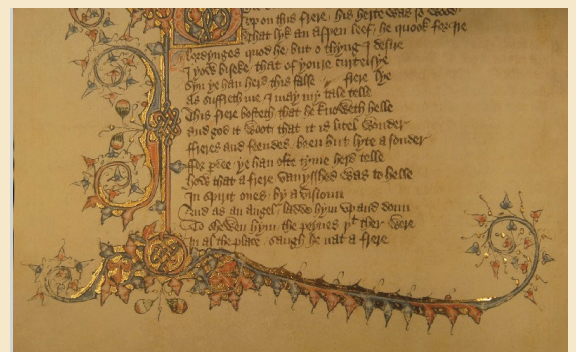




# GFWC Ceremonies Guide



# ACKNOWLEDGMENTS

*Thank you to the State Federations, clubs, and members who shared their ceremonies for inclusion in this guide. Ceremonies reprinted by GFWC with permission of the author may not be reproduced in other publications or published online without the prior written and explicit consent of the authors and/or GFWC. These notices are listed atop each ceremony.*

*© 2011 General Federation of Women's Clubs. GFWC ® and the GFWC Emblem are registered trademarks of the General Federation of Women's Clubs. All rights reserved. Permission granted to GFWC members to reproduce in whole or in part (indicate if excerpted) for GFWC member or personal use only using this credit line: © 2011 General Federation of Women's Clubs 202-347-3168 [www.GFWC.org](http://www.GFWC.org). Used with permission. May not be reproduced for further distribution, sale, or profit.*

# Table of Contents

<b>Acknowledgements .....</b>	<b>1</b>
<b>Introduction .....</b>	<b>3</b>
<b>Chapter 1: New Club Chartering Ceremony .....</b>	<b>5</b>
New Club Charter Ceremony, <i>GFWC Belpre Woman's Club (Ohio)</i> .....	5
New Club Charter Certificate, <i>with state president and state director of junior clubs signature lines</i> .....	7
New Club Charter Certificate, <i>with state president signature line</i> .....	8
<b>Chapter 2: New Member Initiation Ceremonies .....</b>	<b>9</b>
Candle and Rose New Member Initiation, <i>GFWC Woman's Club of Williamsburg (Va.)</i> .....	9
Candlelight New Member Initiation, <i>GFWC Ohio</i> .....	9
<b>Chapter 3: Installation Ceremonies .....</b>	<b>13</b>
A Collect for Clubwomen Installation, <i>GFWC Woman's Club of Roanoke (Va.)</i> .....	13
Bells Installation, <i>GFWC Michigan</i> .....	14
Circle Installation, <i>GFWC Women's Tourist Club (Ohio)</i> .....	17
Color Installation, <i>GFWC Junior Service Guild of Covington (Ga.)</i> .....	19
Colors of the Rainbow Installation, <i>GFWC Texas</i> .....	20
Friends are the Flowers in our Garden of Service Installation, <i>GFWC Federated East Valley Woman's Club (Calif.)</i> .....	22
Garden Installation, <i>GFWC Women's Tourist Club (Ohio)</i> .....	25
Growing Resources Installation, <i>GFWC Ohio Juniors</i> .....	26
Hummingbird Installation, <i>GFWC Georgia</i> .....	28
It Takes a Village Installation, <i>GFWC Lagniappe Woman's Club (La.)</i> .....	29
Leading the Way Installation, <i>GFWC Circleville Junior Women's Club (Ohio)</i> .....	32
Look to the Sea for Wisdom Installation, <i>GFWC Women's Club of Odessa (Del.)</i> .....	34
Passing the Torch Installation, <i>GFWC Belpre Woman's Club (Ohio)</i> .....	37
Rose Installation, <i>GFWC New Mexico and GFWC Texas</i> .....	40
Rose Installation, <i>GFWC Oregon</i> .....	43
Teacups and Flowers Installation, <i>GFWC Women's Club of Pittsford (N.Y.)</i> .....	45
The Heart of GFWC Installation, <i>GFWC Connecticut</i> .....	48
The Puzzle Installation, <i>GFWC Washington</i> .....	49
Treasures of the Ocean Installation, <i>GFWC/Warren Junior Women's League (Ohio)</i> .....	51
Women of Substance Installation, <i>GFWC El Monte Women's Club (Calif.)</i> .....	53
<b>Chapter 4: Memorial Ceremony .....</b>	<b>58</b>
Butterfly Memorial, <i>GFWC Iuka 20<sup>th</sup> Century Club (Miss.)</i> .....	58
<b>Chapter 5: Anniversary Ceremony .....</b>	<b>60</b>
Anniversary Program .....	60

# Introduction

*The GFWC Ceremonies Guide*, formerly known as the *GFWC Installations and Anniversary Services*, is a compilation of unique ceremonies for new club charters, new member initiations, officer installations, memorials, and anniversaries. Sharing with and learning from one another is one of the benefits of belonging to the Federation. Most ceremonies have themes and many include the use of props, poems, and quotes.

## ABOUT THIS GUIDE

Most ceremonies can be used word-for-word, by customizing the information to reflect the names of your club, members, and speakers. Some ceremonies call for you to provide information that is specific to your club. You are invited to use these ceremonies as stated or as inspiration for creating your own. Perhaps there is a theme you wish to build upon or language you find meaningful.

Preparation is the key to a smooth ceremony. Several weeks before your scheduled ceremony, thoroughly read through the selected ceremony and gather the necessary supplies. Make sure your venue is spacious enough for the ceremony. Provide copies of the ceremony, highlighting the speaking parts and actions, to the presiding officer and ceremony participants filling in the blanks (*i.e.*, officer or new member names) where necessary.

### *New Club Ceremony*

New clubs joining the Federation are worth celebrating. State Federations and districts should welcome new clubs and make them feel appreciated by recognizing them with a new club charter ceremony. State Federation and/or district officers are encouraged to preside over this ceremony, where charter members are honored and given an overview of GFWC history, purpose, and achievements. At the ceremony, an official charter certificate should be signed by charter members and attending State Federation and/or district officers.

### *New Member Initiation Ceremonies*

New membership initiation ceremonies serve to officially welcome new members and introduce them to officers and fellow members, while educating them about history, protocol, and responsibilities. During the ceremony, show your appreciation by giving new members gifts that are symbolic of membership, such as pins and flowers.

Commonly presided over by the club president, membership chairman, or both, a memorable initiation ceremony asks new members to pledge their commitment and actively contribute to all levels of GFWC, abide by the bylaws and standing rules, and regularly attend club meetings. The presiding officer should request that *current* members also reaffirm their membership obligations silently or aloud. To ensure that the new members' transition into the club is a smooth one, the membership chairman or club president should assign a current member to "sponsor" or mentor each new member. Members who have served several years in the club and have friendly dispositions make effective sponsors. Match sponsors and new members with common interests, such as a hobby or occupation.

### *Installation Ceremonies*

Being elected or appointed to an officer position is a great honor for any GFWC member, and provides numerous opportunities for personal growth and development. To formally transition officers into their new roles, State Federations, districts, and clubs hold formal installation ceremonies for incoming officers to begin each administration. When appropriate, members at each level are invited to witness these ceremonies. During the installation, a presiding officer reads the officer responsibilities to new officers, who then publicly pledge to execute their duties during the upcoming administration.

A memorable installation ceremony shows appreciation to all club members for their contributions, including outgoing officers. The presiding officer should ask all members to verbally show their support for the new administration. Oftentimes, special guests—national, state, or district leaders—preside over the installation ceremony. Past presidents and officers may also preside over the ceremony.

### *Memorial Ceremony*

It is never easy to say goodbye to a fellow GFWC member. Honor a late member's legacy by holding a memorial service. Some clubs, districts, and State Federations hold these ceremonies once a year, while others hold a ceremony shortly after a member passes away. Memorable memorial services celebrate the life and contributions of late members. Family members and friends of the deceased may be invited to the memorial service and should be encouraged to say a few words, along with members who were particularly close with her.

