



ORDER  
**Sons and  
Daughters  
of Italy**  
IN AMERICA®

# **Ritual and Protocol 2024**

Dear Brothers and Sisters,

This booklet was initially prepared by the Ritual & Protocol Committee appointed by National President Vera Girolami. The committee was comprised principally of members of the New York Grand Lodge and was Chaired by Nancy DiFiore Quinn. We thank the following members for their expertise, time and effort put forward for this project: Ciro Capano, Carol DiTrapani, Joseph DiTrapani, Robert Ferrito, Anthony Perfilio, Marianne Bortone Prince, Carolyn Reres, Joseph Sciame, and Keith Wilson. Those updates were approved during August 2018 and February 2019.

In 2023, National President Michael Polo requested the National Bylaw Committee review the Ritual and Protocol Booklet to ensure it was in tune with the goal to attract a younger demographic of membership.

The National Bylaw Committee was composed of Past National President Philip Boncore, Carlo Carlozzi, Joe Coniglio, Nat'l 3<sup>rd</sup> VP Mark DeNunzio, Ian Hatfield, Kathi Young, and Michael D'Amore, with Co-Advisors Nat'l 5<sup>th</sup> VP Frank Gattuso and National Orator Anthony Perfilio. For the Ritual review, the Committee was supplemented by Mary Lucido and PNPs Joe Sciame and Nancy DiFiore Quinn.

