

**RITUAL & PROTOCOL
BOOKLET**

**ORDER SONS &
DAUGHTERS OF ITALY
IN AMERICA**



*Revised and approved by the Supreme Council
August 2018 & February 2019*

Dear Brothers and Sisters,

This booklet was prepared by the Ritual & Protocol Committee appointed by National President Vera Girolami. The committee was comprised of members of the New York Grand Lodge. We thank the following members for their expertise, time and effort put forward for this project:

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The updates were approved by the Supreme Council during the August 2018 and February 2019 Plenary Meeting.

We hope that these revised ceremonies and protocol guidelines will assist you in properly conduct the various rituals of the Order Sons & Daughters of Italy in America.

Nancy DiFiore Quinn
National Ritual & Protocol Committee Chairperson

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HALL ARRANGEMENTS

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UNTIL SPECIFICATIONS OF HALL ARRANGMENTS
ARE RECEIVED.

CONDUCTING REGULAR MEETINGS

This section is intended as a guide for conducting Local Lodge meetings. Text to be read aloud is shown in boldface type. Presiding officers should also have knowledge of the laws of the Order and Robert's Rules of Order

OPENING OF THE MEETING

(In order to start, rap the gavel once to command attention and silence.)

PRESIDENT: (*)

The assembly will now come to order. The officers will don their regalia and take their places. All members present will be seated. Please silence all cell phones and refrain from texting. (At this time, the President acknowledges visiting National Officers, State Officers and visiting guests.)

ROLL CALL OF OFFICERS

PRESIDENT:

The Recording Secretary will now call the roll of officers.

RECORDING SECRETARY:

(The Recording Secretary calls the Roll. The officers present will respond "present" and should stand. NOTE: The Roll Call will include the State Deputy assigned to the Local Lodge. The Recording Secretary will record the officers absent or excused.

PRINCIPLES, PRAYER AND SALUTE TO THE FLAG

PRESIDENT:

The Vice President will now state the principals of our Order.

VICE PRESIDENT:

Our Order is based on the principles of Liberty, Equality, and Fraternity. The Order intends to unite in one organization all those of Italian birth, their spouses and descendants having requisites stated in the bylaws. The Order respects the religious, and political opinions of its members but requires that they do not profess any doctrines tending to disrupt the existing social order by unlawful means.

PRESIDENT:

(*)** Brothers and Sisters, please give your attention to our Chaplain.

CHAPLAIN –

(The following prayer is suggested; however, Chaplains may use any other prayer they may deem appropriate.):

Let us pray. Lord, we pray You guide us in our deliberations during this meeting so that we may conduct ourselves and perform our duties in direct accordance with the principles and laws of our beloved Order. We beseech Your blessing and comfort for all our members, and through Your mercy, we pray You grant life everlasting to our departed members. Amen.

PRESIDENT:

Brothers and Sisters, please say with me “The Pledge of Allegiance.” “I pledge allegiance to the flag of the United States of America, and to the republic, for which it stands; one nation under God, indivisible, with liberty and justice for all.”

PRESIDENT:

Please face the Italian flag in honor of our heritage and in memory of our deceased members.

PRESIDENT:

Brothers and Sisters, in conformity with our bylaws, I now declare this meeting convened. (*)

APPLICATIONS FOR MEMBERSHIP

PRESIDENT:

Will the Recording Secretary read the applications for membership and the names of their sponsors. (*Recording Secretary reads the name of the applicants and their sponsors.*)

PRESIDENT:

The chair will now entertain a motion for the applications to be approved. (*If there is an objection to the motion, the President shall table the motion for reconsideration.*)

INITIATION OF NEW MEMBERS

Follow the ceremony for the Initiation of New Members.

READING OF THE MINUTES OF THE PREVIOUS MEETING

PRESIDENT:

The Recording Secretary will now read the minutes of the previous meeting.

RECORDING SECRETARY:

(If the minutes of the previous meeting were mailed, emailed or distributed as members arrive at the meeting, they need not be read unless the membership by majority vote requests it be done.)

PRESIDENT:

Brothers and Sisters, are there any errors or omissions in the minutes? (*If none, the President continues:*)

The chair, hearing none, declares the minutes approved as read. (*The President and the Recording Secretary will both sign the minutes.*) (*If a question is raised on the accuracy of the minutes, the President will allow the question, providing the member was at the previous meeting, and the discussion will be limited to the question only, also providing the members discussing the question were present at the previous meeting. Corrections and/or additions, if approved, will be made by the Recording Secretary, as required.*)

COMMUNICATIONS

PRESIDENT:

The Recording Secretary/Corresponding Secretary will now read the communications received. *(Following the reading of the communications, the President will entertain a motion for any "action" items to be discussed under new business."* NOTE: Read only those communications which may be of general interest. Lengthy communications may be summarized.)