### *Anniversary Ceremony*

Your club's anniversary serves as an opportune time to celebrate club accomplishments. Hold an anniversary celebration and invite fellow club, district, State Federation members, as well as community officials as appropriate. During the ceremony, the president or other presiding officer recognizes charter members and presents the club's history of accomplishments.

## **REPRODUCTION AND REPUBLISHING**

GFWC received permission from the authors to publish these ceremonies, and GFWC members are welcome and encouraged to adapt these to their own GFWC-specific use. However, ceremonies reprinted by GFWC with permission of the author may not be reproduced in other publications or published online without the prior written and explicit consent of the authors and GFWC, and they may not be reproduced for further distribution, sale, or profit.

Please see the Acknowledgements page for additional details regarding GFWC's copyright.

## **ADDITIONAL COPIES**

Copies of the *GFWC Ceremonies Guide* in PDF form are available via e-mail to all GFWC members at no cost by contacting GFWC at 1-800-443-4392 (GFWC) or [GFWC@GFWC.org](mailto:GFWC@GFWC.org). Printed, spiral-bound versions are available for purchase through the GFWC Marketplace at [www.GFWC.org/Marketplace](http://www.GFWC.org/Marketplace) or by contacting GFWC.

# Chapter 1: New Club Charters

## NEW CLUB CHARTERING CEREMONY (2010)

*By Judith T. Miller for the GFWC Belpre Woman's Club (Ohio), modified by Lyndsey (White) Miller of GFWC Louisiana, reprinted with permission of Lyndsey (White) Miller*

### *Ceremony History*

This ceremony was originally written for the chartering of the GFWC Belpre Woman's Club in 1950, and was later passed down to Judith T. Miller's daughter, Nannette White, who then gave it to her daughter, Lyndsey (White) Miller.

### *Materials Needed*

- Candles in the following colors:
  - White
  - Blue
  - Red
- One candle for each charter member to light in any color besides white, blue, or red
- GFWC Club Charter—See two versions of this charter on pages 7 and 8. The first version allows for a state director of junior clubs' signature, and the second version should be used by State Federations who do not have a director of junior clubs.

### *Ceremony*

**Presiding officer:** The General Federation of Women's Clubs was organized in 1890, and today is one of the oldest and largest women's volunteer organizations in the world. The goal of our members is to improve our communities by enhancing the lives of others through volunteer service.

The Federation has three major purposes toward which all its efforts are aimed. The first of these objectives is to be of service in the growth and progress of the local communities. This is represented by the white candle, which as a color on our emblem, signifies purity.

*The presiding officer or a charter member lights the white candle.*

**Presiding officer:** Another is to be more active participants in state and national matters, and is represented by the blue candle, the color on our emblem signifying constancy.

*The presiding officer or a charter member lights the blue candle.*

**Presiding officer:** And the third is to be more interested and better informed, and thus more understanding, of international affairs. This is represented by the red candle, the color on our emblem signifying courage.

*The presiding officer or a charter member lights the red candle.*

**Presiding officer:** A candle is such a simple thing, it starts with just a piece of string; Yet, dipped and dipped by patient hand, it gathers wax upon each strand. Until complete and snowy white, it sheds at last a lovely light.

Such is true of your volunteer service. What may seem like a small, insignificant act, when joined together with the work of your Federation sisters around the world, becomes a bright light shining through the darkness and making this world a better place to live.

Each member, in becoming a clubwoman, must be ready to take up her light.

*The presiding officer instructs each charter member to come forward, sign the charter, and light a candle.*

**Presiding officer:** You must be ready to take up your light. Carry it so that its rays will shine into dark corners and faraway places; to light the way for those who need encouragement and assurance.

*The presiding officer reads the charter aloud to the group. If available, a state/district president or director of junior clubs should sign the charter.*

**Presiding officer:** It is my great pleasure to present to you with the charter that makes you part of the great band of women, and gives you all the privileges of membership in the General Federation of Women's Clubs. The Federation flame is made brighter and stronger through your membership. Congratulations.

*A Collect for Clubwomen should be read by all at the end of this ceremony.*

*A Collect for Clubwomen*

Keep us, oh God, from pettiness;  
let us be large in thought, in word, in deed.

Let us be done with fault-finding  
and leave off self-seeking.

May we put away all pretense  
and meet each other face to face,  
without self-pity and without prejudice.

May we never be hasty in judgment  
and always be generous.

Let us take time for all things;  
make us grow calm, serene, gentle.

Teach us to put into action our better impulses,  
straightforward and unafraid.

Grant that we may realize it is  
the little things that create differences,  
that in the big things of life we are at one.

And may we strive to touch and to know  
the great, common human heart of us all.  
And, oh Lord God, let us forget not  
to be kind!

— *Mary Stewart, April 1941*



# General Federation of Women's Clubs *Club Charter*

Having met all requirements for members, the

---

is hereby chartered as a per capita dues-paying club of the  
General Federation of Women's Clubs and

GFWC \_\_\_\_\_

---

State President

---

State Director of Junior Clubs

## ***Charter Members***





# General Federation of Women's Clubs *Club Charter*

Having met all requirements for members, the

---

is hereby chartered as a per capita dues-paying club of the  
General Federation of Women's Clubs and

GFWC \_\_\_\_\_

\_\_\_\_\_  
State President

***Charter Members***

# Chapter 2: New Member Initiation Ceremonies

## CANDLE AND ROSE NEW MEMBER INITIATION CEREMONY

*A GFWC Woman's Club of Williamsburg (Va.) ceremony submitted by Rosanne O'Neill and reprinted with permission of Shelley Rose*

### *Materials Needed*

- Large candle
- Smaller candles, one for each new member
- Matches or candle lighters
- Single roses, one for each new member
- Table

### *Ceremony Preparation*

- 1) Assign a current club member to each new member to act as her sponsor.
- 2) Place the large candle on a table near the presiding officer.
- 3) Place the smaller candles on the table near the new members.

### *Ceremony*

*The presiding officer, usually the membership chairman, instructs new members to step forward to the table (sponsors should stand behind their respective new members), and the presiding officer lights the large candle while stating the following:*

**Presiding officer:** This candle symbolizes the light of [State Federation or club name].

*Each sponsor introduces her new member and assists her in lighting a smaller candle, which represents the new member's candle of membership.*

**Presiding officer:** Membership in [club name] and the General Federation of Women's Clubs will benefit both you and the club if you strive to promote its civic, cultural, educational, and social aims. You hold a share of the guiding light which exemplifies service, leadership, and friendship in our organization.

*The presiding officer asks the new members to repeat the following:*

**New members:** I promise to promote the programs and objectives of [club] by being helpful and sincere, and to uphold its constitution and bylaws at all times. I proudly give my pledge.

*Each sponsor presents a rose to her respective new member and other club members recognize the new members with applause.*

## CANDLELIGHT NEW MEMBER INITIATION CEREMONY (1999)

*By Barbara D. Whitaker, a GFWC Ohio ceremony reprinted from GFWC Ohio Installations and Inspirations, by permission of Barbara D. Whitaker, editor*

### *Materials Needed*

- Candles, one for each new member
- Podium, if available
- A light on or near podium
- Member pins
- Background on new members

- New membership kits, if available
- Membership certificates, if available

### *Ceremony Preparation*

- Assign a current club member to each new member to act as her sponsor.
- On the day of the ceremony, set up a table with enough space for new members and sponsors to stand around it so that they face the presiding officer at her podium. The presiding officer can also stand at one side of the table with the new members, facing them.
- Place the candles on the table closest to where the new members will stand.
- Determine the following information—most of which can be found at [www.GFWC.org](http://www.GFWC.org)—to recite during the ceremony:
  - Whether your club or State Federation was one of the 63 to attend the GFWC ratification convention in April of 1890. The list of original clubs represented at the ratification convention can be found in Jane Cunningham Croly's book, *The History of the Woman's Club Movement in America*, which is available to view at no charge through the GFWC Women's History and Resource Center online catalogue at [www.GFWC.org/WHRC](http://www.GFWC.org/WHRC).
  - Current number of years since GFWC was established in 1890.
  - Current number of GFWC members.
  - Current number of countries with GFWC international affiliates and/or clubs.

