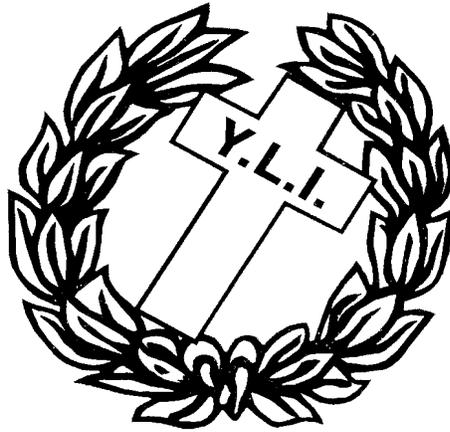


**Meeting Procedure
of the
Young Ladies' Grand Institute**



AS AMENDED

July 2013

Revised June 2019

ORDER OF BUSINESS

- I. Opening Ceremonies
- II. Applications for membership and initiation
- III. Minutes
- IV. Reports of Officers
- V. Death of Member(s) or Immediate Family Member(s)
- VI. Sickness of Member(s) Prayer Requests
- VII. Reports of Committees
- VIII. Communications
- IX. Bills
- X. Unfinished Business
- XI. New Business
- XII. Receipts
- XIII. Arrearage and Suspensions
- XIV. Good of the Institute
- XV. Closing Ceremonies

MEETING PROCEDURE OF THE YOUNG LADIES' GRAND INSTITUTE

SUBORDINATE INSTITUTE MEETING PROCEDURE

ORDER OF BUSINESS

I. OPENING CEREMONIES (Do not read headings)

The Sentinel will have sign-in sheets for visitors and guests and give to the Recording Secretary BEFORE the meeting begins. The Recording Secretary will record the roll of officers.

There shall be a Prayer List available for members to sign denoting member, member's family or others in need of prayers. The Sentinel will ask those members present if there are any additions to the Prayer List and give to the Recording Secretary before the meeting begins.

The Marshal ensures the mounted crucifix is placed on the President's station to her left and the national flag to her right or behind and to the right of the President's station.

See Diagram No. 1a for Regular Meeting Room Set-Up on Page 52.

*See page 18 and 19 in **General Instructions: Meetings Motions and Amendments** for guidelines in making motions.*

(ONE TAP)

PRESIDENT – I now call this meeting to order.

The President calls the meeting to order with ONE TAP of the gavel.

The Officers will take their respective places. They shall put on the regalia when the meeting is called to order and will remove it when a recess is called.

The Sentinel will secure the door.

Institutes having a Flag Team will have the team in position at the beginning of the meeting. National flags only shall be used and shall be carried on the right shoulder at all times.

Members, visitors and/or guests arriving late shall take a seat at the rear of the room until after Opening Ceremonies, Initiation, or Reading of the Minutes. Then, they shall take a seat.

All applicants for membership may be seated behind the Trustees. The applicants' sponsors may sit with them.

(THREE TAPS)

PRESIDENT – The Past President (or Chaplain, if present) will lead the prayer (*to be recited by all present*).

PAST PRESIDENT – In the name of the Father, and of the Son, and of the Holy Spirit. Amen

Gracious and loving God, creator of all that is good, we thank you for the many gifts you have given us: the gift of your love, the gift of our institute and our sisterhood. May we be open to your presence among us. We humbly ask that you would open our hearts to your guidance and direct our work so that our actions are pleasing to you. As we proceed with this meeting grant that we truly live out our principles of unity, sisterly love, and protection and promote the moral, mental and social advancement of all.

In the name of the Father, and of the Son, and of the Holy Spirit. Amen

PRESIDENT – The Marshal will lead in the Salute to the Cross and the Pledge of Allegiance to our flag.

The Salute to the Cross will be given standing, facing the crucifix, with the hands in prayer form. The Pledge of Allegiance will be given standing, facing the flag, with the right hand over the heart. The members will have their hands free of any articles. If there is no flag in the meeting room, the Pledge of Allegiance is not given.

SALUTE TO THE CROSS (to be recited by all present): “Unto the King Eternal, Immortal and Invisible, the only God, be honor and glory forever. Amen.”

(ONE TAP)

PRESIDENT – We welcome all present.

The President can add her own warm greetings at this time.

At Official Visits, the President shall welcome the Grand President and/or her representatives and all present.

A woman eligible for membership may attend any two (2) business meetings in a six (6) month period prior to joining the Institute, and shall be introduced and greeted by the President.

When accepting and seating an Institute Deputy, the Recording Secretary shall ask the President to refer to Communications. Then, she reads the Credential for the proposed Institute Deputy. A motion is needed to accept the communication and seat the Institute Deputy. The Institute Deputy is seated to the immediate right of the President (or to the right of the Grand President or her representative when it is an Official Visit) and the meeting continues.

II. APPLICATIONS FOR MEMBERSHIP AND INITIATION

Eliminate Applications for Membership and Initiation when there is no report from the Committee on Applications.

If there is no Initiation or Transfer, turn to the top of Page 11, Section III, Minutes.

All fees and dues are to be placed on the Financial Secretary's desk prior to the opening of the meeting.

PRESIDENT – The Recording Secretary will please read the report of the Committee on Applications.

If applications were accepted at a previous meeting, go to bottom of page 5, i.e., (President) – “The Past President, First Vice President and Second Vice President will take their positions for Initiation.”

RECORDING SECRETARY – We, your Committee on Applications, have examined the application(s) and find it (them) in order. (Read names and type of membership.) All have been signed by the applicants, by a priest and by the Secretary of the Committee on Applications.

All Membership Cards (blue for Beneficial and white for Associate) are to be forwarded IMMEDIATELY to the Grand Secretary's Office.

PRESIDENT – You have heard the report of the Committee on Applications. What is the pleasure of the Institute?

A motion is necessary to accept the Committee's report and should include that the applicants be elected to membership.

PRESIDENT – It has been moved and seconded that the report of the Committee on Applications be accepted and the applicants be elected to membership. Are you ready for the question? Those in favor give the voting sign of the order. Those opposed? Motion is carried (or lost, as the case may be). (ONE TAP)

Note: See General Instruction on page 18-19 for the form which governs all motions.

PRESIDENT – The Past President, First Vice President and Second Vice President will take their positions for Initiation.

- *The above Officers shall proceed to the front of the meeting room, facing the candidates.*

- *The First Vice President will step out from her station, walk to her left making a square corner and continue to the front of the room.*
- *The Past President will step out from her station, turning left, making a square corner and follow the First Vice President to the front of the room.*
- *The Second Vice President will step out from her station, turning right, making a square corner and continue to the front of the room.*
- *The Past President, First Vice President and Second Vice President will stand across the front of the room on their respective sides **in front of Recording Secretary and/or Treasurer.***
- *They will remain standing throughout Initiation.*

See Diagram No. 2 on Page 52.

PRESIDENT – The Marshal(s) (or Marshal(s) and the Flag Team) will escort the applicants to the center of the room for Initiation.

(THREE TAPS)

The center of the room is in line with the Past President and Second Vice President's stations.

See Diagram No. 3 on Page 53.

See Diagram No. 4 for Officers and Flag Team positions during Initiation on Page 53.

The Flag Team will precede the Marshal(s), who will escort the candidate(s) directly to the center of the room facing the President, where they will remain for the entire Initiation.

*The Marshal will take her position to the left (the Past President's side of the room) and the assistant Marshal (if there is one) to the right (the Second Vice President's side of the room) **STANDING IN LINE WITH THE APPLICANTS UNTIL SHE (THE MARSHAL) PRESENTS THEM TO THE PRESIDENT.***

The Flag Team will remain standing at attention, with flags on right shoulders, during the entire initiation. All work of the Marshal(s) and Flag Team shall be performed inside the Flag Team chairs during the meeting as the Organist plays.

MARSHAL – Madame President, I take pleasure in presenting these applicants who desire to become members of our Institute.

*During Initiation while the officers are delivering their charges, the Marshal(s) will stand **ONE OR TWO STEPS BACK.***

PRESIDENT – Friends, in the name of Young Ladies' Grand Institute (number) _____ (name) _____ I bid you welcome. You are joining a Catholic organization, which has for its objects the moral, mental and social advancement of Catholic women and the extending of assistance to its members in the time of sickness or need.

Enjoy your membership by coming to meetings regularly, making friends with your sister members and joining in our activities. In this way you will share in the many spiritual, charitable and social advantages, which your membership affords.

Are you prepared to sign the roll of membership and take the solemn Obligation of the Young Ladies' Grand Institute?

The Marshal will instruct the candidate(s) to answer, "I am".

PRESIDENT – Madam First Vice President, you will administer the Obligation.

The First Vice President takes one step forward.

FIRST VICE PRESIDENT – In the presence of these members of _____ Institute No. _____ will you promise on your word of honor as a Catholic, to spread the good news of our Faith, and to uphold the Church and her teachings, will you promise to abide by the rules and regulations of the Institute, live up to its Christian principles and ideals and encourage for membership worthy Catholic women, will you consider the good name of Young Ladies' Grand Institute and will you endeavor, to the best of your ability, to uphold and advance its welfare?

The Marshal will instruct the candidate(s) to answer, "I will".

The First Vice President takes one step back.

*The President will give **ONE TAP** to seat the members. THE CHAIR OFFICERS REMAIN STANDING.*

PRESIDENT – Sisters, you have taken a solemn Obligation as members of our Institute to abide by the Constitution and By-Laws of the Order, and you are now entitled to all its privileges and benefits.

The success and influence of an Order depend greatly on each member. By your conduct and example, show that you have a deep interest in the welfare of our Institute and try, as far as you are able, to maintain its dignity and good name.

Through our faith in the Father of all nations, we pledge allegiance to the flag of our country. Under its folds may we unite to be loyal to our faith, our country, our motto and all obligations taken at Initiation.

The motto of our Order is "May Christ Triumph." Our colors are white and blue, signifying purity and truth. Our patron is our Blessed Mother, who was given to mankind by her Divine Son.

The emblem* of our Order is the Cross within the laurel wreath, signifying our belief that only in this symbol of man's redemption can we expect the crowning victory of eternal happiness.

**The President will exemplify by lifting the emblem on the regalia.*

Our principles are Unity, Sisterly Love and Protection, the golden links to the Christian virtues, Faith, Hope and Charity, and happy is she who feels their gentle but irresistible influence.

The Past President will enlighten you regarding our principle, Unity.

The Past President takes one step forward.

PAST PRESIDENT – The emblem of our faith is the Cross, which teaches us Unity, Love and Charity; the Unity of human nature, which should exist among us as members of the true faith – the faith, which binds the heart of the creature to its Creator. Our Faith, so purifying and ennobling, is the beautiful champion of childhood and the comforting associate of old age. It adds dignity to the noble, gives wisdom to the wise, and bestows new graces on the lovely. Therefore, we should strive to imitate its virtues, so that the advancement of our Order and the noble end of its mission may be seen and felt in the world about us.

The Past President takes one step back.

PRESIDENT – The First Vice President will instruct you regarding our principle, Sisterly Love.

The First Vice President takes one step forward.

FIRST VICE PRESIDENT – Sisterly Love. In this principle we are reminded that charity is the foundation of all virtues. In our daily lives we should be charitable, making allowance for each other's weakness. A gentle word, a kind look or an encouraging smile may bring hope to those we meet. Be loyal and treat everyone with dignity and respect. Consider the life of our Blessed Mother who is our model of patience and fidelity. Be fair and just to everyone and, above all, love one another as Christ loves us.