RECEIPTS AND DISBURSEMENTS

PRESIDENT:

The Financial Secretary will now present the financial report including any outstanding bills.

PRESIDENT:

Brothers and Sisters, the chair will entertain a motion to accept the financial report and to authorize the Financial Secretary to pay the outstanding bills.

PRESIDENT:

The Treasurer will now present the lodge's accounts on hand.

CANCELLATION OF MEMBERS

PRESIDENT:

The Financial Secretary will now read the names of the delinquent members.

PRESIDENT:

With the understanding that these members have been properly notified as prescribed by our bylaws, the Recording Secretary will list these cancelled members as part of this meetings' minutes, and notify the Grand Lodge of their cancellation.

REPORTS OF OFFICERS AND COMMITTEE CHAIRS

PRESIDENT:

We will now receive the report of the _____ Committee (Officer). The chair recognizes Brother/Sister _____.
(Repeat till all reports are received.)

PRESIDENT - (After each report):

The report of the _____ is given. If any "action" is required on a portion(s) of the report, then the chair entertains a motion.

PRESIDENT - (Before moving to Old Business)

Are there any other committee reports to be heard?

OLD BUSINESS

PRESIDENT:

Brothers and Sisters, the chair will now entertain brief discussions on any old business to be considered by the assembly.

PRESIDENT - (Before moving to New Business):

Is there any other old business?

NEW BUSINESS

(New business is introduced for appropriate action. Any member of the assembly may present an item for discussion with appropriate action to follow (table, refer to council, accept, reject, etc.).

PRESIDENT:

The Recording Secretary/Corresponding Secretary will now present any actions requiring resolution.

PRESIDENT:

Are there any other items under new business?

GOOD & WELFARE

PRESIDENT:

Brothers and Sisters, we will now proceed to the Good and Welfare of the Order where any member or guest is invited to speak when recognized by the chair.

ADJOURNMENT OF THE MEETING

PRESIDENT:

Brothers and Sisters, before proceeding with the closing of the meeting, is there anything of importance which has not been discussed? *(If there is no response, continue below.)*

PRESIDENT: (*)**

Brothers and Sisters, please give your attention to our Chaplain.

CHAPLAIN - *(The following is suggest however, the Chaplain may use any other prayer they may deem appropriate):*

Lord, make me an instrument of Your peace; where there is hatred, let me sow love; where there is doubt , faith; where there is despair, hope; where there is darkness, light; and where there is sadness, joy. O Divine Master, grant that I may not so much seek to be consoled, as to console; to be understood, as to understand; to be loved, as to love; for it is in giving that we receive, it is in pardoning that we are pardoned, and it is in dying that we are born to eternal life.

ALL MEMBERS:

Amen.

PRESIDENT:

Having completed all business in accordance with our bylaws, I now declare this meeting adjourned. (*)



BASIC GAVEL SIGNALS

(*) one rap - All members come to order or all members be seated

(**) two raps - All officers (only) rise

(***) three raps - All members rise

(****) four raps - All members rise for the entrance of National Officers, State President or an honorary member (providing the National President is not present).

Notes _____



CEREMONY FOR THE INITIATION OF NEW MEMBERS

PRESIDENT: (*) one rap of the gavel

Will the candidates to be initiated (announce names of candidates) please rise and step forward (in front of the dais/head table)?

PRESIDENT:

Brother/Sister _____, please act as Herald for initiation of new members.

HERALD:

Mr. /Madam President, I am ready to act as requested.

PRESIDENT:

Brothers and Sisters, please sit in respectful silence and attention during the Ceremony. First impressions are those that linger longest.

PRESIDENT:

Will the Immediate Past President, Vice President and Orator please stand in front of the dais facing the members to be installed.

HERALD:

Mr. /Madam President, these are the candidates seeking to join us. Will you please state the goals and objectives of our Order to our candidates.

PRESIDENT:

Welcome to our Order that was founded on June 22, 1905, by Dr. Vincenzo Sellaro and a group of five colleagues; was brought to our State when a Grand Lodge was established in 1911. Our Lodge was established in 19____. The principles of our Order have always been "Liberty, Equality and Fraternity." The purpose

of our organization is to seek to preserve and disseminate the rich cultural heritage and language of Italy. In addition, we promote a positive image within the framework of our American society, through its involvement in cultural, philanthropic, educational, civic and community activities.