### *Ceremony*

**Presiding officer:** Federation friends, we are about to begin the new member initiation ceremony, where we will welcome these new members into [club] and the General Federation of Women's Clubs. This is a most important occasion for the new members and our club. If you are a sponsor, please escort the new member you are sponsoring to the front of the room when I call her name.

*The presiding officer requests that someone turns off the lights in the room, and then reads the new member names.*

**Presiding officer:** Members and guests, the darkness which surrounds us is symbolic of the despair which follows natural disasters, individual misfortune, and international misunderstanding. [Number of years passed since 1890] years ago, our founder Jane Cunningham Croly established a new organization conceived in liberty for women and dedicated to the service of others less fortunate. [State Federation or club name] was the [insert ranking] to join that prestigious organization. (Use this sentence only if applicable.)

We are meeting here [tonight/today] as part of that great organization. The world will little note nor long remember what we say here, but our hope is that the world will not forget the services we perform. The candle that will be lighted before you is symbolic of these services and of our individual and collective efforts to dispel darkness.

*The club president gives a candle to each new member.*

**Presiding officer:** Candidates for membership, on behalf of the officers of GFWC, [State Federation], and the members of [club], I express pleasure and pride that you [accepted our invitation/decided] to become members of this international association and [club]. Since GFWC was established in 1890, our Federation has become one of the largest women's volunteer service organizations in the world, with more than \_\_\_\_\_ [insert current member number] members in more than \_\_\_\_\_ [insert current number] countries. Membership in a GFWC club is a privilege and you should feel honored to become a member.

I must impress upon each of you that the privilege of membership entails certain obligations. GFWC is not a fraternal society nor political organization, but a group of people banded together to do the things which you and I cannot do as individuals. GFWC's motto is "Unity in Diversity." The Federation is a cooperative effort in which each member shares the load, so that the load of others, less fortunate than ourselves, will be lightened. Federation is also a family affair, where we all work to achieve common goals. I can also tell you that the rewards of membership are great: You will enjoy the friendship of some of the finest people in your community. You will learn about your community's challenges and lighten your own by sharing. You will be warmed by the thanks of the people you help. The people of the community you serve will thank you. Above all, you will find in your club a medium through which you can express to others the goodwill which is in your hearts. I now ask, do each of you desire to become a member of [State Federation or club name]? If so, say, "I do."

**New Members:** I do.

**Presiding officer:** Since you have expressed a desire to affiliate with this club, GFWC and [State Federation], I now ask that you respond to my words with a simple "I do," or "I will." I also ask that the present members here reaffirm their membership obligations silently to themselves.

Do you hereby accept membership in [club name] knowing that such membership obligates you to participate in all functions of the club?

**New Members:** I do.

**Presiding officer:** To the best of your ability, will you abide by the bylaws and standing rules of this club, attend meetings regularly, accept such assignments as are given to you and contribute your share to the programs of your club, [State Federation], and GFWC?

**New Members:** I will.

**Presiding officer:** I will now pass the light of Federation to these new members.

*The presiding officer lights each new member's candle and leads the new members in reciting the Junior Pledge, A Collect for Clubwomen, club purpose, or other appropriate inspirational reading*

**Presiding officer:** You are now members of [State Federation or club name]. I congratulate and welcome you to the greatest service organization in the world. I am pleased to be able to call you [a] friend[s] in service.

*Presiding officer requests that lights in room be turned back on.*

**Presiding officer:** You may now extinguish your candle. Would sponsors please affix the GFWC member pin to the shirt of your new member? The member pin is worn on the left side.

*Each sponsor pins her member.*

**Presiding officer:** The horizontal bar of the shield is white, which signifies purity. The vertical right half of the shield is red, which denotes courage. The vertical left half of the shield is blue, which stands for constancy. The crusader's shield signifies enlightenment, emerging from the darkened world, which is represented by the black center. The white encircling the black center of the shield is symbolic of eternity. The circle has no beginning and no end. All parts are fused together to form one perfect and harmonious whole, which

symbolizes our motto, “Unity in Diversity.” This pin is presented only to those individuals who are worthy of membership in a GFWC club. May you wear the GFWC Emblem always with pride.

*The presiding officer presents membership kits and certificates (if available) to new members and asks that they study and read all that is in the kit as soon as possible. The presiding officer then requests that all in attendance rise, form a line, and shake hands with the new members to welcome them into GFWC.*

The ceremony ends with the presiding officer reading the sponsor responsibilities:

- Make your new member feel welcome.
- Introduce your new member to all other members and ensure that the new member knows each officer position.
- Remind the club officers that they should appoint your new member to a committee so that she may become active immediately within the club.
- Arrange for an orientation on all levels of GFWC, including the international, region, state, district, and club levels.
- Answer any questions your new member may have regarding GFWC or the club.
- Offer to accompany your new member to the first few meetings.
- Assist the new member in developing her potential.

# Chapter 3: Installation Ceremonies

## A COLLECT FOR CLUBWOMEN INSTALLATION CEREMONY

By Shelby P. Hamlett, GFWC Woman's Club of Roanoke (Va.), published in *Installation Ceremonies*  
Compiled by GFWC Michigan, reprinted with permission of Christina Burns

### Materials Needed

- Red roses (silk or real) to distribute to officers
- Copies of *A Collect for Clubwomen* to distribute to officers (Found on page 6)

### Ceremony

**Presiding officer:** *The Collect* was written as a personal prayer by Mary Stewart, and without any organization in mind. The prayer was offered for publication under the title *A Collect for Clubwomen*, because at that time, women working together with wide interests for large ends was a new thing under the sun, and perhaps they had need for special petition and mediation of their own. This must have been true, for the *Collect* has found its way about the world wherever English-speaking women work together.

GFWC was the first women's organization to hear or use the *Collect*, or print it in its yearbooks and biennial reports.

A common confusion in the meaning of the title needs clarifying. Frequently, one hears it called a "creed." Every line of the *Collect* is a petition or a prayer, which makes it a collect. Nowhere does it assert a declaration of faith, or an "I believe" statement which would classify it as a creed. Would each officer to be installed please come forward as I call your name?

[**Treasurer's name**], as you know, your office is one of trust and responsibility, an office that not everyone can or wants to hold. You will work closely with your president, keeping her and the membership informed on a regular basis as to the financial status of your club. To guide you in the year ahead, keep this in mind: "May we never be hasty in judgment and always generous."

[**Recording secretary's name**], the responsibilities of your office require accuracy and exactness as you record in a concise manner the actions taken by your club. At all times keep your records ready for easy consultation and assure that they are intact at the close of your office. You should remember that the making of history is often not noted because it was not recorded. To help you in your task, keep in your thoughts: "Teach us to put into action our better impulses, straight forward and unafraid." Also, "Let us forget not to be kind."

[**Membership chairman's name**], the duties assigned to you greatly influence the future of your club. A membership chairman should not merely be alert to women in the community who can benefit from and contribute to your club, but more importantly, she must be attuned to the needs of existing members, and cooperate with other officers in assuring that the individual members are enriched by experiences of education, service, and friendship. You must give your full support to the members of this great organization. You may find this helpful in the year ahead: "May we put away all pretense and meet each other face to face without self pity and without prejudice."

[**Second vice-president's name**], as second vice-president, you will need to be in close contact with both the first vice-president and the president for, in their absences, you will assume the duties of the president, should this be necessary. You will need to be very mindful of all that is happening in membership, those members of long standing, the new members, and those hoped-for members. Your gracious hospitality will make lasting impressions and

may well be the determining factor in whether one becomes a part of this club. This may be most helpful to you: "Grant that we may realize it is the little things that create differences."

**[First vice-president's name]**, the office of first vice-president is a most important job. As first vice-president, you serve as a bridge to chairmen, and you will promote the objectives of the Federation as well as strive to meet the needs of your club. You will be the right arm of the president and work very closely with her, for in the event of her absence you must be prepared to assume the chair in a smooth and efficient manner. You have a great opportunity to contribute to the growth of your members through varied resourceful programming, which creates a festival of fun, interest, and knowledge for your members. While there is much leadership in your club, leadership is an attribute which can always be revitalized and strengthened through the presentation of new ideas and new avenues. May this be helpful to you: "Teach us to put into action our better impulses, straightforward and unafraid."