The First Vice President takes one step back.

PRESIDENT – The Second Vice President will instruct you regarding our principle, Protection.

The Second Vice President takes one step forward.

SECOND VICE PRESIDENT – Protection. What hope and encouragement are extended to us in this guiding principle. Let us consider it a loving duty to assist one another in time of need. As members of this

organization we should be ready to offer that Protection at all times. If we are loyal to this Christian principle, the influence of our beloved order will be acknowledged in the world about us, cementing the bonds of Faith, Hope and Charity, Unity, Sisterly Love and Protection.

The Second Vice President takes one step back.

PRESIDENT – The Past President, First Vice President and Second Vice President will return to their stations.

The above officers return to their stations in the same fashion they moved to the front of the room.

PRESIDENT – I will now instruct you in the procedure of our Order. The voting sign is the uplifted right hand. The gavel is the emblem of authority (President does NOT tap the gavel). One tap calls the meeting to order, or seats it if standing. Three taps call the members to their feet.

Sister(s), direct all your efforts to the promotion of good will and harmony. Every effort you make will find its profit in the satisfaction it brings you.

Our membership means that we are one with Christ, loyal to our Church and to each other. May we always aim for the moral, mental and social advancement of Catholic women.

PRESIDENT – I take great pleasure in introducing our new member(s) (Name the new member(s) at this time). Worthy Marshal(s), (and Flag Team), you will escort the sister(s) to her/their chair(s).

(THREE TAPS)

See Diagram No. 5 on Page 54.

Flags shall remain on the Flag Team's shoulders. The Initiation Ode MAY be played and sung while the new members are being escorted to their seats.

INITIATION ODE

We fondly bid thee welcome amid our love-linked band.
We haste to hail thy coming and clasp thy gentle hand.
Here, with tend'rest smile we meet thee
Here, as Sister, thee salute.
Gladly, sweetly, now we greet thee
Member of our Institute.

Because our Faith unites us, whose blissful hopes we share,
And at whose altars kneeling we waft our Heavenward prayer.
Here, with tend'rest smile we meet thee
Here, as Sister, thee salute.
Gladly, sweetly, now we greet thee
Member of our Institute.

In all our joys and duties we bid thee take part.
The sacred chain thus wearing that binds us heart to heart.
Here, with tend'rest smile we meet thee
Here, as Sister, thee salute.
Gladly, sweetly, now we greet thee
Member of our Institute.

After the new member(s) is (are) seated, the Marshal(s) and Flag Team return to their stations.

See Diagram No. 6 on Page 54.

(ONE TAP)

PRESIDENT – Sisters, you are asked to remain after the meeting to sign the Roll Book. We welcome you as members of our Institute. You now have all the rights and privileges of that membership, including the right to vote on Institute business. We will now proceed with the business of our meeting.

If there are no transfers, go to page 11. When a transferred member is being welcomed, the Institute shall welcome her in the following manner:

PRESIDENT – The Recording Secretary will report if there are any transfers on the desk.

The Recording Secretary will read any transfers on the desk. Action shall be taken in the form of a motion on Transfer Cards and changes in types of membership at this time. She should be instructed to write in the name and identity of her beneficiary in the Roll Book after the meeting.

All fees and dues are to be placed on the Financial Secretary's desk prior to the opening of the meeting.

PRESIDENT – Is Sister _____ present? I introduce to you Sister _____, who has transferred from _____ Institute No. _____ of _____.
(CITY)

We are pleased to welcome you as a member of our Institute. Please remain after the meeting to sign the Roll Book.

See page 20 for Merging Institute Instructions.

III. MINUTES

PRESIDENT – The Recording Secretary will please read the minutes of our last meeting.

*Minutes should be complete, but as brief as possible. The Recording Secretary should include in the minutes **BUT NOT READ**: headings; communications on which there was no action taken; bills; arrearage and items in Order of Business under which there was no business transacted.*

*If minutes of a previous meeting have been held over, they should be read and accepted **BEFORE** reading the minutes of the last meeting.*

PRESIDENT – You have heard the reading of the minutes. Are there any corrections? If not, they stand approved as read. (ONE TAP)

*If corrections are made, the President will announce: **The minutes stand approved as corrected. (ONE TAP)***

The President shall sign the Minutes and the Warrant Slip, in ink, immediately after the meeting.

IV. REPORTS OF OFFICERS

PRESIDENT – The Recording Secretary will please give her report.

RECORDING SECRETARY – Madam President, I have recorded the roll of officers. I received a Duplicate Deposit slip in the amount of \$ _____ dated _____ .

Recording Secretary will also report any business to which she attended to that was out of the ordinary.

(MOTION IS OUT OF ORDER HERE)

PRESIDENT – Has the Treasurer written checks as ordered on the Warrant Slip of the last meeting?

TREASURER – Madam President, I have.

PRESIDENT – The Treasurer will please give the analysis of the financial status of the Institute.

Treasurer will read Institute Fund total and analysis of accounts. When the Quarterly Report is read (January, April, July and October), this is omitted.

(MOTION IS OUT OF ORDER HERE)

When a Quarterly Report is to be read (April, July and October and January):

PRESIDENT – A member of the Board of Trustees will please read the Quarterly Report.

Read only the following items: 1) Summary of Membership (Left Side), including meeting dates; 2) Assessments (Right Side) Amount due for Per Capita Tax, or Death and Grand Institute Assessments; and 3) Financial Summary (At Bottom).

A MOTION by a member other than a Trustee is necessary for the acceptance of the Quarterly Report. The motion must include the amount to be drawn for Per Capita Tax or Assessment, transfers and the amount for the officers' gifts.

V. DEATH OF MEMBER(S) OR IMMEDIATE FAMILY MEMBER(S)

PRESIDENT – It is with regret I announce the death of our member _____ on _____ (date of death).

The President will report on services, etc.

PRESIDENT – It is with regret that I announce the death of _____ (give relationship) of our member _____.

Refer to Institute's By-Laws for definition of immediate family members. Motions for remembrances of any sort may be made at this time.

VI. SICKNESS OF MEMBER(S)/PRAYER REQUEST

The President is to appoint a visiting committee each month, which will visit all members reported ill, once a week.

1(a) PRESIDENT - The Recording Secretary will read the names on the prayer list.

The Recording Secretary reads the names that were submitted by those present before the meeting, denoting members, member's families or others in need of prayers.

1(b) The President shall report on the sick member(s) she visited.

The President, or her substitute, shall call within 72 hours on any member reported ill.

1(c) PRESIDENT - The Visiting Committee will give their report.

Visiting Committee reports on all members visited.

VII. REPORTS OF COMMITTEES

PRESIDENT – I now call for Reports of Committees:

The President shall call on the following: 1) Spiritual; 2) Community Activities; 3) Cultural and Educational; 4) any others. Each Chairman shall, in turn, call on the sub-committee chairman IF A REPORT IS TO BE GIVEN.

All reports shall be accepted by motion if action is required, or as progressive with no motion, if no action is required.

All final reports involving money must be given in writing. The written report shall be placed on the Recording Secretary's desk, and the financial receipts placed on the Financial Secretary's desk before the start of the meeting. A MOTION is always necessary to accept these reports and the money.

VIII. COMMUNICATIONS

PRESIDENT – The Recording Secretary will please read any communications on the desk.

The Recording Secretary MUST HAVE ALL COMMUNICATIONS REMOVED FROM THEIR ENVELOPES AND SORTED. Communications from the Grand President and Grand Secretary MUST be read FIRST AND ACCEPTED BY MOTION. OTHER communications requiring action MUST BE READ NEXT AND ACTION TAKEN ON EACH AS IT IS READ. Greetings from the visiting Grand Officer's Institute are read next and in its entirety. Other communications, such as invitations, greetings, etc. shall be read in a group and the Secretary shall state that a motion is not required BEFORE SHE READS THEM.

IX. BILLS

PRESIDENT - A member of the Board of Trustees will please report if all bills have been favorably reviewed and signed.

All bills must be reviewed and signed by the Trustees before being read at the meeting. A member of the Board of Trustees shall read each bill, stating to whom it is to be paid, purpose, the amount and account.

*All bills may be ordered paid with one motion. **MOTION IS REQUIRED.***

X. UNFINISHED BUSINESS

PRESIDENT – The Recording Secretary will please report any unfinished business on the desk.

Include only items tabled at the previous meeting.

XI. NEW BUSINESS

PRESIDENT – Is there any new business?

At the proper time, the following should be the first order of business: Nominations and elections of officers and delegates; nominations of the nominating committee; reports of Grand Institute and District Meetings/Conferences. The President makes any necessary appointments. The Treasurer reports interest received. (MOTION REQUIRED). Business

new to the Institute should be discussed and acted upon. NO DEBATE OR INFORMAL DISCUSSION IS IN ORDER UNLESS A MOTION IS PRESENTED.

PRESIDENT – The Financial Secretary will report if all receipts have been accepted by motion.

FINANCIAL SECRETARY – Madam President, Yes, they have (OR) No, they have not.

If not, a motion needs to be made to accept any funds before moving on to Arrearage and Suspensions.

XII. RECEIPTS

PRESIDENT – The Financial Secretary will please report the receipts of the meeting.

The Financial Secretary responds, giving first the total amount received, and then the sources from which obtained.

PRESIDENT – Has the Treasurer received and receipted for the same?

TREASURER – Madam President, I have.

XIII. ARREARAGE AND SUSPENSIONS

PRESIDENT – Madam Financial Secretary are there any arrearages or suspensions?

FINANCIAL SECRETARY: There are none, Madam President OR

Not at this meeting, Madam President OR

Here is the list, Madam President.

At the first meeting of each month, the President shall read the arrearage list prepared by the Financial Secretary. The list will include: names, type of membership, months in arrears and amount owing. The President will forward the list to the Recording Secretary who will record it in the minutes. Members owing six months' dues are delinquent and shall be suspended at the first meeting of the seventh month of owing dues.

XIV. GOOD OF THE INSTITUTE

A motion is out of order here. If a motion is desired, refer back to proper heading.

Before the Grand Officer is asked to speak at the Official Visit, the President will ask for the reading of the Activities Report.

At the Official Visit of the Grand President or her representative, the order of speakers will be: Grand President or her representative, Institute Deputy, District Deputy and Clergy. The Clergy is always last to speak. For the District Deputy's Official Visit, the order of speakers will be: District Deputy, Institute Deputy, and Clergy. AVOID asking for "a few words". Following the speakers, the Grand Officers, Past Grand Presidents, and Institutes may be introduced and announcements may be made.

XV. CLOSING CEREMONIES

(THREE TAPS)

PRESIDENT – The Past President (or Chaplain) will please lead the prayer (*to be recited by all present*).

PAST PRESIDENT (or Chaplain) – In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

We fly to your patronage, O Holy Mother of God. Despise not our petitions in our necessities; but deliver us from all dangers, O ever glorious and Blessed Virgin. May the Divine assistance remain always with us and may the souls of the faithful departed, through the mercy of God, rest in peace. Amen.

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help, or sought your intercession was left unaided. Inspired with this confidence, I fly unto you, O Virgin of virgins, my Mother! To you do I come; before you I stand, sinful and sorrowful. O Mother of the word Incarnate, despise not my petitions, but in your mercy, hear and answer me. Amen.

