

Installation Ceremonies for

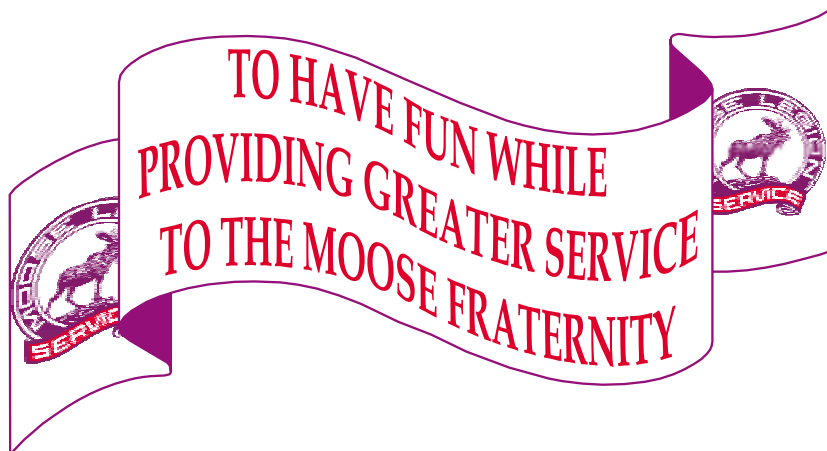
MOOSE LEGION



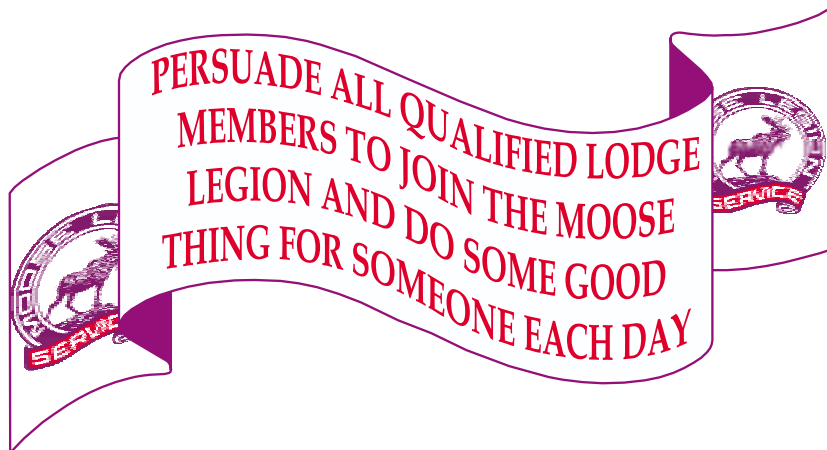
ELECTED DIRECTORS AND
APPOINTED OFFICERS

*The Moose Legion is
known as the*
DEGREE OF SERVICE

OUR MISSION...



OUR VISION...



