




ASSURED LIFE
ASSOCIATION



chapter rituals

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Chapter Order of Business

1. Opening Ceremony

Chapter Opening Ceremony

Consul Commander/President: By authority conferred upon me as Consul Commander/President of _____ Number _____, I hereby declare that this Chapter is about _____ (Name of Chapter) to convene in regular (*or special*) session.

Escort/Conductor, are all things prepared for this meeting to begin?

Escort/Conductor: All members and guests present are qualified to remain and preparations for the meeting complete.

(The Chapter may include in its opening ceremony the presentation of the Flag of the United States and applicable State or other Flag if available. If the Flags are already placed in the meeting, the Consul Commander/President may go directly to the Pledge of Allegiance)

(If the Colors are to be presented-start here)

Consul Commander/President: Watchman/Inner Guard and Sentry/Outer Guard, please present the Colors.
(Watchman/Inner Guard and Sentry/Outer Guard present the Flag of the United and applicable State or other Flag and stand in from the gathered members with the Flags)

Consul Commander/President: Escort/Conductor, please lead us in the Pledge of Allegiance.
(Pledge of Allegiance)

Consul Commander/President: Watchman/Inner Guard and Sentry/Outer Guard please place the Flags for the convening of this Chapter. Make sure all who wish to be present for the meeting are seated. I now declare this Chapter open for the transaction of business as may lawfully come before it.

(If the Colors are already placed in the meeting space-start here)

Consul Commander/President: Escort/Conductor, please lead us in the Pledge of Allegiance.
(Pledge of Allegiance)

Consul Commander/President: Watchman/Inner Guard and Sentry/Outer Guard this Chapter is now convened. Make sure all who wish to be present for the meeting is seated. I now declare this Chapter open for the transaction of business as may lawfully come before it.

2. Roll Call of Officers
3. Reading and Approval of Prior Minutes
4. Reading of Communications and Correspondence
5. Presentation of Bills and Expenses
6. Presentation of Applications for Membership and/or Transfers
7. Voting on Applications for Membership and/or Transfers
8. Initiation of New Members
9. Reports of Standing and Special Committees
10. Old Business
11. New Business
12. Report of Sick and Distressed Members
13. Good of the Order
14. Election and Installation of Officers
15. Chapter Financial Report
16. Closing Ceremony

Chapter Closing Ceremony

Consul Commander/President: I am about to close this session of the Chapter. If anyone desires to present any matter before this session is closed, you may do so at this time.

Members, we have completed the work for which are assembled. I thank you for your attendance and hope to see you and many others at our next Chapter meeting. I now declare this Chapter officially closed for business.



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Chapter New Member Initiation

_____ Number _____
(Name of Chapter)

of

Assured Life Association

CONSUL COMMANDER/PRESIDENT: Members of _____
Number _____, I take great pleasure in announcing at this meeting we have _____
candidate(s) for initiation into our Society. The ceremony of initiation is of great importance to the
candidate and to this Chapter as part of its history. Therefore, let nothing be said or done to mar our
conduct here.

Escort/Conductor, please read the name(s) of the candidate(s) for initiation and escort them to me.

(The Escort/Conductor escorts the candidates to the Consul Commander's/President's station and reads the name(s).)

CONSUL COMMANDER/PRESIDENT: Candidates, we're pleased you have applied for membership
in _____ Number _____ and seek to become a part of our
Chapter and Assured Life Association and are now qualified for initiation. Our Society was founded under a
single plan to bring together a community of caring individuals to obtain the assurance of life insurance
coverage and to help others in their local communities. The core principles of our Society is Hospitality,
Service, Loyalty and Protection.

Hospitality represents our community of members joining together in common interests, values, visions,
ideas, friendship, ethnic background, goals and community service.

Service represents giving back to the community through member-directed and Chapter-directed service
projects and campaigns and helping those in need.

Loyalty represents faith in God, an undivided allegiance to our country and the belief in and commitment to
our community.

Protection represents the assurance of reliable insurance and other related products that serve the family.

The purposes and objectives of our Society are:

- a) to establish and maintain a Fraternal Benefit Society with a Chapter system and operate for the sole benefit of our members and their beneficiaries and not for profit;
- b) to unite individuals, and their families, of all races, creeds, sexes, or national origin into a fraternal benefit society in accord with the laws and regulations governing such organizations;

- c) to develop fraternal programs that encourage and strengthen the family unit;
- d) to encourage and support our membership in voluntary acts of social, educational, charitable, benevolent, fraternal or patriotic purpose in their local camps/lodges or communities; and
- e) to allow our member groups to maintain their ethnic identity and to encourage and foster the rich ethnic history of our members.