PAST PRESIDENT (or Chaplain) – We will now say the Prayer for Vocations (*to be recited by all present*).

Father, in your plan for our salvation you provide shepherds for your people. Fill your Church with the spirit of courage and love. Raise up worthy ministers for your altars and ardent but gentle servants of the gospel. Grant this through our Lord Jesus Christ, your Son, who lives and reigns with You and the Holy Spirit, one God, forever and ever. Amen.

PAST PRESIDENT (or Chaplain) – We will now say three Hail Marys for our deceased members, for our members and their families and an additional Hail Mary for the intention of enthusiasm, participation, and an increase in membership. (*to be recited by all present*).

***Hail Mary, full of grace**

In the Name of the Father, and the Son, and the Holy Spirit. Amen.

PRESIDENT – Before we part, let me remind you of your duty to the Institute, to yourselves and to one another. Remember your Obligation taken at Initiation, and that your conduct may reflect credit or discredit on the Institute.

I now declare Young Ladies' Grand Institute No. _____ (Institute Name) _____
_____ duly closed until (state day and date) at _____
o'clock.

(ONE TAP)

The President removes her regalia after declaring the meeting closed. Officers shall place their regalia at their stations. The Marshal collects the regalia from the Officers' stations IMMEDIATELY after the meeting is adjourned.

GENERAL INSTRUCTIONS – MEETING

MEETING ROOM

A mounted Crucifix must be placed on the President's station to her left and the national flag to her right, or behind and to the right of the President's station.

A member will stand as soon as addressed by the Presiding Officer.

OFFICERS

The books of desk officers shall be in the room at every meeting.

When a recess is called, all Officers shall remove their regalia.

Only the Sentinel will open the door for anyone who enters or leaves the meeting room. She will deliver all messages to the First Vice President who will in turn deliver them to the President.

The Sentinel will take her station in the meeting room at the door. On application for admission (two knocks), she will answer the door and admit the member(s), visitors and/or guests.

Prior to the meeting, the Marshal will have everything needed for the meeting properly arranged and she will put the property away following the meeting.

The Organist may play soft music at appropriate times during Initiation.

The Marshal will escort Clergy and other visitors by walking beside them, **NOT TAKING THEIR ARM.**

APPLICATION BLANKS

A committee of at least three shall be appointed by the President to examine applications for membership. This committee shall see that the application blanks are complete and correct. The secretary of the committee must sign the applications.

The Recording Secretary, on the day/night of Initiation, will check with the Committee on Applications. She will make a list of names of the candidates for the President and Financial Secretary.

REPORTS OF COMMITTEES

All final reports shall be written, signed by the chairman, and placed on the Recording Secretary's desk before the meeting. When money is involved, the financial receipts shall be placed on the Financial Secretary's desk prior to the meeting.

MOTIONS AND AMENDMENTS

Any member wishing to speak will stand and address the President as "**Madam President**" and, when recognized by the President, may address the meeting.

No debate is in order unless a motion is before the meeting. There is no "informal discussion." A motion is offered by a member standing and addressing the Chair thus: "**Madam President**, (and when recognized by the President) **I move..... etc.**".

It is necessary that some other member (who need not be recognized by the Chair) second the motion. Then the President says:

It has been moved and seconded that Are you ready for the question?

The Chair must state the motion as offered. Debate, or remarks of any kind, strictly confined to the subject under discussion is now in order. When debate appears to have closed, the President proceeds to "put the question," that is, to take the vote upon the question by saying:

Those in favor will give the voting sign of the order. ... Opposed? ...

If there is any doubt, the Marshal will count affirmative and negative votes, and the Recording Secretary will make a note. At the request of any member a "rising vote" may be taken.

If the motion is carried, the President states:

The motion is carried. (ONE TAP)

If the negative vote prevails, the President states:

The motion is lost. (ONE TAP)

A motion may be amended, that is modified, in the following ways:

1. By adding a certain word or words.
2. By striking out a certain word or words.
3. By striking out and adding.
4. By substituting.
5. By dividing the question.

An amendment to an amendment is in order, but each must be germane to the motion it amends. An amendment in the third degree, that is further than an amendment to an amendment, is not in order.

The form is, **“I move to amend by _____”**. The Chair puts the question and says:

Those in favor of the amendment will give the voting sign of the Order. Those opposed?

If the amendment is carried, the Chair states:

The amendment is carried, and the question is on the motion as amended. Those in favor, etc.

If the amendment is amended, the vote must first dispose of the secondary amendment, when the question becomes the amendment as amended; then if this carries, the motion is amended. If an amendment is lost, the question is on the original motion.

If an amendment, or an amendment to an amendment, is lost, another may be offered. An amendment is not in order which is not germane to the question at issue, or which makes the affirmative of the amended question equivalent to the negative of the original question. Instead of trying to negate a motion by means of an amendment, vote against it.

The President shall not state any motion pertaining only to her. The First Vice President will stand, and then state the question in regular form. No member shall offer a motion concerning her.

ELECTIONS

Election of officers shall be the first order of “New Business”. The order for nominations shall be: President, First Vice President, Second Vice President, Recording Secretary, Financial Secretary, Treasurer, Marshal, Sentinel, Trustees (3 or 5), and Organist. (**NOTE:** The retiring President is automatically the Past President.)

The President shall declare the nominations opened. If a nominating Committee is used, the list of nominees shall be read and placed in nomination at this time. The President will state:

“These members have been nominated for the offices of this Institute. Are there any further nominations?” A pause. “If not, I declare nominations closed.”

When there is no contest at an election, the Recording Secretary shall be instructed to cast the ballot, and the President will declare the officers elected.

Election – The President requests the Marshal to place two baskets in the center of the room. She then appoints two Tellers, taking care that neither Teller is a candidate.

The Recording Secretary calls the roll of members present entitled to vote. (A member in arrears is not entitled to vote.) Each member deposits her folded ballot in the ballot box. After all have voted, the Tellers then proceed to count the number of ballots, making certain that the number corresponds with the number of voters. The Tellers then proceed to unfold and count the ballots. The first Teller will take a ballot from the basket, tally it and pass it on to the second Teller, who tallies it and drops it into the other basket. When the tally is completed, the first named Teller reads the result and hands it to the President who declares the officer(s) elected.

The above procedure shall be used for election of officers of Subordinate Institutes and delegates and alternates to Grand Institute.

MERGING INSTRUCTIONS

If merging members are being welcomed, the following will be used:

PRESIDENT – Are Sisters of the Merging Institute present? The Marshal(s) will please line up the Merging Institute sisters in the center of the room. *The Marshal directs the sisters to line up in the center of the room. Then the Marshal(s) will stand TWO STEPS BACK.*

It gives me great pleasure to introduce the following sisters:

The members must be introduced from the center of the room. After introduction, they will be escorted to their chairs and asked to remain after the meeting to sign the Roll Book.

PRESIDENT – We are pleased to welcome you as a member(s) of our Institute. Please remain after the meeting to sign the Roll Book.

REFER TO CONSTITUTION FOR:

DISBANDED INSTITUTES ARTICLE XVII

MERGED INSTITUTES ARTICLE XVIII

CONSOLIDATED INSTITUTES ARTICLE XIX

SUBORDINATE INSTITUTE INSTALLATION PROCEDURE

(Standard Installation Procedure)

(See Optional Installation Procedure on Page 31)

The Installation may take place under the heading of New Business or after the close of the meeting.

The Installing Officers are the Chairman, Installing Officer (in most cases the Deputy), Installing Marshal, Guardian of the Cross, Guardian of the Flag, Sentinel and Organist.

The regalia of the officers shall be kept at the Installing Marshal's station and she will carry with her the regalia of each officer to be installed.

A Past President, appointed by the President, will act as Chairman until the Installing Officer takes charge of the meeting and the Installing Marshal is in the Marshal's position.

If a member is filling in for an absent officer, she may be installed and introduced as a substitute. The elected officer is to be installed at the first opportunity.

The Chairman requests the officers-elect to retire to the anteroom. They will prepare for their entrance in the following order:

**Organist
Sentinel
Marshal
Recording Secretary
Financial Secretary
Past President
Second Vice President
President
First Vice President
Treasurer
Trustees**

The Installing Officer knocks for admission and her presence is announced to the Chairman in the following manner:

SENTINEL – Madam Chairman, the Deputy is here to install the officers.

CHAIRMAN – The Installing Marshal and Guardians will retire to the anteroom and escort the Deputy and the officers-elect into the meeting room.

(If there is a Flag Team, the following form is used.)

CHAIRMAN – The Installing Marshal, Guardians and the Flag Team will retire to the anteroom and escort the Deputy and officers-elect into the meeting room.

When the Deputy enters, the Chairman calls the assembly to its feet.

(THREE TAPS)

THE INSTALLING OFFICER, preceded by the Flag Team and Guardians, and followed by the officers-elect, is escorted by the Installing Marshal, who conducts her to a position on the right and in front of the Chairman.

(Special instructions for Guardians and the Installing Marshal are on Page 29-30)

INSTALLING MARSHAL – Madam Chairman, I have the honor of presenting to you the Deputy who is here to install the officers.

CHAIRMAN – In the name of _____ Institute No.____, Young Ladies' Grand Institute, I extend to you a sincere welcome.

The Installing Officer steps up to a position to the right of the Chairman.

CHAIRMAN – Father _____ will you please give the invocation?

(Above is to be used ONLY if the Chaplain or a visiting priest is present.)

CHAIRMAN – The Installing Marshal will please lead in the Salute to the Cross and the Pledge of Allegiance to our Flag.

(If Installation is taking place under “New Business” or at the close of a regular meeting, the Prayer, Salute to the Cross and Pledge of Allegiance should be omitted.)

The Installing Officer receives the gavel from the Chairman as she takes her position at the President's station. The Installing Marshal remains standing at the right and in front of the Installing Officer.

The officers- elect will be arranged as follows:

PRESIDENT'S
STATION

Installing Marshal

Guardian of the Cross

Guardian of the Flag

1. Organist
3. Sentinel
4. Marshal
7. R. Sec.
10. Past Pres.
11. President
8. 2nd V. Pres.
6. F. Sec.
9. 1st V. Pres.
5. Treasurer
2. Trustee
- Trustee
- Trustee
- Trustee
- Trustee

INSTALLING OFFICER – (ONE TAP)

INSTALLING MARSHAL – Madam Deputy, it is my pleasure to present to you Reverend Father _____, who has been appointed Chaplain of ___ Institute No. ___, Young Ladies' Grand Institute.

The Installing Officer turns and faces the Chaplain.

INSTALLING OFFICER – Reverend Father, the members of _____ Institute No. _____ are happy to have you as their Chaplain. They will welcome and appreciate your counsel and assistance at all times. In the name of the members of Young Ladies' Grand Institute let me thank you for the honor you have conferred upon us. The regalia of your office will be the respect and esteem in which we hold you. May you implore our Glorious Patron to guide the officers whom we are installing that they may always uphold the high ideals and principals of our Order and that they may cheerfully perform all the duties of their offices and that every member may give to them her loyal support and hearty encouragement. Thank you, Father.

INSTALLING MARSHAL – Madam Deputy, it is my pleasure to present to you the officers-elect of _____ Institute No. _____.