PRESIDENT:

Will the Herald, please conduct the candidates to the officers who will tell them the principles of the Order.

HERALD:

The Immediate Past President will explain to the candidates our conception of Liberty.

IMMEDIATE PAST PRESIDENT:

We want a free country with individual freedom of thought, of conscience and of religion. This is our conception of liberty.

HERALD:

The Vice President will explain our conception of Equality.

VICE PRESIDENT:

We believe that all people are created equal so that the benefits of human progress may be achieved and enjoyed by all. This is our conception of Equality.

HERALD:

The Orator will explain our conception of Fraternity.

ORATOR: The structure of the Order is founded upon our conception of Fraternity. We are united in this effort and share a common purpose in all our actions and deeds, affectionately offering a hand to all. We console the families of our deceased members and we keep alive the traditions of our ancestors. This is our conception of Fraternity.

PRESIDENT: (*)** three raps of the gavel
The Herald will now read the oath.

HERALD:

I will read the oath and ask you to attest to it. Please place your right hand over your heart. "I declare and promise to accept and respect the principles upon which the Order Sons and Daughters of Italy in America is based; the laws of the Supreme Lodge, of the Grand Lodge, and of my Lodge. I believe in government by orderly process and do not believe in any doctrines which tend to unlawfully subvert constituted government and authority. I have an affectionate and high regard for the rich culture, traditions, and history of the land of our ancestors. I promise to be bound by the deliberations of the majority and to obey the orders of the National President, the State President, and the President of this Lodge. Finally, I promise to support the charitable endeavors of the Order." Do you promise that you will faithfully conform to what you have just heard?

CANDIDATES:

I do.

HERALD:

Please lower your hands.

PRESIDENT:

Brothers and Sisters, I now declare you members of this Lodge under the jurisdiction of the Supreme Lodge and the Grand Lodge of this State. (*) The Herald will now instruct our new members in the formalities of the Order?

HERALD: (Addressing the new members)

These are the formalities of the Order:

1. To speak at your Lodge, you may do so by raising your hand and wait to be recognized by the President.

2. The President's gavel is the symbol of authority.

One rap (*) calls the members to order or calls them to be seated.

Two raps () calls for the officers, only, to stand.**

Three raps (*) calls for the entire Lodge to stand.**

Four raps (**) calls all members to rise to honor the State President or a visiting National Officer.**

HERALD: (Addressing the President)

Mr./Madam President the new members have been instructed in the formalities of the Order.

HERALD:

Mr. /Madam President, I now present the new members of the Order Sons and Daughters of Italy in America. So that we may get to know you better, will the new members please turn to face the membership so that you may introduce yourselves individually, starting with the member nearest me.

PRESIDENT

I greet you in the name of all the members of our Lodge. We are happy to welcome you. Now, in the name of the Order, I present you with the symbol of membership, "the Lion." This pin signifies the strength of our principles, Liberty, Equality and Fraternity. Always wear it proudly in testimony of your membership in the Order Sons and Daughters of Italy in America. (The President extends his/her hand to the new members, greets them personally and presents each with the membership pin.)

PRESIDENT:

This concludes the Initiation Ceremony. I thank all on behalf of the Lodge for your assistance. The new members may return to their seats.



CEREMONY FOR THE INSTALLATION OF OFFICERS

INSTRUCTIONS

After the outgoing officers are called to the dais, the Herald is requested to collect the regalia. The regalia should be placed on the dais ready for use in vesting the incoming officers.

Following the dismissal of the outgoing officers, the incoming officers are called to stand before the dais. The incoming officers take their oath and the Herald vests the officers in inverted order.

INSTALLATION CEREMONY

(If the Installation Ceremony is not part of a regular meeting, the President will open the ceremony by saying):

**PRESIDENT: (*) one rap of the gavel – all be seated
Brothers and Sisters, come to order. The officers will put on their regalia. All present are requested to silence their electronic devices.**

**PRESIDENT:
Will the State Deputy, please preside in my place for the installation of officers.**

**STATE DEPUTY - (Stands at the President's station):
Brother (or Sister) _____ please act as Herald for the ceremony.
(The Herald may appoint up to two Assistant Heralds if he or she so chooses.)**

**HERALD: (facing the State Deputy)
I am ready to act as requested.**

STATE DEPUTY: (*)

Brothers, Sisters, (and Guests), please sit in respectful silence and attention during the Installation Ceremony.

STATE DEPUTY: Will the Herald, please call the outgoing officers to the dais. .

HERALD:

Brothers, Sisters, (and Guests), please hold your applause until requested.

