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INFORMATION ON FLAG PLACEMENT

**ETIQUETTE
of the
STARS and STRIPES**

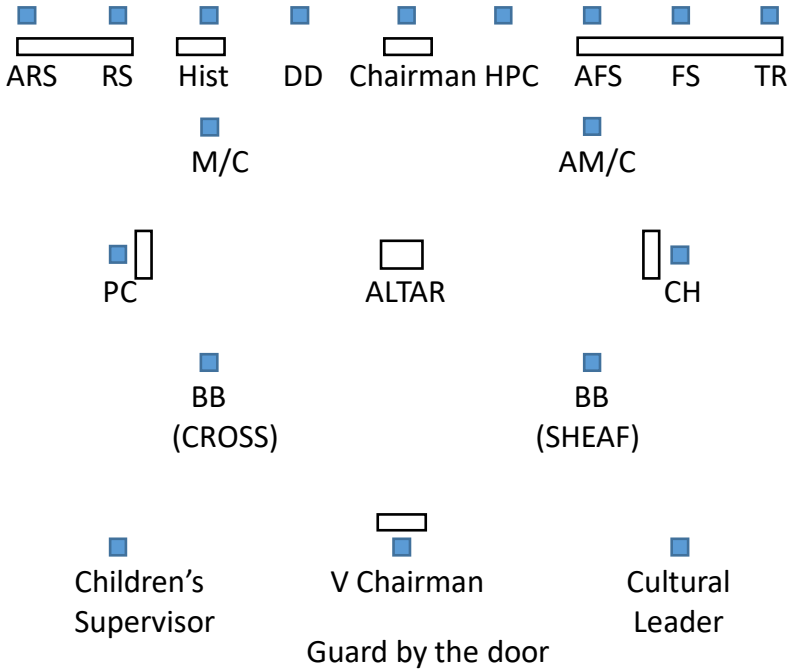
as revised by
PUBLIC LAW 94-344 (Sec. 3 , K)

Reprint from Veterans of Foreign Wars Instructions.

35. When displayed from a staff in church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.

Introductory Section

TYPICAL LODGE ROOM PLAN



FLAG PLACEMENT IN LODGE ROOM

UNITED STATES OF AMERICA

(A) (S) (C) (D) (F) (I) (N) (V)

CHAIRMAN

CANADA

(C) (S) (A) (D) (F) (I) (N) (V)

CHAIRMAN

SWEDEN

(S) (A) (C) (D)

CHAIRMAN

INSTRUCTION TO OFFICERS

1. The Chairman. (Presiding officer) shall call the meeting to order promptly at the time set for opening. It is required that at least four (4) members in good standing be present prior to opening the transaction of any lodge business.
2. In the absence of the Chairman, the Vice Chairman shall be the presiding officer. If the Vice Chairman is absent, the immediate Past Chairman shall conduct the meeting.
3. Members are not permitted to enter or leave the Lodge Room during opening or closing ceremonies, reading of the minutes, voting or initiation of new members.
4. After the Opening of the meeting, the Chairman shall introduce all Guests, Associate Members, Candidates for Initiation, Visiting Vasa Members, Visiting Local, District and Grand Lodge Officers. When the Grand Master, GL Deputy, District Master, District Deputy or any other officers from the Grand or District Lodge are present at the opening of the meeting, the Chairman shall request the Masters of Ceremonies to escort such officers to the Altar and formally present them. If any such officers arrive after the opening of the meeting, the Chairman shall request the M/Cs to present them at the Altar for proper recognition.
5. During presentation of visiting officers at the Altar, the Chairman shall address the welcome to the highest-ranking officer. The Chairman shall request the Masters of Ceremonies to escort the officer holding the highest rank, and all elected or appointed Grand Lodge Officers to a place to the right of the Chairman. Other visiting officers, elected or appointed, should be escorted to a seat among the members.

Introductory Section

6. Two Banner Bearers may be appointed by the Chairman to serve during each term of the Lodge or appointed ad hoc at the discretion of the Chairman.
7. The Chairman has the privilege of appointing one of the Past Chairmen (HPC in the lodge room plan) of the lodge to hold a seat of honor to his/her left during all meetings of the Lodge.
8. All officers required to take part in Initiation Ceremonies should memorize their respective parts in order to make the ceremony more impressive to the initiates.
9. Members are not permitted to cross the Lodge Room between the Chairman and the Altar during meetings. Only when ceremonies are performed shall participating members be permitted to cross between the Chairman and the Altar.
10. Installation of officers shall take place the first regular meeting of the lodge after election. All financial and other reports covering previous term shall be read and acted upon by the Lodge. All assessments to the Grand and District Lodges must be paid prior to installation of officers. The District Deputy shall conduct the installation ceremony and may appoint qualified members of the lodge to assist. The District Master may wish to conduct installation ceremonies. Installation Staff, using the only the DD / DM, DS and DM/C.
11. Heavily printed dots are placed in the Order of Business to indicate when the Chairman shall rap the gavel.
 - One rap calls the lodge to order, or bids officers or members if standing to be seated.
 - Two raps call officers of the lodge to rise.
 - Three raps call entire membership to rise.

Ritual for Local Lodges

12. Titles when underlined, signifies they are being directly addressed.
13. In the event a newly elected officer is absent at the time of installation, the officer holding that office, or other member who is qualified, shall serve until the newly elected officer is installed at a subsequent meeting. If the newly elected Chairman is absent at the time of installation, he/she shall be installed by the District Deputy or the District Master at a subsequent meeting.

