

# Installation Ceremonies



WOMEN OF THE  
KU KLUX KLAN

Form 505—J.F.H.Co.

# Installation Ceremony

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## Preparation

*All officers elected will form in line in front of the Sacred Altar facing the station of the Excellent Commander in order as named, left to right: Excellent Commander, Klaliff, Klokard, Kludd, Kligrapp, Klabee, Kladd, Klarogo, Klexter, Klokann, Night-Hawk.*

*Installing Officers will consist of a past or outgoing officer who acts as Installing Officer, and a Marshal, both of whom are appointed by the past or outgoing Excellent Commander.*

*The duties of the Installing Officer will be to conduct the Installation Ceremony and she shall sit in front of the Sacred Altar between it and the station of the Excellent Commander.*

*The duties of the Marshal will be to assist the Installing Officer and stand at the right of the newly-elected Excellent Commander in line facing the Installing Officer when not performing her duties.*

## Procedure

*(When all is in readiness.)*

INSTALLING OFFICER: "Sister Marshal, you will read aloud the names of the newly elected officers to the Klanswomen now assembled."

*(After concluding this the Marshal asks all to rise for prayer which shall be given by the Marshal.)*

*Prayer to be as follows:*

"Almighty God, we commit to Thee these women who have been elected to fill offices of this Klan and ask that Thou wouldst fill them with wisdom and grace, that their every effort may be in tune with Thy will and look toward the good of this Great Order. Give them, we beseech Thee, the dignity and devotion that should accompany their new responsibility and also teach them to be impartial in every ruling they may be called upon to make. Give them the courage to set the proper example for all Klanswomen, that by their lives they may emulate that which is according to Thy wishes. Oh, God, we ask these things for the good of our Order and for the Glory of Thy great Name, Amen."

INSTALLING OFFICER: "Sister Marshal, you will present the Excellent Commander for installation and read to her the duties

of her station as they are set out in the Constitution of the Women of the Ku Klux Klan."

*(The Marshal takes the Excellent Commander by the right arm and left faces, marching to the center and in front of the Sacred Altar, turns, facing the Installing Officer.)*

*Marshal reads the charge as follows:*

"The Excellent Commander is the supreme officer of a Klan and its official head. She shall preside over the Konklaves and govern same with dignity, devotion, and impartiality. She shall be faithful in the prompt and efficient discharge of every duty prescribed or implied, incumbent upon her, and fearless without respect to individual persons in the administration of the affairs of her office in promoting the welfare of this Order within the bounds of her Klanton, and she shall set a laudable example to all Klanswomen of patriotism, clannishness, benevolence, love, justice, honor, and a devoted loyalty to this Order in every respect.

"She shall require a faithful observance on the part of all Klanswomen within her Klanton of the Constitution, laws, usages, etc., of this Order, and all Imperial Realm or Province decrees, edicts, mandates, rulings, and instructions, and seek to make vital and effective its principles, objects, and purposes. She shall call the Klanton

to order promptly on the hour designated if there be a quorum present, and see that her Cabinet fill their respective offices in an acceptable manner. She shall diligently safeguard the sanctity and dignity of the charter of her Klan and suffer no encroachment thereon, nor any departure therefrom. She shall require the ritualistic work of the Kloran to be exemplified with the highest degree of perfection possible and she shall do such other things as may be required of her by the Laws of this Order, the Kloran, and the By-laws of her Klan, and faithfully execute all orders and special instructions of the Realm Commander or the Imperial Commander.

“All communications from any local Klan to a like body of the Knights of the Ku Klux Klan shall be conveyed through the Excellent Commander.” (Art. 18, Sec. 1, page 51.)

INSTALLING OFFICER: “Klanswoman (*speaks name of E. C.*), you have heard the Marshal read the duties attendant to the office to which you have been elected and is it your desire that we proceed with this ceremony, and do you accept this solemn obligation and office to which you have been elected?”

*(Answer should be, Yes.)*

INSTALLING OFFICER: “Sister Marshal, you will escort the Excellent Commander to her station.”

