

# Installation Ceremonies

## Instructions — Installations

The business of the Society shall be conducted by the organization on three (3) levels. The three (3) levels of organization shall be chapter, state organization, and international. The terms *state* and *state organization* shall designate states, territories, provinces, and countries where The Delta Kappa Gamma Society International is organized; the terms *International* and *Society* shall designate the overall organization with the total membership. (*Constitution, Article V, Section A.*)

All arrangements for installation should have the approval of the respective (chapter, state organization, international) president.

**Instructions:** Person(s) in charge of installation may choose physical arrangements and procedures to follow according to president wishes, budget and room parameters. Delete any part of the following ceremony that is not applicable to the level of the organization. Note the variations to be used according to structure.

**Processionals** may take place or the outgoing and incoming officers may be in place at the beginning of the ceremony. The members may be seated during the ceremony. Sample processionals include:

- The installing officer heads the procession of retiring and newly elected officers who advance to the front of the room in a double line. Each retiring officer walks with the corresponding incoming officer and, as they reach the front of the room, they form two lines (lines arranged as prescribed by installing officer). The installing officer stands to one side.
- All outgoing and incoming officers proceed into the room in a pre-arranged order, led by the installing officer or guest dignitary. Officers can stand to each side of the installing officer
- All incoming officers proceed into the room and join outgoing officers in the front of the room or on stage. Installing officer stands to the side or forefront.

Other arrangements may be chosen by the committee in charge with the approval of the president.

**The Installation of International Officers ceremony** is arranged at the discretion of the International Nominations Committee with approval of the international president. The procession and arrangement of officers, often similar to the first sample procession above, will be affected by physical and budgetary parameters. The retiring officers (president, first vice-president, second vice-president, the five regional directors in alphabetical order, and the executive director, if she is assuming the position) proceed in order as arranged by the International Nominations Committee. The corresponding incoming officers process beside them to the dais, where they divide and take their places as directed by the International Nominations Committee. The membership may be seated during the ceremony. Related personnel on the Administrative Board (members at large and area representatives) are not officers of the Society but may be installed with the officers.

**Music:** Appropriate prelude and procession music is recommended but not required.

**Recessional** may take place or the retiring officers may lead the membership in congratulations to incoming officers. Other arrangements may be chosen by the committee in charge with approval of the (state organization) president.

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**Suggested Arrangement:** Each level of the Society has flexibility in arrangements for an installation ceremony. One person, such as the nominations chair or other designatee, could read all parts assigned to retiring officers, relieving those officers of needing to take part. This arrangement is especially useful when “retiring” officers are continuing or assuming another position.

**Variations:** The Society banner may precede the procession. Roses may be included in the ceremony. The membership may be seated during the ceremony. Elected personnel other than officers may be identified or included in some appropriate manner.