(The Herald calls the outgoing officers to stand in two rows before the dais with the President standing closest to the dais.)

HERALD - (Continues):

In the first row, will the following officers please come forward.

President _____

1st Vice President _____

2nd Vice President (if applicable) _____

Immediate Past President _____

Orator _____

Recording Secretary _____

Financial Secretary _____

Corresponding Secretary (if applicable) _____

Treasurer _____

HERALD - (Continues):

Now in the second row, will the following officers please come forward:

Trustee _____

Trustee _____

Trustee _____

Trustee _____

Trustee _____

Master/Mistress of Ceremonies _____

Master/Mistress of Ceremonies _____

Sentinel _____

HERALD - (Continues):

Will the following members of the Arbitration Commission line up at the end of the first row.

Arbitration Commissioner _____
Arbitration Commissioner _____
Arbitration Commissioner _____
Arbitration Commissioner _____
Arbitration Commissioner _____

HERALD - (Continues):

And, will the following Alternate Arbitration Commissioners line up at the end of the second row.

Alternate Commissioner _____
Alternate Commissioner _____
Alternate Commissioner _____

STATE DEPUTY:

Will the Herald, please express the appreciation of the Lodge to these Officers.

HERALD:

The Order Sons of Italy in America thanks each one of you for your devotion and dedication as an officer of this Lodge. Your many hours of sacrifice away from your families and employment on behalf of the Order are appreciated. You have been our leaders. If you have ever wondered whether your efforts have been appreciated, let us say clearly here and now to every one of you: "Yes, your efforts have been appreciated; deeply so." It is easy to stand aside and say, "Let someone else do it." It is not so easy to step forward and say, "I'll do it," as each of you have. We are proud to proclaim that we have had the privilege to serve under your leadership.

STATE DEPUTY:

Will the outgoing officers please turn and face the assembly. I now ask the assembly to join me in a round of applause for the members of the outgoing Council.

STATE DEPUTY - *(Continues after the applause subsides):*
Will the outgoing officers please remove your regalia and hand them to the Heralds.

(The Herald takes the officers' regalia and places them on the dais in the order of rank so that later they can be quickly transferred to the incoming officers.)

HERALD:
Will the outgoing officers please take your seats with the general membership.

STATE DEPUTY:
Will the Herald, please call the newly elected officers and have them stand before the dais.

HERALD:
Brothers, Sisters and Guests, please hold your applause until requested. (The Herald calls the incoming officers to stand in two rows before the dais with the President standing closest to the dais .)

HERALD - *(Continues):*
In the first row, will the following officers please come forward.

- President** _____
- 1st Vice President** _____
- 2nd Vice President (if applicable)** _____
- Immediate Past President** _____
- Orator** _____
- Recording Secretary** _____
- Financial Secretary** _____
- Corresponding Secretary (if applicable)** _____
- Treasurer** _____

HERALD - *(Continues):*
Now in the second row, will the following officers please come forward:

- Trustee** _____
- Trustee** _____
- Trustee** _____

Trustee _____
Trustee _____
Master/Mistress of Ceremonies _____
Master/Mistress of Ceremonies _____
Sentinel _____

HERALD - (Continues):

Will the following members of the Arbitration Commission line up at the end of the first row.

Arbitration Commissioner _____
Arbitration Commissioner _____
Arbitration Commissioner _____
Arbitration Commissioner _____
Arbitration Commissioner _____

HERALD - (Continues):

And, will the following Alternate Arbitration Commissioners line up at the end of the second row.

Alternate Commissioner _____
Alternate Commissioner _____
Alternate Commissioner _____

STATE DEPUTY:

Will the Herald, please greet these officers.

HERALD:

Today you will become the new leaders of this Lodge in our beloved organization. Your task is a formidable one. We are the oldest, largest, and most geographically represented organization of Americans of Italian heritage in this country. Your challenge, today, is to ensure that we continue this success. Always remember that the future of this Lodge depends upon the manner in which you shall perform your duties. We look forward to your dedicated leadership

STATE DEPUTY:

Mr./Madam President, are you and the members of your Council ready to take the oath of office?

INCOMING PRESIDENT:

We are ready.

STATE DEPUTY:(*) 3 raps of the gavel – all rise**

Please place your right hand upon your heart and the Herald will administer the oath.

HERALD:

"We, the officers of the _____ Lodge, Number _____, elected by the will of the assembly, before the State Deputy and the emblem of our Order, declare and promise to respect our officials, to obey and have obeyed, the laws which govern us. In fulfillment of the duties of our respective offices, we promise, to uphold the interests of this Lodge, and of its members." Do you promise?

