Installation – An Unbroken Circle

**Installing Officer**

Recently nature gave us a beautiful gift—the eclipse. Millions flocked to key locations where the site was completely visible while others enjoyed the site they were given in their own backyards.

While taking in this phenomenal, one shape kept revealing itself – that of a circle.

Circles are found in nature just about anywhere you look--- the shape of the moon, pinecones on a pine tree, the rings we see inside when a tree is cut down, sand dollars at the beach, and dandelion seedheads to name a few.

Have you ever been to a wedding where the couple’s wedding bands are described as not having a beginning or an ending? And that they form a bond that cannot be broken? Again circles.

It is customary that when we sing the Delta Kappa Gamma song that we hold hands to form a circle thus pledging ourselves to the Society and the seven purposes. Again, a circle.

Every two years, chapters elect officers for the following biennium. These members pledge to support and lead their chapter. Tonight, we install the 2024-2026 \_\_\_\_(NAME) Chapter Officers.

Will the current officers come forward and form a semi-circle with me in the center. President (Name) Vice President (Name), Secretary (Name), Treasurer (Name), and Parliamentarian (Name).

Each of you have served the chapter well in your role these past two years. You should feel a sense of accomplishment as the chapter has grown under your leadership. Tonight, you pass the torch to the incoming officers. Please note, that you are not done with your responsibility as you will continue to serve as a mentor to the new officer. You will guide them, lend an ear to hear, and be ready to serve as called upon.

Will the incoming officers please join us in our semi-circle

**Outgoing President** (NAME) and Incoming President (NAME) Please face each other.

(Retiring President reads to Incoming President)

**Retiring President**: (Name of incoming), 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?

**Incoming President** ---I will

NAME of Vice President*\* Only have one Vice President – This one is a continuing Vice President. Please see at the end of this ceremony, options for two Vice Presidents.*

As vice-president I, (Name) was asked to preside for the president if she was unable to attend and to be a member of the Executive Board. Additional tasks were assigned by the president and Executive Board. I will automatically succeed to the duties of the president if she is unable to continue in office. Continuing as Vice President I commit to doing these again this biennium. I accept these responsibilities of leadership and commitment.

NAME of Secretary\* Only have one secretary --- Retiring Secretary reads to Incoming Secretary. *Ideas for two secretaries is listed at the conclusion of the ceremony*.

(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?

**Secretary**—I will

NOTE: (The installation of the treasurer may be omitted if this officer is continuing in office.)

Treasurer\* continuing Treasurer *– Ideas for new treasurer are included at the end of the ceremony.*

I, (Name) have agreed to continue as treasurer of our chapter. I will continue to be a member of the Executive Board. This office is a most exacting position. I am responsible in every way for receipts and expenditures of chapter funds, accounting, bonding and reporting. I am required to submit accounts for annual auditing. I am confident I will continue to perform these responsibilities of leadership and commitment. I accept these responsibilities.

NOTE: (The installation may be omitted if the parliamentarian is continuing in office.)

Parliamentarian\* continuing Parliamentarian. *Ideas for a new parliamentarian is located at eh end of this ceremony.*

I, (Name) am a member of the Executive Board and advisor to the chapter officers and members as I serve as parliamentarian. It is my 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. I accept these responsibilities of leadership and commitment.

**Installing Officer**

Chapter members, you have witnessed the installation of our officers. But yours is not a passive role. In order to ensure the success of this biennium, your cooperation and support of the team you elected are vital.

Please join us in forming a circle. (Members come up and complete a circle)

Just as circles are found in nature and have a lasting impact on us, we too are bond by a circle—a circle of commitment, service, and friendship.

Together we form a circle as a symbol of strength, support, and fellowship.

Will you accept these responsibilities of leadership and commitment?

**All say** – I will.

**Installing Officer**

Will you now join in offering congratulations and best wishes to our 2024-2026 officers? **APPLAUSE**

**Use if you have a First and Second Vice President**

*The outgoing will face the incoming and read to her the following:*

**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.

*Use this if you have a Recording Secretary and a Correspondence Secretary*

**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.