*The Marshal will take the Excellent Commander by right arm, left face, and march to the station of the Excellent Commander (turning to the right at corners). The Excellent Commander will remain standing, the Marshal returning to her proper place at the line of officers. The Installing Officer to take position at the left of the Excellent Commander and give two raps with the gavel which calls all Klanswomen to their feet. Then the Installing Officer says:*

INSTALLING OFFICER: “Klanswomen, greet her Excellency.”

*All Klanswomen to give the sign of greeting and the Excellent Commander will return the sign and the Installing Officer will seat the Klanswomen with one rap of the gavel. Then the Installing Officer addresses the Excellent Commander.*

INSTALLING OFFICER: “It is with pleasure that I present you with this gavel, which is an emblem of authority and which you will learn to use with faithfulness and discretion, never allowing your personal likes or dislikes to sway you in the carrying out of your duties as Excellent Commander of the Klan.”

*And then the Installing Officer hands the Excellent Commander the gavel and returns to her place in front of the Sacred Altar.*

INSTALLING OFFICER: “Sister Marshal, you will present the Klaliff.”

*The Marshal takes the Klaliff by the right arm, left faces, marches to the Sacred Altar and right faces, facing the Installing Officer.*

INSTALLING OFFICER: "Sister Marshal, you will read to the Klaliff the duties of her office as set out in the Constitution."

*(Marshal reads the charge as follows:)*

"The Klaliff is the Vice President of the Klan, and she shall preside over the Klonklave in the absence of the Excellent Commander. She shall preserve order during the deliberations of a Klonklave, and otherwise assist the Excellent Commander in Klonklave assembled and perform such other duties as may be required of her by the Excellent Commander, the Kloran, and By-laws of the Klan." (Page 51, Sec. 2.)

INSTALLING OFFICER: "Will you perform these duties to the best of your ability, always looking toward the betterment of this Klan and its affairs?"

*(Answer should be, Yes.)*

INSTALLING OFFICER: "Sister Marshal, you will escort the Klaliff to her station."

*Marching as before, turning to the right at corners, then after seating the Klaliff, she will return to her place in line.*

INSTALLING OFFICER: "Sister Marshal, you will present the Klokard."

*The Marshal takes the Klokard by the right arm, left faces, marches to the Sacred Altar and right faces, facing the Installing Officer.*

*(Marshal reads the charge as follows:)*

"The Klokard is the lecturer or instructor and the Klan censor or critic. She shall deliver the Kloranic lectures, instruct in secret work, do those things commonly required of a critic, and perform such other duties as may be required of her by the Excellent Commander, the Kloran, and By-laws of the Klan. She shall be responsible for the proper performance of all ritualistic work within the Klan, and shall disseminate Klankraft throughout the Klanton." (Page 51, Sec. 3.)

INSTALLING OFFICER: "Klokard, you will be responsible for all ritualistic work and its proper performance within this Klan. Are you ready to be assigned to your station and assume your duties as Klokard of this Klan?"

*(Answer should be, Yes.)*

*Marshal will then escort the Klokard to her station and return to her place in line.*

INSTALLING OFFICER: "Sister Marshal, you will present the Kludd."

*The Marshal makes same movement to Altar as previously done.*

*(Marshal reads the charge as follows:)*

"The Kludd is the Chaplain of the Klan. She shall perform the duties peculiar to her sacred office, and such other duties as may be required of her by the Excellent Commander, the Kloran, and the By-laws of the Klan. She shall be responsible for such musical programs as may be presented, and for the general spiritual welfare of the Klan." (Page 52, Sec. 4.)

INSTALLING OFFICER: "Your office carries with it the responsibility for general spiritual oversight of this Klan, and do you accept the responsibility which this office carries with it?"

*(Answer should be, Yes.)*

*Marshal will then take the Kludd to her station, returning to her place in line, going through the same movements.*

INSTALLING OFFICER: "Sister Marshal, you will present the Kligrapp."