INSTALLING OFFICER – Officers-elect, you appear before me in the form of a cross, the sign of man’s redemption and of Christ’s triumph. Through this sign may your efforts for the success and prosperity of _____ Institute No. ____ be accomplished. You have been chosen by this Institute to fill its offices for the ensuing term. Your duties are fully defined in the Constitution and you are asked to become familiar with them. Reposing full confidence in your ability, in your desire to discharge your duties faithfully and in your devotion to the welfare of the order, you are to be presented with the regalia of your office. It is meet that in the presence of these witnesses you solemnly obligate yourselves according to the laws of our Order. Are you prepared to take the obligation of your office?

OFFICERS-ELECT – I am.

INSTALLING OFFICER – Repeat after me:

Upon my honor – as a member of Young Ladies’ Grand Institute – I promise to perform all the duties of my office – faithfully and cheerfully. – I promise to put forth my best efforts – for the success and prosperity of the Institute – and to maintain and abide by the Constitution of the Order.

INSTALLING OFFICER – The Guardians will present the Organist-elect.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you Organist-elect _____.

INSTALLING OFFICER – Dear Sister: Your duty is very pleasant. Your music will add greatly to the dignity of our ceremony, as much of it will be performed to your accompaniment. You are placed under the patronage of St. Cecilia, patron of music. In the name of our Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – The Guardians will present the Trustees-elect.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you Trustees-elect _____.

INSTALLING OFFICER – Dear Sisters: The office of Trustee requires ability and accuracy and, while your particular duties are specified in the Constitution, you are asked to take an active interest in all that concerns the Institute. In your varied duties, you are placed under the patronage of St. Martha who was “busy with many things.” In the name of our Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – The Guardians will present the Sentinel-elect.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you Sentinel-elect _____.

INSTALLING OFFICER – Dear Sister: You are the guardian of the door while the meeting is in session. You will decline admission to anyone not entitled to enter. When necessary, you will deliver messages to the First Vice President and you will assist at Initiation. You are placed under the patronage of Mary in that sweet title “Gate of Heaven” and will take for your watchword “Vigilance”. In the name of our Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – The Guardians will present the Marshal-elect.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you Marshal-elect _____.

INSTALLING OFFICER – Dear Sister: You are charged with the care of the property of the Institute. You will receive visitors and guests courteously and present them to the attention of the President. You will permit no one to remain in the meeting room that is not entitled to do so. You will assist at Initiation. You are placed under the patronage of St. Joan of Arc, who marshaled her forces for justice. In the name of our Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – The Guardians will present the Treasurer-elect.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you Treasurer-elect _____.

INSTALLING OFFICER – Dear Sister: Your duties are to receive and receipt for all money paid into the Institute and to keep a regular account thereof. You shall draw all checks ordered by the Institute in accordance with the form signed by the President and Recording Secretary. Your patron is St. Joseph who was Guardian of the Holy Family at Nazareth. In the name of our Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – The Guardians will present the Financial Secretary-elect.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you Financial Secretary-elect _____.

INSTALLING OFFICER – Dear Sister: You will keep an accurate and impartial account between the Institute and each of its members; pay to the Treasurer all money received by you. Endeavor to keep your books properly and carefully, as an error on your part may cause great inconvenience to a member. You are placed under the patronage of St.

Catherine whose protection you should invoke in your responsible office. In the name of our Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – The Guardians will present the Recording Secretary-elect.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you Recording Secretary-elect _____.

INSTALLING OFFICER – Dear Sister: You are to record the proceedings of each meeting and thus you become the historian of the Institute. You will have charge of all correspondence and all official documents. You are placed under the patronage of St. Teresa, who, through her writings, accomplished much for the honor and glory of God. In the name of our Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – The Guardians will present the Second Vice President-elect.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you Second Vice President-elect _____.

INSTALLING OFFICER – Dear Sister: It shall be your duty to arouse enthusiasm among the members and to interest them in all the activities and projects of the Institute. In the absence of the First Vice President, you will discharge the duties of her office. As circumstances may arise requiring you at some time during your term to act for the President, it would be well for you to study the duties of her office so that you may perform them efficiently and satisfactorily. Your patron is our Blessed Mother under the title of “Comforter of the Afflicted” and your watchword will be “Protection”. In the name of our Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – The Guardians will present the First Vice President-elect.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you First Vice President-elect _____.

INSTALLING OFFICER – Dear Sister: Your rank is next to that of the President. To her you will give your loyal support and cooperation, assisting her in successfully executing the program of her term. In her absence you will preside. It is necessary, therefore, that you become familiar with all the duties of the President so that you may fulfill them in a creditable manner. Your patron is our Blessed Mother under the title of “Help of Christians” and your watchword will be “Sisterly Love”.

In the name of our Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – The Guardians will present the Past President.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you Past President _____.

INSTALLING OFFICER – Dear Sister: Having served your term as President of this Institute, you will now occupy the chair of Past President. Your duties will be to recite the prayer at the opening and close of each meeting when necessary and to assist at Initiation. From your experience and knowledge of the laws and rules of the Order, you are competent to advise the officers. Give them your support and counsel so that you may advance the welfare of our Order. Your patron is our Blessed Mother under the title of “Our Lady of Good Counsel” and your efforts in the promotion of friendliness among members will exemplify your watchword “Unity”. In the name of our Church and our Country, you are to be invested with the regalia of your office.

At organization of NEW Institutes, the charge to the Past President is as follows:

INSTALLING OFFICER – Dear Sister: Your duties will be to recite the prayer at the opening and close of each meeting when necessary and to assist at Initiation. Give to the officers your support and counsel so that you may advance the welfare of our Order. Your patron is our Blessed Mother under the title of “Our Lady of Good Counsel” and your efforts in the promotion of friendliness among members will exemplify your watchword “Unity”. In the name of our Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – The Guardians will present Madam President.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you President-elect _____.

INSTALLING OFFICER – Dear Sister: The highest honor in the gift of the Institute has been conferred upon you. The destiny of _____ Institute No. _____, Young Ladies’ Grand Institute, is entrusted to your care for the ensuing term. As its presiding officer your duties are manifold and responsible. You should have a thorough knowledge of parliamentary law. Be punctual, patient, courteous, firm and impartial. Remember that the members will observe you closely; your example should at all times be worthy of imitation. Allow no digression from the prescribed rules and laws of the Order. Exact from your officers their assistance in furthering the best interests of the Institute. Your patron is our Blessed Mother under the titles “Seat of Wisdom” and “Mirror of Justice” that through her intercession you may be wise in all your

decisions and just to everyone; and may the “Morning Star” guide you so that your term will be a pleasant and successful one.

I present to you the gavel, which is the emblem of your authority. In the name of our Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – Members of _____ Institute No.____, Young Ladies’ Grand Institute, the labors of your officers will be in vain unless you give them your encouragement and hearty support. Bear in mind that members have duties as well as officers and the success of our Order depends on the work of each member. Your motto is that of St. Francis of Assisi: “All in God, all with God, all for God”.

As Deputy of the Young Ladies’ Grand Institute, I declare the officers of this Institute duly installed, (and announce the meeting open for the transaction of such business as may lawfully come before it).

(At public Installation, Deputy will omit clause in parentheses.)

(ONE TAP)

Procedures vary in different Institutes. Sometimes the Chairman of the Evening takes over following Installation, and sometimes the Deputy hands the gavel to the President.

Introductions, speeches, comments, announcements, etc. may follow.

PRESIDENT – The officers will please remove their regalia. The Marshal will please collect the regalia following the Installation. This Installation Ceremony is closed.

(ONE TAP)

The President removes her regalia after declaring the Installation closed. Officers shall place their regalia at their stations. The Marshal collects the regalia from the Officers’ stations IMMEDIATELY after the Installation is closed.

GENERAL INSTRUCTIONS

INSTALLING MARSHAL AND GUARDIANS OF CROSS AND FLAG

The Guardian of the Cross and the Guardian of the Flag precede the Installing Officer, the Installing Marshal, and the officers-elect into the meeting room, march up the center of the room to a position directly in front of the President's station, where they separate and proceed to a position as shown on the plan of officers-elect. (If a Flag Team is used, it precedes the Guardians, but marches directly to the places provided and takes no part in the Installation ceremony.)

At all times, when the Guardians are at their stations in front of the hall, as shown on the diagram, they will face each other.

The Guardians shall carry the flags in their right hand throughout the Installation ceremony.

The Installing Marshal takes her position to the right and in front of the Installing Officer.

When the Installing Officer announces the title of the officer to be installed, the two Guardians immediately start toward her, the Organist playing a march. They will then escort the officer to the front of the room where the Installing Marshal will meet them. The Guardians will then take one step back while the Installing Marshal presents the officer-elect by name and office to the Installing Deputy. After the charge has been given to the officer and the Installing Marshal has returned to her position, the Guardians will escort her to her station.

For Organist, Sentinel, Marshal, First Vice President, and Treasurer, the procedure is as follows: THE GUARDIANS SEPARATE, WALK TO THE SIDES OF THE ROOM, PROCEED TO A POINT OPPOSITE THE OFFICER TO BE INSTALLED; THEN, ONE ON EACH SIDE, ESCORT HER TO THE FRONT OF THE ROOM. AFTER ESCORTING THESE OFFICERS TO THEIR STATIONS, THE GUARDIANS WALK TOGETHER TO A POSITION IN FRONT OF THE PRESIDENT'S STATION. THE GUARDIANS FACE THE INSTALLING OFFICER, BOW, AND THEN SEPARATE AND PROCEED TO THEIR POSITIONS.

The Trustees, when they are announced, turn and face the back of the room. THE GUARDIAN OF THE FLAG ESCORTS THE LEADER, RETURNING TO THE PRESIDENT'S STATION ALONG THE SECOND VICE PRESIDENT'S SIDE OF THE ROOM and the GUARDIAN OF THE CROSS FALLS IN WITH THE LAST IN LINE. After they have been escorted to their stations, THE GUARDIAN OF THE FLAG LEADING AND THE GUARDIAN OF THE CROSS FOLLOWING, the Guardian of the FLAG RETURNS TO the front to meet the Guardian of the Cross, and they proceed to their positions in the same manner as described above.

For Recording Secretary and Past President, THE GUARDIAN OF THE FLAG WALKS ACROSS THE FRONT OF THE ROOM TO JOIN THE GUARDIAN OF THE CROSS. TOGETHER, BUT SEPARATED BY A SUFFICIENT DISTANCE, THEY PROCEED TO A POINT ON EITHER SIDE OF THE OFFICER TO BE INSTALLED.

EACH GUARDIAN TURNS IN HER PLACE AND THEY APPROACH THE INSTALLING OFFICER.

For Second Vice President and Financial Secretary, THE GUARDIAN OF THE CROSS WALKS ACROSS THE FRONT OF THE ROOM TO JOIN THE GUARDIAN OF THE FLAG. THEY THEN PROCEED AS ABOVE.

The Installing Marshal stands BETWEEN the Guardian of the Cross AND THE PRESIDENT-ELECT.

After the President is installed, the INSTALLING MARSHAL invests her with her regalia and escorts her to her position. The Installing Marshal at once steps down to the chair provided for her, opposite the station of the Marshal in the meeting room (Financial Secretary's side of the room). The Guardians then proceed to their positions, facing each other, as the President is being conducted to her station. After the Installing Officer has finished her charge to the Institute, they will proceed down the sides of the room to their places at the rear of the room. (Guardian of the Cross will be on the Past President's side and Guardian of the Flag on the Second Vice President's side.)