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

**Al Girolami**

*National Bylaw Committee Chair*

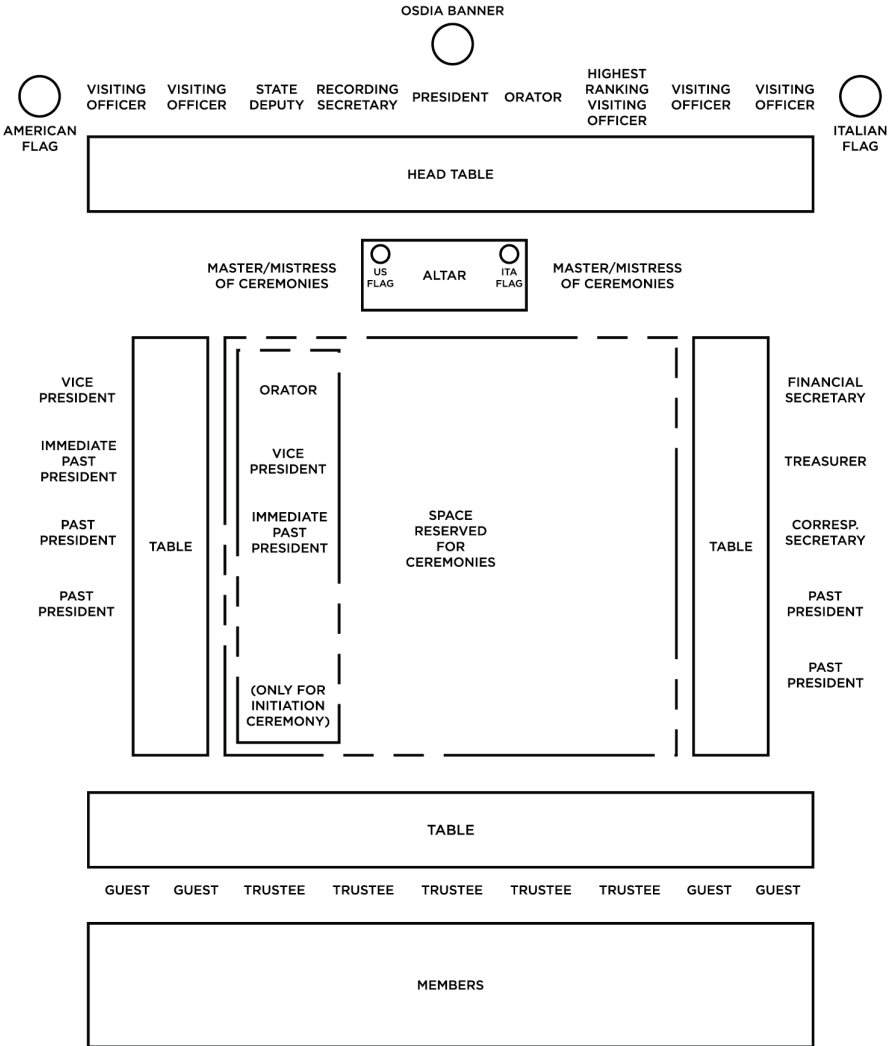
## **PREFACE**

The Ritual Book serves as a structured guide for conducting meetings within our organization, but it is not exhaustive. It is designed to provide a framework that can be tailored to fit the unique character of each local lodge. It is recommended that all lodges endeavor to have some time set aside for Fraternity. This can include a variety of additional activities including shared meals, cultural presentations, celebration of Italian holidays, cooking demonstrations, and talks from community leaders. By integrating these elements, each lodge can create a vibrant and dynamic meeting environment that reflects the interests and personality of its members. This approach not only fosters a sense of community but also helps to preserve and promote our rich Italian heritage.

# TABLE OF CONTENTS

HALL ARRANGEMENTS .....	1
CONDUCTING REGULAR MEETINGS.....	2
CEREMONY FOR THE INITIATION OF NEW MEMBERS.....	9
CEREMONY FOR THE INSTALLATION OF OFFICERS.....	13
CEREMONY FOR THE INSTITUTION OF NEW LODGES .....	22
CONVENTIONS .....	34
CEREMONY IN MEMORY OF DEPARTED MEMBERS .....	35
MISCELLANEOUS PROTOCOL GUIDELINES .....	38
APPENDIX A: SELLARO INAUGURAL ADDRESS.....	39
APPENDIX B: SELLARO ADDRESS (EXCERPT) .....	41
APPENDIX C: RANKING OF OSDIA OFFICIALS .....	42

# HALL ARRANGEMENTS



# **CONDUCTING REGULAR MEETINGS**

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

## **BASIC GAVEL SIGNALS**

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

(\*\*) two raps – All officers (only) rise

(\*\*\*) three raps – All members rise

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

## **OPENING OF THE MEETING**

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

**PRESIDENT: (\*)**

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

## **ROLL CALL OF OFFICERS**

**PRESIDENT:**

**The Recording Secretary will now call the roll of officers.**

**RECORDING SECRETARY:**

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

***PRINCIPLES, PRAYER, AND SALUTE TO THE FLAG***

**PRESIDENT:**

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

**VICE PRESIDENT:**

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

**PRESIDENT: (\*\*\*)**

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

**CHAPLAIN -**

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

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

**PRESIDENT:**

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

**PRESIDENT:**

Please face the Italian flag. We honor the Italian flag and its colors: Green is for Hope; White is for Peace; Red is for the Love we feel in our hearts for our Italian heritage. Please take a moment of silence in honor of our heritage and in memory of our deceased members.

**PRESIDENT:**

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

### ***APPLICATIONS FOR MEMBERSHIP***

**PRESIDENT:**

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

**PRESIDENT:**

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

### ***INITIATION OF NEW MEMBERS***

*Follow the Ceremony for the Initiation of New Members (see page 9).*

## **INSTALLATION OF OFFICER CEREMONY**

*Follow the Ceremony for the Installation of Officers (see page 13).*

### **READING OF THE MINUTES OF THE PREVIOUS MEETING**

**PRESIDENT:**

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

**PRESIDENT:**

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

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

### **COMMUNICATIONS**

**PRESIDENT:**

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

## **RECEIPTS AND DISBURSEMENTS**

**PRESIDENT:**

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

**PRESIDENT:**

Brothers and Sisters, the Chair will entertain a motion to accept the financial report and to direct the Financial Secretary to authorize the Treasurer to pay the bills.

**PRESIDENT:**

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

## **REPORTS OF OFFICERS AND COMMITTEE CHAIRS**

**PRESIDENT:**

We will now receive the report of the \_\_\_\_\_  
Committee. The Chair recognizes Brother/Sister  
\_\_\_\_\_.

*(Repeat until all reports are received.)*

**PRESIDENT** – *(after each report):*

The report of the \_\_\_\_\_ has been given. If any "action" is required on a portion(s) of the report, then the Chair entertains a motion.

**PRESIDENT** – *(before moving to Old Business):*

Are there any other committee reports to be heard?

## **OLD BUSINESS**

**PRESIDENT:**

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

**PRESIDENT** – *(before moving to New Business):*

Is there any other old business?

