

JOINT ELKS & ROYAL PURPLE LODGE INSTALLATION CEREMONY

OPENING

Lodge room is prepared with two chairs at each Officer's station. Elks' Officers occupy stations with Royal Purple Officers to their right, except Lecturing Knight/Lecturing Lady and Exalted Ruler/Honoured Royal Lady station that will be reversed.

Two double rows of chairs may be placed between the station of the Leading Knight/Associate Royal Lady and the Altar/Centre Station, if desired.

If the Grand Exalted Ruler and/or Supreme Honoured Royal Lady are present, he/she/they or the Grand/Royal Purple Installing Officers shall be introduced, as designated in the respective Ritual/Procedures Books, after the Lodges are declared open.

Visiting Dignitaries shall be seated to the right and left of the Exalted Ruler/Honoured Royal Lady prior to the opening.

If the Elks Lodge has chosen to have the optional Officers of Tyler and/or Inner Guard, revert to the Ceremonial in effect in 2001 (GL: 07/00 and SL: 07/00)

Exalted Ruler and Honoured Royal Lady shall rise.

EXALTED RULER: (-0-) We are about to open a joint meeting of the Elks of Canada and the Royal Purple of Canada for the purpose of Installing the Officers.

HONOURED ROYAL LADY: Lady Conductress, you will present the Flag. (-0-0-0-)

Lady Conductress presents the Flag at the Altar/Centre Station. All sing O'Canada. Conductress places Flag without saluting and returns to her station.

HONOURED ROYAL LADY: (-0-)

EXALTED RULER: (-0-0-) The Knights and the Esquire will approach the Altar and place thereon the emblems of our Order. The Bible will be opened.

The Knights and Esquire will do this as per ritual without speaking.

HONOURED ROYAL LADY: It is fitting before we enter upon the duties that call us together that we seek Divine guidance for our deliberations. Lady Chaplain, you will lead in repeating the Lord's Prayer. (-0-0-0-)

LADY CHAPLAIN: Our Father AMEN.

EXALTED RULER: By virtue of the authority vested in us, we now declare Elks Lodge No. _____ and Royal Purple Lodge No. _____ open for the transaction of such business as may properly come before them. (-0-)

INTRODUCTIONS

The Grand Exalted Ruler/Supreme Honoured Royal Lady or Grand/Royal Purple Installing Officers shall be introduced according to the ritual/procedures of each respective Lodge. Elks use of signs optional. The Royal Purple use obligation sign only.

HONOURED ROYAL LADY: We are honoured by the presence of visitors. It is my pleasure to introduce to you, _____.

Any visitors the Presiding Officers desire to recognize shall be introduced in order of Office according to the order of precedence as approved and printed by Grand and Supreme Lodges in their respective ritual/procedures. If invited civic or government dignitaries are present, they shall also be introduced.

INSTALLATION OF OFFICERS

EXALTED RULER: (-0-) The Lodges will come to order. The time has come when we, the Officers of these Lodges, must descend from our stations and mingle again with the fraternity. Worthy Grand and Royal Purple Installing Officers, we now place in your hands the emblem of power and assign to you the station and duties of presiding Officers of our Lodges.

Exalted Ruler and Honoured Royal Lady surrender the gavels and exchange positions with the Grand and Royal Purple Installing Officers with the Royal Purple Installing Officer to the left of the Grand Installing Officer.

ROYAL PURPLE INSTALLING OFFICER: By virtue of the authority vested in us, we shall now proceed with the Installation of Officers of these Lodges. The assistant installing officers will report to the centre station as their names are called. I hereby appoint Lady _____ as Assistant Installing Officer, Lady _____ as Installing Secretary, and Lady _____ as Installing Pianist. *(Pause: continue when all are at Centre Station) The Assistant Installing Officers will assume their stations.*

The Assistant Installing Officer takes a position between the stations of the Conductress and the Secretary.

GRAND INSTALLING OFFICER: The Assistant Installing Officers will report to the Altar/Centre Station as their names are called. I hereby appoint Brother/Sister _____ as Assistant Installing Officer, Brother/Sister _____ to act as Membership Director, and Brother/Sister _____ to act as Secretary during this Ceremony. *(Pause: continue when all are at the Altar.)* The Assistant Installing Officers will now assume their stations.

It shall be optional to have only one Assistant Installing Officer who may be either an Elk or a Royal Purple, if Lodges desire.