**[President's name]**, your club has bestowed upon you a great honor by electing you as president. For they are saying to you that you are the image they wish to hold forth as being representative of them. They have also bestowed upon you a great gift, for in responsibilities which go with the office lie a very special opportunity for service, for the formation of friendships, for the attainment of personal growth. It is an office requiring optimism, enthusiasm, organization, tact, an ability to listen, as well as to lead. Know and appreciate your members for the unique, wonderful individuals they are. Use your gavel, symbol of your authority, sparingly, but firmly. Enjoy and learn from your presidency and your members will enjoy it and learn with you. Be mindful of your responsibilities not only to your club, but to the district [if applicable], [State Federation], and to GFWC. Just as the routine of each day sometimes calls for downright courage, so does the challenge and responsibility of your office. Your officers and chairmen will help you solve many of the difficulties which may arise but if the problem at times seems a bit too much, this is the time to say: "Make me to grow calm, serene, gentle." Remember, help is yours for the asking.

Members, these are the officers of your choice. Each has now been installed with confidence and encouragement to guide her. You, the members, are greater in number.

Your attitudes can help or hinder our club. For you, I suggest the saying: "Let us be done with fault finding and leave off self-seeking. Grant that we may realize it is the little things that create differences...and may we strive to touch and to know the great common human heart of us all, and, Oh, Lord God, let us forget not to be kind."

May we now have a moment of silence to reflect [or prayer].

*The presiding officer distributes a rose and copy of A Collect for Clubwomen to each officer.*

## **BELLS INSTALLATION CEREMONY**

*By Darlene Berent, published in Installation Ceremonies Compiled by GFWC Michigan, reprinted with permission of Christina Burns*

### *Materials Needed*

- Bells, one for each officer and member, to be distributed before the ceremony

## *Ceremony*

**Presiding officer:** Bells have been used for ceremonial purposes since 800 BC, and are now used for many other purposes. Bells have been used to summon churchgoers to worship, announce weddings, evening curfews, alert the public of fire, call city council meetings, remind citizens of tax deadlines, and warn ships at sea of approaching dangers. For many years, town criers rang bells to attract attention to their notices. Bells ring to announce important events such as the end of the old year and the beginning of the new.

[Tonight/today], bells will symbolize the beginning of a new club year for [State Federation or club name]. Your new officers will assume positions of leadership not only in your club [or State Federation], but in your community, for you have all indicated by your membership that you are willing to serve others. By serving, you will shape the future promise of your community.

Bask in the glory of public recognition, but treasure the rewards that you reap in doing something for others—in giving your time, energy, talent, concern, love, and helping hands to the young, old, forgotten, and discouraged.

These bells should serve to remind you, the members and officers, of your responsibility to support your leaders in the coming year. These bells will call you to serve your club, your community, and GFWC, and hopefully, they will be rung in celebration of your achievements at the end of the year.

*The presiding officer speaks to the **director**.* \*

**Presiding officer:** As director of the club, it is your responsibility to bring a wider framework of thought and judgment to the executive board. Your specific duties may be many and varied, yet necessary to the smooth functioning of the organization. Your fellow members have elected you to this position because you have exhibited the qualities of leadership necessary to be a board member.

*The presiding officer speaks to the **treasurer**.*

**Presiding officer:** As treasurer, you are the guardian of the funds. It is your duty to prudently manage the funds of the club. Efficiency must be your middle name as you keep a good financial record. Not everyone can be a treasurer; you must be a combination of accuracy and dependability. For these qualities, you have been elected to this office.

*The presiding officer speaks to the **corresponding secretary**.*

**Presiding officer:** As corresponding secretary of [State Federation or club name], it will be your responsibility to carry on all necessary communication between your club, GFWC, and other organizations. Your fellow members have elected you to this office because of your ability and skill in handling such correspondence.

*The presiding officer speaks to the **recording secretary**.*

**Presiding officer:** As recording secretary, you are charged with the duty of watching club proceedings and making a complete record of all things proper to be recorded. Your reports and minutes constitute the club's current history. The secretary records the business transacted at all meetings and is the custodian of all documents and records. Your skill, understanding, and judgment have led your fellow members to elect you to this office.

*The presiding officer speaks to the **vice-president**.*



**Presiding officer:** As vice-president, you are required to perform all the duties of the president in her absence and to assume the chair whenever she so requests. You are familiar with the powers and responsibilities of the president. Those powers and responsibilities are also yours. As program chairman, it will be your responsibility to seek out programs that will entertain, inform, and educate your membership. Your fellow club members have found in you capabilities, which will help the president with the difficult and time-consuming tasks before her. We know you will be ever ready to assist her in performing her obligations.

*The presiding officer speaks to the **president**.*

**Presiding officer:** As president, you have been chosen to preside over the destinies of the club for the coming year. The president is the most important person in any organization, for upon her rests the duty of seeing that the club moves forward and prospers. The honor of leadership carries responsibilities with it. The office is looked upon as a distinction and an honor, but it is primarily a service post. You have won the confidence of the members and have been chosen as the person most able to give effective leadership. The president's obligation is to inspire the members, preserve peace and harmony, and lead the club to success and accomplishment. A successful president is firm, competent, tactful, and just. I know that you will have a successful administration. I'm sure that your members will work with you toward ever higher achievements.

*The presiding officer speaks to the **new officers**.*

**Presiding officer:** New officers of [State Federation or club name], do you promise to do your duty to the best of your ability? If so, say "I do."

**New officers:** I do.

*The presiding officer speaks to the **club members**.*

**Presiding officer:** Members of [State Federation or club name], do you promise to uphold these officers in their work; to help them keep this active organization faithful to its purpose and ideals?

**Members:** I do.

*The presiding officer speaks to the **new officers**.*

**Presiding officers:** As presiding officer, I now declare you duly installed for the coming [administration length] year[s].

A bell is no bell 'till you ring it—go out and ring your bells for [State Federation or club name].

\*The director position is typically held by a club's immediate past president, and her duties as vary by club. (Not all clubs have a director.) A director's responsibilities may include acting as a club advisor, serving as a State Federation liason, and/or presiding at club meetings and representing the club at outside events in the president and vice-president's absence.

## CIRCLE OFFICER INSTALLATION CEREMONY (2010)

By Pat McElroy, a GFWC Women's Tourist Club (Ohio) ceremony, reprinted with permission of Pat McElroy

### Materials Needed

- Iris Folded circles\* in the following colors:
  - Navy blue
  - White
  - Black-and-white checkered pattern
  - Yellow
  - Red
  - Green
  - Blue
  - Orange

### Ceremony

**Presiding officer:** First, I want to thank all outgoing officers for your years of service for [State Federation or club name]. We appreciate your time spent in this office. We are fortunate to have many officers continue in their duties and I would like to install them at this time and some new additions to our officer status. Would all the [administration term] officers, please come forward?

*The presiding officer speaks to the **new officers**.*

**Presiding officer:** The circle symbolizes never-ending loyalty to [State Federation or club name]. You have agreed to perform your elected duties to improve, enhance, and maintain our club for the betterment of our members and our community.

*The presiding officer gives a navy blue Iris folded circle to the **historian**.*

**Presiding officer:** As historian, will you accept this navy blue circle to remind us of all the ink used in the years' past events of our club as you look back and report at each meeting? By reading from our historical booklets and minutes, you remind us of the many hours of volunteering and activities our club has done to improve our community and club members.

*The presiding officer gives a white Iris folded circle to the **parliamentarian**.*

**Presiding officer:** As parliamentarian, will you accept this white "peace" circle and your duties to keep meetings on track and with a purpose according to *Robert's Rules of Order*, making our meetings peaceful and serene?