## **NEW BUSINESS**

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

**PRESIDENT:**

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

**PRESIDENT:**

Are there any other items under new business?

## **GOOD & WELFARE**

**PRESIDENT:**

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

## **ADJOURNMENT OF THE MEETING**

**PRESIDENT:**

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

**PRESIDENT: (\*\*\*)**

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

**CHAPLAIN -**

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

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

**ALL MEMBERS:**

Amen.

**PRESIDENT:**

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

# CEREMONY FOR THE INITIATION OF NEW MEMBERS

PRESIDENT: (\*)

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

PRESIDENT:

Brother/Sister \_\_\_\_\_, please act as Herald for the initiation of new members.

HERALD:

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

PRESIDENT:

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

PRESIDENT:

The Immediate Past President, Vice President, and Orator will stand in front of the dais facing the members to be initiated.

HERALD:

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

PRESIDENT:

Welcome to our Order that was founded on June 22, 1905, by Dr. Vincenzo Sellaro and a group of five colleagues. It was brought to our State when a Grand Lodge was established in \_\_\_\_\_. Our Lodge was established in \_\_\_\_\_. The

principles of our Order have always been Liberty, Equality, and Fraternity. The purpose of our organization is to seek to preserve and disseminate the rich cultural heritage and language of Italy. In addition, we promote a positive image within the framework of our American society through our involvement in cultural, philanthropic, educational, civic, and community activities.

*(If time allows, it is recommended that Dr. Sellaro's Inaugural Address (Appendix A) or shortened version thereof (Appendix B) be read, which can be found at the end of this Ritual.)*

**PRESIDENT:**

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

**HERALD:**

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

**IMMEDIATE PAST PRESIDENT:**

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

**HERALD:**

The Vice President will explain our concept of Equality.

**VICE PRESIDENT:**

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

**HERALD:**

The Orator will explain our concept of Fraternity.

ORATOR:

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

PRESIDENT: (\*\*\*)

The Herald will now read the oath.

HERALD:

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

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

CANDIDATES:

I do.

HERALD:

Please lower your hands.

**PRESIDENT:**

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

**HERALD:**

These are the formalities of the Order:

1. To speak at your Lodge, you may do so by raising your hand and waiting to be recognized by the President.
2. The President's gavel is the symbol of authority. One rap (\*) calls the members to order or calls them to be seated.

Two raps (\*\*) call for the officers only to stand.

Three raps (\*\*\*) call for the entire Lodge to stand. Four raps (\*\*\*\*) call all members to rise to honor the Grand Lodge President or a visiting National Officer.

**HERALD:**

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

**HERALD:**

Mr./Madam President, I now present the new members of the Order Sons and Daughters of Italy in America. So that we may get to know you better, will the new members please turn to face the membership, introduce yourselves individually, and tell us a little about yourself and your Italian heritage or affection for Italian American culture, starting with the member nearest me.

**PRESIDENT:**

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

**PRESIDENT:**

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

## **CEREMONY FOR THE INSTALLATION OF OFFICERS**

### ***INSTRUCTIONS***

*In case of the installation of Local Lodge officers, in lieu of the ceremony being conducted by a Grand Lodge Deputy, the Grand Lodge President may opt to conduct the ceremony or have the ceremony conducted by another Grand Lodge officer designated by the Grand Lodge President. In the case of an Immediately Subordinate Lodge, the National President may wish to designate a visiting National Officer to conduct the ceremony.*

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

*Following the dismissal of the outgoing officers, the incoming officers are called to stand before the dais. The incoming officers take their oath, and the Herald vests the officers in reverse order of their rank (see Appendix C).*

## **INSTALLATION CEREMONY**

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

**PRESIDENT: (\*)**

Brothers and Sisters, come to order. The officers will don their regalia. All present are requested to silence their electronic devices.

**PRESIDENT:**

The Grand Lodge Deputy will preside in my place for the installation of officers.

**GRAND LODGE DEPUTY:**

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

*(The Herald may appoint up to two Assistant Heralds if he or she so chooses.)*

**HERALD - (facing the Grand Lodge Deputy):**

I am ready to act as requested.

**GRAND LODGE DEPUTY: (\*)**

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

**GRAND LODGE DEPUTY:**

The Herald will call the outgoing officers to the dais.

