returns to his seat.)

PRESIDENT (Giving one rap for the initiatory team to rise.) Will the President of this Lodge kindly resume his station?

(Initiatory President waits until the Lodge President has returned to his station. At this point, the entire initiatory team retires to center of hall, gives sign of courtesy to Lodge President, and all march out in single file)

## OFFICER INSTALLATION WITH DEGREE STAFF

The election of Lodge Officers is held at the Annual Meeting in the month of November, and installation of officers shall be held the following January.

This installation ceremony is designed for six Installing Officers. However, if circumstances exist where this is not possible, it is permissible to install the officers with one individual.

LODGE PRESIDENT: The next order of business being the installation of officers for the year \_\_\_\_\_, I ask Brother/Sister \_\_\_\_\_, Installing President to take charge of this meeting.

INSTALLING PRESIDENT: Thank you, Brother/Sister President, (Assumes the President's station.)

A new year is at hand, a time of beginning again. The officers you have elected, and who are now to be installed, are given certain powers and duties by you, and they will regulate the functions of this Lodge according to the By Laws of CSA Fraternal Life.

Before we proceed, I wish to appoint the following sisters and brothers to assist me in the installation of your newly elected officers:

as Installing Vice-President: Brother/Sister \_\_\_\_\_

as Installing Secretary: Brother/Sister \_\_\_\_\_

as Installing Treasurer: Brother/Sister \_\_\_\_\_

as Installing Guide: Brother/Sister \_\_\_\_\_

as Installing Sentry: Brother/Sister \_\_\_\_\_

(The officers so appointed will assume their respective stations alongside the present Lodge officers. Extra chairs should be provided for that purpose in advance of the installation)

INSTALLING PRESIDENT: Brother/Sister Installing Secretary, please read the names of all officers who served during the preceding year. As their names are read, the officers will please rise and the Brother/Sister Installing Guide will conduct them to my station.

(Installing Secretary reads the names of the officers who are then conducted one by one, by the Installing Guide to the station of the Installing President.)

INSTALLING GUIDE: Brother/Sister Installing President, I present the retiring officers of Lodge \_\_\_\_\_, No \_\_\_\_\_.

INSTALLING PRESIDENT: Thank you, Brother/Sister Installing Guide. (Guide steps back one pace.) On behalf of Lodge \_\_\_\_\_, No. \_\_\_\_\_, CSA Fraternal Life, I wish to express to you our thanks and sincere appreciation of the services you have rendered this Lodge and our Society during your term of office. You have performed your duties honestly and loyally, and this Lodge has prospered in many ways by your leadership. It is our earnest wish that you will assist the newly elected officers with your advice and cooperation, and thus help to further attain the best results, not only for this Lodge, but for the Society-at-Large as well. Thank you for the good work you have performed.

Brother/Sister Installing Guide, please conduct these brothers and sisters to their seats. (The Guide will

conduct the retiring officers to their positions among the members, and return to his own station.)

INSTALLING PRESIDENT: Brother/Sister Installing Secretary, please read the names of the officers-elect, and I ask them to rise as their names are called. Brother/Sister Installing Guide, please escort each officer-elect to my station.

(The Installing Secretary reads the names one by one, of the newly elected officers, and the Guide conducts each one to the station of the Installing President. When all are assembled in front of the Installing President, the Guide steps forward and addresses the Installing President.)

INSTALLING GUIDE: Brother/Sister Installing President, I present the newly elected officers of this Lodge for the year \_\_\_\_\_.

INSTALLING PRESIDENT: Thank you, Brother/Sister Installing Guide. (The Guide will step one pace back of the officers.)

Sister and Brothers, newly elected officers, I congratulate you upon your election to the various offices in this Lodge. By your election, the members have expressed confidence in you. The honor and reputation of Lodge \_\_\_\_\_, No. \_\_\_\_\_ depends upon your skill and ability. We wish you the greatest success in all your undertakings. Brother/Sister Vice-President, please approach the elected officers so they may assume the obligation of their office. (Vice-President comes up to the new officers.)

INSALLING GUIDE (To the Vice-President): Brother/Sister Installing Vice-President, I present the officer-elect of Lodge \_\_\_\_\_, No. \_\_\_\_\_.

**INSTALLING VICE-PRESIDENT:** Thank you Brother/Sister Installing Guide. (The Guide steps one pace behind the officer, and the Vice-President continues.) You will now place your right hand over your heart and repeat after me: (Installing President raps gavel three times, all members rise.) As elected officers – we promise to serve the Lodge – and to perform all duties – pertaining to that office – to the best of our knowledge and ability. – We also pledge – to uphold the Constitution and By Laws – and to attend and conduct Lodge meetings – in accordance with the principles – of Equality, Harmony and Fraternity. – At the termination of our office – we shall deliver all Lodge property, books and records – entrusted to our care – to the newly elected officers. – Upon our word of honor, we solemnly pledge this – in the presence of all sisters and brothers assembled here tonight.