*The Marshal presents the Kligrapp.*

*(Marshal reads charge as follows:)*

"The Kligrapp is the Secretary and recording officer of the Klan. She shall keep an accurate and complete record of all the proceedings of the Klonklaves, and a correct and systematic record of its membership, and of the date each member was naturalized, etc., as required by the record

book for that purpose. She shall make a report through the proper channels to the proper officers not later than the tenth of the month for the calendar quarter last past on the regular blanks therefor, and with her reports she shall remit to said officer or officers all moneys belonging to this Order, and any and all other moneys due and payable, such as Imperial Tax, Realm, or Provisional Tax, Donations, moneys due for supplies, and any and all other moneys due and payable to said officers. She shall witness all requisitions made for any article or paraphernalia, regalia, jewelry, or other property of this Order, to be used by the Klan or a member thereof, and see that the required sum of money is sent therewith. She shall notify all members who are in arrears three months, and shall notify the Imperial Office of the arrears of a member for three months. She shall be the custodian of the seal of the Klan and shall impress it on all papers and documents requiring same, and perform such other duties as may be required of her by the Excellent Commander, the Kloran, and the By-laws of her Klan." (Page 52, Sec. 5.)

INSTALLING OFFICER: "You have heard the duties of your office as set out in the Constitution. Upon the proper performance of these duties depends the accuracy of the records of this Klan. Yours is a grave responsibility, and do you cheerfully and willingly accept it?"

*(Answer should be, Yes.)*

*The Marshal will escort the Kligrapp to her station, and take her place in line.*

INSTALLING OFFICER: "Sister Marshal, you will present the Klabee."

*Marshal presents the Klabee.*

*(Marshal reads charge as follows:)*

"The Klabee is the Treasurer of the Klan. She shall be the custodian of its funds, and shall receive from the Kligrapp all moneys due to be turned over to her, giving her receipt for same, and keeping same apart from her personal funds and secure for the sole use of the Klan. She shall keep an accurate account of all moneys received by her, and pay same out only on order of the Klan, signed by the Excellent Commander, and the Kligrapp, except the moneys due by the Klan to the Imperial and Realm Headquarters (which moneys do not require action of the Klan), and make a faithful record of such disbursements. She shall make a complete and itemized report of her office to the Klan when same is requested by the Excellent Commander or the Klan, and shall perform such other duties as may be required of her by the Excellent Commander and the By-laws of her Klan." (Page 53, Sec. 6.)

INSTALLING OFFICER: "The office of Klabee, as you have heard read to you, is a very important one to this organization,

and do you willingly assume the duties of your office?"

*(Answer should be, Yes.)*

*The Marshal will escort the Klabee to her station and take her place in line.*

INSTALLING OFFICER: "Sister Marshal, you will present the Kladd."

*Marshal presents the Kladd.*

*(Marshal reads charge as follows:)*

"The Kladd is the conductor of the Klan and the custodian of its paraphernalia and other properties. She shall conduct candidates for naturalization, collect the countersign and password at the opening of a Klonklave, and perform such other duties as may be required of her by the Excellent Commander, the Kloran, and the By-laws of her Klan." (Page 53, Sec. 7.)

INSTALLING OFFICER: "As the newly-elected Kladd are you willing to proceed and be installed into your office?"

*(Answer should be, Yes.)*

*Marshal will escort the Kladd to her station and take her place in line.*

INSTALLING OFFICER: "Sister Marshal, you will present the Klarogo."

*Marshal presents Klarogo.*

*(Marshal reads charge as follows:)*

"The Klarogo is the Inner Guard of the Klan. She shall keep a diligent watch at

the inner door and permit only those who are qualified or have the permission of the Excellent Commander to enter the Klavern. If she should be in doubt as to the qualifications of the one seeking admission, she must satisfy herself from the Klaliff or Kligrapp. She shall perform such other duties as may be required of her by the Excellent Commander, the Kloran, and the By-laws of the Klan." (Page 53, Sec. 8.)

INSTALLING OFFICER: "You have been elected Inner Guard and have heard the duties of your office read to you. Will you faithfully fulfill these duties?"

*(Answer should be, Yes.)*

*The Marshal will then escort the Klarogo to her station and take her place in line.*

INSTALLING OFFICER: "Sister Marshal, you will present the Klexter."