**HERALD:**

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

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

**HERALD – (continues):**

**In the first row, will the following officers please come forward:**

**President** \_\_\_\_\_

**1st Vice President** \_\_\_\_\_

**2nd Vice President (if applicable)** \_\_\_\_\_

**Immediate Past President** \_\_\_\_\_

**Orator** \_\_\_\_\_

**Recording Secretary** \_\_\_\_\_

**Financial Secretary** \_\_\_\_\_

**Corresponding Secretary (if applicable)** \_\_\_\_\_

**Treasurer** \_\_\_\_\_

**HERALD – (continues):**

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

**Trustee** \_\_\_\_\_

**Trustee** \_\_\_\_\_

**Trustee** \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

Master/Mistress of Ceremonies \_\_\_\_\_

Master/Mistress of Ceremonies \_\_\_\_\_

Guard \_\_\_\_\_

HERALD - (*continues*):

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

Arbitration Commissioner \_\_\_\_\_

Arbitration Commissioner \_\_\_\_\_

Arbitration Commissioner \_\_\_\_\_

Arbitration Commissioner \_\_\_\_\_

Arbitration Commissioner \_\_\_\_\_

HERALD - (*continues*):

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

Alternate Commissioner \_\_\_\_\_

Alternate Commissioner \_\_\_\_\_

Alternate Commissioner \_\_\_\_\_

Alternate Commissioner \_\_\_\_\_

Alternate Commissioner \_\_\_\_\_

**GRAND LODGE DEPUTY:**

The Herald will express the appreciation of the Lodge to these officers.

**HERALD:**

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

**GRAND LODGE DEPUTY:**

The outgoing officers will turn and face the assembly. I now ask the assembly to join me in a round of applause for the members of the outgoing council.

**GRAND LODGE DEPUTY** – *(after the applause subsides):*

The outgoing officers will remove their regalia and hand them to the Heralds. *(The Herald takes the officers' regalia and places them on the dais in the order of rank so that later, they can be quickly transferred to the incoming officers.)*

**HERALD:**

The outgoing officers may take their seats with the general membership.

**GRAND LODGE DEPUTY:**

The Herald will call the newly elected officers and have them stand before the dais.

**HERALD:**

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

**HERALD - (continues):**

In the first row, the following officers will come forward:

President \_\_\_\_\_

1st Vice President \_\_\_\_\_

2nd Vice President (if applicable) \_\_\_\_\_

Immediate Past President \_\_\_\_\_

Orator \_\_\_\_\_

Recording Secretary \_\_\_\_\_

Financial Secretary \_\_\_\_\_

Corresponding Secretary (if applicable) \_\_\_\_\_

Treasurer \_\_\_\_\_

**HERALD - (continues):**

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

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

Master/Mistress of Ceremonies \_\_\_\_\_

Master/Mistress of Ceremonies \_\_\_\_\_

Guard \_\_\_\_\_

HERALD - (*continues*):

The following members of the Arbitration Commission will line up at the end of the first row:

Arbitration Commissioner \_\_\_\_\_

Arbitration Commissioner \_\_\_\_\_

Arbitration Commissioner \_\_\_\_\_

Arbitration Commissioner \_\_\_\_\_

Arbitration Commissioner \_\_\_\_\_

HERALD - (*continues*):

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

Alternate Commissioner \_\_\_\_\_

Alternate Commissioner \_\_\_\_\_

Alternate Commissioner \_\_\_\_\_

Alternate Commissioner \_\_\_\_\_

Alternate Commissioner \_\_\_\_\_

**GRAND LODGE DEPUTY:**

The Herald will greet these officers.

**HERALD:**

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

**GRAND LODGE DEPUTY:**

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

**INCOMING PRESIDENT:**

We are ready.

**GRAND LODGE DEPUTY: (\*\*\*)**

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

**HERALD:**

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

**OFFICERS:**

We do.