INSTALLATION CEREMONIES

For Moose Legion Directors and Appointed Officers

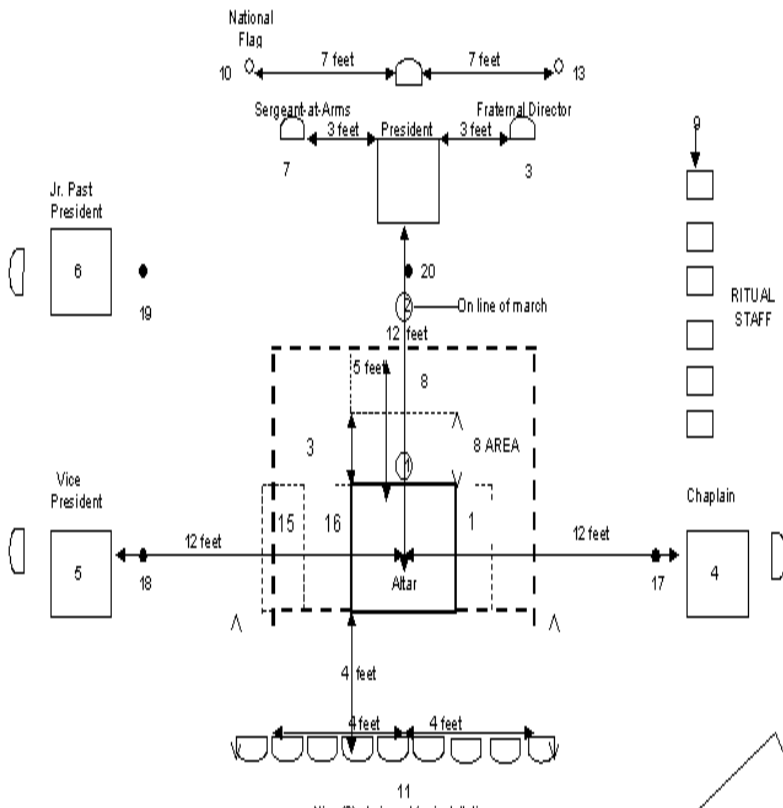
Attendance at installation of Moose Legion Director ceremonies is limited to Moose Legionnaires and their ladies. However, family members and honored members of the community may, in accordance with the General Laws, attend at the discretion of the Board of Directors and the host Lodge. At the institution of a new Moose Legion, it is recommended that family members and honored members of the community be invited to attend the installation of officers.

The meeting room must be set as described in the Moose Legion Ritual and the meeting opened in the normal fashion. Chairs are arranged behind the Altar as outlined in diagram 1. During special installation ceremonies, no other business need come before the membership.

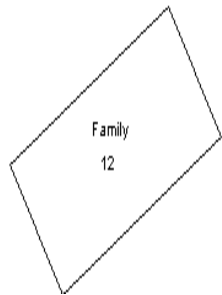
The Jr. Past President (who served as such during the past year) shall be the installing officer of his Moose Legion. An Installing Sergeant-at-Arms, selected from the ranks of active Moose Legionnaires, shall be appointed by the Installing Officer to assist with the Installation Ceremony. All duly elected directors shall be installed at the last meeting in April of each year, or at a special Installation Ceremony approved by the Moose Legion Board of Directors to be held prior to April 30. The new Board of Directors takes office as of midnight April 30. If, for any reason, the Junior Past President does not act, any Past North Moose or Past President of the Moose Legion, appointed by the current President, may conduct the Installation Ceremony. In mid-term, a Director-appointed shall be installed by the Installing Officer, who shall use only such portions of the ceremony pertaining to such Director-appointed.

Before the ceremony begins, the Installing Officer should provide a copy of the prayer to the Chaplain (elect). Perforated copies of this prayer can be found in the back of this book.

Revised October 2007



Nine (9) chairs set for installation.
 Seated left to right - Jr. Past Pres.,
 Sgt-at-Arms
 Fraternal Dir., Secretary, President,
 Vice - President, Chaplain, Financial Dir.,
 Asst. Sgt-at-Arms.
 Chairs for Assistant Secretaries can be
 arranged behind these chairs



~~ INSTALLATION CEREMONY ~~

PRESIDENT: *(Gives one rap.)* Moose Legionnaires (ladies and guests), welcome to the installation of your newly elected Directors and appointed officers. I have the honor of introducing Past President (Past North Moose) _____ who will be our Installing Officer.

PRESIDENT: *(Gives two raps)* Everyone will rise.

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

INSTALLING OFFICER: *(Gives one rap)* Everyone will be seated.

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

INSTALLING OFFICER: Moose Legionnaires, I am here for the purpose of installing your elected Directors and appointed officers. Before doing so, it is my duty to ascertain whether your retiring officers have complied with the Moose Legion Code of Rules and the General Laws of the Order.

Brother President, have the Moose Legionnaires whom _____ Legion No. _____ desires to install into office for the current year been elected or appointed in strict compliance with the Moose Legion Code of Rules and the General Laws of the Order?

PRESIDENT: They have.