Our meetings represent a place where members meet as a community in the spirit of hospitality and service. Helping others in need is what we are all about. Our Society promotes and encourages member involvement in national service campaigns designed to help those less fortunate than ourselves. Our Chapter and its members are there to serve and help as best we can as we are able. Your responsibility will be to contribute to and expand this legacy and the purposes of this Chapter.

I now ask each of you, "Do you pledge to support the objectives of this Chapter and its Bylaws as well as the Bylaws of the Society, promise to always be hospitable towards others, attend the meetings of the Chapter as often as it is within your power, participate in service to those in need and in Chapter sponsored community service and social events as you are able? If so, answer 'I do so pledge.'"

I now declare you regularly constituted members of _____ Number _____ and Assured Life Association.



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Chapter Officer Installation

(Short Version)

_____ Number _____
(Name of Chapter)

of

Assured Life Association

CONSUL COMMANDER/PRESIDENT: Members, the term of your present officers is now at an end. The Chapter has selected their successors and they are awaiting installation. At this time, it is a pleasure for me to introduce _____ as our Installing Officer. Escort/Conductor, please present to me the Installing Officer.

(The Escort/Conductor escorts the installing officer to the Consul Commander's/President's station. After being introduced to the assembly the installing officer takes charge.)

INSTALLING OFFICER: Members of _____ Number _____, I accept with thanks and honor to act as Installing Officer and appoint _____ to act as my Installing Escort/Conductor.

Retiring officers it is a pleasure for me, speaking on behalf of your fellow members, to express appreciation and gratitude for the service you so faithfully rendered to this Chapter and Society. It is our earnest hope that your interest and activity will continue. By a proper performance of the duties of your respective offices you have honored yourselves among your fellow members.

Consul Commander/President, have the incoming Officers been regularly elected and is each in good standing?

(The Consul Commander/President affirms that the incoming Officer have been regularly elected and in good standing.)

Escort/Conductor, please escort the Consul Commander/President to his/her station and present to me the newly elected officers of the _____
Number _____ and arrange them in a semicircle in front of me. *(The Escort/Conductor does so)*
Escort/Conductor, read the names of the officers elected.

ESCORT/CONDUCTOR: *(Reads names)*

INSTALLING OFFICER: Consul Commander/President and Associate Officers-elect, you stand before your members and friends bearing the honors of election to your respective offices. It your responsibility to familiarize yourself with the duties of your respective office in accordance with the provisions of the Articles of Incorporation and Bylaws of the Society and the Bylaws of this Chapter. We trust that you will assume the duties of your office with a deep sense of responsibility. I now ask each of you, "Do you pledge to perform the duties of your respective office to the best of your ability? If so, answer 'I do so pledge.'"

(Elected Officers respond accordingly.)

I ask the members present to give these new officers your heartiest support. No organization can exist without laws and officers who will carry out the provision of the laws and see that they are obeyed. I trust the officers of this Chapter will find honor and happiness in executing their duties properly. When all Chapter members support their officers in their respective duties, we can all work together for the continued success of our Society and

_____ Number_____.

By virtue of the powers invested in me as Installing Officer, I proclaim the newly elected Officers of _____ Number_____ of Assured Life Association, duly and legally installed and qualified to discharge the duties imposed upon them by the Articles of Incorporation and Bylaws of Assured Life Association and the Bylaws of this Chapter. Let us express our confidence in the newly installed officers with a hearty round of applause.

(Members applause)

Consul Commander/President _____ now my duties have been performed and I place the Chapter in your hands. I present you with this gavel, which is a symbol of your power as the Consul Commander/President. I hope in your hands it will always be used with understanding.



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Chapter Officer Installation

(Long Version)

_____ Number _____

(Name of Chapter)

of Assured Life Association

CONSUL COMMANDER/PRESIDENT: Members, the term of your present officers is now at an end. The Chapter has selected their successors and they are awaiting installation. At this time, it is a pleasure for me to introduce _____ as our Installing Officer. Escort/Conductor, please present to me the Installing Officer.