**GRAND LODGE DEPUTY:**

Now that the newly elected officers of this Lodge have taken the oath of office, I declare them duly and lawfully installed. (\*) The Herald will vest the officers with their regalia of office and direct them to their stations. *(The officers are vested with their regalia and directed to their stations by the Herald in the reverse order of their rank [see Appendix C]. If Assistant Heralds are used, they should direct the officers instead of the Herald.)*

**GRAND LODGE DEPUTY – (continues after they comply):**

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

**GRAND LODGE DEPUTY – (after the applause subsides):**

Mr./Madam President, now that you and your officers have been duly installed, I hand you this gavel, which is the symbol of authority, and I hope you will use it with discretion, justice, and impartiality in the interest of the members of this Lodge. Please take your place. *(The Grand Lodge Deputy relinquishes the chair and hands the gavel to the Local Lodge President.)*

**PRESIDENT:**

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

**HERALD:**

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

**PRESIDENT:**

In the name of the Lodge, I thank the Grand Lodge Deputy and Herald(s) for their cooperation during the ceremony for the installation of officers.

## **CEREMONY FOR THE INSTITUTION OF NEW LODGES**

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

**PRESIDENT:**

**GRAND LODGE President \_\_\_\_\_, will you please preside in my place for the institution of this Lodge?**

**GRAND LODGE PRESIDENT -** *(stands at the President's station):*

**Brother (or Sister) \_\_\_\_\_, please act as Herald for the ceremony.**

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

**HERALD:**

Grand Lodge President \_\_\_\_\_, I am at your service.

**GRAND LODGE PRESIDENT: (\*)**

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

**HERALD:**

Grand Lodge President \_\_\_\_\_, the three signers of the Charter \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ stand before you.

**GRAND LODGE PRESIDENT:**

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

**SIGNERS:**

We do.

**GRAND LODGE PRESIDENT:**

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

**GRAND LODGE PRESIDENT: (\*\*\*)**

In the name of the Supreme Lodge of the Order Sons and Daughters of Italy in America, I declare \_\_\_\_\_ Lodge duly formed, under the jurisdiction of the Grand Lodge of \_\_\_\_\_, and from this day on, it may function according to the laws of the Order. (\*)

*(The Grand Lodge President will now proceed with the initiation of the candidates for membership.)*

## ***INITIATION OF NEW MEMBERS***

**GRAND LODGE PRESIDENT: (\*)**

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

**GRAND LODGE PRESIDENT:**

Brother/Sister \_\_\_\_\_, please act as Herald for the initiation of new members.

**HERALD:**

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

**GRAND LODGE PRESIDENT:**

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

**GRAND LODGE PRESIDENT:**

The Immediate Past President, Vice President, and Orator will stand in front of the dais facing the members to be initiated.

**HERALD:**

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

**PRESIDENT:**

Welcome to our Order that was founded on June 22, 1905, by Dr. Vincenzo Sellaro and a group of five colleagues. It was brought to our State when a Grand Lodge was established in \_\_\_\_\_. The principles of our Order have always been Liberty, Equality, and Fraternity. The purpose of our organization is to seek to preserve and disseminate the rich cultural heritage

and language of Italy. In addition, we promote a positive image within the framework of our American society through our involvement in cultural, philanthropic, educational, civic, and community activities.

*(If time allows, it is recommended that Dr. Sellaro's Inaugural Address (Appendix A) or shortened version thereof (Appendix B) be read, which can be found at the end of this Ritual.)*

**PRESIDENT:**

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

**HERALD:**

The Grand Lodge Immediate Past President will explain to the candidates our concept of Liberty.

**GRAND LODGE IMMEDIATE PAST PRESIDENT:**

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

**HERALD:**

The Grand Lodge Vice President will explain our concept of Equality.

**GRAND LODGE VICE PRESIDENT:**

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

**HERALD:**

The Grand Lodge Orator will explain our concept of Fraternity.

GRAND LODGE ORATOR:

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

GRAND LODGE PRESIDENT: (\*\*\*)

The Herald will now read the oath.

HERALD:

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

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

CANDIDATES:

I do.

HERALD:

Please lower your hands.

**GRAND LODGE PRESIDENT:**

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

**HERALD:**

These are the formalities of the Order:

1. To speak at your Lodge, you may do so by raising your hand and waiting to be recognized by the President.
2. The President's gavel is the symbol of authority. One rap (\*) calls the members to order or calls them to be seated.

Two raps (\*\*) call for the officers to stand.

Three raps (\*\*\*) call for the entire Lodge to stand. Four raps (\*\*\*\*) call all members to rise to honor the Grand Lodge President or a visiting National Officer.