INSTALLING OFFICER: Will the retiring officers please rise? Moose Legionnaires (ladies and guests), please join me in applauding the time, effort and faithful service these Moose Legionnaires have rendered to the Degree of Service and to the Order during the preceding year. Thank you for a job well done! *(Pause)* The retiring officers will please vacate their stations.

(Retiring officers vacate stations.)

INSTALLING OFFICER: The Secretary will call the roll of the directors-elected and officers appointed. As each name is announced, he will report to the Sergeant-at-Arms at the Altar and be seated as instructed.

(The officers elected and appointed shall be seated at the Altar, as shown in the diagram on page 2.)

INSTALLING OFFICER: Moose Legionnaires, do any of you have just cause to show why any or all of the elected directors or appointed officers for this Moose Legion should not be installed into office? If so, please make it known at this time. *(If any cause should be presented which cannot be satisfactorily adjusted, the Installing Officer shall require the elected director or appointed officer to retire from his position at the Altar. He shall then proceed to install the remaining officers. Immediately following the installation, the Board of Directors shall submit a detailed report covering the cause for deferring installation to the International Moose Legion Director, and await his decision. Pending a decision of the Director, the officer who held such office at the close of the preceding term*

shall fill the office for which installation was deferred. If he is not available, appointment shall be made by the Installing Officer.)

INSTALLING OFFICER: Since there appears to be no objection to any of the officers, we will proceed with the Installation Ceremony.

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

OFFICERS-ELECT: I do.

INSTALLING OFFICER: Elected directors and appointed officers will rise. Place your left hand over your heart, raise your right hand, and repeat after me, using your name where I use mine.

I, _____, -- do solemnly promise -- that I will faithfully and to the best of my ability -- perform the duties of the office -- to which I have been elected or appointed. -- I will comply with the Moose Legion Code of Rules -- and the General Laws of this Order. -- I will memorize the portion of the Ritual -- pertaining to the office I hold. -- I will obey all orders -- emanating from the International Moose Legion Council, -- the officers of the Supreme Lodge -- and Moose International. -- I will endeavor to fulfill our Mission to have fun, -- while providing greater service to the Moose Fraternity. -- I will, by word and action, -- do some good thing for someone each day. -- I will promote membership in the Degree of Service -- by inviting all qualified

Moose members -- to join the Moose Legion. -- I will promote and support all Moose Legion programs, -- and I will strive to reach -- the level of Moose service -- that merits advancement to -- the Fellowship and Pilgrim Degrees. -- I will help lead my Moose Legion -- toward membership and financial progress. --I will deliver to my successor in office, -- or to any other legal authority of the Order, -- all funds and property in my possession -- belonging to this Moose Legion -- or to any other unit of the Order. -- I further promise -- that I will set a positive example -- for all Moose Legionnaires to follow. -- By this obligation, I pledge my leadership. You may be seated.

* * * * *

INSTALLING OFFICER: Installing Sergeant-at-Arms, present the out-going President at this station.

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

INSTALLING OFFICER: Moose Legionnaire _____, you have served this Moose Legion faithfully as the presiding officer. *(For new Moose Legion institutions - Moose Legionnaire _____, you have been appointed as the Junior Past President of this Moose Legion.)* You are qualified to act as advisor on matters upon which you will be called to speak, and your attendance at Moose Legion meetings will assure that the good accomplished under your leadership will continue.

As the Junior Past President, you will continue as a member of the Board of Directors and perform all duties required by the Moose Legion Code of Rules and Ritual. You are the Chairman of the Membership Retention Committee with responsibility to increase the active membership of this Moose Legion. You are the Chairman of the Moose Legionnaire of the Year Selection Committee, encouraging every Lodge to submit a qualified Moose Legionnaire for this honor. You will assist the President in inspecting all ballots on applicants, and you are the Installing Officer of this Moose Legion until another has taken your place.

As a Past President, you are now entitled to enjoy all the rights and privileges associated with this honor. I now declare you duly installed as the Junior Past President of this Moose Legion and invest you with the emblem of your office. Installing Sergeant-at-Arms, please escort the Junior Past President to the station of Charity.