ROYAL PURPLE INSTALLING OFFICER: Treasurers, have all moneys due the Grand and Supreme Lodges been paid?

TREASURERS: They have.

GRAND INSTALLING OFFICER: Secretaries, have the required reports on Membership Fees and membership of the Lodges been completed in regular form and acknowledged as being received and approved by the Grand and Supreme Lodge Offices?

SECRETARIES: They have.

ROYAL PURPLE INSTALLING OFFICER: Officers of _____ Lodges No. _____ and No. _____, you will leave your stations and journey to the station of the Grand and Royal Purple Installing Officers, led by your Exalted Ruler and Honoured Royal Lady with the Royal Purple on the left. (-0-0-)

Retiring Officers march around the room twice, led by the Assistant Installing Officers, or, if desired, led by the retiring Exalted Ruler and Honoured Royal Lady, followed by the other Officers in order of rotation, and ending in a "V" formation in double or single line in front of the Installing Officers. When all Officers are in position, they will turn, in unison, and face the station of the Grand and Royal Purple Installing Officers.

The Assistant Installing Officers assume a position to the left of the Esquire/Conductress chairs in line with the top point of the "V" formation to receive the collars.

The Immediate Past Exalted Ruler/Honoured Royal Lady, serving a consecutive term, need not be installed the second time and need not participate in the retiring Officer's march.

GRAND INSTALLING OFFICER: Officers of the Elks and Royal Purple, it is decreed by nature that once in each year all life shall divest itself of its outer garb and stand forth unadorned. Your unselfish devotion to the cause of duty during the past year, while not individually rewarded, has earned the appreciation of the Order which your labours have helped to build and strengthen. You will now divest yourselves of the insignia of Office and retire.

Officers leave their collars with the Assistant Installing Officers and proceed in pairs in clockwise direction around the hall and assume a seat in the assembly. Assistant Installing Officers leave the collars on the Secretary's desk and assume positions in front of the Leading Knight/Associate Royal Lady's station.

OPTION 1: *Assistant Installing Officers leave the collars on the Secretary's desk and assume positions to the left and right of the Leading Knight/Associate Royal Lady stations and in line with Lecturing Knight/Lecturing Lady and Loyal Knight/Loyal Lady stations.*

OPTION 2: *Officers elect may assemble in the ante room, there to be escorted to the Altar/Centre Station by the Assistant Installing Officers.*

ROYAL PURPLE INSTALLING OFFICER: Secretaries, you will call the names of the Officers elected or appointed. As their names are called, they will report to the Assistant Installing Officers.

OPTION 1: *Names are called alternately by the Secretaries, in reverse order of Installation order. The Officers may proceed to the positions of the Assistant Installing Officers individually, in pairs, or collectively making two lines with the Ladies in the front facing the Altar/Centre Station, alternating sides. (i.e.: 1st called HRL and ER, then IPHRL and PER, then ARL and Leading Knight, then Loyal Lady and Loyal Knight, then Lecturing Lady and Lecturing Knight, etc.) When all are in position Officers will follow Assistant Installing Officers up to the Altar/Centre Station to form "V" for the Obligation.*

OPTION 2: *Names are called alternately by the Secretaries, in reverse order of Installation order. The Officers may proceed to the position of the Assistant Installing Officers individually, in pairs, or collectively. From that point they shall be escorted to their positions behind the Altar/Centre Station with the Royal Purple Officers to the right and the Elks Officers to the left.*

ASSISTANT GRAND INSTALLING OFFICER: Worthy Grand and Royal Purple Installing Officers, the Officers are in order and await your instructions.

ROYAL PURPLE INSTALLING OFFICER: (-0-0-0-)

Installing Officers proceed to the Altar/Centre Station.

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

ROYAL PURPLE INSTALLING OFFICER: You will now place yourselves in position to take the Oath of Office.

The Exalted Ruler elect shall place his/her left hand on the Bible and his/her right hand over his/her heart. The rest of the Officers place their left hand on the left shoulder of the Officer in front of them and their right hand over their hearts.

The Royal Purple Officers shall assume the Obligation Sign.

All Elks present assume the Sign of Fidelity. Only Royal Purple Officers taking the Oath of Office assume the Obligation Sign. NOTE: The Grand Installing Officer, Royal Purple Installing Officer or both may deliver the Charge.