**HERALD:**

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

**HERALD:**

Mr./Madam President, I now present the new members of the Order Sons and Daughters of Italy in America. So that we may get to know you better, will the new members please turn to face the membership, and introduce yourselves individually and tell us a little about yourself and your Italian heritage or affection for Italian American culture, starting with the member nearest me.

**GRAND LODGE PRESIDENT:**

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

**GRAND LODGE PRESIDENT:**

This concludes the Initiation Ceremony. The new members may return to their seats.

### ***INSTALLATION OF OFFICERS***

*In the case of a Grand Lodge Convention, the ceremony for installation of Grand Lodge officers may be conducted by the National President or other visiting National Officer representing the National President at the Grand Lodge Convention.*

*In the case of a National Convention, this ceremony for the installation of National officers is typically conducted by a Past National President.*

**GRAND LODGE PRESIDENT:**

We will now proceed with the installation of the officers. *(The regalia should have been placed on the dais in advance of the Institution Ceremony.)*

**GRAND LODGE PRESIDENT:**

The Herald will call the newly elected officers and have them stand before the dais.

HERALD:

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

HERALD - *(continues)*:

In the first row, the following officers will come forward:

President \_\_\_\_\_

1st Vice President \_\_\_\_\_

2nd Vice President (if applicable) \_\_\_\_\_

Immediate Past President \_\_\_\_\_

Orator \_\_\_\_\_

Recording Secretary \_\_\_\_\_

Financial Secretary \_\_\_\_\_

Corresponding Secretary (if applicable) \_\_\_\_\_

Treasurer \_\_\_\_\_

HERALD - *(continues)*:

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

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

Master/Mistress of Ceremonies \_\_\_\_\_

Master/Mistress of Ceremonies \_\_\_\_\_

Guard \_\_\_\_\_

HERALD - (*continues*):

The following members of the Arbitration Commission will line up at the end of the first row:

Arbitration Commissioner \_\_\_\_\_

Arbitration Commissioner \_\_\_\_\_

Arbitration Commissioner \_\_\_\_\_

Arbitration Commissioner \_\_\_\_\_

Arbitration Commissioner \_\_\_\_\_

HERALD - (*continues*):

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

Alternate Commissioner \_\_\_\_\_

Alternate Commissioner \_\_\_\_\_

Alternate Commissioner \_\_\_\_\_

Alternate Commissioner \_\_\_\_\_

Alternate Commissioner \_\_\_\_\_

**GRAND LODGE PRESIDENT:**

The Herald will greet these officers.

HERALD:

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

GRAND LODGE PRESIDENT:

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

INCOMING PRESIDENT:

We are ready.

GRAND LODGE PRESIDENT: (\*\*\*)

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

HERALD:

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

OFFICERS:

We do.

**GRAND LODGE PRESIDENT:**

Now that the newly elected officers of this Lodge have taken the oath of office, I declare them duly and lawfully installed. (\*) The Herald will vest the officers with their regalia of office and direct them to their stations. *(The officers are vested with their regalia and directed to their stations by the Herald in the reverse order of their rank [see Appendix C]. If Assistant Heralds are used, they should direct the officers instead of the Herald.)*

**GRAND LODGE PRESIDENT** – *(continues after they comply):*

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

**GRAND LODGE PRESIDENT** – *(after the applause subsides):*

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

**LODGE PRESIDENT:**

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

**HERALD:**

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

**LODGE PRESIDENT:**

In the name of the lodge, I thank the Grand Lodge President and Herald(s) for their cooperation during the ceremony for the installation of officers.

**LODGE PRESIDENT:**

**We will now continue with our program.**

*(Presidents from other Lodges are introduced together with their delegations, and then the leaders of the Order are introduced or are invited to speak in the reverse order of their rank [see Appendix C]. The Local Lodge President may then speak regarding future plans, give appropriate thanks, assign Committee Chairpersons, or may choose to adjourn the ceremony.)*

**PRESIDENT: (\*\*\*)**

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

**CHAPLAIN -**

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

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

**ALL MEMBERS:**

**Amen.**

**LODGE PRESIDENT:**

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

**ALL MEMBERS** – *(still standing, say):*

Mr./Madam President.