**GUIDE FOR INTRODUCTION OF GUESTS,
VISITING MEMBERS, ASSOCIATE
MEMBERS, CANDIDATES FOR INITIATION
AND VISITING OFFICERS**

- 1. Guests (Non-Vasa Members)**
- 2. Visiting Vasa Members**
- 3. Associate Vasa Members**
- 4. Candidates for Initiation**
- 5. Visiting Chairman or Officers from other
Local Lodges**
- 6. Visiting District Masters or Officers from
other Districts District Officers**
- 7. Grand Lodge Officers**
- 8. Grand Master**

INSTRUCTIONS FOR NEW MEMBERS

For admittance into the lodge room after meeting is opened, knock three times on the door, wait a moment and then knock twice. Give the password for the current term or show VOA membership card to the Guard and the Guard will admit you.

Members shall not be permitted to enter or leave a lodge room during opening ceremonies, reading of minutes, voting or initiation of new members.

Members are not permitted to cross the lodge room floor between the Chairman and the Altar during the meeting. The only exception to this rule is when members are engaged in performing a ceremony.

The Chairman maintains order and decorum by using the gavel. One rap calls the lodge to order or bids officers or members, if standing, to be seated. On two raps, all officers of the Lodge will rise. On three raps, the entire lodge will rise.

The meeting is conducted according to the prescribed "Order of Business."

When you desire to make a statement or ask a question during a meeting, signify your intention by standing up or raising your hand. The Chairman will recognize you and give you the floor.

An ideal member is one whose conduct is always honorable; one who respects the opinions of others and is willing to listen; one who is willing to share in the work of the Lodge; one who is prompt and faithful in attendance and one who encourages others to join the Lodge; one who does not expect special privileges or extra time on the floor to air his/her personal opinions and ideas.

A member, who tries to intelligently interpret and follow prescribed rules and regulations, will always have a feeling of contentment and will have the esteem and respect of all fellow members. The more active your participation, the more you will benefit from your membership.

Introductory Section

PARLIAMENTARY PROCEDURE

These rules and procedures shall be followed in all work within the Order and on all questions and discussions that may come up within the Order. In complicated cases, if these rules are not sufficient, *Robert's Rules of Order Newly Revised*, shall be followed and used as a guide for Grand, District and Local Lodges.

All motions submitted to the Grand, District and Local Lodges which proposed to amend, repeal or rescind any part in the Constitution and its Bylaws, or in the bylaws of District and Local Lodges previously adopted, shall require two thirds (2/3) of votes cast in order to be adopted.

The Chairman (Presiding officer) shall maintain order and decorum during the meeting of the lodge, announce result of votes taken, and shall not have anything to say on an impending question while chairman, except when ruling on a "point of order," or when an appeal is made to the Lodge on his/her ruling.

The Chairman is not permitted to vote on any question before the lodge, except in the event of a tie, when he/she will cast the deciding vote. He/she is permitted to vote in the balloting of new members, and at the time of election of officers of the lodge.

The regular 'Order of Business' shall be followed closely. A part, however, can be temporarily suspended by a majority vote of the members, if the question before the lodge does not require an immediate decision.

All motions presented by an individual must be duly seconded before the Chairman can put the question to the lodge. A motion made by direction of a board or duly appointed committee does not need a second. A short explanation is permitted when a motion is duly presented but no debate on the question shall be permitted until the Chairman has declared the question open for discussion.

A motion can be withdrawn by the member who presented it before the Chairman states the motion. After the motion is stated by

Ritual for Local Lodges

the Chairman withdrawing the motion by the presenter requires permission from the lodge through a majority vote.

If a motion or resolution has been voted upon and accepted by the lodge, a motion to "reconsider" shall be in order at the same, or next following, meeting provided such motion to "reconsider" is presented and seconded by members who voted with the majority on the "original motion."

Each member shall, during all debates, have the right to express his/her opinion, but must first ask for "the privilege of the floor" and be recognized by the Chairman. If two or more members rise at the same time for "the privilege of the floor," it is the duty of the Chairman to decide in which order the members shall have the privilege to speak first. A speaker must keep "within" the question and shall be limited to two minutes, unless the lodge, through a majority vote, extends the time allowance. Derogatory or abusive language is not allowed.

No member shall be allowed to speak more than once on the same question until all other members who have requested the "privilege of the floor" have spoken, and never more than twice on the same question without special vote by the lodge.

A member shall not be allowed to interrupt a speaker, except to rise to a point of order, which must be stated concisely, after which the Chairman shall immediately, without any discussion from other members, rule on the point presented. (For other occasions where one may interrupt a speaker, see *Robert's Rules Newly Revised*.)

A member who is "called to order" or is speaking when a "point of order" is raised, shall immediately sit down and wait a decision from the Chairman.

Whenever a motion before the lodge appears to have been sufficiently discussed and no further requests for the floor have been made, the Chairman shall put the motion to a vote and announce the result of the vote taken.

Introductory Section

If, during debate, a member rises and moves for the "previous question," debate shall immediately stop on the "original motion" and vote, after a second, will be taken on the motion "previous question." If vote on "previous question" (which is to stop debate) is carried, the lodge will then proceed to vote on the "original motion." All members who had requested "privilege of the floor" before the motion for "previous question" was put shall be entitled to speak before the vote. If not carried, debate on the "original motion" continues.

If an amendment is duly presented to a motion before the lodge, such amendment shall be acted on first when voting, and if accepted, the original motion as modified by the amendment shall be voted upon.

If an amendment to an amendment is duly presented, the last amendment shall be voted on first and, if carried, the first amendment shall be put to vote as modified by the second amendment. If the amendment to an amendment is not carried, the first amendment will be put to vote as in the paragraph above. No more than two amendments can be added to the same motion.