INSTALLING OFFICER(S): Officers, of Elks Lodge No. _____ and Royal Purple Lodge No. _____ you will state your name and repeat after me (us):

INSTALLATION OBLIGATION

I, _____, do willingly and voluntarily assume the Office to which I have been chosen. I promise to fulfill the duties of my Office, to deal honourably at all times with the Order, to promote the interests of the Order and to increase its membership. I do further declare that at the end of my term of Office, I will deliver all property that may be or shall come into my possession, to the duly authorized representative of the Order. All this I promise to fulfill to the best of my ability.

Installing Officers return to their stations.

ROYAL PURPLE INSTALLING OFFICER: (-0-)

OPTION 1: *Officers to be seated if chairs are provided.*

OPTION 2: *Officers shall turn and follow Assistant Installing Officers out of "V" to take a seat among the Members.*

GRAND INSTALLING OFFICER: It becomes my duty to call your attention to the laws of the Order which completely set forth the duties of all Officers. It is required that the sections must be carefully read by each Officer before the next regular meetings of these Lodges, in order to acquaint yourselves with your duties.

GRAND INSTALLING OFFICER: The Drill/Patrol Team will now take its position at the Altar to assist in this Ceremony.

If a Patrol Team is used, the Patrol Team Sergeant-At-Arms shall be consulted prior to the meeting to establish procedures to be followed regarding the Patrol Team floor work.

ROYAL PURPLE INSTALLING OFFICER: Assistant Grand and/or Royal Purple Installing Officer(s) you will meet the Officers at the Station of the Leading Knight/Associate Royal Lady and present them for further instructions as their names are called. You will present the Office of Pianist and Organist for the ensuing year. *(To be used with Option No. 2 above)*

ROYAL PURPLE INSTALLING OFFICER: Assistant Grand and/or Royal Purple Installing Officer(s), you will present the Officers for further instructions as their names are called. You will present the Office of Pianist and Organist for the ensuing year. *(To be used with Option No. 1 above)*

ASSISTANT INSTALLING OFFICER: Royal Purple Installing Officer, it gives me great pleasure to present to you Lady _____ and Brother/Sister _____ who have been appointed/elected for the Office of Pianist and Organist for the ensuing year.

The Assistant Installing Officer(s), unless otherwise indicated, will follow the above format as they present each Officer. The Officers will be escorted by both Assistant Installing Officers.

When the Royal Purple Installing Officer calls for the name the Royal Purple Assistant will introduce them and when the Grand Installing Officer calls for the name, the Elks Assistant will introduce them. Assistant Installing Officer steps back after presenting Officers. The Royal Purple Installing Officer will place the collars on the Ladies and the Grand Installing Officer will place the collars on the Elks. After receiving their collars, the Officers are then escorted to their stations.

ROYAL PURPLE INSTALLING OFFICER: Pianist and Organist, your duties are to supply musical accompaniment for our sessions. The Lodge relies on you to lend dignity and rhythm. Your stations are at the piano and organ.

GRAND INSTALLING OFFICER: You will present the Publicity Director.

GRAND INSTALLING OFFICER: Publicity Director, it is your duty to see that the public of this area is kept informed of the activities of your Lodge toward the betterment and welfare of the community. You will be, during your term of office, a Member of the Lodge Executive. Your station is at the left of the Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Historians.

GRAND INSTALLING OFFICER: Historians, the glory of every Lodge is its history and heritage. Your duties are to keep past records and to record present activities and events so that the history of the Lodges may be preserved. Brother/Sister Historian, your station is at the left of the Exalted Ruler. Lady Historian, your station is to the right of the Chaplain.

ROYAL PURPLE INSTALLING OFFICER: You will present the Chaplains.

ROYAL PURPLE INSTALLING OFFICER: Chaplains, your duties are to have charge of the devotional exercises of the Lodges, to assist in the Initiation Ceremony, and to write words of comfort and offer condolence to the bereaved. You will each perform such other duties that may pertain to your Office. Your stations are to the right front of the Honoured Royal Lady and Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Lady (Outer) Guard.

GRAND INSTALLING OFFICER: Lady (Outer) Guard, your duty is to see that all regalia of the Lodge is in proper condition and safely stored before leaving the Lodge room. Your station is at the door. (*See attached appendix*)

If the Royal Purple Lodge is installing an Inner Guard, proceed with the next installation. If there is no Inner Guard, proceed to the installation of the Conductress.