OFFICERS:

We do.

STATE DEPUTY:

Now that the newly elected officers of this Lodge have taken the oath of office, I declare them duly and lawfully installed.(*) one rap of the gavel – all be seated,

Will the Herald please vest the officers with their regalia of office and direct them to their stations.

(The officers are vested with their regalia and directed to their stations by the Herald in the inverse order of their rank. If Assistant Heralds are used, they should direct the officers instead of the Herald.

STATE DEPUTY - (Continues after they comply):

To express our congratulations and best wishes, I ask the assembly to join me in giving the new officers a round of applause.

STATE DEPUTY - (After the applause subsides):

Mr./Madam President, now that you and your officers have been

duly installed, I hand you this gavel, which is the symbol of authority, and I hope you will use it with discretion, justice, and impartiality in the interest of the members of this Lodge. Please take your place.

(The State Deputy relinquishes the chair and hands the gavel to the Local Lodge President.)

PRESIDENT:

Before the assembly, I promise that I shall be worthy of your faith. Will the Herald inform the Lodge that the Installation Ceremony is over.

HERALD:

Brothers and Sisters, the installation ceremony of the new officers is now at an end. Please show them respect.

PRESIDENT:

In the name of the lodge I thank the State Deputy and Heralds for their cooperation during the ceremony for the installation of officers.



CEREMONY FOR THE INSTITUTION OF NEW LODGES

(The Institution of a new Local Lodge is to be celebrated with great solemnity and with as large an attendance of members and guests as possible. The hall in which the ceremony is to take place is to be arranged with the same formality as prescribed for the regular meetings of the Local Lodge. The Charter Members awaiting the ceremony will be seated in the assembly. At a fixed hour, the sponsoring Local Lodge President will call the assembly to order and will ask the State President, or a predesignated substitute, to preside over the ceremony. The Presiding Officer will appoint a Herald, and if desired up to two Assistant Heralds, who will be asked to assume the duties as such. The officers of the sponsoring Local Lodge, or previously designated substitutes, will occupy the chairs of office.)

PRESIDENT:

Will State President _____, please preside in my place for the institution of this Lodge.

STATE PRESIDENT - *(Stands at the President's station):*

Brother (or Sister), _____ please act as Herald for the ceremony.

(The State President may appoint up to two Assistant Heralds if he or she so chooses in the same manner as the Herald.)

HERALD:

State President _____, I am at your service.

STATE PRESIDENT: (*)

Worthy Herald, please call the three signers of the Charter of the Lodge about to be instituted and place them in a line before the dais.

HERALD - *(Obeyes then says):*

State President _____, the three signers of the Charter
_____, _____, _____
stand before you.

STATE PRESIDENT:

As signers of the new Charter, do you affirm that to the best of your knowledge all of the candidates for membership in this Lodge meet the requirements and are worthy of membership?

SIGNERS:

We do.

STATE PRESIDENT:

(The State President reads the Charter and then hands it to the Herald who positions it in a place of honor where it remains throughout the ceremony.)

STATE PRESIDENT:

(*) In the name of the Supreme Lodge of the Order Sons & Daughters of Italy in America, I declare _____ Lodge duly formed, under the jurisdiction of the Grand Lodge of _____ and from this day on it may function according to the laws of the Order. (*) (one rap of the gavel – all be seated)**

(The State President will now proceed with the initiation of the candidates for membership.)

INITIATION OF MEMBERS

STATE PRESIDENT:

Brothers and Sisters, please sit in respectful silence and attention during the Ceremony. First impressions are those that linger longest.

STATE PRESIDENT:

Will the Immediate Past President, Vice President and Orator please stand in front of the dais facing the members to be installed.

STATE PRESIDENT:

Will the Herald, please escort the candidates into the hall. (*The Herald, goes to the waiting room and leads the new members into the hall for the ceremony of Initiation. The Herald will arrange the candidates in parallel rows facing the State President. The Herald stands in the middle of the parallel rows with the Assistant Heralds on each end.*)

HERALD:

State President _____, these are the candidates seeking to join our ranks. Will you please state the goals and objectives of our Order to our candidates?

STATE PRESIDENT:

Welcome to our Order that was founded on June 22, 1905, by Dr. Vincenzo Sellaro and a group of five colleagues; was brought to our State when a Grand Lodge was established in 1911. Our Lodge was established in 20___. The principles of our Order have always been "Liberty, Equality and Fraternity." The purpose of our organization is to seek to preserve and disseminate the rich cultural heritage and language of Italy. In addition, we promote a positive image within the framework of our American society, through its involvement in cultural, philanthropic, educational, civic and community activities.

