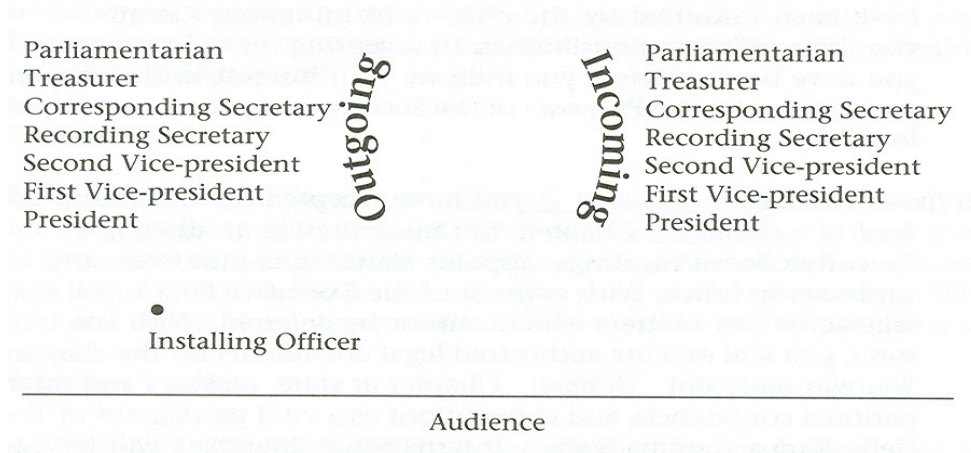




## *Installation Chapter Officers*

**Music:** Appropriate music from *Song Book VI* cd is recommended.

### **Suggested Arrangement:**



(As officers are installed, the retiring and incoming officers move toward front of stage in order of installation.)

**Instructions:** Person(s) in charge of installation may choose procedures to follow according to chapter wishes. Delete any part of the following ceremony which is not applicable to chapter organization. Note the variations to be used when there is one vice-president and/or one secretary.

The **installing officer** heads the procession of retiring and newly elected chapter 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 semicircle lines facing each other. The installing officer stands at the left.

(Options): Prelude music from *Song Book VI*.

**Installing Officer:** Members of (chapter name) Chapter, the officers you have chosen to care for the concerns of your chapter stand before you. It is a privilege to be selected by one's peers and to administer with diligence and grace. The retiring officers have managed their responsibilities most capably. The present well-being of (chapter name) Chapter is the result of the excellence of their leadership. We honor these retiring officers for the quality of their work. (turns to them) Retiring officers, will you continue to support your chapter in every possible way?

**Response:** We will.

**Installing Officer:** (turns to incoming officers) Newly elected officers, you have been informed by the chapter Nominations Committee of your impending responsibilities. In accepting the offices for which you have been selected, you indicate your interest in the chapter, your esteem for the Purposes of the Society, and your intent to perform well.

**Retiring President:** (Name), you have accepted the office of president of (chapter name) Chapter. You must preside at all chapter and Executive Board meetings, appoint standing committees, and fill vacancies in office. With consent of the Executive Board, you may take action on matters which cannot be deferred. With the treasurer, you will execute authorized legal documents for the chapter. You will represent (chapter name) Chapter at state, regional and international conferences and conventions as a vital participant of The Delta Kappa Gamma Society International. Members will look to you for leadership and commitment to the Society's Purposes. Will you fulfill these responsibilities to the best of your ability?

**Response:** I will.

**Retiring First Vice-President:** (Name), you have agreed to become first vice-president. You will serve as presiding officer in the absence of the president and assume her responsibilities automatically if she is unable to perform. You will be a member of the Executive Board and may be assigned other duties by the president. Will you accept the responsibilities of leadership and commitment?

**Response:** I will.

**Retiring Second Vice-President:** (Name), you have agreed to become second vice-president. You will preside in the absence of the president or first vice-president and assume their duties if they are unable to do so. You will be a member of the Executive Board and will perform other tasks assigned to you by the president. Will you accept these responsibilities of leadership and commitment?

**Response:** I will.

(Option) **For Chapters with One Vice-President:** (Name), as vice-president you will be asked to preside for the president and will be a member of the Executive Board. Additional tasks may be assigned by the president and Executive Board. You will automatically succeed to the duties of the president if she is unable to continue in office. Will you accept these responsibilities of leadership and commitment?

**Response:** I will.

**Retiring Recording Secretary:** (Name), you have agreed to become recording secretary and will be a member of the Executive Board. You will keep minutes of each chapter and Executive Board meeting and furnish the president with a copy of each proceeding. Will you accept these responsibilities of leadership and commitment?

**Response:** I will.

**Retiring Corresponding Secretary:** (Name), you have agreed to become corresponding secretary and will be a member of the Executive Board. You will attend to any communication for the chapter which may be assigned to you by the president. Will you accept these responsibilities of leadership and commitment?

**Response:** I will.

(Option) **For Chapters with One Secretary:** (Name), you have agreed to become the secretary and will be a member of the Executive Board. You will record the minutes of each chapter and each Executive Board meeting and furnish the president with a copy of each proceeding. You will attend to any communication for the chapter which may be assigned to you by the president. Will you accept these responsibilities of leadership and commitment?

**Response:** I will.

**Retiring Treasurer:** (The installation of the treasurer may be omitted if this officer is continuing in office.) (Name), you have agreed to become treasurer and will be a member of the Executive Board. Yours is a most exacting position. You are responsible in every way for receipts and expenditures of chapter funds, accounting, bonding and reporting the same. You are required to submit your accounts for annual auditing. We are confident you will perform these responsibilities of leadership and commitment.

**Retiring Parliamentarian:** (The installation may be omitted if the parliamentarian is continuing in office.) You are a member of the Executive Board and advisor to the chapter officers and members. It is your responsibility to ensure that chapter actions be in compliance with the official Society documents of governance: the *Constitution*, the *International Standing Rules*, state bylaws, state standing rules and chapter rules. We are confident that you will perform these responsibilities of leadership and commitment.

**Installing Officer:** (turns to audience) Members of (chapter name) Chapter, you have witnessed the installation of our (dates of biennium) officers. In order to ensure the success of this biennium, your cooperation and support of the team are vital. Will you accept your responsibility?

**Members:** We will.

**Installing Officer:** Newly installed officers, you have assumed responsibility for the success of

(chapter name) Chapter for the ensuing biennium. Your members believe in you. You can rely on their cooperation and gain strength from them as our Society becomes stronger through you, its leaders. Each member has great potential, and that power is cumulative.

*(Option I) If candles are used, each retiring officer hands a medium-sized lighted candle to her successor as she is installed. As the last person is installed all new officers move to form a semicircle around a table on which stands a larger candle. In unison, they put their lighted candles to the large candle which represents the Society. When the large candle is lit, the officers extinguish their candles, lay them on the table and return to their places.*

**Installing Officer:** (extends hand toward large candle as it is lit) The flame that flows from each smaller candle to the larger candle is symbolic of the importance of the individual member's contribution to the stature of The Delta Kappa Gamma Society International.

*(Option II) If roses are used, each retiring officer hands a rose to her successor as she is installed. After the last person is installed, all new officers move to form a semicircle around the table on which stands a bowl with three roses. In unison, they place their roses into the bowl.*

**Installing Officer:** (extends hand toward the roses) These roses, which symbolize friendship, loyalty and helpfulness, represent your willingness to contribute to (chapter name) Chapter and to enhance the stature of The Delta Kappa Gamma Society International.

**Installing Officer:** (turns to membership) Will you join in offering congratulations and best wishes to your (dates of biennium) officers? (She leads.)