ROYAL PURPLE INSTALLING OFFICER: You will present the Inner Guard.

ROYAL PURPLE INSTALLING OFFICER: Lady Inner Guard, your duties are to assist the Outer Guard admitting Members after the meeting is called to order. Your station is at the door.

GRAND INSTALLING OFFICER: You will present the Lady Conductress and Brother/Sister Esquire.

GRAND INSTALLING OFFICER: Lady Conductress and Brother/Sister Esquire, your duties are many and varied. You will conduct candidates through the Ceremony of Initiation. Lady Conductress, you will distribute before the meetings and collect after the meetings, all property of the Lodge and hand it to the (Outer) Guard for safe storage. You are also to receive and introduce visiting Members and guests. Brother/Sister Esquire, you will have charge of ballots for elections and memberships and transmit official messages as directed by the Exalted Ruler. To see that all regalia of the Lodge is in proper condition and safely stored before leaving the Lodge room after the meeting is closed. Your stations are at the left front of the Exalted Ruler and Honoured Royal Lady.

GRAND INSTALLING OFFICER: You will present the Treasurers.

GRAND INSTALLING OFFICER: Treasurers, your duties are to receive all moneys due the Lodge and to pay out the same as authorized by the Lodge. You shall make a detailed report every term, keep a correct record of receipts and expenditures, submit your books for audit semi-annually and account for the finances of the Lodge to your successor. Your stations are at the desk to the left of the Honoured Royal Lady and Exalted Ruler.

If the Royal Purple Lodge or Elks Lodge have only a Secretary/Treasurer proceed to the next installation.

ROYAL PURPLE INSTALLING OFFICER: You will present the Secretaries.

ROYAL PURPLE INSTALLING OFFICER: Secretaries, it is your duty to keep a correct record of the proceedings of the Lodge, preserve and file all reports, and attend to all correspondence of the Lodge. Royal Purple Secretary, you will receive the signature of all Members to the bylaws of the Lodge. Brother/Sister Secretary, you will notify all candidates of their election or rejection within three days of the ballot. You are to receive all moneys due to the Lodge and pay same to the Treasurer. You are to keep an accurate and up-to-date account of all receipts and expenditures. You will place on the Lodge mailing list the name of the District Deputy of the District to which this Lodge belongs. Your Offices are most important ones. Be faithful and prompt in the fulfillment of your duties. Your stations are at the desk to the left of the Honoured Royal Lady and Exalted Ruler.

Recognition and Charges for:

- 1. Recognition for Secretary of 5 years or more***
- 2. Recognition for Secretary-Treasurer of 5 years or more***
- 3. Recognition for Treasurer of 5 years or more***
- 4. Charge for Recording Secretary***
- 5. Charge for Financial Secretary***
- 6. Refer to appendix.***

ROYAL PURPLE INSTALLING OFFICER: You will present the Royal Purple Secretary/Treasurer.

ROYAL PURPLE INSTALLING OFFICER: Lady _____, your duties are to keep a correct record of all the proceedings of the Lodge, preserve and file all reports and attend to the correspondence. You will receive the signature of all Members to the bylaws of the Lodge. You will receive all moneys due the Lodge and pay out same as authorized by the Lodge. You shall keep a correct record of receipts and expenditures and submit your books for audit semi-annually. Your Office is a most important one. Be faithful and prompt in the fulfillment of your duties. Your station is at the desk to the left of the Honoured Royal Lady.

GRAND INSTALLING OFFICER: You will present the Secretary-Treasurer.

GRAND INSTALLING OFFICER: It is your duty to keep a correct record of the proceedings of the Lodge; to preserve and file all documents; to attend to all correspondence and to notify all candidates of their election or rejection within three days of the ballot. It is also your duty to receive all moneys due to the Lodge and to pay all bills and accounts as set out in vouchers signed by yourself and countersigned by the Exalted Ruler. You are to keep a correct record of all receipts and expenditures, with necessary orders and vouchers, subject same to audit at the will of the Lodge. You will make a detailed report at the end of every term, or more often if required. You are to deliver the books and records of your Office, together with the balance of funds to credit of the Lodge, to your successor at the time of Installation. You are to place on the Lodge mailing list the name of the District Deputy for the District to which this Lodge belongs. Your duties are most important and you are expected to be prompt and faithful in discharging them. Your Station is at the desk at the left of the Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Membership Director.