After a question has been declared open for discussion, only one of the following motions shall be in order:

- To lay on table until next meeting,
- To lay on table for an indefinite period,
- To submit question to a committee,
- To present a privileged motion.

(For other similar permitted motions, see *Robert's Rules of Order Newly Revised*.)

A motion to adjourn is out of order in a meeting of a society that has a prescribed "Order of Business." If it is found necessary to hasten the closing of a meeting, a motion to suspend the Order of Business can be presented and, if carried by a majority vote of the members present, the Chairman shall immediately declare the meeting closed.

Any member, who feels dissatisfied with a decision made by the Chair, shall have the privilege to "appeal" such decision to the

Ritual for Local Lodges

lodge. When an appeal is made, the Chairman shall concisely state his/her position and reason for decision or ruling, after which the Vice Chairman shall immediately put the following question to the lodge, "Shall the Chairman be sustained in his/her decision?" and shall announce result of vote taken. No other member shall be allowed to speak and no other motion entertained until the appeal has been decided.

Any question that has been "laid on the table" until a specified meeting shall be automatically taken from table at the specified meeting; no motion is necessary to bring the question before the lodge for action.

Applications for membership shall be acted upon immediately after they have been presented to the lodge.

During Initiation Ceremonies, all members are expected to sit at attention, with no whispering or conversation between members, thus creating a good impression for the candidates being initiated.

Standing and special committees are expected to make reports at all meetings of the lodge.

The "Good of the Order" includes any matter that is of general interest and benefit to the lodge or the Vasa Order of America. During the "Good of the Order" no motion shall be in order, except one to "to return to new business." Serving of refreshments, dancing or other forms of entertainment should not be permitted during "The Good of the Order."

Order of Business

ORDER OF BUSINESS – AGENDA

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ORDER OF BUSINESS

OPENING

Note: Instructions are included as needed. These are written in italics style, shaded and should not be read. Titles when underlined, signifies they are being directly addressed.

(Chairman) Brothers and Sisters, Visiting Members, Candidates for Initiation and Guests, welcome to this meeting. Officers please invest in your regalia. Vice Chairman ascertain that the Guard is in his/her station.

(Vice Chairman) The guard is in his/her station.

(Chairman) It is a pleasure to welcome you to this meeting of Local Lodge _____ No. __ of the Vasa Order of America. Please be seated. We will dispense with taking the password today.



Three raps of the gavel

OR -

See options, next page

Order of Business

Optional and only if no Guests are present.

(Chairman) Brothers and Sisters, it is a pleasure to welcome you to this meeting of _____ Lodge No. _____. I recognize that all present are members of this Lodge. We will dispense with taking the password today.

OR

Optional and only if no Guests are present

(Chairman) Masters of Ceremonies, ascertain if all members present are in the possession of the password for the current term. Members, please stand, if able, while giving the password.

The MC's shall receive the password from the Chairman - then ascertain that all members present have the password-and report their findings to the Chairman from the Altar.

(Master of Ceremonies) Chairman: All members present have the password for the current term.

(Chairman) Masters of Ceremonies please return to your stations.

May we now have the pledge of Allegiance.

USA only

May we now unite in singing our opening song.

Optional: but each lodge is encouraged to sing either Opening Song or National Anthems of US, Canada and Sweden.

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We shall now hear the Chaplain's message.

(Chaplain)

Where possible have Chaplain's message read in Swedish.

(English) Fellow members - let us now and always remember our obligation to the Order and let us strive to strengthen our friendship and have full confidence in each other, that we may work together in unity, for the common interest of all members of our Order. May we take an active part in this meeting, and let us always show a spirit of friendship, tolerance, truth and unity, bearing in mind that in unity there is strength.

(Swedish) Ordensyskon! Låt oss nu och alltid minnas vårt löfte till vår Orden, och låt oss sträva efter att fördjupa vår vänskap och ha fullt förtroende för varandra, så att vi kan arbeta tillsammans i enighet för alla våra Ordensmedlemmars bästa. Må vi aktivt delta i detta möte, och låt oss alltid visa en anda av vänskap, fördragsamhet, sanning och enighet och ihågkomma att enighet ger styrka!

(Chairman) Members of the Vasa Order, as chairman of this Lodge, I declare this meeting opened.



One rap of gavel

PRESENTATION OF VISITING OFFICERS

See introductory section, p. 8,

'Guide to Introduction of Visiting Officers, Visiting Members, Candidates for Initiation and Guests'

(Chairman) Master of Ceremonies, do we have any visiting officers, visiting members, candidates for initiation or guests present? If so, please proceed to the altar and announce their names.

(Master of Ceremonies) It is my privilege to introduce the following persons who are attending our meeting today and ask that they raise their hand as they are introduced.

Master of Ceremonies has list prepared beforehand. The Master of Ceremonies shall refer to the Guide for Introduction of Visiting Officers, Visiting Members and Guests at the front of the Ritual, beginning with the introduction of Guests and inviting Guests to share their interest in attending the Vasa meeting.

ROLL CALL OF OFFICERS

Option: Secretary may take a 'silent roll call' at the LL Chairman's discretion, if agreed to before the meeting. If so skip the following section.



(**Chairman**) Secretary, call the names of the various officers and record whether present or absent.

Officers, when your name is called please answer 'present'.



MEMBERSHIP APPLICATIONS

(**Chairman**) Secretary - have any applications for membership been received?

If yes, then go to following. If no, go to next order of business.

Read the report from the Membership Committee.

Secretary reads the names and short summary of each applicant.

We will now proceed to vote on the applications of these Candidates.