**SUBORDIATE INSTITUTE INSTALLATION PROCEDURE
(Optional Installation Procedure)**

The Installation may take place under the heading of New Business or after the closing of the meeting. The Chairman will instruct the Officers-Elect to proceed to the officer station to which they have been elected and will request the Installing Officer to proceed to a place at the right of the Chairman. The Installing Marshal will be seated at a place to the right of the Marshal-elect. A table may be placed in the center of the room or other convenient place to hold the regalia and list of officers-elect.

CHAIRMAN: Calls assembly to order with **THREE TAPS**.

**Madam Installing Officer/Deputy, in the name of _____
Institute No. _____, Young Ladies Grand Institute, I extend to you a
sincere welcome.**

**CHAIRMAN – Father _____, will you please give the
invocation?**

Above is to be used ONLY if the Chaplain or a visiting priest is present.

**CHAIRMAN – The Installing Marshal will please lead in the Salute to the
Cross and the Pledge of Allegiance to our Flag.**

(If Installation is taking place under the heading of New Business or after the closing of the meeting, the Prayer, Salute to the Cross and Pledge of Allegiance should be omitted.)

*The Installing Officer receives the gavel from the Chairman as she takes her position at the President's station. The Installing Marshal remains standing at the right and in front of the Installing Officer. The Installing Officer seats the meeting.
(ONE TAP)*

**INSTALLING MARSHAL – Madam Deputy, it is my pleasure to present to
you Reverend Father _____, who has been appointed Chaplain
of _____ Institute No. _____, Young Ladies' Grand Institute.**

The Installing Officer turns and faces the Chaplain.

**INSTALLING OFFICER – Reverend Father, the members of _____
Institute No. _____ are happy to have you as their Chaplain. They
will welcome and appreciate your counsel and assistance at all times.
In the name of the members of Young Ladies' Grand Institute let me
thank you for the honor you have conferred upon us. The regalia of
your office will be the respect and esteem in which we hold you. May
you implore our Glorious Patron to guide the officers whom we are
installing that they may always uphold the high ideals and principles
of our Order and that they may cheerfully perform all the duties of their**

offices and that every member may give to them her loyal support and hearty encouragement. Thank you, Father.

INSTALLING MARSHAL – Madam Deputy, it is my pleasure to present to you the officers-elect of _____ Institute No. ____.

INSTALLING OFFICER – Will the officers-elect please stand? Officers-elect, you have been chosen by this Institute to fill its offices for the ensuing term. Your duties are fully defined in the Constitution and you are asked to become familiar with them. Reposing full confidence in your ability, in your desire to discharge your duties faithfully and in your devotion to the welfare of the order, you are to be presented with the regalia of your office. It is meet that in the presence of these witnesses you solemnly obligate yourselves according to the laws of our Order. Are you prepared to take the obligation of your office?

OFFICERS-ELECT – I am.

INSTALLING OFFICER – Repeat after me:

Upon my honor – as a member of Young Ladies’ Grand Institute – I promise to perform all the duties of my office – faithfully and cheerfully.
– I promise to put forth my best efforts – for the success and prosperity of the Institute – and to maintain and abide by the Constitution of the Order.

(ONE TAP)

As each officer-elect is presented, please stand. You may be seated after you have received your regalia.

INSTALLING OFFICER – The Installing Marshal will present the Organist-elect.

As each Officer is to be installed, the Installing Marshal will proceed to the officer-elect’s station with the regalia.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you Organist-elect _____.

INSTALLING OFFICER – Dear Sister: Your duty is very pleasant. Your music will add greatly to the dignity of our ceremony, as much of it will be performed to your accompaniment. You are placed under the patronage of St. Cecilia, patron of music. In the name of our Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – The Installing Marshal will present the Trustees-elect.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you Trustees-elect _____.

INSTALLING OFFICER – Dear Sisters: The office of Trustee requires ability and accuracy and, while your particular duties are specified in the Constitution, you are asked to take an active interest in all that concerns the Institute. In your varied duties, you are placed under the patronage of St. Martha who was “busy with many things”. In the name of our Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – The Installing Marshal will present the Sentinel-elect.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you Sentinel-elect _____.

INSTALLING OFFICER – Dear Sister: You are the guardian of the door while the meeting is in session. You will decline admission to anyone not entitled to enter. When necessary, you will deliver messages to the First Vice President and you will assist at Initiation. You are placed under the patronage of Mary in that sweet title “Gate of Heaven” and will take for your watchword “Vigilance”. In the name of our Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – The Installing Marshal will present the Marshal-elect.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you Marshal-elect _____.

INSTALLING OFFICER – Dear Sister: You are charged with the care of the property of the Institute. You will receive visitors and guests courteously and present them to the attention of the President. You will permit no one to remain in the meeting room who is not entitled to do so. You will assist at Initiation. You are placed under the patronage of St. Joan of Arc, who marshaled her forces for justice. In the name of our Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – The Installing Marshal will present the Treasurer-elect.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you Treasurer-elect _____.

INSTALLING OFFICER – Dear Sister: Your duties are to receive and receipt for all money paid into the Institute and to keep a regular account thereof. You shall draw all checks ordered by the Institute in

accordance with the form signed by the President and Recording Secretary. Your patron is St. Joseph who was Guardian of the Holy Family at Nazareth. In the name of our Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – The Installing Marshal will present the Financial Secretary-elect.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you Financial Secretary-elect _____.

INSTALLING OFFICER – Dear Sister: You will keep an accurate and impartial account between the Institute and each of its members; pay to the Treasurer all money received by you. Endeavor to keep your books properly and carefully, as an error on your part may cause great inconvenience to a member. You are placed under the patronage of St. Catherine whose protection you should invoke in your responsible office. In the name of our Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – The Installing Marshal will present the Recording Secretary-elect.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you Recording Secretary-elect _____.

INSTALLING OFFICER – Dear Sister: You are to record the proceedings of each meeting and thus you become the historian of the Institute. You will have charge of all correspondence and all official documents. You are placed under the patronage of St. Teresa, who, through her writings, accomplished much for the honor and glory of God. In the name of our Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – The Installing Marshal will present the Second Vice President-elect.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you Second Vice President-elect _____.

INSTALLING OFFICER – Dear Sister: It shall be your duty to arouse enthusiasm among the members and to interest them in all the activities and projects of the Institute. In the absence of the First Vice President, you will discharge the duties of her office. As circumstances may arise requiring you at some time during your term to act for the President, it would be well for you to study the duties of her office so that you may perform them efficiently and satisfactorily. Your patron is our Blessed Mother under the title of “Comforter of the Afflicted” and your watchword will be “Protection”. In the name of our

Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – The Installing Marshal will present the First Vice President-elect.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you First Vice President-elect _____.

INSTALLING OFFICER – Dear Sister: Your rank is next to that of the President. To her you will give your loyal support and cooperation, assisting her in successfully executing the program of her term. In her absence you will preside. It is necessary, therefore, that you become familiar with all the duties of the President so that you may fulfill them in a creditable manner. Your patron is our Blessed Mother under the title of “Help of Christians” and your watchword will be “Sisterly Love”. In the name of our Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – The Installing Marshal will present the Past President.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you Past President _____.

INSTALLING OFFICER – Dear Sister: Having served your term of President of this Institute, you will now occupy the chair of Past President. Your duties will be to recite the prayer at the opening and close of each meeting when necessary and to assist at Initiation. From your experience and knowledge of the laws and rules of the Order, you are competent to advise the officers. Give them your support and counsel so that you may advance the welfare of our Order. Your patron is our Blessed Mother under the title of “Our Lady of Good Counsel” and your efforts in the promotion of friendliness among members will exemplify your watchword “Unity”. In the name of our Church and our Country, you are to be invested with the regalia of your office.

At organization of NEW Institutes, the charge to the Past President is as follows:

Dear Sister: Your duties will be to recite the prayer at the opening and close of each meeting when necessary and to assist at Initiation. Give to the officers your support and counsel so that you may advance the welfare of our Order. Your patron is our Blessed Mother under the title of “Our Lady of Good Counsel” and your efforts in the promotion of friendliness among members will exemplify your watchword “Unity”. In the name of our Church and our Country, you are to be invested with the regalia of your office.

(THREE TAPS)

INSTALLING OFFICER – The Installing Marshal will present Madam President.

When the President is to be installed, the Installing Marshal will escort her to a place in front of the Installing Officer and then, after the charge is given to the President, she will be escorted back to the President's station.

INSTALLING MARSHAL – Madam Deputy, I have the honor of presenting to you President-elect _____.

INSTALLING OFFICER – Dear Sister: The highest honor in the gift of the Institute has been conferred upon you. The destiny of _____ Institute No. _____, Young Ladies' Grand Institute, is entrusted to your care for the ensuing term. As its presiding officer your duties are manifold and responsible. You should have a thorough knowledge of parliamentary law. Be punctual, patient, courteous, firm and impartial. Remember that the members will observe you closely; your example should at all times be worthy of imitation. Allow no digression from the prescribed rules and laws of the Order. Exact from your officers their assistance in furthering the best interests of the Institute. Your patron is our Blessed Mother under the titles "Seat of Wisdom" and "Mirror of Justice" that through her intercession you may be wise in all your decisions and just to everyone; and may the "Morning Star" guide you so that your term will be a pleasant and successful one.

I present to you the gavel, which is the emblem of your authority. In the name of our Church and our Country, you are to be invested with the regalia of your office.

INSTALLING OFFICER – Members of _____ Institute No. _____, Young Ladies' Grand Institute, the labors of your officers will be in vain unless you give them your encouragement and hearty support. Bear in mind that members have duties as well as officers and the success of our Order depends on the work of each member. Your motto is that of St. Francis of Assisi: "All in God, all with God, all for God".

As Deputy of the Young Ladies' Grand Institute, I declare the officers of this Institute duly installed, (and announce the meeting open for the transaction of such business as may lawfully come before it).

(At public Installation, Deputy will omit clause in parentheses.)

(ONE TAP)

Procedures vary in different Institutes. Sometimes the Chairman of the Evening takes over following Installation, and sometimes the Deputy hands the gavel to the President.

Introductions, speeches, comments, announcements, etc. may follow.

PRESIDENT – The officers will please remove their regalia. The Marshal will please collect the regalia following the Installation. This Installation Ceremony is closed.

(ONE TAP)

The President removes her regalia after declaring the Installation closed. Officers shall place their regalia at their stations. The Marshal collects the regalia from the Officers' stations IMMEDIATELY after the Installation is closed.

JOINT YMI/YLI INSTALLATION CEREMONY

YOUNG MEN'S INSTITUTE AND YOUNG LADIES' GRAND INSTITUTE

When Installation Ceremonies are to be held jointly, the meeting hall arrangements should be made in accordance with the floor plan on page 55.

The YMI Banners of the respective offices shall remain in the usual places as prescribed.

The charges delivered by the Installing Officers must be in accordance with the prescribed ceremonials as now appearing in the authorized Book of Procedure.

If possible, an American Flag on staff should be placed behind and to the right of the presiding officer.

The officers to be installed should be in the anteroom to prepare for their entrance in the following order:

YLI

*Guardian of the Cross
Financial Secretary
Recording Secretary
Second Vice President
First Vice President
Past President
President
Sentinel
Marshal
Treasurer
Trustees
Organist*

YMI

*Guardian of the Flag
Recording Secretary
Financial Secretary
First Vice President
Second Vice President
Past President
President
Inside Sentinel
Marshal
Treasurer
Executive Committee
Organist*

(While the officers in all cases do not correspond as partners when marching in, nevertheless, the above is the proper line-up in order to carry out, without confusion, the floor work to follow the Installation and will result in corresponding officers being partners when escorted to their stations.)