GRAND INSTALLING OFFICER: You shall be the Chairman of the Lodge Membership Committee. It shall be your responsibility to ensure that the Lodge has in place and at all times maintains an ongoing membership program including acquisition of new Members, reinstatement of past Members and retention of current Members. Finally you shall ensure that the Lodge focuses specifically on a membership campaign during your term of office. To you we also entrust the inner door of our Lodge. It will be your duty to allow no one to enter or leave the Lodge room without permission or while a member is speaking or during special Ceremonies. It is your duty to ensure that all present at the Opening of the Lodge are entitled to remain and to so inform the Exalted Ruler at his/her request. It is also your duty to attend to the members register and give an attendance report prior to the Closing Ceremony. Your station is at the inner door.

GRAND INSTALLING OFFICER: You will present the Lecturing Lady and Lecturing Knight.

GRAND INSTALLING OFFICER: Lecturing Lady, your duties are to assist in the Initiation Ceremony and give instruction on the principle of Love. Lecturing Knight, your duties are particularly emphasized in the work of Initiation, in which, as your Office signifies, you will instruct and give words of wisdom to those seeking knowledge in the beauties of our Fraternity. In the absence of your higher ranking Officers, it becomes your duty to preside over the sessions of the Lodges. Your stations are to the right of the Honoured Royal Lady and Exalted Ruler and directly opposite the Altar.

ROYAL PURPLE INSTALLING OFFICER: You will present the Loyal Lady and Loyal Knight.

ROYAL PURPLE INSTALLING OFFICER: Loyal Lady, your duties are to assist in the Initiation Ceremony and give instruction on the principle of Justice. Loyal Knight, your duties involve the instruction of all Candidates and Members in the use of certain signs peculiar to the Order and to teach them by word and demonstration the accepted behaviour and decorum during a Lodge meeting. In the absence of your higher ranking Officers, it becomes your duty to preside over the

sessions of the Lodges. Your stations are directly opposite those of the Lecturing Lady and Lecturing Knight and to the left of the Honoured Royal Lady and Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Associate Royal Lady and Leading Knight.

GRAND INSTALLING OFFICER: Associate Royal Lady, your duties are to act as Coordinator of Committees, assist in preserving order, and act for the Honoured Royal Lady in her absence. You will assist in the Initiation Ceremony and give instruction on the principle of Charity. Leading Knight, your duties are to assist in the initiation of candidates and in preserving order, to act for the Exalted Ruler in his/her absence and to perform such other duties as this office may require. Your stations are opposite those of the Honoured Royal Lady and Exalted Ruler.

ROYAL PURPLE INSTALLING OFFICER: You will present the Immediate Past Honoured Royal Lady.

ASSISTANT ROYAL PURPLE INSTALLING OFFICER: Royal Purple Installing Officer, it gives me great pleasure to present to you Lady _____ who will serve as Immediate Past Honoured Royal Lady for the ensuing term.

ROYAL PURPLE INSTALLING OFFICER: Lady _____, as you retire from the Office of Honoured Royal Lady, we honor you with the plaudit "Well done, thou good and faithful servant". I proclaim you Immediate Past Honoured Royal Lady. Your presence and advice are desired at all times. Your station is to the left of the Honoured Royal Lady.

GRAND INSTALLING OFFICER: You will present the Immediate Past Exalted Ruler.

ASSISTANT GRAND INSTALLING OFFICER: Grand Installing Officer, it gives me great pleasure to present to you Brother/Sister _____ who will serve as Immediate Past Exalted Ruler for the ensuing term.

GRAND INSTALLING OFFICER: Past Exalted Ruler Brother/Sister _____ as you have completed your term as presiding Officer of this Lodge, we honor you with the plaudit "Well done, thou good and faithful servant". We remind you of your continuing duty to give the benefit of your experience toward the welfare and advancement of the Lodge. Your presence and advice will be desired at all times. The ritual work of the Officers of the Lodge will be under your direct supervision and it is thus expected that they will become proficient in this work. In the Ceremony of Initiation, you will be called upon to deliver the final charge: The Legend of the Two Elks. Your station is at the left of the Exalted Ruler.

ROYAL PURPLE INSTALLING OFFICER: You will present the Honoured Royal Lady.