If more than one candidate, the Chairman may entertain a motion to vote on all the candidates at the same time.

Order of Business

VOTING

*Voting may be by ballot box or motion from the floor
Choose one of the following balloting procedures shown.*

BallotBox

(Chairman) Masters of Ceremonies, prepare the Ballot Box and show it to the Vice Chairman and then to me. After that place it on the Altar. (pause) We will now consider the application(s) of _____

If there is any reason why this (these) candidates(s) should not be admitted to membership, now is the proper time to make such reason known. White ballots elect - black ballots reject. Remember the welfare of the Order in casting your ballot.



Master of Ceremonies - lead the voters to the ballot Box. and make sure no one is closer than three paces to the person voting.

*MC stand three paces from the Altar -
facing the Vice Chairman.*

Have all those that desire to vote cast their ballots? If so, I declare the Ballot Box closed.



Master of Ceremonies, show the Ballot Box to the Vice Chairman and then to me.

Vice Chairman, have you noted the result of the vote?

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(Vice Chairman) Chairman - I have.

Or

Voice Vote

(Chairman) The candidate(s) is (are) accepted (rejected).
Secretary, read the name(s) of the candidates entitled to
initiation into the Vasa Order of America. *put to vote*

(Chairman) The candidate(s) is (are) accepted (rejected).
Secretary, read the names of the candidates entitled to initiation
into the Vasa Order of America.

*Secretary read names of those voted in as well as
those seeking admission by transfer or reinstatement.*

INITIATION

See section, beginning on p.27, tabbed 'Initiation'

MINUTES

(Chairman) Secretary, proceed with the reading of the
minutes of our previous meeting.

Secretary reads the minutes.

*At the discretion of the lodge the minutes can be printed
and distributed to the members at the beginning of the
meeting; the minutes then do not have to be read.*

You have heard (read) the minutes of our previous meeting. If
no errors or omissions are noted, I shall declare them accepted

Order of Business

as read. (pause to accept comments) Hearing none, the minutes are accepted as presented (corrected).

Optional - Financial Reports may be given here.

(Chairman) We shall now hear the report from our Financial Secretary. We shall now hear the report from our Treasurer.

DRAPING OF THE CHARTER

(Chairman) Since our last meeting death has claimed our member(s) _____. Past Chairman and Chaplain please make arrangements to drape our Lodge Charter.

The Past Chairman and Chaplain walk to the Altar and salute the Chairman, then walk forward to the rostrum in front of which the Charter should be placed.



(Chaplain) We are now draping the Charter in remembrance of _____, May his/her/their memory long live among us.

While the Chaplain speaks the Past Chairman drapes the charter.

(Chairman) Will the Secretary please read the obituary.

While the Secretary reads the obituary soft appropriate music may be played.

I now declare a moment of silence in honor of our departed member(s).

Please be seated.



Past Chairman and Chaplain return to their stations

COMMITTEE REPORTS

(**Chairman**) We shall now hear the committee reports.

- Cultural Leader
- Membership
- Sunshine
- Vasa Star
- Contact Sweden/America
- Children's Club
- Other local lodge standing committees

UNFINISHED BUSINESS

(**Chairman**) Secretary, do we have any unfinished business?

CORRESPONDENCE

(**Chairman**) Secretary, please read our correspondence, and after that give me the correspondence that needs action by the Lodge and place all other correspondence on file.

Order of Business

PLANNING FOR FUTURE EVENTS

(Chairman) Is there any planning for future events of the Lodge that needs to be considered?

NEW BUSINESS

(Chairman) Is there any new business before the Lodge?

ACTING ON BILLS RECEIVED

(Chairman) Secretary, please read the bills.

ANNUAL BUSINESS

Annual Business

- Nomination of Officers
- Election of Officers
- Reading and Acting on financial reports for the term
- Installation of Officers

INSTALLATION OF OFFICERS

See section, beginning on p.35, tabbed 'Installation.'

GOOD OF THE ORDER

(**Chairman**) Is there anyone who wishes to speak for the good of the Order?

FINANCIAL REPORTS

(**Chairman**) We shall now hear the report from our Financial Secretary.

Financial Secretary reports on all monies received since the last meeting

We shall now hear the report from our Treasurer.

Treasurer reports on all checks written since last meeting and bank balances in funds.

CLOSING

(**Chairman**)



We are about to close this meeting. Let us all join in singing our closing song.

Closing song optional.

Order of Business

We shall now hear the Chaplain's closing message. (Chaplain)

When possible have Chaplain's message read in Swedish.

(English) Let us always remember our motto: Generosity, Truth and Unity! It is our duty to assist our fellow members in sickness and distress, visit the sick, and whenever possible, honor our departed members. It is also our duty to aid, to the best of our ability, the advancement of our Lodge, our Order and our fellow man.

(Swedish) Låt oss alltid minnas vårt valspråk: Ädelmod, Sanning och Enighet! Det är vår skyldighet att hjälpa våra Ordensyskon i sjukdom och nöd, besöka de sjuka och om möjligt, hedra en avliden medlem. Det är också vår skyldighet, att efter bästa förmåga arbeta för framgång för vår Loge, vår Orden och våra medlemmar.

(Chairman) The next meeting of our Lodge will be on _____ at _____ o'clock. You are requested to be present to give encouragement to our officers, strengthen our fraternal brotherhood and make more secure the future of our order.

I now declare this meeting closed.



INITIATION

(Chairman) Master of Ceremonies prepare the altar, light the candles, *pause until done*, and place the banners on either side of the rostrum (*if not already in place*).

(Chairman) Initiating Officers, please take your place in front of the altar

See New Diagram 1

(Chairman) Secretary, please read the names of candidates entitled to initiation into the Vasa Order today.