* * * * *

INSTALLING OFFICER: The Moose Legion Secretary will call the roll of his appointments of Assistant Secretaries for the Lodges in this Moose Legion jurisdiction. Please stand as your name is called and remain standing until otherwise instructed.

(Secretary calls roll.)

Your appointment is vital to the well being of this Moose Legion. You are the Secretary of your Lodge Moose Legion Committee and will accurately maintain the minutes, keep accurate financial records, read correspondence and be the center for communications with all Moose Legionnaires in your Lodge. You shall be responsible to the Moose Legion Secretary, promote all programs of the Moose Legion, and assist in the building and retention of the membership of this Moose Legion. You are a voting member of the Nominating Committee responsible for selecting the future leadership of this Moose Legion. Your dedication and efforts will make a difference in the success of your Lodge Moose Legion Committee and this Moose Legion. Thank you for accepting this vital appointment. Please be seated.

* * * * *

INSTALLING OFFICER: Installing Sergeant-at-Arms, present the Assistant Sergeant-at-Arms at this station (*more than one is permitted*).

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

INSTALLING OFFICER: Moose Legionnaire(s) _____, you shall assist the Sergeant-at-Arms

with the ceremonies of the Moose Legion and perform such other duties as required by the President. You will acquaint yourself with the Ritual and the duties of the Sergeant-at-Arms and be prepared to perform such duties in his absence. I now invest you with the emblem of your office and declare you duly installed. Installing Sergeant-at-Arms, please escort the Assistant Sergeant-at-Arms to his/their station(s).

* * * * *

INSTALLING OFFICER: Installing Sergeant-at-Arms, present the Sergeant-at-Arms at this station.

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

INSTALLING OFFICER: Moose Legionnaire _____, you are under the direction of the President.

You shall assist members, visitors, or latecomers in making proper entry into the meeting room. You are in charge of the property and paraphernalia of the Moose Legion not otherwise provided for. You shall properly arrange the room for all meetings and special functions, and immediately remove the paraphernalia after every meeting. You shall perform such other duties as may be designated by the Moose Legion Ritual or required by the President. I now invest you with the emblem of your office and declare you duly installed as Sergeant-at-Arms. Installing Sergeant-at-Arms, please escort the Sergeant-at-Arms to his station.

* * * * *

INSTALLING OFFICER: Installing Sergeant-at-Arms, present the Fraternal Director-elect at this station.

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

INSTALLING OFFICE: Moose Legionnaire _____, you are the Chairman of the Fraternal Operations Committee responsible for collecting the Mooseheart/Moosehaven Endowment Fund at all meetings and performing the Legacy of the Moose or Golden Ball Ceremony on an annual basis.

The Ritual of the Moose Legion is also under your direction. You shall ensure the principles, goals and ideals of the Degree of Service are exemplified in approved rituals performed in various ceremonies and the enrollment of new Moose Legionnaires.

You and the Financial Director shall examine all bills and report to the Board of Directors your recommendation as to payment. As a member of the Board, you shall perform all other duties required of you by the Moose Legion Code of Rules and Ritual. Fraternalism is the heart and soul of the Degree of Service. Your challenge is to build the spirit of fraternalism to new heights within this Moose Legion. I now present you with the emblem of your office and declare you duly installed as Fraternal Director. Installing Sergeant-at-Arms, please escort the Fraternal Director to his chair.

* * * * *

INSTALLING OFFICER: Installing Sergeant-at-Arms, present the Financial Director-elect at this station.