At all times, when the Guardians are at their stations in front of the hall, as shown on the diagram, they will face each other.

The Master of Ceremonies shall first address the audience, extending greetings of both organizations and making such other remarks as have been programmed for the affair. Then he shall direct the Guardians to escort the Installing Deputies and Installing Marshals into the hall. The YLI Installing Marshal takes her place to the right of her Installing Deputy, and the YMI Installing Marshal takes his place to the left of the YMI Installing Deputy.

The Master of Ceremonies shall introduce the Deputies and shall hand over the gavel to the YMI Deputy who shall direct the Guardians to escort into the hall the officers-elect of both organizations. The Guardians shall proceed to the anteroom and take their places at the head of their respective lines and, as the Organist starts to play, the Guardians shall lead their respective lines into the hall, along the routes as prescribed in the floor plan. This will leave the officers-elect in the form of a cross in the meeting hall.

See Diagram No. 7 on Page 55.

At this point the Organist will play the Star Spangled Banner and all present will sing.

Throughout the Installation Ceremonies, the YMI Deputy shall direct the Guardians to present the officers-elect. When the officers-elect reach their positions in front of the Deputies, the YLI Deputy shall install first, and the YLI officers shall remain in their positions until the YMI Deputy has installed the YMI officers.

The YMI Deputy shall direct the Guardians to escort the officers to their respective stations, after which the Guardians shall return to their places.

In all cases, the Installing Marshals shall present the officers-elect by name and office to the Installing Deputies.

The Chaplains shall be installed first. The YMI Installing Deputy shall request the Guardians to present the Chaplains. After presentation by the Installing Marshal, the YLI Deputy shall install the YLI Chaplain and, immediately following, the YMI Deputy shall install the YMI Chaplain.

(The YLI Chaplain is not to be invested with regalia.)

The Guardians shall remain at their stations in front of the hall until the Chaplains have been installed. Immediately following this installation, they shall proceed to the rear of the hall beside the Organists.

The YLI Deputy will give the opening charge:

YLI DEPUTY – Officers-elect, you appear before me in the sign of a cross, the sign of man’s redemption and of Christ’s triumph. Through this sign may your efforts for the success and prosperity of _____ Institute No. _____, be accomplished.

You have been chosen by the Institute to fill its offices for the ensuing term. Your duties are fully defined in the Constitution, and you are asked to become familiar with them. Reposing full confidence in your ability, in your desire to discharge your duties faithfully, and in your devotion to the welfare of the Order, you are to be presented with the regalia of your office.

YMI DEPUTY – The Guardians will present the Organists-elect.

When the Installing Officer announces the title of the officers to be installed, the two Guardians shall lead their officer or officers down their respective sides to a

position directly in front of the Installing Deputies and then shall take their positions in front of the hall until directed to take the officers to their stations.

After the YLI Deputy has installed each officer or group of officers, the YLI Marshal shall invest them. The YMI Deputy shall present the YMI Chaplain with the regalia, who will in turn invest the YMI officers.

When the Trustees and the Executive Committee are called for, the Guardians shall lead the group along their respective sides to a position in front of the hall. The YMI group shall then stop while the YLI group shall take places across the hall in front of the Deputies, each leaving a space between. As soon as the YLI group is in place, the YMI group shall then proceed and each YMI officer shall place himself in the spaces between the YLI officers.

When the Deputy directs the Guardians to escort the officers to their stations, the YMI officers shall step back one pace and both lines shall follow their respective Guardians to their stations.

When the Sentinels are called for, the YMI Guardian shall lead the YMI Inside Sentinel to the front of the hall where he will take his place directly in front of the Deputies; the YLI Guardian shall lead the YLI Sentinel to the front of the hall. The YMI Inside Sentinel shall take his place beside the YLI Sentinel.

When the Deputy directs the Guardians to escort the Officers to their stations, the YLI Sentinel follows the YLI Guardian and the YMI Inside Sentinel follows the YMI Guardian to their stations.

The Marshals and the Treasurers shall be installed in the same manner as prescribed for the Organists.

The procedure for the Secretaries shall be the same as that prescribed for the Sentinels, with the Recording Secretary of the YMI leading the Financial Secretary of the YMI and the Financial Secretary of the YLI leading the Recording Secretary of the YLI.

The procedure for the Vice Presidents shall be the same as prescribed for the Sentinels, with the First Vice President of the YMI leading the Second Vice President of the YMI, and the Second Vice President of YLI leading the First Vice President of the YLI.

The Past Presidents, upon being invested, shall be escorted to their station by the YLI Guardian alone, while the YMI Guardian shall remain at his station. The YLI Guardian shall then return to her station and, on her arrival there, both Guardians shall proceed to their respective sides of the Presidents-elect to await the order to present them. After the Presidents have been installed, the Guardians shall remain at their stations.

The YLI Deputy shall then request the YLI officers to stand and shall give them the obligation of their office and the closing charges:

YLI DEPUTY – It is meet that in the presence of these witnesses you solemnly obligate yourselves according to the laws of our Order. Are you prepared to take the obligation of your office?

OFFICERS – I am.

YLI DEPUTY – Repeat after me:

Upon my honor – as a member of Young Ladies’ Grand Institute – I promise to perform all the duties of my office – faithfully and cheerfully. – I promise to put forth my best efforts – for the success and prosperity of the Institute – and to maintain and abide by the Constitution of the Order.

(ONE TAP)

YLI DEPUTY – Members of _____ Institute No. _____, Young Ladies’ Grand Institute, the labors of your officers will be in vain unless you give them your encouragement and hearty support. Bear in mind that members have duties as well as officers and the success of our Order depends on the work of each member. Your motto is that of St. Francis of Assisi: “All in God, all with God, all for God.” As Deputy of Young Ladies’ Grand Institute, I now declare the officers of this Institute duly installed.

(ONE TAP)

The YMI Deputy shall request the Chaplain to administer the oath of office to the YMI officers. The YMI Deputy shall then give the closing charge. At this point, the Guardians shall leave their stations and proceed to seats at the rear of the hall, and the YMI Deputy shall turn the gavel over to the Master of Ceremonies.

JOINT OFFICIAL VISIT

A committee of three will be appointed from each Institute and, together with the two Deputies, will meet and formulate Joint Official Visit plans – subcommittees to be appointed as needed.

This is a Joint Official Visit shared equally between the two Institutes and is a regular meeting for each Institute. The committee should decide which Institute will act as #1 and which will act as #2. Respective officers from both Institutes will be introduced to the Grand President, and shall sit together at the meeting with the exception of the Trustees. Each Institute's Trustees will sit on opposite sides of the room.

See Seating Arrangement of Officers Diagram No. 8 on page 56.

A President or Chairman of the Day will make the following announcements prior to the start of the meeting:

- **The two Presidents will be opening and closing the meeting together.**
- **They will be alternating some of the parts of the meeting.**
- **Each President will state and complete the motions that pertain to their respective Institutes.**
- **When making a motion, after saying "Madame President", please say your name and Institute. This will help the Secretaries with their Minutes.**
- **Some members have been given written motions for the communications and reports so that the meeting will run smoother. However, do not hesitate to make a motion yourself.**
- **The letters from Grand Institute will be read once, but separate motions will be made to accept by each Institute.**

INSTRUCTIONS FOR OFFICERS FOR JOINT OFFICIAL VISIT

Applications – Both Recording Secretaries will read the Report of the Committee on Applications of their respective Institutes. Respective Presidents will place the motion to accept the report and elect the applicants to membership and their respective members will vote accordingly.

Reading of the Minutes – A member of each participating Institute may place a motion to dispense with the minutes of the last regular meeting. The minutes of the Joint Meeting shall be prepared in duplicate and both Institutes shall read and act on same at their next regular meeting.

Sickness of Members – Respective Presidents will place motions on Visiting Committee Reports. Only respective members will vote on the same.

Reports of Committees – Only such reports will be rendered as affect both Institutes. Reports should be brief.

Communications – The communication from the Grand President and Grand Secretary should be read once, but separate motions made to accept. Invitations, etc. that pertain to both Institutes can be read once.

Bills – Each Institute should act on their respective bills.

Receipts – Both Financial Secretaries shall report the evening's receipts.

Good of the Institute – Both Institutes will present an Activities Report. It may be a combined Activities Report.

ORDER OF BUSINESS FOR DISTRICT MEETING

- I. Opening Ceremonies
- II. Report of Committee on Credentials
- III. Applications for Membership
- IV. Initiation
- V. Report of Committee on Minutes
- VI. Reports of Officers (Secretary/Treasurer)
- VII. Reports of Committees
- VIII. Communications
- IX. Bills
- X. New Business
- XI. Good of the Institute
- XII. Closing Ceremonies

PROCEDURE FOR DISTRICT MEETING

At District Meetings, the Officers of the Day, with the exception of the Organist, shall be selected from the delegates or the accredited substitutes.

The District Deputy will act as Chairman and prior to the meeting being called to order she shall explain to those present the purposes of the District Meeting, naming the Institutes and Deputies of the District.

The Flag Team shall escort the Officers of the Day into the meeting room.

Prior to the opening of the District Meeting the Recording Secretary, with the Marshal, will check the names of the applicants present against the Reports on Applications for Membership.

The District Deputy will appoint a committee of three to read the minutes of the meeting of previous year and report to the meeting any recommendations or projects contained therein.

I. OPENING CEREMONIES (Do not read headings)

(ONE TAP)

PRESIDENT – I now call this meeting to order.

The President calls the meeting to order with ONE TAP of the gavel. The officers take their respective places. They shall put on the regalia when the meeting is called to order and will remove it when a recess is called.

The Sentinel will secure the door and admit no one who is not entitled to enter.

Members, visitors and/or guests arriving late shall take a seat at the rear of the room until after Opening Ceremonies, Initiation or Reading of the Minutes. They shall then take a seat.

All applicants for membership should be seated behind the Trustees. The applicants' sponsors may sit with them.

(THREE TAPS)

PRESIDENT – The Chaplain (or Past President) will please lead the prayer
(to be recited by all present).

CHAPLAIN (or Past President) – In the name of the Father, and of the Son, and of the Holy Spirit. Amen

Gracious and loving God, creator of all that is good, we thank you for the many gifts you have given us: the gift of your love, the gift of our institute and our sisterhood. May we be open to your presence among us. We humbly ask that you would open our hearts to your guidance and direct our work to that our actions are pleasing to you. As we proceed with this meeting grant that we truly live out our principles of unity, sisterly love, and protection and promote the moral, mental and social advancement of all.

In the name of the Father, and of the Son, and of the Holy Spirit. Amen

PRESIDENT – The Marshal will lead in the Salute to the Cross and the Pledge of Allegiance to our flag.

The Salute to the Cross will be given standing, facing the crucifix, with the hands in prayer form. The Pledge of Allegiance will be given standing, facing the flag, with the right hand over the heart. The members will have their hands free of all articles.

The Marshal shall stand facing the Crucifix, then, after the Salute to the Cross, turn and face the flag. The Marshall will have HER HANDS FREE of all articles.