ROYAL PURPLE INSTALLING OFFICER: Lady _____, the Office to which you have been elected is the highest within this Lodge. To you is given the privilege of presiding over its sessions. You are the Leader and should be the guiding and directing force. You are to decide all questions directly by the law. Personal opinions or preferences must never be allowed to govern a presiding Officer. Any discordance may be eliminated and every difficulty adjusted by your tact and discretion. The headstrong are to be restrained, the timid encouraged, and the indifferent stimulated by your prudence, your guidance and your zeal. You may make yourself the friend and comforter of every Member. Guard all the interests of your Lodge, increase its membership, and keep a watchful eye on its general welfare, so that when the term for which you have been elected shall have expired, you may receive the plaudit, "Well done, thou good and faithful servant".

After the Honoured Royal Lady has been escorted around the Lodge room and seated, the Drill/Patrol Team will then escort the Royal Purple Assistant Installing Officer to her seat.

GRAND INSTALLING OFFICER: You will present the Exalted Ruler.

GRAND INSTALLING OFFICER: Worthy Exalted Ruler, the Office to which you have been elected is the highest within the power of the Lodge to bestow. To you alone is accorded the privilege of wearing the purple of our Order, and upon you may be said to depend, primarily, the success of the Lodge. You have been honoured in this selection because authority has been given you to preside over all convocations. It is not enough that you act as Executive Officer. You are to be the guiding and directing force, as well. You are to base your decisions on all questions on the law of the Order alone and to disregard personal opinions or preferences. By your tact and discretion, you can eliminate any sign of factionalism, if it should arise. You can adjust every difficulty and keep every element within the membership attuned to the common good. To restrain the headstrong, to encourage the timid, and to stimulate the indifferent will be part of your responsibility, for which your prudence and your zeal fortify you. By making yourself a vital part of every Lodge activity, you will find that you are making yourself, also, the friend and comforter of every Member. Worthy Exalted Ruler, guard well the interests of your Lodge. Do your best to increase its membership, and keep a watchful eye on its welfare. Then at the end of the term for which you have been elected, you will deserve and receive the plaudit "Well done, thou good and faithful servant".

After the Exalted Ruler has been escorted around the room and seated, the Drill/Patrol Team will escort the Grand Assistant Installing Officer to his/her seat. They will then seat themselves.

GRAND INSTALLING OFFICER: The appointed Assistants will return to their places among the membership.

GRAND INSTALLING OFFICER: (-0-0-0-)

BROTHER/SISTER (ELKS) CHAPLAIN: And now to the Benevolent Author and Giver of Life, and Designer of all material things, we offer a tribute of praise. Impress us with the ceremonies of this hour. Bless the objects and labours of this convocation; direct all our efforts aright, and to Thee we will ever render grateful songs of love and praise. AMEN

GRAND INSTALLING OFFICER: Now, by virtue of the authority vested in us, we declare the Officers _____ Lodge No. _____ Order of Elks and _____ Lodge No. _____ Royal Purple of Canada regularly Installed for the ensuing term or until their successors shall be chosen and duly Installed.

ROYAL PURPLE INSTALLING OFFICER: Permit us to thank you for allowing us to conduct this ceremony. Worthy Exalted Ruler and Honoured Royal Lady, we now surrender into your keeping the emblem of power and trust that your Lodges may have a very prosperous year.

EXALTED RULER: (-0-)

GOOD OF THE ORDER

1. *The Exalted Ruler expresses appreciation of the services of the Grand and Royal Purple Installing Officers and Drill/Patrol Team as well as expressing thanks to the Lodge for the privilege of serving as Exalted Ruler and to give whatever message he/she wishes at this time.*
2. *The Exalted Ruler shall call on the Honoured Royal Lady to express her appreciation and give her message.*
3. *The Exalted Ruler shall invite the Immediate Past Exalted Ruler, Immediate Past Honoured Royal Lady and Grand/Royal Purple Installing Officers to speak.*

In view of the length of the Ceremony, it is recommended that a minimum number of dignitaries be invited to speak.

4. *Presentation of Jewels, or other presentations, may be made at the time of individual Installation or at this time.*

CLOSING CEREMONY

EXALTED RULER: The Ceremony of Installation of Officers having been completed, we shall proceed to close the Lodges. (-0-0-) The Knights and the Esquire will approach the Altar and remove the emblems to their stations.