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

INSTALLING OFFICER: Moose Legionnaire _____, along with the Secretary and President, you shall be responsible for the safekeeping of all securities and valuable papers. You and the Fraternal Director shall examine all bills and make recommendation to the Board of Directors as to payment. You are the Financial Director of this Moose Legion Corporation and authorized to sign all checks as ordered paid by the Moose Legion. You shall receive from the Secretary all deposit slips showing deposits made by him in financial institutions in the name of the Moose Legion and report this information to the membership at regular meetings. You are also the Chairman of the Fundraising Committee and shall collect and classify all funds during Celebrations and meetings. You are responsible for raising funds for Mooseheart, Moosehaven, and Camp Ross projects and increasing the assets of this Moose Legion. You can assure the confidence the members have placed in you by exercising the utmost care and fidelity in performing your duties as required by the Moose Legion Code of Rules and Ritual. I now invest you with the emblem of your office and declare you duly installed as Financial Director. Installing Sergeant-at-Arms, please escort the Financial Director to his desk.

* * * * *

(IF THE SECRETARY HAS NOT BEEN PREVIOUSLY INSTALLED.)

INSTALLING OFFICER: Installing Sergeant-at-Arms, present the Secretary at this station.

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

INSTALLING OFFICER: Moose Legionnaire _____, you are the Secretary of this Moose Legion Corporation, and, along with the Financial Director and President, are a custodian for the securities and valuable papers. You shall correctly keep minutes of all meetings of this Moose Legion, maintain accurate membership and financial reports, preserve and file all valuable papers, report all membership records as required, sign all approved checks and legal documents, and read all correspondence to the Board of Directors and Moose Legion membership. As Secretary, you shall appoint an Assistant Secretary in each Lodge within this Moose Legion Jurisdiction. You shall make timely Financial Reports to Moose International, and perform all other duties as required by the Moose Legion Code of Rules and Ritual. You shall carefully study all the rules of the Moose Legion, insist your books be audited regularly by the local auditing committee, and be zealous in your efforts to keep this Moose Legion in good standing in the International Moose Legion, so the members may be entitled to all the benefits provided. As correspondent for the Moose Legion, your promptness in communicating with the Moose Legion membership and Moose International is of vital importance.

Believing your ability and zeal in the discharge of your duties will contribute to the success and prosperity of this Moose Legion, I present you with the emblem of your office and declare you duly installed as Secretary. Installing Sergeant-at-Arms, please escort the Secretary to his desk.

* * * * *

INSTALLING OFFICER: Installing Sergeant-at-Arms, present the Chaplain-elect at this station.

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

INSTALLING OFFICER: Moose Legionnaire _____, you are the Chairman of the Publicity and Member Relations Committee with responsibility for advertisement, publicity and communications with the membership. This committee also has the duty of planning and executing activities and entertainment to encourage greater participation at Celebrations. You are a member of the Auditing Committee, and shall perform all other duties as required by the Moose Legion Code of Rules and Ritual. It will be your duty to promptly contact or visit the sick and be as helpful as possible to the needy and distressed. As yours is the station of Faith, you shall invoke the blessing of the Supreme Being in our services and ceremonies. Let your conduct and demeanor be an example for all Moose Legionnaires to follow. I now present you with the emblem of your office and declare you duly installed as Chaplain. Installing Sergeant-at Arms, please escort the Chaplain to his station.

* * * * *

INSTALLING OFFICER: Installing Sergeant-at-Arms, present

the Vice-President-elect at this station.

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

INSTALLING OFFICER: Moose Legionnaire _____, you are Vice-President of the Moose Legion Corporation, a member of the Board of Directors, and shall perform all duties required of you by the Moose Legion Code of Rules and Ritual. You will assist the President in preserving order and decorum in the Moose Legion and in the absence of the President, preside over the deliberations of this Moose Legion with full authority to perform his duties and responsibilities. You are the Chairman of the Membership Building Committee and responsible for membership promotion and quarterly membership campaigns. It is with pleasure that I invest you with the emblem of your office and declare you duly installed as Vice-President. Installing Sergeant-at-Arms, please escort the Vice-President to the station of Hope.

* * * * *

INSTALLING OFFICER: Installing Sergeant-at-Arms, present the President-elect at this station.