(Installing President raps one rap with the gavel, all members are seated.) Brother/Sister Installing Guide, please return these officers to the station of the Installing President.

**INSTALLING GUIDE:** (Leads the officers to the station of the Installing President, then steps forward and addresses the Installing President.) I present these officers who have assumed the obligation of their office.

**INSTALLING PRESIDENT:** Than you, Brother/Sister Installing Guide. (Guide steps back one pace.) As Installing President, I now proclaim you obligated officers of Lodge \_\_\_\_\_, No. \_\_\_\_\_ of CSA Fraternal Life for the year \_\_\_\_\_, and most sincerely wish all of you and the Lodge the best of success. Brother/Sister Installing Guide, please conduct the Sentry of this Lodge to his/her station.

INSTALLING GUIDE: ( Leads the Sentry to his station)  
Brother/Sister Installing Sentry, I present Brother/Sister \_\_\_\_\_, who has been obligated as the Sentry of this Lodge.

INSTALLING SENTRY: Than you, Brother/Sister Installing Guide. (Guide steps back one pace)  
Brother/Sister \_\_\_\_\_, your duties are to have charge of the door while the meeting is in session and permit no one to enter unless he is lawfully entitled to admission, and once the meeting has been called to order, you shall permit no one to enter without the permission of the Vice-President. I congratulate you upon your election and welcome you to your station. (Shakes hands with the Sentry and both are seated.)

(Installing Guide returns to the station of the Installing President and gives the sign of courtesy and awaits instructions.)

INSTALLING PRESIDENT: Than you, Brother/Sister Installing Guide. Please conduct the Guide of this Lodge to his/her station.

INSTALLING GUIDE: (Leads the Guide to his/her station, and assuming that station, addresses the Guide.)  
Brother/Sister \_\_\_\_\_, your duties are to receive the password from the members at the opening of the Lodge meeting; to assist the officers during initiation of new members and installation of officers; to act as teller at all elections when requested; and assist the President in maintaining order and discipline at Lodge meeting as is necessary. I congratulate you upon your election and welcome you to your station. (Shakes hands with the guide and seats him/her. The Installing Guide then returns to the station of the Installing President and gives the sign of courtesy.)

INSTALLING PRESIDENT: Thank you, Brother/Sister Installing Guide. Please conduct the Treasurer of this Lodge to his/her station.

INSTALLING GUIDE: (Leads the Treasurer to the Installing Treasurer): Brother/Sister Installing Treasurer, I present Brother/Sister \_\_\_\_\_ who has been obligated as the Treasurer of this Lodge.

INSTALLING TREASURER: Thank you Brother/Sister Installing Guide. (To the Treasurer) Brother/Sister \_\_\_\_\_, your duties are to receive all money for the Lodge; to pay all Lodge bills when so ordered by the Lodge; to deposit said money in the bank designated by the Lodge; and to perform all other duties of your office required by the Rules of Order of our Society and of your Lodge. I congratulate you upon your election and welcome you to your station. (Shakes hands with the Treasurer and both are seated.)

INSTALLING GUIDE: (Returns to the station of the Installing President and gives the sign of courtesy.)

INSTALLING PRESIDENT: Thank you, Brother/Sister Installing Guide. Please conduct the Recording Secretary to his/her station.

INSTALLING GUIDE: (Leads the Secretary to the Installing Secretary.) Brother/Sister Installing Secretary, I present Brother/Sister \_\_\_\_\_ who has been obligated as the Recording Secretary of this Lodge.

INSTALLING SECRETARY: Thank you, Brother/Sister Installing Guide. Brother/Sister \_\_\_\_\_, your duties are: to keep correct minutes of all meetings of this lodge; to receive all communications and to present them at the following meeting; to conduct all

correspondence of this lodge; and perform all other duties required of you by the Rules of Order of our Society and of this Lodge. I congratulate you upon your election and welcome you to your station. (Shakes hands with the Secretary and both are seated)

INSTALLING GUIDE: (Returns to the station of the Installing President and gives the sign of courtesy)

INSTALLING PRESIDENT: Thank you, Brother/Sister Installing Guide. Please conduct the Vice-President of this Lodge to his/her station.

INSTALLING GUIDE: (Leads the Vice-President to the Installing Vice-President.) Brother/Sister Installing Vice-President, I present Brother/Sister \_\_\_\_\_ who has been obligated as the Vice-President of this Lodge.