STATE PRESIDENT:

Will the Herald, please conduct the candidates to the officers who will tell them the fundamental principles of the Order.

HERALD

The Immediate Past President will explain to the candidates our conception of Liberty

IMMEDIATE PAST PRESIDENT:

We want a free country with individual freedom of thought, of conscience and of religion. This is our conception of liberty.

HERALD -

The Vice President will explain our conception of Equality.

VICE PRESIDENT:

We believe that all people are created equal so that the benefits of human progress may be achieved and enjoyed by all. This is our conception of Equality.

HERALD

The Orator will explain our conception of Fraternity.

ORATOR:

The structure of the Order is founded upon our conception of Fraternity. We are united in this effort and share a common purpose in all our actions and deeds, affectionately offering a hand to all. We console the families of our deceased members and we keep alive the traditions of our ancestors. This is our conception of Fraternity.

PRESIDENT: (*) three raps of the gavel – all rise**

The Herald will now read the oath.

HERALD:

I will read the oath and ask you to attest to it. Please raise your right hand.

“I declare and promise to accept and respect the principles upon which the Order Sons and Daughters of Italy in America is based; the laws of the Supreme Lodge, of the Grand Lodge, and of my Lodge. I believe in government by orderly process and do not believe in any doctrines which tend to unlawfully subvert constituted government and authority. I have an affectionate and high regard for the rich culture, traditions, and history of the land of our ancestors. I promise to be bound by the deliberations of the majority and to obey the orders of the National President, the State President, and the President of this Lodge. Finally, I promise to support the charitable endeavors of the Order.” Do you promise that you will faithfully conform to what you have just heard.

CANDIDATES:

I do.

HERALD:

Please lower your hands.

STATE PRESIDENT:

Brothers and Sisters, I now declare you members of this Lodge under the jurisdiction of the Supreme Lodge and the Grand Lodge of this State. (*) one rap of the gavel – all be seated

The Herald will now instruct our new members in the formalities of the Order?

HERALD - (Addressing the new members):

These are the formalities of the Order:

1. To speak at your Lodge, you may do so by raising your hand and wait to be recognized by the President.
2. The President's gavel is the symbol of authority.
One rap (*) calls the members to order or calls them to be seated.
Two raps (**) calls for the officers, only, to stand.
Three raps (***) calls for the entire Lodge to stand.
Four raps (****) calls all members to rise to honor the State President or a visiting National Officer
Mr./Madam President the new members have been instructed in the formalities of the Order.

HERALD

Mr. /Madam President, I now present the new members of the Order Sons and Daughters of Italy in America.

STATE PRESIDENT:

I greet you in the name of all the members of our Order. We are happy to welcome you. Now, in the name of the Order, I present you with the symbol of membership, "the Lion." This pin signifies the strength our principles, Liberty, Equality and Fraternity. Always wear it proudly in testimony of your membership in the Order Sons and Daughters of Italy in America. (The President extends his/her hand to the new members, greets them personally and presents each with the membership pin.)

HERALD:

This concludes the Initiation Ceremony. I thank all on behalf of the Lodge for your assistance. The new members may return to their seats.

INSTALLATION OF OFFICERS

STATE PRESIDENT:

We will now proceed with the installation of the Officers. Will the Herald, please place the regalia of the Officers on the dais. (The Herald, or Assistant Heralds place the regalia on the dais preferably in the order of rank so that later they can be quickly presented to the incoming officers.)

STATE PRESIDENT:

Will the Herald, please call the newly elected officers and have them stand before the dais.

HERALD:

Brothers, Sisters, (and Guests), please hold your applause until requested.

(The Herald calls the incoming officers to stand in two rows before the dais with the President standing closest to the dais.)

HERALD - (Continues):

In the first row, will the following officers please come forward.

President _____

Vice President _____

2nd Vice President (if applicable)

Immediate Past President _____

Orator _____

Recording Secretary _____

Financial Secretary _____

Corresponding Secretary (if applicable)

Treasurer _____

HERALD - (Continues):

Now in the second row, will the following officers please come forward:

Trustee _____

Trustee _____

Trustee _____

Trustee _____

Trustee _____

Master/Mistress of Ceremony _____

Sentinel _____

HERALD - (Continues):

Will the following members of the Arbitration Commission line up at the end of the first row.