Secretary reads names, identifying

(Past Chairman) (*Addressing the meeting but directed to candidates*) My friends, I'm pleased to inform you that you have been accepted into membership. During the initiation ceremony you will be asked to promise to uphold the Constitution and Bylaws of the Order and this Lodge. This promise does not conflict with religious belief or common law. If you are willing to make such a promise and you wish to be initiated into the Vasa Order, please stand, if you are able.

Pause for answer.

If anyone has a question PC should try to answer it.

Arrangements will have to be made to initiate any

(Chairman) Master of Ceremonies and Past Chairman, please escort the candidates to the altar.

Initiation

(Past Chairman) Chairman, the candidates are willing to assume the obligations of the Vasa Order.

(Chairman) Vice Chairman, administer the solemn promise of all Vasa members to the candidates.

Vice Chairman steps forward to the Altar facing the candidates.

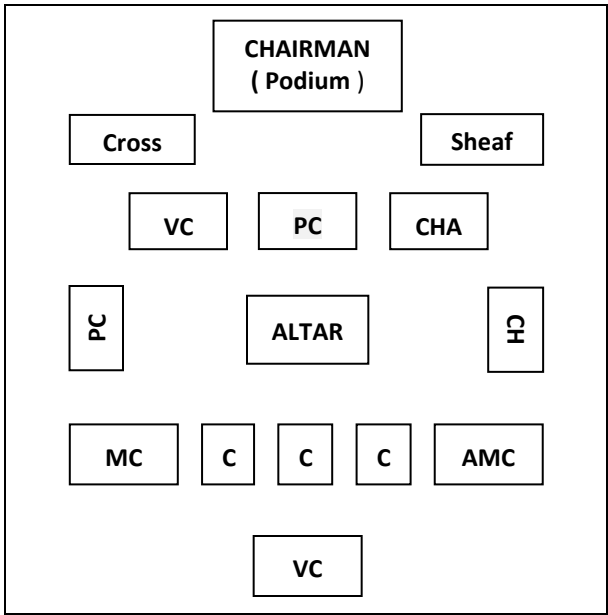


Diagram 1



(Vice Chairman) My friends, (*may use initiates' names in place of "my friends"*) in the presence of here assembled members of the Vasa Order of America, I call upon you to assume the obligations of our Order. Raise your right hand and give your consent to the following:

Ritual for Local Lodges

"You promise to abide by the Constitution and regulations of the Vasa Order of America, and the bylaws and decisions of this lodge. You promise to promote the advancement of the Order; to strive to preserve the noble qualities of our people; to discourage envy, slander and everything that tends to degrade and humiliate. You promise to visit the sick and honor the departed members."

If you solemnly agree to keep this obligation say " *I do.*"

Repeat after me:

*"For the faithful performance of this obligation (pause)
I hereby pledge my word of honor."*

Vice Chairman steps back to original position.



(Chairman) Chaplain, present the creed of the Vasa Order.

Chaplain steps forward to the altar facing the candidates.

(Chaplain) My friends, among the many virtues connected with the name Vasa, we have placed highest in our motto - Generosity, Truth and Unity. It is our duty to live up to these ideals. As the great Gustav Vasa united his people, so should the Vasa Order unite men and women in its purpose; to contribute to the pursuit of happiness in life, and to assist each other in sickness and distress.

The banner of the Vasa Order, with the gold cross on a deep blue background, is a heritage from our forefathers. We should keep this heritage in solemn memory by working for understanding and knowledge of our ancestors' land and culture.

Chaplain steps back to original position.

Initiation

(Chairman) Past Chairman, describe the solidarity of the Vasa Order.

Past Chairman steps forward to the Altar facing the candidates.

(Past Chairman) My friends, unity is the outstanding virtue that binds and holds our Order together. The sheaf, which is the symbol of our Order, reminds us of unity. Just as the grain is bound into the sheaf, so should we be bound together in the Vasa Order. It is our duty as members to have faith in each other, and we should never hesitate to seek or give advice and assistance.

May Generosity, Truth and Unity always guide your endeavors for your own welfare and for the progress of our Order.

Past Chairman steps back to original position.



(Chairman) My friends, before our altar you have given a promise which admits you to membership in our Order, with all its privileges, duties and responsibilities. As Chairman, it is my pleasure to declare you duly accepted as members of this lodge. We will do everything to make your membership a happy and worthwhile experience. We encourage you to be an active member of our lodge and volunteer for various assignments. As a member of Local Lodge _____ # ___ you will also be a welcome visitor to any lodge within our Order, in the United States, Canada or Sweden. I will give you the password for the current term, which is common to all Vasa Lodges, when I come to greet you individually.

Chairman may also add other statements that the local lodge considers important information for new members.

Ritual for Local Lodges

Fellow members, let us all extend to our new members a hearty WELCOME!

Chairman should leave rostrum and go to each new member giving each the password and introducing each to the membership by name and a few words about each, then return to rostrum.



(Chairman) Masters of Ceremonies, please escort the new members to be seated among us. *(pause)*

(Chairman) Initiating Officers, please return to your stations.

(Chairman) Masters of Ceremonies, escort the initiating officers back to their stations.

Masters of Ceremonies, please return the banners to their positions, extinguish the candles on the Altar and return to your stations.

The instructions to the Banner Bearers is optional. Local Lodge may follow its own practice for Banner placement.

Back to Order of Business at

'Reading of Minutes from Previous Meeting', p. 21

Initiation

ACCEPTING MEMBERS BY TRANSFER

(Chairman) Master of Ceremonies, escort Brother / Sister _____ to the Altar.