(The Escort/Conductor escorts the installing officer to the Consul Commander's/President's station. After being introduced to the assembly the installing officer takes charge)

INSTALLING OFFICER: Members of _____ Number _____ of Assured Life Association, I accept with thanks and honor to act as Installing Officer and appoint _____ to act as my Installing Escort/Conductor.

Retiring officers it is a pleasure for me, speaking on behalf of your fellow members, to express appreciation and gratitude for the service you so faithfully rendered to this Chapter and Society. It is our earnest hope that your interest and activity will continue. By a proper performance of the duties of your respective offices you have honored yourselves among your fellow members.

Consul Commander/President, have the incoming Officers been regularly elected and is each in good standing?

(The Consul Commander/President affirms that the incoming Officers have been regularly elected and in good standing.)

Escort/Conductor, please escort the Consul Commander/President to his/her station and present to me the newly elected officers of the _____ Number _____ and arrange them in a semicircle in front of me. *(The Escort/Conductor does so)* Escort/Conductor, read the names of the officers elected.

ESCORT/CONDUCTOR: *(Reads names)*

INSTALLING OFFICER: Consul Commander/President and Associate Officers-elect, you stand before your members and friends bearing the honors of election to your respective offices. We trust that you will assume the duties of your respective positions with a deep sense of responsibility. Before proceeding with your installation, I must exact from each of you, the following pledge: "Do you promise to follow and enforce the provisions of the Articles and Bylaws and regulations of the Society and the Bylaws of this Chapter to the best of your ability? If so, answer, 'I do so promise.'"

(Elected Officers respond accordingly.)

ESCORT/CONDUCTOR: We are all witnesses

INSTALLING OFFICER: Members, you have heard the promise of your elected officers. It is your duty to accept their promise to this Society and to this Chapter and give them your heartiest support.

Past Consul Commander/President-elect, your tenure of service as Consul Commander/President of _____ Number _____ has come to an end. May you look back upon your service to this membership with pride and satisfaction. During the ensuing term you will have the distinction of serving as Past Consul Commander/President. This Chapter cannot operate smoothly without your participation and counsel. Therefore, your presence at Chapter meetings is important. I wish to express the appreciation of the Chapter for the work you have accomplished. I hope you will continue to work for the good of our Society and to assist the new Consul Commander/President as he/she begins his/her term of office.

(If applicable, the Escort/Conductor may present the Past Consul Commander/President the symbol of his/her office)

Consul Commander/President-elect, / you began your journey in this Chapter as a member. You have now been chosen at the hand of its members to assume the highest office of this Chapter. It is essential that you possess a knowledge of the Articles of Incorporation and Bylaws of the Society and Bylaws of your Chapter and be familiar with parliamentary procedures. As the highest ranking officer, you must always be thoughtful and considerate before you judge or act. Be unbiased and impartial toward all. Be careful and prudent particularly with the resources of the Chapter. Be faithful and considerate with the interest of the Chapter always at heart and continue to promote hospitality and service among the members.

(If applicable, the Escort/Conductor may present the Consul Commander/President the symbol of his/her office)

Adviser Lieutenant/Vice President-elect, you are second in command of this Chapter. You are expected to assist the Consul Commander/President where needed and in his/her absence you will preside at the meetings. Keep in your memory all the information given to you and the Consul Commander/President because you do not know when you will be called upon to function in his/her place. Do not forget you are placed in a most confidential relationship to the Consul Commander/President, both as an assistant and an advisor.

(If applicable, the Escort/Conductor may present the Adviser Lieutenant/Vice President the symbol of his/her office)

Banker/Treasurer-elect, you are the custodian of the funds of this Chapter and the principle accounting officer. The members have demonstrated their trust in you by electing you Banker/Treasurer. Enter in Chapter accounts all money received and disbursements made so that the written record may accurately reflect the service duly performed as instructed. You must keep your books in perfect order at all times.

(If applicable, the Escort/Conductor may present the Banker/Treasurer the symbol of his/her office)

Secretary-elect, your duties are defined in the Bylaws. You are instructed, among other things, to make all reports required by the Society on behalf of the Chapter. As the principal recording and corresponding officer it is also your duty to keep accurate minutes of the proceedings of the Chapter and preserve a permanent record of same, and to conduct the correspondence of the Chapter with the Board of Directors in a manner that will give it a clear understanding of the attitude of the Chapter and strengthen and preserve the interests of our Society. The books and records of the Chapter are entrusted to your care and must be available for reference at all times. The success of this Chapter rests on your ability to perform the duties of this important office. Your abilities have caused your Chapter to elect you to the office of Secretary, and I trust you will discharge your duties with loyalty and honor.