SALUTE TO THE CROSS: “Unto the King Eternal, Immortal and Invisible, the only God, be honor and glory forever. Amen.”

(ONE TAP)

PRESIDENT – We welcome all present.

The President can add her own warm greetings at this time.

A woman eligible for membership may attend two (2) business meetings in a 6-month period prior to joining the Institute.

II. REPORT OF COMMITTEE ON CREDENTIALS

PRESIDENT – The Committee on Credentials will please give their report.

The Committee gives their report. All excuses must be given to the District Secretary before the meeting, and the excuses announced by the District Secretary. Only delegates or their substitutes shall be allowed to vote and must be in good standing.

PRESIDENT – You have heard the report of the Committee on Credentials. What is the pleasure of the District?

Motion is necessary. Motion should include that the Delegates be seated.

PRESIDENT – It has been moved and seconded that the report be accepted and the Delegates be seated. Are you ready for the question? Those in favor give the voting sign of the Order. ... Those opposed? ... Motion is carried (or lost, as the case may be). (ONE TAP)

III. APPLICATIONS FOR MEMBERSHIP

Applications for membership shall be referred to a committee who will examine them and report to the District Meeting. The District Secretary shall read the names of the applicants and kind of membership applied for, with the committee's report.

Each Institute bringing applicants to be initiated should submit to the District Secretary of the District Meeting a list in accordance with the following form:

**REPORT OF APPLICATIONS FOR MEMBERSHIP
TO BE USED AT DISTRICT MEETINGS**

_____ 20 _____

M _____

District Deputy, District No. _____

Dear Sister:

The following is a list of candidates to be initiated for _____ Institute No. _____ at the District Meeting to be held in _____ on _____, 20____ together with the dates of the reception and acceptance of their applications and the kind of membership applied for:

NAME	MEMBERSHIP	Date on which application was read and accepted.
------	------------	---

(List of Applicants)

We certify that all of these applicants are eligible to be accepted to membership and that the necessary fees and dues have been collected.

Sincerely yours,

President

_____ Institute No. _____

Recording Secretary

_____ Institute No. _____

Report on Applications for Membership must be accepted by motion.

IV. INITIATION

See page 5 of Subordinate Institute Procedure for Initiation.

V. REPORT OF COMMITTEE ON MINUTES

PRESIDENT – You have heard the report of the Committee on Minutes.
What is the pleasure of the District?

Motion is necessary.

PRESIDENT – It has been moved and seconded that the report be accepted.
Are you ready for the question? Those in favor give the voting sign of the order. ... Those Opposed? Motion is carried (or lost, as the case may be). (ONE TAP)

VI. REPORTS OF OFFICERS

PRESIDENT - I now call for Reports of Officers.

VII. REPORTS OF COMMITTEES

PRESIDENT - I now call for Reports of Committees.

VIII. COMMUNICATIONS

PRESIDENT – The Recording Secretary will please read any communications on the desk.

Letters of greeting, etc., may be read as a group and accepted without motion. Letters of Invitation for the next District Meeting require a motion.

IX. BILLS

PRESIDENT – A member of the Board of Trustees will please report if all bills have been favorably reviewed and signed.

All bills must be reviewed and signed by the Trustees before being read at the meeting. A member of the Board of Trustees shall read each bill stating to whom it is to be paid, purpose, the amount and account.

*All bills may be ordered paid with one motion. **MOTION IS REQUIRED.***

X. NEW BUSINESS

Date and place of following year's meeting must be decided.

XI. GOOD OF THE INSTITUTE

XII. CLOSING CEREMONIES

(See page 15 of Subordinate Institute Meeting Procedure.)

PRESIDENT – Before we part, let me remind you of your duty to the Institute, to yourselves, and to one another. Remember your Obligation taken at Initiation, and that your conduct may reflect credit or discredit on the Institute.

The Marshal will please collect the regalia following the meeting.

I now declare the District Meeting of District _____, Young Ladies' Grand Institute, duly closed until (state day, date, year, and place) at _____ o'clock.

(ONE TAP)

The President removes her regalia after declaring the meeting closed. Officers shall place their regalia at their stations. The Marshal collects the regalia from the Officers' stations IMMEDIATELY after the meeting is adjourned.

ORDER OF BUSINESS FOR DISTRICT CONFERENCE

District Deputy, Presiding

- I. Call to Order
- II. Prayer
- III. Salute to the Cross and Pledge of Allegiance to the Flag
- IV. Reception of Visitors or Guests
- V. Roll Call of Delegates
- VI. Report of Committee on Minutes
- VII. Treasurer's Report
- VIII. Report of Activities of Institutes in District
- IX. Special Reports
- X. Report of Hostess Committee
- XI. Communications
- XII. Bills
- XIII. New Business
- XIV. Good of the Order
- XV. Closing Prayer
- XVI. Adjournment

GENERAL INSTRUCTIONS FOR DISTRICT CONFERENCE

At the District Conference, the Officers of the Day shall be accredited delegates from the various Institutes participating in the Conference and shall be the following:

Recording Secretary
Marshal
Sentinel
Organist

(Assistant Marshal and Assistant Secretary may be appointed if necessary.)

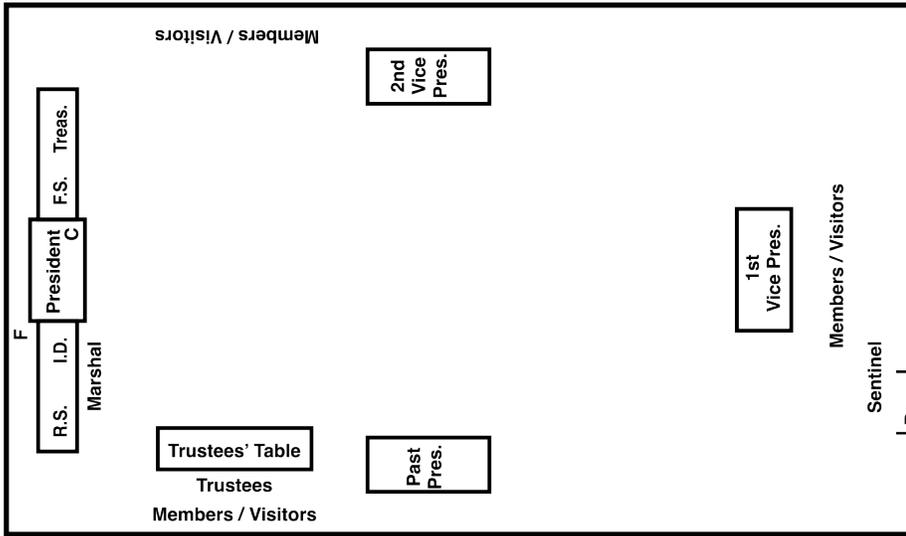
The District Deputy will act as Chairman and preside over all Order of Business and the actual Conference Program.

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Diagram 1a

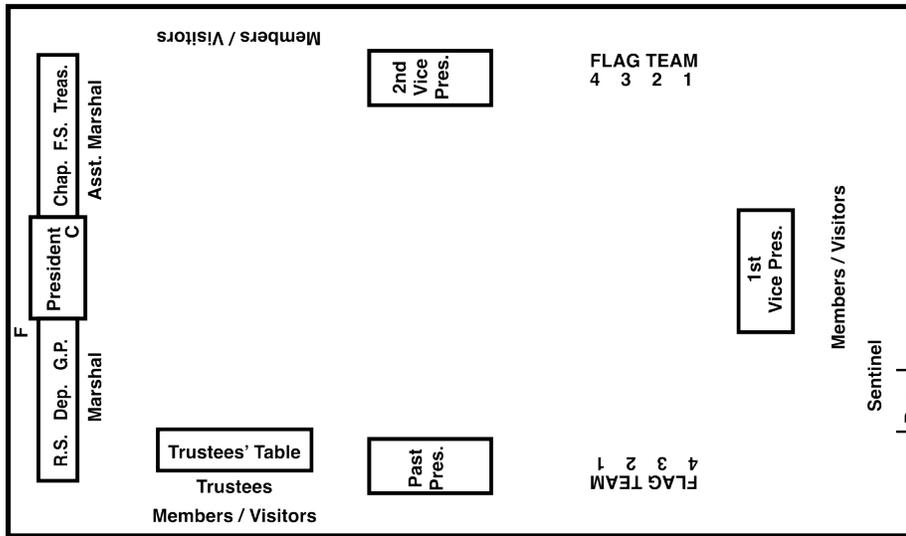
Regular Room Set Up



C = Crucifix F = American Flag

Diagram 1b

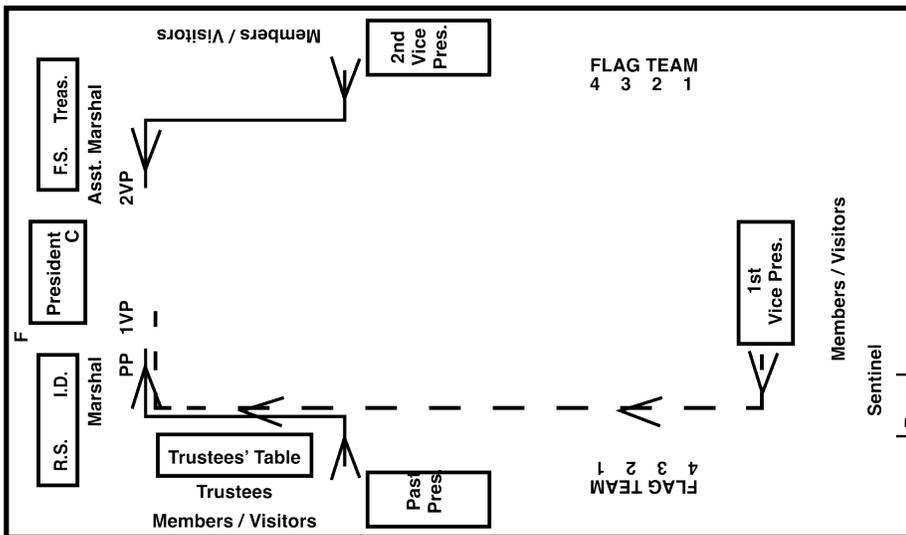
*Meeting Room Set Up
For Grand Chair Officer Visit*



C = Crucifix F = American Flag

Diagram 2

The Past President, 1st Vice Pres. and 2nd Vice Pres. take their positions for initiation.