*The presiding officer gives a black-and-white checkered Iris folded circle to the **auditor**.*

**Presiding officer:** As auditor, will you accept this black-and-white checkered circle and the duty to examine the treasurer's book at the year end in accordance with the checks and balances of our club?

*The presiding officer gives a yellow Iris folded circle to the **corresponding secretary**.*

**Presiding officer:** As corresponding secretary, do you accept this sunny yellow circle and your duties to maintain our incoming and outgoing correspondence in a cheerful and professional manner? Please keep us informed and up-to-date, and respond as needed.

*The presiding officer gives a red Iris folded circle to the **recording secretary**.*

**Presiding officer:** As recording secretary, do you accept this bright red circle as a symbol of the constancy of our club through permanently recorded minutes? Do you also accept your duties to keep diligent meeting minutes and membership records so that we can continue to historically pass down and preserve our decisions and programs to others?

*The presiding officer gives a green Iris folded circle to the **treasurer**.*

**Presiding officer:** As treasurer, do you accept this money-green circle and agree to keep track of our funds and report to us as we decide for the good of our community? You are responsible for our financial activities and in charge of all funds and disbursements.

*The presiding officer gives a blue Iris folded circle to the **vice-president**.*

**Presiding officer:** As vice-president, do you accept this true blue card as a symbol of your loyalty and your duties of being available to fill in for the president in her absence? Do you also agree to bring informative and enjoyable programs to our membership and the community? You are in leadership training for the next step as club president.

*The presiding officer gives an orange Iris folded circle to the **president**.*

**Presiding officer:** As president, do you accept this “orange you glad” circle and your duties to lead our club for the betterment of our membership and the community? You will preside over meetings, keep current with club business, represent our club, and maintain communication between the district and state level of the organization. Will you accept also this gavel as the next president of [State Federation or club name]?

*The presiding officer gives a gavel to the president.*

**Presiding officer:** Thank you all for assuming these responsibilities for [State Federation or club name]. Good luck in the coming year. As members, we all need to be reminded of our responsibility to attend meetings regularly, participate in club programs, projects, and events, and promote membership in our club. Over the years, [State Federation or club name] has been involved in [town/village/city]’s development and I hope we can continue to assist with improvements for our community. Thanks for all you do.

Everyone, please join me in congratulating and encouraging our new officers with a round of applause.

\*Iris folded circles are made using a technique known as iris folding, where strips of colored or patterned paper are folded to form a design. For instructions on how to make an iris folded circle, go to [www.GoMakeSomething.com](http://www.GoMakeSomething.com).

## COLOR INSTALLATION CEREMONY

*By Sharon Carter, a GFWC Junior Service Guild of Covington (Ga.) ceremony, reprinted with permission of Sharon Carter*

### Materials Needed

- Gifts for the new officers in the following colors. These can be candles, flowers, frames, or something else—use your imagination.
  - Yellow
  - Blue
  - Red
  - Pink
  - Black

### Ceremony

**Presiding officer:** The theme of this installation ceremony is color. Rainbows appear in the wake of the storm. Ordinary light passing through the raindrops causes us to see beautiful colors. Everywhere we look in this wonderful world, we see the effect of color. In fact, color has become our most plentiful and inexpensive decorating tool for home and wardrobe.

In Carol Jackson's book *Color Me Beautiful*,<sup>1</sup> she discovered the real magic of color and claims it was the missing link to finding her best self. She says her colors had such an impact on her life that she wanted to share this exciting concept with others.

Among the early uses of color in America, the American Indians used both pigments and dyes from organic and inorganic material for painting their bodies, coloring rugs, baskets, and animal skins. Such dyes as red and black were made from the barks of trees, yellow from lichens and grapes, purple from huckleberries, white from grass stems, and brown from root bark.

It is evident that man has used color in one form or another since ancient times. In 1670, Sir Isaac Newton showed that color evolves from light. Light and color are essentially one.

As the officers are installed, you will see how effectively they can serve the club through the use of color. As I call your office, please come forward.

**[Corresponding secretary's name]**, to you I give the color of yellow. We know you will spread sunshine as you attend to the correspondence of this club and as you notify members of the time and place of the meetings.

**[Recording secretary's name]**, to you I give the color blue. Blue is the symbol of truth and loyalty. So you must faithfully record the work of this club.

**[Second vice-president's name]**, to you I give the color red. Red is a strong and vibrant color. You will be working with the president and first vice-president as you carry out the most important aspect of club work and that is the community service programs.

**[First vice-president's name]**, to you I give the color pink. You are to get out there and get new members and keep the current ones happy. You must have knowledge of all the president's actions so that you can preside in her absence.

**[President's name]**, to you I give the color black. The color black is really the presence of all the colors in the color wheel. As president, you are assuming the highest place of honor in [State Federation or club name]. You will need to be strong in leadership, simple and direct

in your approach, significant in your ideas, and sure in your command. You should inform yourself of the obligations to your club, district, and State Federation. While it is the duty of your officers to carry out their work, in the final analysis you are responsible to seeing that their jobs are done.

*The presiding officer speaks to the officers.*

**Presiding officer:** I now declare you dully installed and offer my heartiest congratulations! As we continue to work together in federated service, let us bear in mind that a genuine perception of beauty is one of the highest forms of education. Creative thought expressions in color usually arouse our feelings and emotional responses because color is alive. We know that you will add color and light to this club and we ask the members to also add color and light through their support.

<sup>1</sup>Color Me Beautiful (1980) by Carole Jackson. New York: The Random House Publishing Group

## **COLORS OF THE RAINBOW INSTALLATION CEREMONY (2002)**

*By Patricia Siegfroid-Giles, a GFWC Texas ceremony, reprinted with permission of Patricia Siegfroid-Giles*

### *Materials Needed*

- Decorative place card holders
- Business cards for each officer with the following information:
  - Officer's name
  - Officer's title
  - Club name
  - Officer's phone number
  - Officer's e-mail address
- Rainbow stickers—add one to each officer's business card

### *Ceremony Preparation*

- Print officer business cards using a GFWC business card template that you can download at [www.GFWC.org](http://www.GFWC.org), or order custom business cards from the GFWC Marketplace at [www.GFWC.org/Marketplace](http://www.GFWC.org/Marketplace) or 1-800-443-GFWC (4392).

### *Ceremony*

*Speaking to the incoming officers:*

**Presiding officer:** Your talisman for this installation is a rainbow captured in a lovely place card holder. Like a rainbow, you are the promise of the future for [State Federation or club name].

The rainbow has seven vivid, bright, and exciting colors. However, each color so gradually changes hue, value, and intensity, it is difficult to tell where one ends and the other begins, blending together, thus forming the rainbow. May each of you, like the symbolism of your particular color, blend together to form an exciting and dynamic executive committee for [State Federation or club name].

Now, I want to remind you that *these* (pointing to the place card holders) are the place holders, not you!

We begin the installation with the **parliamentarian**.

White is the color created when all the colors of the spectrum, or rainbow, are mixed together. The colors are there but they cannot be seen. Just as the parliamentarian is there, she does not make decisions, she advises. **[Parliamentarian's name]**, as parliamentarian, you must be familiar with the organization, know *Roberts Rules of Order*, and act in an advisory capacity on matters of procedure, all the while being fair to all in your deliberations.

*The presiding officer asks the incoming **scholarship chairman** to step forward.*

**Presiding officer:** **[Scholarship chairman's name]**, as scholarship chairman, your color is blue, like the sapphire for clear thinking. You will meet with fellow officers and determine who will be the recipients of our scholarship contributions. This is an exciting responsibility that will set the course for the future.

*The presiding officer asks the **trustee**\* to step forward.*

**Presiding officer:** **[Trustee's name]**, as trustee, your color indigo signifies faith—faith in [State Federation or club name] and faith in the purpose to which your office was established—the care and welfare of our magnificent headquarters building.

*The presiding officer asks the **treasurer** to step forward.*

**Presiding officer:** **[Treasurer's name]**, as treasurer, your color is green, the color of money! Green also signifies integrity. Your office is an important one. You must be familiar with the money-raising ethics of [State Federation or club name] and it is your duty to keep the treasurer's books with honesty and accuracy. You are also expected to keep members informed of the financial status of the club and see to it that all financial obligations are met.