*Marshal presents Klexter.*

*(Marshal reads charge as follows:)*

"The Klexter is the Outer Guard of a Klan. She shall keep a diligent and faithful watch at the outer door, and allow no one to pass her from the outside except those who are qualified and have permission of the Excellent Commander. She shall observe from time to time the outside premises of the Klavern to see that no eavesdroppers or other persons are around who are liable to obtain information or

knowledge concerning the acts or procedure of the Klonklave. She shall in no case leave her post of duty unless summoned therefrom by the Excellent Commander, and even then, a substitute must be placed in her stead to watch until she returns. She shall perform such other duties as may be required of her by the Excellent Commander, the Kloran, and the By-laws of her Klan." (Page 54, Sec. 9.)

INSTALLING OFFICER: "Klexter, yours is the office of the Outer Guard. Will you faithfully assume the duties of your office?"

*(Answer should be, Yes.)*

*The Marshal will escort the Klexter to her station and take her place in line.*

INSTALLING OFFICER: "Sister Marshal, you will present the Klokann."

*Marshal presents the three members of the Klokann.*

*(Marshal reads charge as follows:)*

"The Klokann is the Board of Auditors, Advisors, and Trustees, and the investigating committee of the Klan. It shall be composed of three members, each of whom shall bear the title of Klokann.

"It shall be their duty to make a quarterly audit of the books and records of the Kligrapp and the Klabee and make a writ-



ten report of their findings to the Klan at the first meeting of each quarter. They shall see that all paraphernalia, regalia, and other property of the Klan and of this Order are properly kept, and shall perform such other duties as may be required by the Excellent Commander, and the By-laws of their Klan. The Klokann may select such assistants as in their judgment seems necessary. (Page 54, Sec. 11.)

INSTALLING OFFICER: "The responsibilities of the Klokann Committee are many and very important. Do you, each one, willingly and cheerfully assume the responsibilities attached to your office?"

*(Answer should be, Yes.)*

*The Marshal will escort the Klokann to their station and take her place in line.*

INSTALLING OFFICER: "Sister Marshal, you will present the Night-Hawk."

*The Marshal presents the Night-Hawk.*

*(Marshal reads charge as follows:)*

"The Night-Hawk is the special courier of the Excellent Commander. She shall carry the Fiery Cross in the ceremony and on all public exhibitions where same is used, and shall perform such other duties as may be required of her by the Excellent Commander, the Kloran, and the By-laws of the Klan." (Page 54, Sec. 10.)

INSTALLING OFFICER: "The Night-Hawk is the last of the officers to be installed, and do you agree to faithfully perform the duties of your office as you have heard them read?"

*(Answer should be, Yes.)*

*The Marshal will escort the Night-Hawk to her station and take position in front of the Sacred Altar between the Sacred Altar and the station of the Klaliff, facing the Installing Officer.*

MARSHAL: Installing Officer, I now declare all the newly-elected officers properly installed and escorted to their proper stations."

INSTALLING OFFICER: "Excellent Commander, the Marshal announces to the Klavern that all officers elected and appointed have been duly installed and are in their proper stations. I therefore place in your care and charge the affairs of this Klan and its oversight for the ensuing year. Throughout the term of your office you will be careful to handle all problems presented to you in a conservative and reverential manner."

*The Installing Officer and the Marshal take seats with the Klanswomen. The Excellent Commander handles the meeting thenceforth.*

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*The Installing Officer and the Marshal take seats with the Klanswomen. The Excellent Commander handles the meeting thenceforth.*

## Notes

*Manner of handling meeting for Installation Ceremonies at Klans having a Charter:.*

Open the meeting in regular form. The first matters of business will be the Installation Ceremony.

Retiring officers will remain at their stations until relieved by the newly-elected and installed officers.

In case of the re-election of an officer, a substitute will fill this particular station until the newly-installed officer assumes her position.

*Manner of handling meeting for Installation Ceremonies at Klans receiving their Charter at the same meeting:*

Installing Officer will have charge of meeting and will call meeting to order and proceed to deliver charter. After this has been done, next comes the Installation of Officers.

No stations are occupied until so filled by newly-elected and installed officers.