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

INSTALLING OFFICER: Moose Legionnaire _____, I welcome you to the station of leadership. You are the President of the Moose Legion Corporation and the Board of Directors. You shall preside at all meetings of the Moose Legion, preserve order, apply and enforce all the rules of the Moose Legion and decide parliamentary questions. You, along with the Secretary and Financial Director, are a custodian of all securities and authorized to sign all approved checks. You are a member of all prescribed standing committees of the Sec-

Moose Legion and will assist the Junior Past President in counting all votes cast except election ballots. The President and the Secretary are the two official representatives to the Annual International Moose Legion Ritual Competition and Conference. While you are President, this Moose Legion should show an increase in active membership and an increase in net assets.

Your main responsibility is to visit each Lodge in this Moose Legion jurisdiction, ensuring the Lodge Moose Legion Committee is active and functioning for the enjoyment of the Moose Legionnaires and their families, and of service to the Lodge. A report of your visitation must be properly reported to the International Moose Legion Ambassador. Listen with respect to the opinion of other Moose Legionnaires, and in making decisions, remember that your own feelings or interests must have no weight. The Moose Legion membership should be harmonious, diligently promoting our purposes, and enthusiastically engaged in furthering our fraternal objectives. Upon completion of your term of office, you become a Past President of this Moose Legion and entitled to enjoy all rights and privileges associated with this honor. The members of this Moose Legion now confer a distinctive honor upon you and it is my pleasure to invest you with the emblem of your office. I declare you duly installed as President of this Moose Legion.

Installing Sergeant-at-Arms, please escort the President to a place on my left.

(President stands at left of Installing Officer.)

* * * * *

INSTALLING OFFICER: Directors and appointed officers, the membership of this Moose Legion have placed their trust in your dedication, and ability to lead _____
Moose Legion No. _____ for the coming year. The welfare, progress and expectations of this Moose Legion, as well as the activities and participation of its membership, and their families, depend entirely on your individual and collective actions. I challenge each of you to seriously consider the principles and concept of the Degree of Service and the part you will play in its future. By the authority vested in me as Installing Officer, I now declare the Board of Directors and appointed officers of this Moose Legion duly installed.

INSTALLING OFFICER: *(Gives two raps.)* Everyone will rise. The Chaplain will ask the blessing of the Supreme Being.

CHAPLAIN: *(At Altar position 14)* Let us fold our arms and bow our heads. Supreme Being, we ask you to watch over these officers, to whom the leadership of this Moose Legion is committed. Implant in their hearts the spirit of Fraternal service; guide them in the principles of Faith, Hope and Charity; instill wisdom into their decision-making, and lead them toward greater contributions to the humanitarian efforts of the Degree of Service. We especially ask for peace and harmony to prevail in this Moose Legion, and that prosperity and good health be granted to every individual member and his family. Give each of us the

of us the courage to live up to our pledge of doing some good thing for someone each day. We ask these things in thy name. Amen.

MEMBERS: *(in concert)* Amen

(Chaplain returns to station)

INSTALLING OFFICER: Moose Legion President _____

_____ I hand you the gavel as a symbol of your authority.

Wield it firmly, never in anger, and always with discretion.

INSTALLING OFFICER: Moose Legionnaires (ladies and guests), I have the pleasure of presenting your new Moose Legion President, the Board of Directors and appointed officers (applause).

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

(Installing Officer takes a seat at the right of the President who proceeds with the regular order of business, or with the program.)

CHAPLAIN: (At Altar position 14) Let us fold our arms and bow our heads. Supreme Being, we ask you to watch over these officers, to whom the leadership of this Moose Legion is committed. Implant in their hearts the spirit of Fraternal service; guide them in the principles of Faith, Hope and Charity; instill wisdom into their decision-making, and lead them toward greater contributions to the humanitarian efforts of the Degree of Service. We especially ask for peace and harmony to prevail in this Moose Legion, and that prosperity and good health be granted to every individual member and his family. Give each of us the courage to live up to our pledge of doing some good thing for someone each day. We ask these things in thy name. Amen.

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*“May we set an example
of Fraternal Service
worthy of emulation
by all our brothers.”*

MOOSE LEGION RITUAL