(Master of Ceremonies) Chairman, I present _____



(Chairman) Your applications for **transfer from** Lodge _____ No. _____ to our Lodge has been received and acted upon. It gives me great pleasure to grant your request for transfer. Proper transfer cards and credentials have been requested and received and I therefore declare you members of _____ Lodge No. ____.

Fellow members, let us extend our VASA greeting to our new members. "WELCOME!"



Masters of Ceremonies, please escort our new members to be seated among us.

ACCEPTING DUAL MEMBERS

(Chairman) Masters of Ceremonies, escort Brother / Sister _____ to the Altar.

Ritual for Local Lodges

(Masters of Ceremonies) Chairman, I present
_____.

(Chairman) Your application for **dual membership** has been favorably received. It gives me great pleasure to welcome you to ____Lodge No.___, and we look forward to benefiting from the experience you bring from ____Lodge No.___.



Fellow members, let us extend to our new members our VASA greeting; "*WELCOME!*"



Masters of Ceremonies, please escort our new members to be seated among us.

**ACCEPTING MEMBERS BY
REINSTATEMENT**

(Chairman) Masters of Ceremonies retire from the Lodge Room and escort the candidates entitled to **reinstatement** to the Altar and present them to me.

(Masters of Ceremonies) Chairman, by your request, I present _____ for reinstatement to the Order.



Initiation

(Chairman) Initiation of a new member is always a pleasure, not merely for the increase in membership, but also for the increased prestige of the Order, which is further enhanced when reinstating a former member, thereby indicating that the high ideals and noble purposes are indelibly impressed upon the mind. Before being reinstated, however, it is my duty to ask you a few questions.

Are you willing to reaffirm your obligations to the Vasa Order of America as previously assumed, and promote its advancement as well as the interest of our Order? If this is your firm intention, answer "yes."

You now have reassumed your obligations to the Order and you are familiar with its guidelines and their significance. It therefore gives me great pleasure to welcome you as a member.

Brother / Sister _____, I now declare you duly reinstated in the Vasa Order of America and members of this Lodge.

Fellow members, let us extend our VASA greeting to our new members. *"WELCOME!"*



Masters of Ceremonies, escort our new members to this station to receive the password and then seat them among us.

Back to Order of Business at

'Reading of Minutes from Previous Meeting', p. 21

INSTALLATION OF OFFICERS

(Installation Ceremony requires a Presiding Officer, usually the District Deputy, pro-tem District Secretary and two pro-tem Masters of Ceremonies. All local lodge officers are installed by Presiding Officer. Titles when underlined, signifies they are being directly addressed)

(Chairman) We shall now proceed to the Installation of Lodge Officers.

If the installing officer is the District Deputy insert District Deputy for Presiding Officer in ritual below.

Masters of Ceremonies, please present the Presiding Officer at the altar. *-pause till Presiding Officer is in position-* It is my duty to inform you that this lodge is ready for installation of its officers. I therefore relinquish the gavel to you for that purpose.

Masters of Ceremonies, please escort the Presiding Officer to the rostrum.

pause till Presiding Officer is at rostrum, then continue.

Esteemed officers, your term of office has expired, and I wish to take this opportunity to express the gratitude felt by myself as well as by all members of the lodge. We desire and hope that you will continue to take an active part in the lodge work, and that your interest in our Order will never diminish. I now ask you to remove your regalia and vacate your stations.

Installation of Officers

Chairman hands gavel to Presiding Officer.

(Presiding Officer / District Deputy) Thank you Brother/Sister _____ (Chairman). It is my honor to install the officers of this lodge. I have appointed the following pro-tem officers to assist me in the installation: Secretary _____; Master of Ceremonies _____; and Assistant Master of Ceremonies _____.

Masters of Ceremonies, please place all elected officers' insignia on the altar, properly organized for subsequent use. When done please take your stations.

pause till MC's are done.

To Chairman when re-elected

Chairman, I congratulate you on your re-election as chairman. By electing you for another term, your lodge has shown thereby that it has fully appreciated the work you have done for the lodge during the past term. You may now, temporarily, take a seat among the members.

To Chairman when not re-elected



It is my first duty to recognize you as Past Chairman. We wish to express our gratitude for your having successfully served your term of office. Your experience should prove of value to the incoming officers. As Past Chairman of the lodge, it is your duty to assist your successor in every way possible. You should set a worthy example to those who follow by

Ritual for Local Lodges

continuing to take an active part in all activities of this lodge and the Vasa Order of America. Past Chairman, by investing you with this insignia, I install you as Past Chairman of this lodge.

Master of Ceremonies, please lead the Past Chairman to his/her station. *-pause-*



Masters of Ceremonies, escort the elected officers to the Altar in the order their names are called by the Secretary.

Secretary, please read the names of all those elected to office for the current term.

Names should be read starting with Chairman in descending order of rank. MC's should escort and place officers as per diagram on next page.

Installation of Officers

District Deputy



Historian

Archives Representative

Trustees

Auditors

Guard

Cultural Leader

Master of Ceremonies

Assistant Master of Ceremonies

Vice Chairman

Chairman

Chaplain

Membership Chairman

Treasurer

Financial Secretary

Assistant Financial Secretary

Recording Secretary

Assistant Recording Secretary

Obligation of office



After rapping gavel Presiding Officer leaves the rostrum to stand in front of the altar, taking gavel with him/her

Elected officers, are you willing to pledge to faithfully perform the duties of the various offices to which you have been elected? If so, signify by saying "I am." Place your right hand over your heart and give consent to the following. You promise:

- to honestly and punctually perform the duties connected with the office to which you have been elected,
- to obey and abide by the Constitution of the Vasa Order of America and all rules of your office, with equal justice to all members of the Order,
- to turn over, at the end of your term, all books and papers pertaining to your office, and
- to inform and assist your successor in every way.