Arbitration Commissioner _____

Arbitration Commissioner _____

Arbitration Commissioner _____

Arbitration Commissioner _____

Arbitration Commissioner _____

HERALD - (Continues):

And, will the following Alternate Arbitration Commissioners line up at the end of the second row.

Alternate Commissioner _____

Alternate Commissioner _____

Alternate Commissioner _____

STATE PRESIDENT:

Will the Herald, please greet these officers.

HERALD:

Today you will become the new leaders of this new Lodge in our beloved organization. Your task is a formidable one. We are the oldest, largest, and most geographically represented organization of Americans of Italian heritage in this country. Your challenge, today, is to ensure that we continue this success. Always remember that the future of this Lodge depends upon the manner in which you shall perform your duties. We look forward to your leadership.

STATE PRESIDENT:

Mr./Madam President, are you and the members of your Council ready to take the oath of office?

INCOMING PRESIDENT:

Yes, yes we are ready.

STATE PRESIDENT: (*) 3 raps of the gavel – all rise**

Place your right hand upon your heart. The Herald will not administer the oath.

HERALD:

“We, the officers of the _____ Lodge, Number _____, elected by the will of the assembly, before the State President and the emblem of our Order, declare and promise to respect our officials, to obey and have obeyed, the laws which govern us. In fulfillment of the duties of our respective offices, we promise, to uphold the interests of this Lodge, and of its members.” Do you promise?

OFFICERS:

We do.

STATE PRESIDENT:

Now that the newly elected officers of this Lodge have taken the oath of office, I declare them duly and lawfully installed. (*) one rap of the gavel – all be seated.

Will the Herald please vest the officers with their regalia of office and direct them to their station. *(The officers are vested with their regalia and directed to their stations by the Herald in the inverse order of their rank. If Assistant Heralds are used, they should direct the officers instead of the Herald)*

STATE PRESIDENT - (Continues after they comply):

To express our congratulations and best wishes, I ask the assembly to join me in giving the new officers a round of applause.

STATE PRESIDENT - (After the applause subsides):

Mr./Madam President, now that you and your officers have been duly installed, I hand you this gavel, which is the symbol of authority, and I hope you will use it with discretion, justice, and impartiality, in the interest of the members of this Lodge. Please take your place.

(The State President relinquishes the chair and hands the gavel to the Local Lodge President.)

LODGE PRESIDENT:

Before the assembly, I promise that I shall be worthy of your faith. In the name of the lodge, I thank the State President and Herald for their cooperation. Will the Herald, inform the Lodge that the Installation Ceremony is over.

HERALD:

Brothers and Sisters, the installation of the new officers is now at an end. Please show them respect.

PRESIDENT:

We will now continue with our program.

Presidents from other Lodges are introduced together with their delegations, then the leaders of the Order are introduced or are invited to speak in the inverse order of their rank. The Local Lodge President may then speak regarding future plans, give appropriate thanks, assign Committee Chairmen or may choose to adjourn the ceremony.)

PRESIDENT: (*) (three raps – all rise)**

Brothers and Sisters, please give your attention to our Chaplain.

CHAPLAIN - *(The following prayer is suggested; however Chaplains may use any other prayer they may deem appropriate):*

Lord, make me an instrument of your peace; where there is hatred, let me sow love; where there is doubt, faith; where there is despair, hope; where there is darkness, light; and where there is sadness, joy.

O Divine Master, grant that I may not so much seek to be consoled, as to console; to be understood, as to understand; to be loved, as to love; for it is in giving that we receive, it is in pardoning that we are pardoned, and it is in dying that we are born to eternal life.

ALL MEMBERS: Amen.

LODGE PRESIDENT:

Having completed the institution of the _____ Lodge, I now declare this meeting adjourned. (*)

ALL MEMBERS - (Still standing, exchange salutes with the President and say):

Worthy President.



CONVENTIONS

Conventions of the Supreme Lodge or Grand Lodge will be opened officially by the National President or the State President respectively following the preliminary ceremonies, and after guest speakers have completed their introductory remarks.

Prior to the official opening of the convention, the ceremonies and introductions will be presided over by a designee appointed by the National or State President. This is usually the Chairman of the convention.

The National President or the State President will first call for a report from the Credentials Committee and ask for a motion to accept the report. He/she will then call the convention to order by saying:

Officers and Delegates, pursuant to the report of the Credential Committee, which you have all heard and accepted, and in the name of the Order Sons & Daughters of Italy in America, I declare this convention officially opened.

The regular order of business will be conducted in accordance with the ritual; the Supreme Constitution, the General Laws and Judicial Code; the Grand Lodge Bylaws and a previously published agenda.