*The presiding officer asks the **secretary** to step forward.*

**Presiding officer:** **[Secretary's name]**, yellow is the color of friendliness. As secretary, you are the written and recorded word of our club. At the request of the president, you will handle all correspondence promptly and efficiently. In addition, you will take the minutes at all meetings. Many times these minutes will be referred to, so they must be precise and accurate. You are the keeper of the records, not so much what is *said*, but indeed, what is *done*.

*The presiding officer asks the **membership chairman** to step forward.*

**Presiding officer:** **[Membership chairman's name]**, your color is red, the color of flames because you are all fired-up to, dare I say, recruit, retain, rebuild and reward! As membership chairman, your enthusiasm is the key for our club to open the door to new members.

*The presiding officer asks the **reporting chairman** to step forward.*

**Presiding officer:** **[Reporting chairman's name]**, your office is signified by orange, the color of cooperation. As reporting chairman, it is your duty to keep the officers informed, to guide them in their reporting responsibilities and to share in the joy and excitement at awards time. It is a demanding office but an important one and you have our permission to make it as fun and exciting as you want!

*The presiding officer asks the **president-elect** to step forward.*

**Presiding officer:** [President-elect's name], in our rainbow, purple is the color of leadership and patience—abilities that you will put to the test in your [length of service] as president-elect. You are to perform the duties of the president in her absence and promote the work of the club. In addition, you are authorized to plan and prepare the program of work for your administration as president. You are expected to show leadership in working with the president as her right hand, and patience in preparing for your turn. These are responsibilities I know that you will handle well.

*The presiding officer asks the **president** to step forward.*

**Presiding officer:** [President's name], you are the pot of gold at the end of the rainbow. You are the blending of all the colors of your officers, showing that you as a leader must express all the qualities symbolized by these vivid colors. You must have clear thinking, faith, integrity, friendliness, flames to get fired-up, cooperation, leadership, and patience, the full spectrum of light.

Your leadership and administration skills will be the bonds that hold this rainbow together and your enthusiasm will make it shine. You have the awesome responsibility of setting the course for [State Federation or club name] for the next [term length] years. It is a formidable task. But I can tell you that it will bring you much joy and great satisfaction. The duties of each office are clearly specified in our bylaws. Do all of you agree to accept those responsibilities and to fulfill them to the best of your ability?

**Incoming officers:** I do.

*Speaking to club members who are not officers:*

**Presiding officer:** And do you, the members, agree to work for a harmonious and constructive administration?

**Club members:** I do.

**Presiding officer:** Then, I declare the officers of [State Federation or club name] for [administration term] duly installed. My best wishes and congratulations go out to all of you.

\*For the purpose of this ceremony, the trustee manages the club headquarters building.

## **FRIENDS ARE THE FLOWERS IN OUR GARDEN OF SERVICE INSTALLATION CEREMONY (2008)** *A GFWC Federated East Valley Woman's Club (Calif.) ceremony reprinted with permission of Toby Kahan*

### *Materials Needed*

- Garden trowel
- Bag of garden fertilizer
- Weeder
- Gardening gloves that fit both left and right hands interchangeably
- Watering can
- Gardening cultivator
- Candles in the following colors:
  - One Blue
  - Two Yellow
  - Two Green
  - One Red
- Matches or candle lighter to light candles

## *Ceremony*

**Presiding officer:** At this time, it gives me great pleasure to install the officers for [administration term]. We have chosen the theme, *Friends are the Flowers in Our Garden of Service* for this installation ceremony. During this administration, let us remember that the beauty of a garden filled with flowers is only possible when it is cared for. A successful club needs regular attendance of all its members and for us to work together to achieve our goals.

*The presiding officer gives the **parliamentarian** a garden trowel and lighted blue candle.*

**Presiding officer:** [Parliamentarian's name], the office of parliamentarian is represented by a trowel. A garden trowel is the most useful tool, because it can do so many tasks to make gardening easier, just like using *Robert's Rules of Order* helps our meetings run smoothly. It is essential that you have this guide handy at all times, because you never know when you will need it. Your blue candle represents hope, and just like we hope our gardens will grow, we also hope our meetings under parliamentary law will run with ease and efficiency.

*The presiding officer gives the **treasurer** a bag of garden fertilizer and lighted green candle.*

**Presiding officer:** [Treasurer's name], the office of treasurer is represented by garden fertilizer, and that's all you will ever need. May your treasury be as full of greens as the garden you tend. Remember, you have to fertilize frequently in order for your garden to grow. And like fertilizer, the money in the treasury will provide funding for the many worthwhile projects and programs that [State Federation or club name] supports. Your green candle also represents this money that is so important to our club's activities.

*The presiding officer gives the **secretary** a weeder and yellow candle.*

**Presiding officer:** [Secretary's name], the office of the secretary is represented by a weeder to help you weed out the unnecessary things that might grow in your garden. As secretary, you will want to keep your minutes free of weeds, or in other words, unwanted verbiage. Your yellow candle represents patience, which I know you will need when writing minutes and listening to motions given orally. May you record all of the club's business and be accurate in keeping minutes so that our club's history will always be remembered. If paperwork is done in a timely fashion, you won't need this weeder to dig through it.

*The presiding officer gives the **fundraising chairman** gardening gloves and green candle.*

**Presiding officer:** [Fundraising chairman's name], the office of the fundraising chairman is represented by gloves to protect your hands from the thorns that get under your skin, bug bites, and the mysteries that you might uncover in the soil. As fundraising chairman, your hands will be busy looking for ideas to bring to the membership to raise money. These gloves fit either your left or right hand interchangeably. That means you can switch them around for even wear, and it will be impossible to put them on the wrong hand. Let that bit of information remind you that what seems impossible to consider for one, might be a great possibility for another. Also, don't be afraid to take off the gloves from time to time and let others wear them. Like the treasurer, your green candle represents our favorite green, money.

*The presiding officer gives the **membership chairman** a watering can and red candle.*

**Presiding officer:** [Membership chairman's name], the office of membership chairman is represented by a watering can, sunshine, and love because everyone knows a



garden can't grow without water for the plants' roots, sunshine for its leaves, and love to make it strong. The watering can is used predominately because it allows the water to flow gently so it does not injure the plant, especially young seedlings. As membership officer, you will work closely with the new members, and like seedlings, they need to be handled with care. The sunshine will remind you to smile, and the warmth of your smile will let members know how much they are valued. With the variety of personalities among our members, you may come across sensitive situations, therefore your candle is red to represent love. With love, anything is possible.

*The presiding officer gives the **vice-president** a garden cultivator and yellow candle.*

**Presiding officer:** [**Vice-president's name**], the office of vice-president is represented by a cultivator. Before planting, it is important to loosen the soil. This cultivator is ideal for aerating and loosening soil, especially hard soil. The cultivator will keep your garden healthy and happy when used often. As vice-president, you will be available to dig in and help your president when called upon. With your cultivator, you will find new and interesting programs and projects, and as you dig through the *GFWC Club Manual*, you will find a wealth of information on so many programs to share with our members. I have given you a yellow candle, just like the secretary, because you will also need patience with our club chairmen and perhaps our president. And because it is the same color as the secretary's candle, this will remind you that motions must be included in the minutes.

*The presiding officer asks the **president** to come forward.*

**Presiding officer:** [**President's name**], please come forward. The office of president, a.k.a. gardener, needs all the tools in order to make the garden grow. Like a garden, a great club takes a great gardener. We need a president who cares and is willing to get her hands dirty in order to grow something beautiful. Part of the reward of gardening is trying something new and seeing how it grows. During the coming year, let's give our members an opportunity to bring fresh ideas to our meetings, support changes, and encourage new endeavors.

The theme of this installation, *Friends are the Flowers in Our Garden of Service*, is appropriate because we are all friends working together to serve others in need. We are honored that you have accepted this position, aware of your commitment to our club, and we know you will represent us well to the public and at events and meetings outside the club.