If you sincerely promise to act according to this pledge, each of you will answer, "*I do.*" Now repeat after me: "*For faithful performance of my duties, I hereby pledge my word of honor.*"



Re-elected Officers

Re-elected officers, please step forward.

Officers, having been re-elected by your fellow members, it is obvious that you have served successfully in your respective offices; and you are presumed to be knowledgeable in all the duties and responsibilities associated therewith. May I

Installation of Officers

congratulate you for accepting another term of office and urge you to continue in your good work. I hereby install you for the current term, and wish you continued success. Masters of Ceremonies, after each officer is reinstalled, escort them to their respective stations to resume their duties.

Presiding Officer invests each officer with their insignia and then MC's take them to their stations.

Newly Elected Officers

Secretary, please read the names, one at a time, of those newly elected to office for the current term.

Presiding Officer asks each in turn to step forward to receive the appropriate charge and be installed.

- Historian: It is your duty to document the history of your lodge. You shall keep a "History Book" complete with appropriate photos. You shall present a written report to the lodge and to the District Historian at the end of your term. When your term expires you shall see that your successor receives the "History Book" and all relevant information. I hereby install you as Historian for the current term and wish you success.

Masters of Ceremonies, please escort the Historian to his/her station.

- Archives Representative: Your responsibility will be to encourage members within your jurisdiction to support and participate in the aims and objectives of the Vasa National Archives whose goal is to document, display and preserve available educational, cultural, historical and research information about Scandinavians in North America. To achieve this goal you shall promote membership, encourage

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genealogical submission, memorial tribute, endowments and other financial contributions to the Vasa Archives and keep records of same. You shall submit a written report of all activities to the lodge at the end of your term, with a copy to the Archives.

Masters of Ceremonies, please escort the Archives Representative to his/her station.

- Trustee: It is your duty to have general supervision over all property belonging to the lodge and to see that all funds are placed and managed by the Treasurer in accordance with the bylaws. You shall render a written and complete report of the financial standing, property and activities of the lodge at the end of each term. I hereby install you as Trustee for the current term and wish you success.
- Auditor: It is your duty at the end of each term to audit all lodge accounts and present a written report. If possible, attend all lodge meetings, examine all bills received, and perform other duties as the bylaws may require. I hereby install you as Auditor for the current term and wish you success.

Masters of Ceremonies, please escort the Trustee and Auditor to their seats.

- Guard: It is your duty to guard the door and to see that all members, before entering the lodge room, have the current password. Should a member seek admittance who is unable to present a membership card, you shall report this to the Vice Chairman. By investing you with this insignia, I install you as Guard for the current term and wish you success.

Masters of Ceremonies, please escort the Guard to his/her respective station.

Installation of Officers

- Cultural Leader: It is your duty to promote, encourage and arrange educational, cultural and entertaining activities. You should accommodate the recommendations and suggestions by the Grand Lodge Cultural Director and District Cultural Leader. At the end of each term you shall give a complete report to the District Cultural Leader and turn over to your successor the up-to-date Grand Lodge Cultural Handbook. I hereby install you as Cultural Leader for the current term and wish you success.

Masters of Ceremonies, please escort the Cultural Leader to his/ her seat.

- Master of Ceremonies: It is your duty to be the custodian of regalia and all ceremonial material used by your lodge. Regalia and song cards are distributed before the opening of the meeting and collected after the meeting is closed. It is also your duty to perform other services as requested by the Chairman or which the Constitution and Bylaws may prescribe. By investing you with this insignia, I install you as Master of Ceremonies for the current term and wish you success.
- Assistant Master of Ceremonies: It is your duty to assist the Master of Ceremonies and in the event of absence assume all duties and responsibilities of the office. By investing you with this insignia, I install you as Assistant Master of Ceremonies for the current term and wish you success.

Masters of Ceremonies, please escort the newly installed Masters of Ceremonies to their respective stations.

- Chaplain: It is your duty to assist in the ceremonies of the Lodge. You are encouraged to be inspirational

Ritual for Local Lodges

in all your endeavors. By investing you with this insignia, I install you as Chaplain for the current term and wish you success.

Masters of Ceremonies, please escort the newly installed Chaplain to his/her station.

- Membership Chairman: It is your duty to head a Membership Committee with two appointed local lodge members. Under your leadership, this Committee shall be responsible to help maintain and increase current membership within the local lodge, visit and offer encouragement to delinquent members of the local lodge and make necessary arrangements for group initiations. The Committee may initiate and coordinate membership drives in cooperation with the district lodge, and provide seminars to the local lodge members to address the issues of gaining new members and, specifically, retaining current members. I hereby install you as Membership Chairman for the current term and wish you success.

Master of Ceremonies, please escort the newly installed Membership Chairman to his/her seat.

- Treasurer: It is your duty to honestly and accurately perform the duties of your office. You shall pay all the bills approved by the lodge and conduct your office in accordance with lodge rules, regulations and bylaws. You shall, at the end of each term, submit a complete and accurate statement covering all lodge finances. By investing you with this insignia, I install you as Treasurer for the current term and wish you success.
- Financial Secretary: It is your duty to collect, receipt for and keep accurate accounts of the monies received, and at the end of each term submit a complete and accurate

Installation of Officers

statement. You shall see that members pay their dues promptly and notify them regarding delinquency and consequences of further neglect. By investing you with this insignia, I install you as Financial Secretary for the current term and wish you success.