INSTALLING VICE-PRESIDENT: Thank you Brother/Sister Installing Guide. Brother/Sister \_\_\_\_\_, Your duties are: to have supervision of the Sentry; to assist the President in conducting the meetings of this Lodge; to assist in the initiation of new members; to preside in the absence of the President; and to perform all other duties required of you by the By Laws of our Society and of this Lodge. I congratulate you upon your election and welcome you to your station. (Shakes hands with the Vice-president and both are seated.)

(Installing Guide returns to the station of the Installing President and gives the sign of courtesy.)

INSTALLING PRESIDENT: Thank you, Brother/Sister Installing Guide. Please conduct the President of this lodge to my station.

## INSTALLING GUIDE:

(Leads the President around the room and back to the station of the Installing President) Brother/Sister Installing President, I present Brother/Sister \_\_\_\_\_, who has been obligated as the President of this Lodge.

INSTALLING PRESIDENT: Thank you, Brother/Sister Installing Guide. You may now assume your station. (Installing Guide returns to his station). Brother/Sister, your duties are: to preside over the issues of this Lodge and preserve order at all sessions of this Lodge; to exercise care that all lawful requirements of our Society are complied with by all officers and committees of this Lodge; and to perform all other duties required of you by the Rules of Order of our Society and of this Lodge. Brother/Sister \_\_\_\_\_, I present you with this gavel, which is the symbol and only evidence of your authority in this Lodge. It is used to call the Lodge to order; *One Rap* calls the Lodge to order; *Two Raps* calls the officers to rise; *Three Raps* calls all members to rise; *Four Raps* calls all members to form a brotherly circle; and *One Rap* seats them. May you always enjoy the cooperation of your officers and members in the spirit of Equality, Harmony and Fraternity; and may your meetings meet with every success. I congratulate you upon your election and welcome you to your station. On behalf of all present her (today/tonight), I wish you and Lodge \_\_\_\_\_, No. \_\_\_\_\_ of CSA Fraternal Life the best of success in the future. (Shakes hands with the President and then continues) I now proclaim all offices as duly installed by the (name of staff or officers). All Installing Officers will now allow the Lodge officers to assume their stations.

(All Installing Officers will assemble in a double line facing the Lodge President; on command of the Installing

President will make an about-face, and march down the center of the hall to the rear.)

Lodge President takes over the meeting at this point – may refer to the Order of Business on the subject of “For the Good of the Order.” Congratulations and short speeches by the new officer may follow, and the balance of the “Order of Business” then prevails.

## MEMORIAL SERVICE WITH DEGREE STAFF

### NEEDED:

- Music, something slow and stately, live with a piano or taped
- Flowers, single carnation for each name or Lodge to be read (may be tied with purple ribbon)
- Taper candles in candleholders, one candle for each lodge or member
- Table covered with white cloth

Determine in advance how many candles and flowers will be needed.

Table should be set up at the front of the room, with unlit candles in a circle on top, prior to ceremony.

Staff enters in step with music, single file (or double, if there are enough members), each carrying a flower. They circle the table once and stop. Music may continue softly. While staff member is speaking, one candle should be lit for each Lodge or member to be mentioned. This can be done by one staff member or this duty may be shared around the table.

**SPEAKER:** For more than one hundred years we who are part of fraternal societies have accompanied our deceased members on their last journey to pay them a final tribute and to bring consolation to their families. That is part of our tradition. It is always difficult to part with anyone dear to our hearts. But at the same time, we are grateful for the common thread of membership in our fraternal societies that has brought us together.

It is a single thread that weaves us together, but it's a strong one. Strong enough to help us bear the grief of

losing a respected member and remind us of all the good things that these members have brought to our lives.

*In the rising of the sun and its setting,  
we remember them.*

*In the blowing of the wind and in the chill of winter,  
we remember them.*

*In the opening of buds and in the rebirth of spring,  
we remember them.*

*In the blue of the sky and in the warmth of summer,  
we remember them.*

*In the rustling of leaves and in the beauty of autumn,  
we remember them.*

*In the beginning of the year and when it ends,  
we remember them.*

*When we are weary and in need of strength,  
we remember them.*

*When we are lost and sick at heart,  
we remember them.*

*When we have joys we yearn to share,  
we remember them.*

*So long as we live, they, too, shall live,  
for they are now a part of us,  
as we remember them.*

Secretary of the Lodge or the District Council reads the names of the deceased by Lodge. As each Lodge or name is read, the candle is blown out and a flower is placed on the table. After the last name is read, staff members circle the table once and exit the same way they came in.