**Speaking to all officers:**

As officers of [State Federation or club name], you will together create a beautiful, healthy garden, and your time, efforts, planning, and love, will bring us all a successful year. We, the members, will commit to supporting each of you. We pledge to work alongside you, so that together we may grow the most beautiful flowers in our garden of service.

I now declare the [administration term] officers of [State Federation or club name] installed. Congratulations!

## GARDEN INSTALLATION

By Pat McElroy, a GFWC Women's Tourist Club (Ohio) ceremony reprinted with permission of Pat McElroy

### Ceremony

**Presiding officer:** Thank you for joining us today as we install our incoming officers. Today's installation theme is a garden, which I thought would be a fitting way to install our officers who will help us grow.

The key ingredients for flowers are soil, water, seed, fertilizer, and sunshine. Additionally, nurturing and weeding are needed.

The **parliamentarian** uses her wisdom to help weed out the times we need to stay on task by reminding us of *Robert's Rules of Order*. [**Parliamentarian's name**], will you accept the responsibilities of parliamentarian and keep us straight?

**Parliamentarian:** I will.

The **auditor** uses her abilities to nurture our club by reviewing the books at each year's end. With her help, we continue to grow. [**Auditor's name**], will you accept the responsibilities of auditor and develop us?

**Auditor:** I will.

The **corresponding secretary** becomes the sunshine by reading to us any correspondence the club receives. This can consist of thank you notes and announcements of upcoming events that might brighten our day. [**Corresponding secretary's name**], will you accept the responsibilities of corresponding secretary and keep us in the sunshine?

**Corresponding secretary:** I will.

The **recording secretary** is like the water needed for the plant to grow. By keeping track of our meetings and attendance, you also help us put down roots and grow. [**Recording secretary's name**], will you accept the responsibilities of recording secretary and keep us sprouting?

**Recording secretary:** I will.

The **treasurer** is like the fertilizer needed to make the flower grow faster and greener, much as the treasurer makes our club grow by keeping track of our money and keeping us informed of funds that we can donate or spend to help others. [**Treasurer's name**], will you accept the responsibilities of treasurer and keep us well fed?

**Treasurer:** I will.

The **vice-president** is the soil that is critical in holding the flowers together by supporting and sustaining them whenever necessary. [**Vice-president's name**], will you accept the responsibilities of vice-president and encourage us?

**Vice-president:** I will.

The **president** is like the pot that keeps the flowers together by giving shape and direction. [President's name], will you accept the responsibility to provide an environment where all can grow, blossom and flourish?

**President:** I will.

**Club members** come in all sizes and shapes just like flower seeds give us the variety necessary to learn and grow. Club members, will you accept the responsibility to help our club grow with new members?

**Club members:** I will.

I also want to give an extra thanks to our outgoing officers. Thanks for all your help. We are losing great soil and fertilizer, but are stronger because of you.

## **GROWING RESOURCES INSTALLATION CEREMONY**

*By Jan McBride, reprinted from a GFWC Ohio Juniors ceremony published in Installation Ceremonies Compiled by GFWC Michigan, reprinted with permission of Christina Burns*

### *Materials Needed*

- Elm tree leaves
- Cottonwood tree leaves
- Maple tree leaves
- Sweetgum tree leaves
- Red rose or club flower petals

### *Ceremony*

**Presiding officer:** For many of us, the tree is our most familiar symbol of the natural world. We all benefit from the therapeutic influence of trees, whether we simply enjoy the dappled calm of a forest or rejoice in the life and color that a single tree can bring. Perhaps trees serve man in more ways than any other living group of objects. The fascination of these living factories is their sheer beauty and variety of form.

For these reasons, I have chosen trees as the topic of our installation tonight.

As **treasurer**, you are guardian of the funds for this club. It is your responsibility to keep an accurate record of all funds, be prepared to report on the club's financial health, and pay out funds as provided in your by-laws.

*The presiding officer gives elm tree leaves to the treasurer.*

**Presiding officer:** I present to you the leaves of an elm tree. The elm tree is best loved for its graceful, vase shape and is usually perfectly proportioned.

For you, I feel the elm tree is perfect, as you must keep all the funds perfectly in proportion as your budget stipulates. I now install you as treasurer of [State Federation or club name]. I congratulate you on your opportunity to serve.

As **recording secretary**, you are the keeper of the records. You will be compiling the history of this club. You must be sure that each action taken is accurately recorded, and once recorded, is guarded so that it will be preserved for future reference.

*The presiding officer gives cottonwood tree leaves to the recording secretary.*

**Presiding officer:** I present to you the leaves of a cottonwood tree. The cottonwood tree is well known for its scraps of cotton scattered all over our neighborhoods. This, though, seems a modest price to pay for all the months of cheerfulness and welcome shade, of resistance to heat and drought, of will and ability to stand up and be counted season after season.

For you, I feel the cottonwood is perfect, for you must accurately record the minutes to be kept season after season. I now install you as recording secretary of [State Federation or club name]. I congratulate you on accepting this important position.

As **corresponding secretary**, you are your club's contact with other groups and individuals. You must reply to all letters promptly and give careful attention to all of your official correspondence.

*The presiding officer gives maple tree leaves to the corresponding secretary.*

**Presiding officer:** I present to you the leaves of the maple tree. It is a tree of marked importance. Not only can maple syrup be made from the sugar maple sap, but its autumn foliage splendor and its impressiveness through the rest of the year contribute richly to beauty and landscape. For you, the maple is perfect. You also must impress others through your contact and prompt replies on behalf of your club, just as the maples impress us all with their beauty on the landscape. I now install you as corresponding secretary of [State Federation or club name] and I congratulate you on this challenge to serve your club.

As **vice-president**, you must be ready at any time to preside in the absence of the president, or at her request. You must be familiar with all of the operations of the club and aid the president in every way you can.

*The presiding officer gives sweetgum tree leaves to the vice-president.*

I present to you the leaves of the sweetgum tree. Sweet gums are known for sap, which is a basis for chewing gum, but also for the beautiful shade trees in summer. It is also known for its tiny, spiny balls which cling to its branches all winter. For you, the sweet gum is perfect, for you must also engulf your club with the green canopy of shade for us all to enjoy. I now install you as vice-president of [State Federation or club name]. I congratulate you on accepting this responsibility for your club.

As **president**, your club has given you a great honor. You are being given an opportunity to provide the kind of leadership which will keep this club prosperous and progressive as well as respected. You must be gracious, tactful, considerate, enthusiastic, willing to listen, as well as lead, knowledgeable in club work, and interested in the unity of your club.

I do not present to you any tree leaves, for I cannot think of a tree with all the many facets of which you must have as president. So, I present to you red rose [or club flower] petals. [Today/tonight], this rose represents the compassion and love I know you will show to each of the clubwomen. The office of president is the highest honor a club can bestow on one of its members. Enjoy your presidency and the members will enjoy it with you.

I now install you as president of [State Federation or club name]. I congratulate you on a most successful administration.

*The presiding officer may have club members repeat A Collect for Clubwomen.*

**Presiding officer:** Ladies, I present to you your new officers for the [administration term] administration.

## **HUMMINGBIRD INSTALLATION CEREMONY (2010)**

*By Sharon Carter, a GFWC Georgia ceremony, reprinted with permission of Sharon Carter*

### *Ceremony*

**Presiding officer:** Today marks a beginning and an end. Those who have served with so much energy, time, and wisdom are relinquishing their responsibilities. We are indeed grateful to them for their services.

Your new officers have consented to give their time and talents for the ensuing year(s) and to them we express our gratitude.

You, the club members are needed. These officers can do nothing without your help and support. Give them your cooperation as they plan and carry out the work of [State Federation or club name].

The theme of this installation is, [State Federation or club name] *may be small, but it is mighty*, and the symbol of this installation is a hummingbird.

The hummingbird commonly migrates at least 2,000 miles from its breeding ground in North

America to its winter home located in Mexico or Central America. It has been estimated that a hummingbird beats its wings 2.7 million times when flying across the Gulf of Mexico. In short, hummingbirds represent a wealth of energy.