## **CONVENTIONS**

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

*Prior to the official opening of the Conventions, the ceremonies and introductions will be presided over by a designee appointed by the National or Grand Lodge President. This is usually the Chairperson of the Conventions.*

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

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

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

*The Installation of Officers Ceremony (see page 13) is to be used for installing the officers of the Supreme Lodge or the Grand Lodge before concluding the Conventions. See Instructions on page 14 regarding the appropriate officials for the conduct of such ceremonies.*

*Following the completion of all business of the Conventions, the National President or the Grand Lodge President will close the Conventions by saying:*

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

## **CEREMONY IN MEMORY OF DEPARTED MEMBERS**

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

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

*After everyone is in place, they shall proceed with the ceremony. If the Presiding Officer deems it appropriate, he or she may*

*compose a eulogy to deliver following the opening remarks. The composition and delivery of a eulogy may be delegated, especially if the family expresses a preference. The ceremony is closed by the Chaplain with a prayer, and then each participant will individually express their condolences to the family, starting with the Presiding Officer.*

**PRESIDING OFFICER** – *(opens the ceremony):*

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

**EULOGY:**

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

**PRESIDING OFFICER:**

**On behalf of the members of the \_\_\_\_\_ Lodge, Order Sons and Daughters of Italy in America, I present this emblem of our Order as a symbol of love and devotion to our departed member.** *(The Presiding Officer places a membership pin over the heart of the deceased member or on the coffin if it is closed. If this is a cremation ceremony, the pin will be placed in front of the urn. After the pin is placed, the Presiding Officer calls on the Chaplain.)*

**PRESIDING OFFICER:**

**Please give your attention to our Chaplain.**

**CHAPLAIN -**

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

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

**ALL MEMBERS:**

Amen.

**PRESIDING OFFICER:**

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

# MISCELLANEOUS PROTOCOL GUIDELINES

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

## **Dress Code**

Members of filial lodges should attend their meeting with the proper attire as determined by the local lodge. For more formal ceremonies, such as the institution of new lodges and installation of Lodge Officers, men should wear a jacket, and women should dress accordingly.

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

## **Flags and Anthems**

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

## **Introductions**

Introductions are always done in the reverse ranking order, the highest being last. *(For a list of the ranking order of officers, please see Appendix C.)*

# APPENDIX A

## *Sellaro Inaugural Address*

(Approx. 5 min.)

Today is the 22nd of June 1905! Today we are blessed with such a magnificent day of sunshine. Today the Almighty has brought us all together for a purpose. With all of you, and with my most intimate compatriots, let's say our brothers and their wives, our sisters, who represent every corner of Italy. All of us are Italians!

No matter what part of Italy we came from, we are first and foremost Italians. I, Vincenzo Sellaro, happen to be from Sicily; our pharmacist, Ludovico Ferrari is from Piedmont; our attorney, Antonio Marzullo is from Campania; Giuseppe Carlino, sculptor, from Lazio; and our barbers, Pietro Viscardi from Calabria, and Roberto Merlo from Tuscany.

We cannot continue to see each other and treat each other as sub-nationalities of the Italian peninsula. By continuing this way we will not only remain weak as a nationality within the larger American society, but will also continue to find it ever difficult to achieve our rightful place of influence and respect in the role we must take in making this country greater than ever before. This wonderful country can only become the richer and more cultured as a result of it.

Today we are gathered together for one main purpose, that I want to believe someday will become a very important part of American history. We are the newest of the immigrants to this great country, and because of the fierce and undeserved prejudice and discrimination that we have had to suffer for nearly two decades, we must begin to work together, for our common good. We must educate ourselves, and insist that our children receive the best and highest education possible. Only through this education will we understand the ways and

beliefs of this marvelous adopted country of ours, and be treated as equal and worthy American citizens.

We left our native land for a new life, in order to survive. Our former country with its government demonstrated after so many years of trying, that it was simply not capable of providing for us the life we deserved—a decent life, a respectable life.

The majority of us have come to these shores as the poorest of all Italians, and the least educated of most of Europe. But today I must also share with you that we are also the most courageous for having made the decision to come here, to have left behind our motherland and our families, in the hope, not to find a new life, but to earn a better one. Where only a few of us, before leaving Italy were fortunate enough to have received an education, many of you-us, have reached these shores as common laborers, tenant farmers, field workers and shepherds, gardeners, fishermen, but just as many as artisans, such as masons, carpenters, stonecutters, bakers, tailors and miners. Second to none has been our contribution of tradesmen, lawyers, teachers, accountants, entrepreneurs, pharmacists, and yes, doctors as well.