The Installation of Officers Ceremony is to be used for installing the officers of the Supreme Lodge or the Grand Lodge before concluding the convention.

Following the completion of all business of the convention, the National President or the State President will close the convention by saying:

Officers and delegates, I thank you for your cooperation in the name of the Order Sons & Daughters of Italy in America. Having completed all business in accordance with the laws of the Order, I declare this convention adjourned.

CEREMONY IN MEMORY OF DEPARTED MEMBERS

On the death of a member, a ceremony may take place with the permission of the family of the deceased. This ceremony should be conducted with solemnity and dignity. On the day of the ceremony, the Local Lodge members, will meet at the funeral home.

Before the members enter, the two Masters/Mistresses of Ceremonies will enter and stand at both ends of the casket. The other officers, led by the President or highest ranking officer present, will lead the members to the front of the room. The Presiding Officer shall stand by the casket and the members will stand in uniform rows on each side of the casket.

After everyone is in place, they shall proceed with the ceremony. If the Presiding Officer deems it appropriate, he or she may compose a eulogy to deliver following the opening remarks. The composition and delivery of a eulogy may be delegated, especially if the family expresses a preference. The ceremony is closed by the Chaplain, with a prayer and then each participant will individually express their condolences to the family starting with the Presiding Officer.

PRESIDING OFFICER - *(Opens the ceremony):*

We are gathered here together to pay our respects to Brother/Sister _____. We were bound together by the fraternity of our Order, working side by side for our principles of Liberty, Equality and Fraternity. We who remain will miss (his/her) devotion: (his/her) counsel; and most of all, we will miss (his/her) comradeship. But more important than anything, our hearts go out in sympathy to (his/her) bereaved loved ones in this time of sorrow and loneliness.

EULOGY:

(The Presiding Officer now delivers the eulogy or calls on the designated member to deliver the eulogy. Following the eulogy, or if no eulogy is delivered, the Presiding Officer will continue with the ceremony.)

PRESIDING OFFICER:

On behalf of the members of the _____
Lodge, Order Sons & Daughters of Italy in America, I present this
emblem of our Order as a symbol of love and devotion to our
departed member.

*(The Presiding Officer places a membership pin over the heart of
the deceased member or on the coffin if it is closed. If this is a cre-
mation ceremony, the pin will be placed in front of the urn. After
the pin is placed the Presiding Officer calls on the Chaplain.)*

PRESIDING OFFICER:

Please give your attention to our Chaplain.

CHAPLAIN – *(The following Prayer of St. Francis is suggested, how-
ever the Chaplain may use any other prayer they deem appropriate.)*

Lord, make me an instrument of your peace;
where there is hatred, let me sow love;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
and where there is sadness, joy.

O Divine Master, grant that I may not so much
seek to be consoled, as to console;
to be understood, as to understand;
to be loved, as to love;
for it is in giving that we receive,
it is in pardoning that we are pardoned,
and it is in dying that we are born
to eternal life.

ALL MEMBERS: Amen

PRESIDING OFFICER:

Thank you for joining us in this well-deserved tribute.



PROTOCOL GUIDELINES

The following guidelines for protocol in the Order Sons & Daughters of Italy in America were prepared by Past National First Lady Edith Zuzolo. We decided that some of those guidelines might be helpful during various ceremonies:

Dress Code

Members of filial lodges should attend their meeting with the proper attire. Items such as shorts or tank tops, should not be permitted. For more formal ceremonies, such as installation of lodge officers and initiation of new members, men should wear a jacket and tie, and women should dress accordingly.

All Grand Officers should wear proper business attire at plenary sessions, state functions, and ceremonies where they are acting in their role as Grand Lodge Officers.

Flags and Anthems

The American flag is always placed on the speaker's right with all other flags placed on the speakers left. As per United States Department of State protocol, the Italian National Anthem is played first, the United States National Anthem, as the host country, is played last.

Invitations

The State President of the Grand Lodge of New York and spouse shall be invited as guests to any major lodge function. An appropriate letter should be sent in advance to the State President at his/her home or to the Grand Lodge Office so that they can make the proper arrangements to attend or to send a representative.

Introductions

Introductions are always done in the reverse ranking order, the highest being last. When introducing state and national officers at a lodge function the ranking officer should be:

- First: State Officers - State Chaplain, State Deputy, Trustees, Past State Presidents, and Executive Board Officers.**
- Next: National Officers - Foundation Trustees, National Past Presidents, National Trustees, and National Executive Board Officers.**
- Then: Lodge President, State President, and National President (if present) with their spouses.**
- Last: Honoree with their spouse.**

