

# **SAMPLE CHAPTER OFFICER INSTALLATION CEREMONY**

New officers should be installed with an appropriate ceremony to impress upon them the seriousness of their undertaking. This ceremony should take place at the end of the school year so that the outgoing officers will be present to welcome and to pass on their legacy to their successors. If the outgoing officers are not available, the Chapter Sponsor may perform the duties of the outgoing officers.

The following sample officer installation ceremony may be adapted for use on your campus.

## **Sample Chapter Officer Installation Ceremony**

Outgoing officers should be seated at a table in front of the membership. New officers and the Chapter Sponsor(s) should be seated among the chapter members in a designated section of the audience.

The outgoing President may briefly summarize the most important accomplishments of his/her term in office and offer advice for the coming year.

**OUTGOING PRESIDENT:** (standing) “We are now ready to install our officers for the coming year. Each officer has important duties; and each is, in his/her own designated office, responsible for the success of the chapter. We first give charge to the office of the Treasurer.”

**OUTGOING TREASURER:** (stands) “Will [new Treasurer’s name] please come forward.”

The new Treasurer comes forward and stands before the outgoing Treasurer.

**OUTGOING TREASURER:** “My fellow member, the office of Treasurer is an important one, for you must accept the responsibility of receiving, recording, and distributing funds. It will be your duty to keep an accurate record of all monies paid into the chapter treasury. Working with our Chapter Sponsor, you will pay all bills promptly so that the chapter maintains a reputation for honesty and efficiency. You will, at all times, be prepared to furnish information concerning the financial condition of the chapter. If you are ready to assume the duties of your office, answer, ‘I am.’”

**OUTGOING TREASURER:** “Then, as an emblem of your office, take this record of our chapter finances into your safe keeping. Guard it well as part of your ongoing legacy to the officers and members who will follow in years to come.”

The new Treasurer accepts the record of chapter finances and takes a seat at the table in front of the membership. The outgoing Treasurer moves to a seat in the audience, with the membership.

**OUTGOING PRESIDENT:** “We will now give charge to the office of the Secretary.”

**OUTGOING SECRETARY:** (stands) “Will [new Secretary’s name] please come forward.”

The new Secretary comes forward and stands before the outgoing Secretary.

**OUTGOING SECRETARY:** “My fellow member, it will be your duty to keep an accurate record of all meetings of the chapter and, working with the Chapter Sponsor, to keep the membership record accurate and up-to-date. You will be responsible for notifying members of meetings and keeping them informed of other chapter events. You will also be responsible for communication between the chapter and the school, other chapters, and other persons. If you are ready to assume the duties of your office, answer, ‘I am.’”

**OUTGOING SECRETARY:** “Then, as an emblem of your office, take this Secretary’s book into your safe keeping. Guard it well as part of your ongoing legacy to the officers and members who will follow in years to come.”

The new Secretary accepts the Secretary’s book and takes a seat at the table in front of the membership. The outgoing Secretary moves to a seat in the audience, with the membership.

**OUTGOING PRESIDENT:** “We shall now give charge to the office of the Vice President.”

**OUTGOING VICE PRESIDENT:** (stands) “Will [new Vice President’s name] please come forward.”

The new Vice President comes forward and stands before the outgoing Vice President.

**OUTGOING VICE PRESIDENT:** “My fellow member, it will be your duty to perform all the duties of the President in his/her absence and to cooperate with him/her to promote the interests of the chapter. It is also your duty to prepare and instruct inductees for the induction ceremony. If you are ready to assume the duties of your office, answer, ‘I am.’”

**OUTGOING VICE PRESIDENT:** “Then, as an emblem of your office, take this Vice President’s notebook into your safe keeping. Guard it well as part of your ongoing legacy to the officers and members who will follow in years to come.”

The new Vice President accepts the Vice President’s notebook and takes a seat at the table in front of the membership. The outgoing Vice President moves to a seat in the audience, with the membership.

**OUTGOING PRESIDENT:** “I will now give charge to the office of the President. Will [new President’s name] please come forward.”

The new President comes forward and stands before the outgoing President.

**OUTGOING PRESIDENT:** “My fellow member, it will be your duty to preside at all meetings of the chapter, to fill, with the advice of the Chapter Sponsor, all appointive offices, to appoint all committees, to order drafts on the treasury, and to exercise a general supervision over the chapter’s activities. The chapter has conferred upon you its highest office and a key role in the chapter’s success during the coming year. If you are ready to assume the duties of your office,

answer, 'I am.'”

**OUTGOING PRESIDENT:** “Then, as an emblem of your office, take this gavel into your safe keeping. Use it well to guide those whom you both lead and serve. Guard it well as part of your ongoing legacy to the officers and members who will follow in years to come.”

The new President accepts the gavel and remains standing in front of the membership. The outgoing President moves to a seat in the audience, with the membership. The Chapter Sponsor comes forward and stands next to the new President.

**NEW PRESIDENT:** (facing the new officers) “Officers, please stand.”

All of the new officers stand. The new President moves to stand with them.

**CHAPTER SPONSOR:** (facing the new officers) "You have been duly elected to your office in accordance with the uniform Bylaws of the [chapter name] Chapter of Sigma Tau Delta. As Chapter Sponsor, I now have the honor to act as its representative and to induct you as Executive Committee members. To affirm and accept your election to office, please repeat after me the following oath:

I accept the office / to which I have been elected, / and promise to carry out my duties / to the best of my ability / and to abide by and support / the bylaws of this chapter. / In the execution of my duties, / the guiding principles shall always be / Sincerity, Truth, Design."

**CHAPTER SPONSOR:** (addressing the audience): "Please join me in welcoming our new officers." (leads applause) "Let me ask last year's officers to stand once more as we recognize them for their leadership this past year." (leads applause)

"Everyone, please be seated."

The new President (standing) thanks the Chapter Sponsor and the membership and may give a short speech of his/her plans and hopes for the coming year. The meeting will adjourn in the usual manner.

**Note:** The officer installation ceremony may be expanded to include other chapter officers, such as Historian, Public Relations Officer, Membership Officer, Alumni Liaison, and Webmaster.