One of our most important objectives should be to reclaim the rest of our family members left behind, and as soon as possible. The other objective that all of us must keep in mind at all times is that our presence in this great country, who has received so many of us, in whatever we do and say, must enhance its greatness at all times. We ask only for the opportunity to earn a living! We are not here to be a burden. By staying united and helping one another we will realize everything and anything we wish to achieve.

Some say that history has dealt us a lousy hand, being that we are the last to come to America. After all, wasn't it one of our own who discovered America? I say to them that the others,

for the most part, came here with masters, came as slaves in many cases. We, on the other hand, have come of our own accord. We are a free people.

It is because of this that today I have a dream, and hope that someday, even if it takes a hundred more years before we are fully accepted, our children and their children's children, even if they carry a single drop of Italian blood will be able and proud to continue to carry on our traditions, our culture and our language.

It is up to us, and what we do today!

## **APPENDIX B**

### ***Sellaro Address (Excerpt)***

(Approx. 2 min.)

Today is the 22nd of June 1905! Today we are blessed with such a magnificent day of sunshine. Today the Almighty has brought us all together for a purpose. With all of you, and with my most intimate compatriots, let's say our brothers and their wives, our sisters, who represent every corner of Italy. All of us are Italians!

Today we are gathered together for one main purpose, that I want to believe someday will become a very important part of American history. We are the newest of the immigrants to this great country, and because of the fierce and undeserved prejudice and discrimination that we have had to suffer for nearly two decades, we must begin to work together, for our common good. We must educate ourselves, and insist that our children receive the best and highest education possible. Only through this education will we understand the ways and

beliefs of this marvelous adopted country of ours, and be treated as equal and worthy American citizens.

Some say that history has dealt us a lousy hand, being that we are the last to come to America. After all, wasn't it one of our own who discovered America? I say to them that the others, for the most part, came here with masters, came as slaves in many cases. We, on the other hand, have come of our own accord. We are a free people.

It is because of this that today I have a dream, and hope that someday, even if it takes a hundred more years before we are fully accepted, our children and their children's children, even if they carry a single drop of Italian blood will be able and proud to continue to carry on our traditions, our culture and our language.

It is up to us, and what we do today!

## **APPENDIX C**

### ***Ranking of OSDIA Officials***

*The following listing ranks all officials of the Order Sons & Daughters of Italy in America in their respective order of precedence:*

**National President**

***Regional National Deputy*** (Only when representing the Nat'l Pres. or the Sup. Council)

***National Deputy to a Grand Lodge*** (Only when representing the Nat'l Pres. or the Sup. Council)

**National First Vice President**

**National Second Vice President**

**National Third Vice President**

National Fourth Vice President  
National Fifth Vice President  
National Immediate Past President  
National Orator  
National Recording Secretary  
National Financial Secretary  
National Treasurer  
National Historian  
National Trustee  
Grand Lodge President  
National Past President  
National Commissioner (Elected)  
National Committee Person (Elected)  
Supreme Foundation Trustee  
National Commissioner (Appointed)  
National Committee Person (Appointed)  
*Grand Lodge Deputy* (Only when representing the Grand Lodge President or the Grand Council)  
Grand Lodge Vice President(s) (Ranked in accordance with the Grand Lodge Bylaws)  
Grand Lodge Immediate Past President  
Grand Lodge Orator  
Grand Lodge Recording Secretary  
Grand Lodge Financial Secretary  
Grand Lodge Treasurer  
Grand Lodge Trustee  
Grand Lodge Past President  
Grand Lodge Commissioner (Elected)

Grand Lodge Committee Person (Elected)  
Grand Lodge Commissioner (Appointed)  
Grand Lodge Committee Person (Appointed)  
Local Lodge President  
Local Lodge Vice President  
Local Lodge Immediate Past President  
Local Lodge Orator  
Local Lodge Recording Secretary  
Local Lodge Financial Secretary  
Local Lodge Treasurer  
Local Lodge Trustee  
Local Lodge Master/Mistress of Ceremonies  
Local Lodge Guard