- Assistant Financial Secretary: It is your duty to assist the Financial Secretary and in the event of absence assume all duties and responsibilities of the office. By investing you with this insignia, I install you as Assistant Financial Secretary for the current term and wish you success.

Masters of Ceremonies, please escort the newly installed Treasurer and Financial Secretaries to their respective stations.

- Recording Secretary: It is your duty to keep accurate records of all meetings and transactions of your lodge and to maintain a complete membership list with the names and addresses of each member. You shall take care of the general correspondence of the lodge and in your care is left the official seal with which you must stamp all official documents. You shall promptly give to the District Secretary such official reports as the District Lodge may require. By investing you with this insignia, I install you as Recording Secretary for the current term and wish you success.
- Assistant Recording Secretary: It is your duty to assist the Recording Secretary and in the event of absence assume all duties and responsibilities of the office. By investing you with this insignia, I install you as Assistant Recording Secretary for the current term and wish you success.

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Masters of Ceremonies, please escort the newly installed Re- cording Secretaries to their respective stations.

- Vice Chairman: It is your duty to assist the Chairman during meetings and ceremonies, and to preside in the absence of the Chairman. You shall thoroughly study the ritual, the Constitution of our Order and the Bylaws of the Grand Lodge, District Lodge and your lodge. The guard(s) and the lodge room are under your charge. Any person who cannot show a membership card may not gain admittance without your permission. By investing you with this insignia, I install you Vice Chairman for the current term and wish you success.

Masters of Ceremonies, please escort the newly installed Vice Chairman to his/her station.

Presiding Officer leaves altar and goes back to rostrum.



Masters of Ceremonies, escort the elected Chairman to the Rostrum for installation.

Masters of Ceremonies may walk the elected Chairman around the Lodge Room for special

- Chairman: It is your duty to lead all deliberations of this lodge and watch over its activities. You shall thoroughly study the ritual, the Constitution of our Order and the Bylaws of the Grand Lodge, District Lodge and your lodge. Make sure they are carried out. As the ranking officer of your lodge, you shall conduct yourself in such a manner that you serve as a good example, are an incentive for others, and thus create and maintain an interest in the activities of Vasa, its progress and future success. With a

Installation of Officers

hope that all these things will occur I invest you with this insignia and install you to the exalted position you have been elected. You may now take your office as Chairman of Lodge _____No.____. I leave in your care the Charter of this lodge and the Gavel, which are symbols of your authority and with which you control the deliberations of this Lodge.



Chairman, it is my pleasure to announce that those officers entitled to installation at this meeting have been duly installed in their respective offices for the current term. I therefore relinquish the gavel back to you to resume the meeting and the regular order of business.

Presiding Officer also gives the password for the current term to the newly installed Chairman when needed.

District Secretary and Masters of Ceremonies pro-tem, thank you for your assistance. You may be seated in the audience.

The Chairman's acceptance speech, below, may be enlarged upon as needed.

(Chairman) District Deputy and Staff, as my first official act in the capacity as Chairman of this Lodge, I wish to express the appreciation of the Lodge as well as my personal gratitude to you and your staff for conducting the installation Ceremonies. To the members of the Lodge, I wish to extend my thank you for your confidence in electing me as chairman.

Ritual for Local Lodges



Visiting Vasa members and guests may be seated.

Masters of Ceremonies, please escort the members of the Lodge to this station where they will be given the password for the current term.

Chairman may announce password if all present are members. A new password is issued by the Grand Master every four years.



**Back to Order of Business at
'Good of the Order', p. 25**

Memorial Ceremony

MEMORIAL CEREMONY

The Grand Lodge recommends that every Lodge set aside Sunday or some other day close to Decoration (Memorial) Day for the purpose of holding a Memorial Service for departed members.

It is recommended that the Memorial Service be held jointly by as many nearby Lodges as possible. That will increase the attendance and help to make the Service more solemn and impressive.

Decorate the hall, or at least the rostrum and Altar, with flowers. They can usually be obtained from some member's own garden.

If singing or musical talent is not available among the members, a very pleasing effect can be obtained by using recorded music.

The following is submitted as a suggestion or guidance in planning the program for a Memorial Service:

OPENING

(By presiding officer)

MUSICAL SELECTION

INTRODUCTORY REMARKS

(By presiding officer)

Members and Friends! We are assembled for a Memorial Service in memory of those Sisters and Brothers who have passed away:

MUSICAL SELECTION

Ritual for Local Lodges

READING OF NAMES OF DEPARTED MEMBERS

(By selected member or members)

(Soft music may be played while names are read.)

MEMORIAL ADDRESS

(By selected member)

In meditation, we realize that death is only a short parting for a still happier reunion tomorrow when we shall meet and there will be no more parting. The names of the departed members bring back thoughts and memories of those new and dear to us with whom we have worked and counseled. They gave cheerfully in service what was best within them, each in his or her own way. Their journey through life is completed and by the friendship and service they rendered our cause, they erected a living monument within our organization, which we will always cherish as one of our most treasured possessions.

Let not our hearts be filled with grief, but rather to rejoice in the conviction that they all have found final peace and happiness. May the star of their memory always shine bright as an inspiration and benediction for our own life. Peace be with them.

Let us rededicate ourselves in our effort to be good Vasa members and true representatives of the Scandinavian people. Let us always live and act in the firm belief that he who loves his fellow man, who accomplishes something for human happiness and human good, who lives not for himself alone but freely and fully for all mankind, will live on in the heart and mind of his fellow man. Such life knows no death.

MUSICAL SELECTION

CLOSING REMARKS

(By presiding officer)