The Knights and Esquire will do this as per Ritual without speaking, signs optional.

EXALTED RULER: Brother/Sister Chaplain, you will give the closing Prayer. (-0-0-0-)

BROTHER/SISTER (ELKS) CHAPLAIN: As we go forth to continue our daily tasks, let us be mindful of our obligations to all mankind. Let us be faithful and sincere in all our endeavours to live the high ideals which we profess. O Lord, grant unto us Thy Love and protection 'til we meet again. AMEN.

HONOURED ROYAL LADY: Lady Conductress, you will retire the Flag and leave it with the (Outer) Guard for safekeeping.

Lady Conductress retires the Flag as per Procedures and Floor Work Book.

The (Outer) Guard will proceed to the Station of the Associate Royal Lady/Leading Knight. The Conductress will meet her there and will stand, holding the flag during the singing of God Save the Queen. The (Outer) Guard and Conductress will return to their respective Stations with the (Outer) Guard carrying the flag to its Stand.

GOD SAVE THE QUEEN. *(pause here for the Lady Conductress to return to her station)*

EXALTED RULER: We now proclaim _____ Lodge No. _____ Elks of Canada and _____ No. _____ Royal Purple of Canada, closed until their next regular meetings unless either is convened in special session by its presiding Officer. (-0-)

APPENDIX

Charge for Inner Guard if no Tyler:

GRAND INSTALLING OFFICER: Brother/Sister Inner Guard, to you we entrust the inner door of our Lodge. It will be your duty to allow no one to enter or leave the Lodge room without permission or while a Member is speaking or during special Ceremonies. It is your duty to ensure that all present at the Opening of the Lodge are entitled to remain and to so inform the Exalted Ruler at his/her request. To see that all of the regalia of the Lodge is in proper condition and safely stored before leaving the Lodge room after the meeting is closed. It is also your duty to attend to the Member's register and give an attendance report prior to the Closing Ceremony. Your station is at the inner door.

Charge for Lady Guard if no Outer Guard:

ROYAL PURPLE INSTALLING OFFICER: Lady Guard, your duties are to see that all regalia of the Lodge is in proper condition and safely stored before leaving the Lodge room after the meeting is closed. It is also your duty to attend to the door and the telephone, if required, and admit Members and guests after the meeting is called to order. Your station is at the door.

Recognition for Secretary, Secretary-Treasurer or Treasurer of Five years or more:

GRAND INSTALLING OFFICER: Brother/Sister _____, both Grand Lodge and the Members of this Lodge take special note of the fact that you have served your Lodge continuously as _____ for ____ years. Your devotion to the duties of this important and demanding office over this span of years has earned for you their respect and gratitude. It is my privilege to extend to you on their behalf sincere thanks for outstanding service to this Lodge and the Order as a whole.

Charge for Recording Secretary:

GRAND INSTALLING OFFICER: Brother/Sister Recording Secretary, it is your duty to keep a record of the proceedings of all meetings of your Lodge and of all Committees of the Lodge, in a proper minute book and when requested to do so, to incorporate reports therein. You are further required to perform such duties as are incidental to the Office of Secretary and are not specifically the duties of the Financial Secretary. Your station is at the desk at the left of the Exalted Ruler.

Charge for Financial Secretary:

GRAND INSTALLING OFFICER: Brother/Sister Financial Secretary, it is your duty to receive all moneys due to the Lodge and pay same to the Treasurer, taking a receipt therefore. It is also your duty to keep a record of all money so received and to make such records available to the Lodge at its request. You shall also perform other duties as are compatible with your Office and which may be assigned to you by the Lodge. Your station is at the desk at the left of the Exalted Ruler.

**JOINT INSTALLATION CEREMONY
ORDER FOR SEATING OF OFFICERS**

ELKS

Exalted Ruler
Past Exalted Ruler
Leading Knight
Loyal Knight
Lecturing Knight
Membership Director
Secretary(ies)
Treasurer
Esquire
Inner Guard
Tyler (Position Optional)
Chaplain
Historian
Publicity Director
Organist

ROYAL PURPLE

Honoured Royal Lady
Past Honoured Royal Lady
Associate Royal Lady
Loyal Lady
Lecturing Lady

Secretary
Treasurer
Conductress
Inner Guard (If No Outer Guard Title
Changes to "Lady Guard")
Outer Guard (Position Optional)
Chaplain
Historian

Pianist