(If applicable, the Escort/Conductor may present the Secretary the symbol of his/her office)

OR *(Secretary/Banker or Secretary/Treasurer-elect, your duties are defined in the Bylaws. It instructs you, among other things, to make all reports required by the Society on behalf of the Chapter. As the principal recording and corresponding officer it is also your duty to keep accurate minutes of the proceedings of the Chapter and preserve a permanent record of same, and to conduct the correspondence of the Chapter with the Board of Directors in a manner that will give it a clear understanding of the attitude of the Chapter and strengthen and preserve the interests of our Society. The books and records of the Chapter are entrusted to your care and must be available for reference at all times. The success of this Chapter rests on your ability to perform the duties of this important office.*

You are also the custodian of the funds of this Chapter and the principle accounting officer. The members have demonstrated their trust in you by electing you to this office. Enter in Chapter accounts all money received and disbursements made so that the written record may accurately reflect the service duly performed as instructed. You must keep your books in perfect order at all times. Your ability to perform the duties of this important office has caused your Chapter to elect you to the office of Secretary/Banker or Secretary/Treasurer, and I trust you will discharge your duties with loyalty and honor.)

(If applicable, the Escort/Conductor may present the Secretary/Banker or Secretary/Treasurer the symbol of his/her office)

Managers/Trustees-elect, in the capacity of Trustees, you have custody of the securities and investments of the Chapter. By electing you as manager/trustee, the Chapter has charged you with a great responsibility. You must attend to the interests of the Chapter in regard to purchases and sales and other financial matters. You are charged with the responsibility of carefully auditing the accounts of the Chapter Secretary and Banker/Treasurer. In the exercise of your duties, be faithful and not controlled by either partiality or prejudice.

(If applicable, the Escort/Conductor may present the Managers/Trustees the symbol of his/her/office)

Escort/Conductor-elect, in your office lies a great trust and respect. Your duty is to maintain order and to carry out the commands of the Consul Commander/President and assist in preparing the meeting space for Chapter meetings.

(If applicable, the Escort/Conductor may present the Escort/Conductor the symbol of his/her office)

Watchman/Inner Guard-elect, by electing you Watchman/Inner Guard, the Chapter has shown great faith in you. It is your duty to always keep the door closed during the meetings and not permit members or visitors to enter at such a time when the work of the Chapter would be interrupted. It is your duty to greet all members and guests and direct or assist them to the seating area.

(If applicable, the Escort/Conductor may present the Watchman/Inner Guard the symbol of his/her office)

Sentry/Outer Guard-elect, the Chapter has shown great faith in you as well. You are the guardian of the outer door. Be alert at all times such that the meetings of the Chapter are not disturbed by loud conversation or disorder. It is your duty to extend a hearty welcome to all members and any guests of the Chapter and see that the Consul Commander/President is advised of their presence.

(If applicable, the Escort/Conductor may present the Sentry/Outer Guard the symbol of his/her/office)

INSTALLING OFFICER: Officers-elect, having heard the duties and responsibilities of your respective office, I now ask you in the presence of the members of _____ Number _____, “do each of you accept your office and pledge to perform the duties of your respective office as I have defined them to you to the best of your ability? If so, answer ‘I do so pledge.’”

(Elected Officers respond accordingly.)

I ask the members present to give these new officers your heartiest support. No organization can exist without laws and officers who will carry out the provision of the laws and see that they are obeyed. I trust the officers of this Chapter will find honor and happiness in executing their duties properly. When all Chapter members support their officers in their respective duties, we can all work together for the continued success of our Society and

_____ Number _____.

By virtue of the powers invested in me as Installing Officer, I proclaim the newly elected Officers of _____ Number _____ of Assured Life Association, duly and legally installed and qualified to discharge the duties imposed upon them by the Articles of Incorporation and Bylaws of Assured Life Association and the Bylaws of this Chapter. Let us express our confidence in the newly installed officers with a hearty round of applause.

(Members applaud)

Consul Commander/President _____ now my duties have been performed and I place the Chapter in your capable hands. I present you with this gavel, which is a symbol of your power as the Consul Commander/President. I hope in your hands it will always be used with understanding.