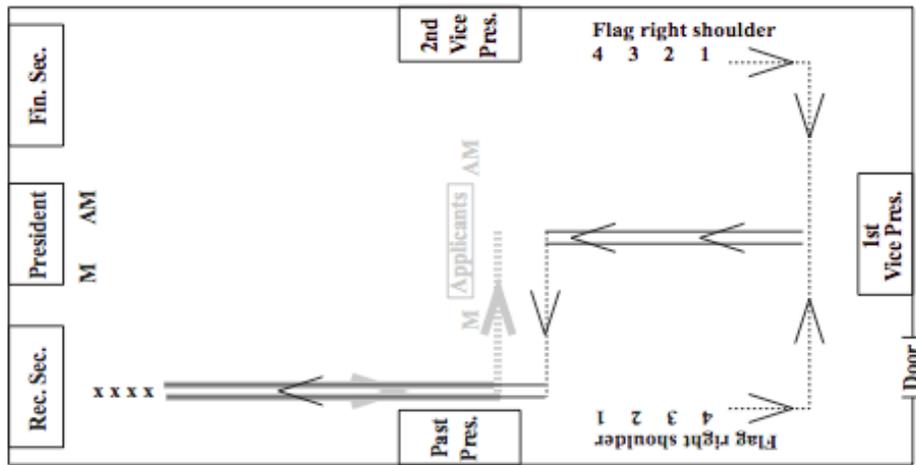


C = Crucifix F = American Flag

MEETING PROCEDURE OF THE YOUNG LADIES' INSTITUTE

Diagram 3

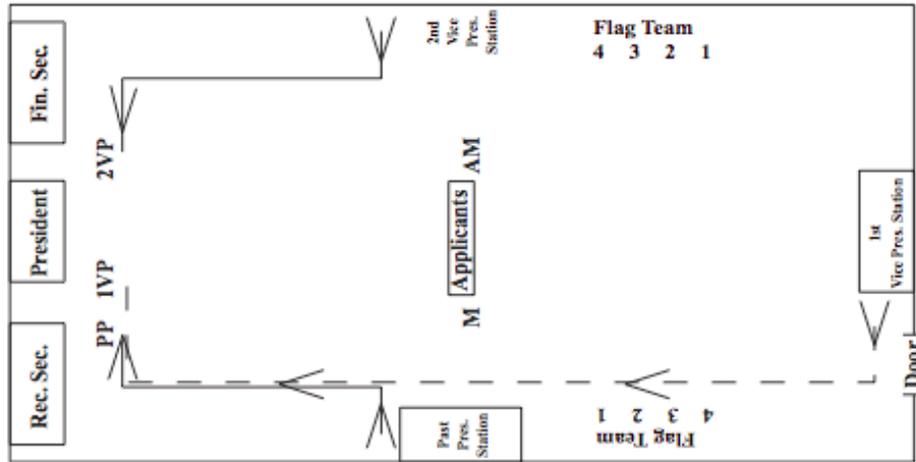
Marshal(s) and Flag Team escort New Members to their seats behind the Trustees..



Black lines represent Flag Team coming forward to meet the Marshal(s) and Applicants. Short dashed line represents walking single file. Gray lines indicate Marshal(s) and Flag Team escorting applicants to the center of the room. The Flag Team will precede the Marshal(s) and Applicants. When Marshal(s) and Applicants are in position, the Flag Team will return to their seats in the usual manner. See Diagram 6.

Diagram 4

Officer and FlagTeam positions during Initiation.

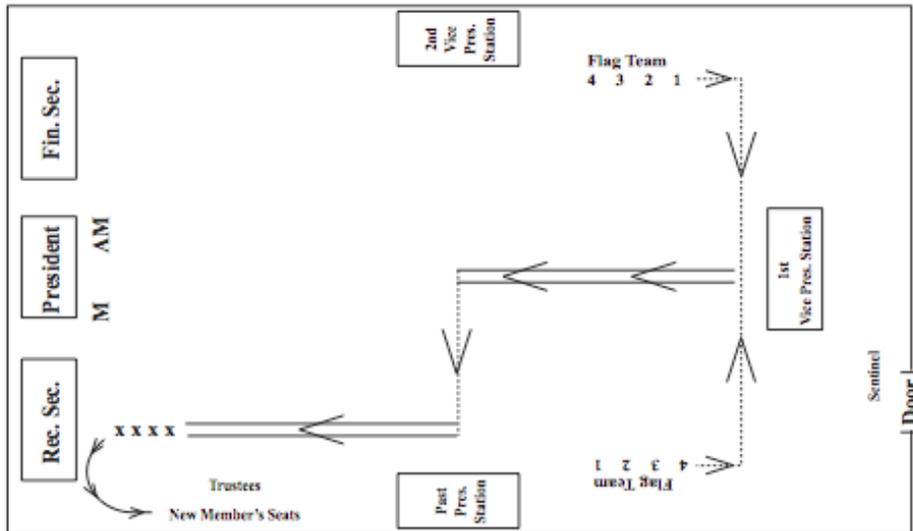


The Marshal will stand to the left and the Assistant Marshal (if there is one) to the right, in line with the candidates until they are presented to the President. They will then take one step back.

MEETING PROCEDURE OF THE YOUNG LADIES' INSTITUTE

Diagram 5

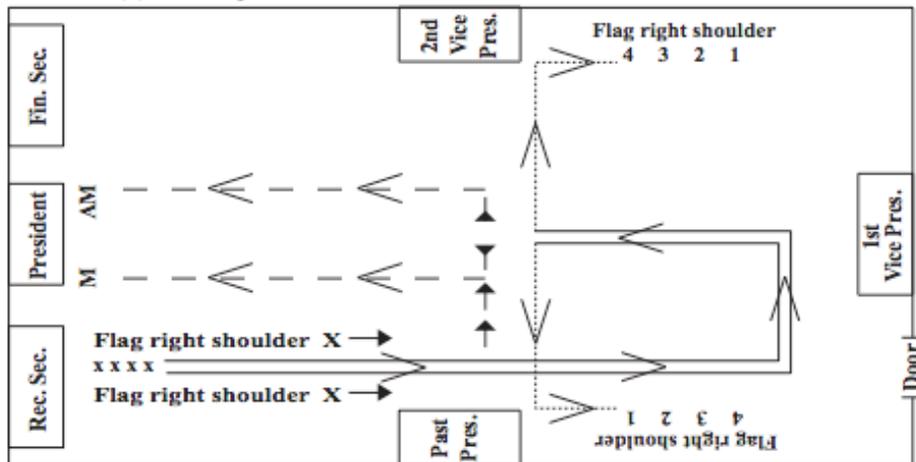
Marshal(s) and Flag Team escort New Members to their seats behind the Trustees.



Short dashed line represents walking single file.

Diagram 6

The Marshal(s) and Flag Team return to their seats.

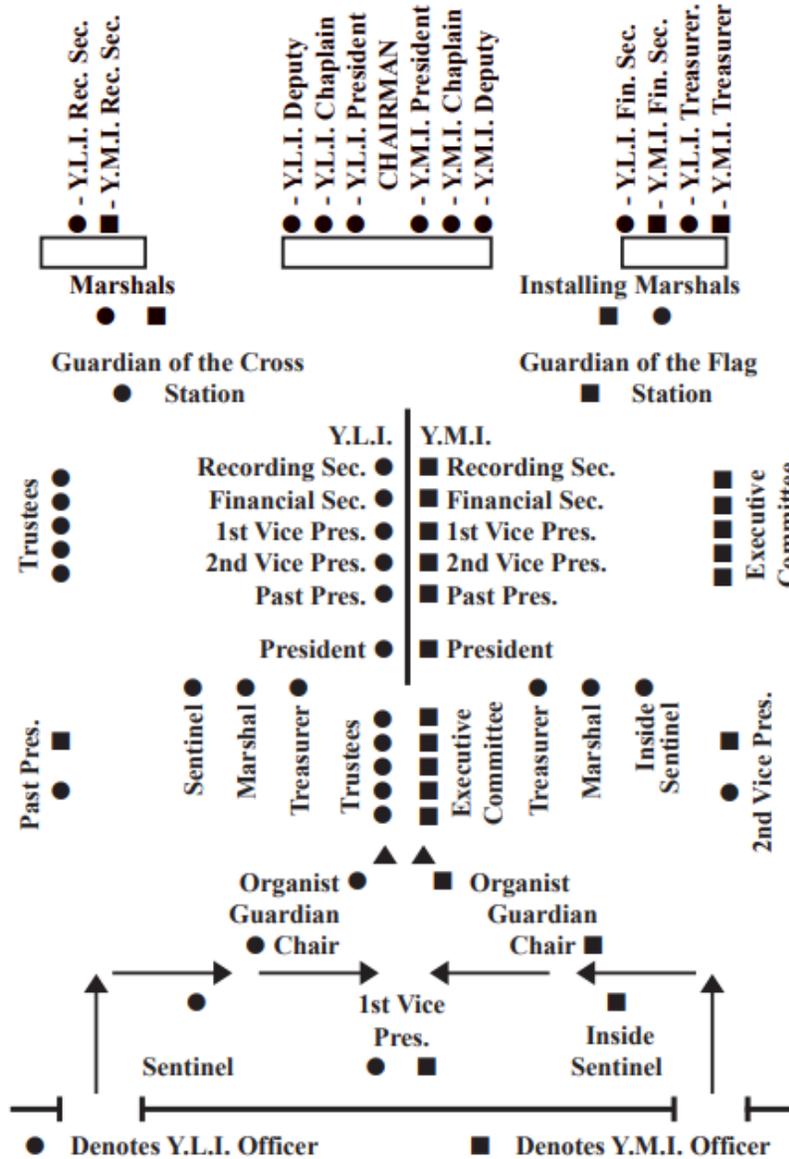


Last two members of Flag Team nearest Past President will lead back to Flag Team stations. Marshal(s) will follow and return to their stations. (See dashed lines.) Short dashed line represents walking single file.

MEETING PROCEDURE OF THE YOUNG LADIES' INSTITUTE

Diagram 7

Floor Plan for YLI and YMI Joint Installation.

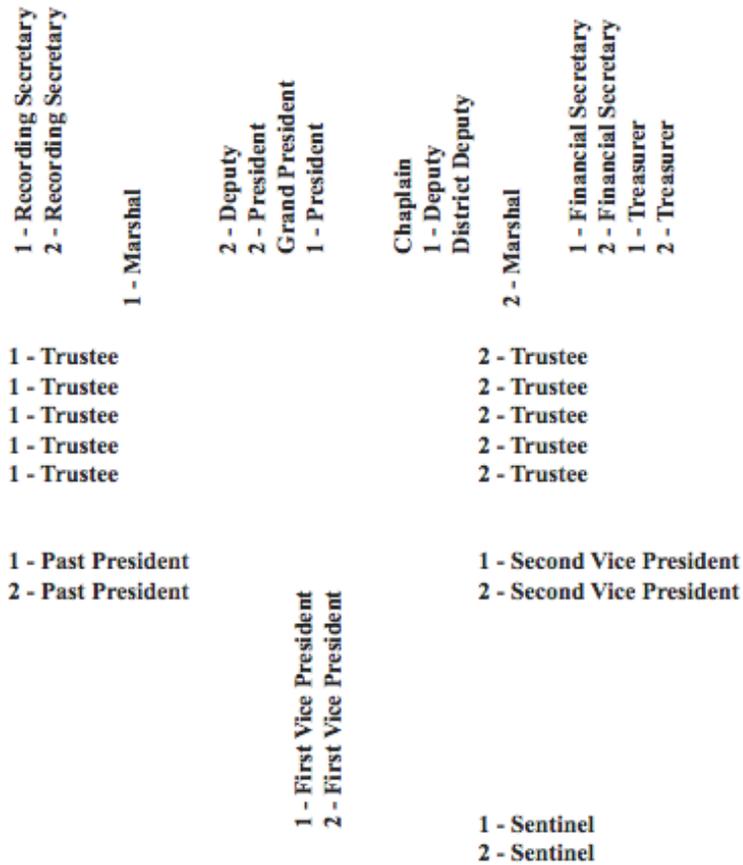


Center of diagram shows position of officers before Installation. Stations show position of officers after Installation.

MEETING PROCEDURE OF THE YOUNG LADIES' INSTITUTE

Diagram 8

Seating Arrangement of Officers for Joint Official Visit.



The committee should decide which Institute will act as #1 and which will act as #2.