*The presiding officer speaks to the **parliamentarian**.*

**Presiding officer:** [Parliamentarian's name], as parliamentarian, you represent the hummingbird's ability to hover in mid-air or at the mouth of a flower with nectar. You should study the newly revised edition of *Robert's Rules of Order* and be readily familiar with parliamentary procedure. Additionally, review the bylaws so that you can easily interpret them. You should *hover* at the front of the room so that you can be available when your president needs your advice.

*The presiding officer speaks to the **treasurer**.*

**Presiding officer:** [Treasurer's name], as treasurer, you need to be like the hummingbird as it goes into a state of hibernation at night for eight to ten hours to *save* energy. You will work with the president to keep members informed of the club's financial health. Kindly see that all financial obligations are met.

*The presiding officer speaks to the **secretary**.*

**Presiding officer:** [Secretary's name], as secretary, you represent the flower nectar that feeds the hummingbird. You furnish nourishment and strength that keeps the club in action. You will need plenty of energy to keep accurate minutes and attend to all club correspondence.

*The presiding officer speaks to the **second vice-president**.*

**Presiding officer:** [**Second vice-president's name**], as second vice-president, you represent the natural beauty of the hummingbird. You will present the community service programs to members. Be familiar with our State Federation's and district's plans of work and help club members find the natural beauty in their communities.

*The presiding officer speaks to the **first vice-president**.*

**Presiding officer:** [**First vice-president's name**], as first vice-president, you represent the aggressiveness of the hummingbird in spite of its size. It can rotate its wings in a circle, and fly backwards, up, down, sideways, and hover in mid-air. You are to get out there and get those new members, then keep them satisfied here.

As understudy to the president, this is your most important period of leadership training. You will preside in the absence of the president, so extend kindness to her always and give her your loyal support.

*The presiding officer speaks to the **president**.*

**Presiding officer:** [**President's name**], as president, you represent the heart of the hummingbird. Its heart beats 1,260 times a minute during waking hours. In assuming the highest place of honor in [State Federation or club name], you need to be strong in leadership, simple and direct in your approach, significant in your ideas, and sure in your command. You should inform yourself of your obligations to your club, district, and State Federation. While it is the duty of your officers and chairmen to execute their work, in the final analysis you are responsible for seeing that their job is done. Knowing you, I am sure you will do just that!

*The presiding officer speaks to all **incoming officers**.*

**Presiding officer:** I now declare you duly installed officers of [State Federation or club name] and offer you my heartiest congratulations.

May you have:

Enough happiness to keep you sweet,  
Enough trials to keep you strong,  
Enough hope to keep you happy,  
Enough failure to keep you humble,  
Enough success to keep you eager,  
Enough friends to give you comfort,  
Enough wealth to meet your needs,  
Enough enthusiasm to look forward,  
And enough determination to make each day better than yesterday.

## **IT TAKES A VILLAGE INSTALLATION CEREMONY (2011)**

*By Ellen DePierri, a GFWC Lagniappe Woman's Club (La.) ceremony, reprinted with permission of Ellen DePierri*

### *Materials Needed*

- A table, placed in front of the officers being installed
- Several small ceramic houses that hold an unlit tea or electric light. During the holidays, many styles of these houses are available and members may already own these items.
- Labels with incoming officer's names, to be placed in front of ceramic houses

- Large candle
- Matches or candle lighter
- *Robert's Rules of Order, Newly Revised*
- Gavel

### *Ceremony Preparation*

- Set up ceramic houses in a “village” fashion on the table.
- Place the large candle on the table, which represents the club.
- Label each house with an officer’s name.

### *Ceremony*

**Presiding officer:** These houses represent the GFWC village, and I light [State Federation or club name]’s light to symbolize the beacon that we follow in our activities.

*Presiding officer lights the large candle.*

**Presiding officer:** The word *house* has many meanings. Its basic meaning is to cover, or shelter. It can mean a building where an individual lives, or where a group lives as a unit. It can be a college in a university, an inn, or a house of worship. *House* also refers to the people who live in the house, the audience in a theater, or the theater itself. Additionally, it can mean a legislative body, a place of business, or a social group.

[State Federation or club name] fits many of these definitions. In a sense, we are all a family coming together under the welcoming shelter of our club. The club is the house for our social group, and provides the stage upon which we present our work. Each of us is sometimes the actor and sometimes the audience. Today, we are installing the new officers—the house managers— whom you have selected to keep our house in order for the next [administration length].

But before we continue, let’s show our appreciation for the wonderful work that our president, [**outgoing president’s name**], and officers did in bringing us all together for the past [years of past administration].

*Members applaud the outgoing president and officers.*

**Presiding officer:** Thank you all. I declare the offices of this organization now vacant. Will the newly elected house managers please come forward?

*Incoming officers step forward.*

**Presiding officer:** As each of you accepts your responsibilities, you will illuminate the light in your house.

*The presiding officer speaks to the **parliamentarian**.*

As our parliamentarian, you will be the lawyer, the peacemaker, of the household. You will be versed in *Robert's Rules of Order*, and will help the house mother or president direct household business in an orderly fashion. Do you accept these duties?

**Parliamentarian:** I do.

**Presiding officer:** Please illuminate the light in your house.

*The parliamentarian illuminates the light in the house labeled for her. The presiding officer then presents her with the book, Robert's Rules of Order, Newly Revised.*

*The presiding officer speaks to the **historian**.*

**Presiding officer:** As historian, you are the house librarian and reporter. You will take pictures at each family activity, notify the media of important household activities, and keep pictures and other memorabilia in our house scrapbook. Do you accept these duties?

**Historian:** I do.

**Presiding officer:** Please illuminate the light in your house.

*The historian illuminates the light in the house labeled for her.*

*The presiding officer speaks to the **treasurer**.*

**Presiding officer:** As treasurer, you are the house accountant, and your job is to take care of the household budget, safeguard our income, and pay bills upon approval by the house mother, the club's president. Do you accept these responsibilities?

**Treasurer:** I do.

**Presiding officer:** Please illuminate the light in your house.

*The **treasurer** illuminates the light in the house labeled for her.*

*The presiding officer speaks to the **recording secretary**.*

**Presiding officer:** As recording secretary, you are the house author. You will keep a journal of all the activities of the household, including a record of all residents and attendance at meetings. Do you accept these responsibilities?

**Recording secretary:** I do.

*The recording secretary illuminates the light in the house labeled for her.*

*The presiding officer speaks to the **vice-president**.*

**Presiding officer:** As vice-president, you are the landlord of the household. You will keep track of all residents and devise ways to attract and retain new residents, with the goal of a full house at all times.

When the house manager's term expires at the end of [administration length in years] years, you will search for replacements to be placed on the ballot. Do you accept these responsibilities?

**Vice-president:** I do.

*The vice-president illuminates the light in the house labeled for her.*

You are the big sister of the household, so you will be in charge when the house mother is away. You will invite guests to present monthly programs to entertain and inform the family. Do you accept these duties?



**President-elect:** I do.

**Presiding officer:** Please illuminate the light in your house.

The president-elect illuminates the light in the house labeled for her.

*The presiding officer speaks to the **president**.*

**Presiding officer:** As president, you are the house mother and the housekeeper. You will oversee all the activities of the household, and keep the house in order. You will preside at family meetings and assign household duties to committee chairmen. Your job will be to maintain harmony in the household. Do you accept this responsibility?

**President-elect:** I do.

**Presiding officer:** Please complete our housewarming and illuminate the light in your house.

*The president illuminates the light in the house labeled for her. The presiding officer then presents a gavel to the president.*

**Presiding officer:** All of the GFWC houses have now been illuminated and warmed by the lights within. Members, you are the residents in these houses that form our GFWC village. Your duties are to help keep the GFWC houses in order, keep the fires burning within, and participate in the village activities. You are the gracious hostesses who will strive to make everyone feel welcome in our homes and village, and will always be respectful of our family and GFWC village traditions. Let's all work together to make our club a household word in our GFWC village.

I now present your newly installed house managers. Congratulations to you all.

## **LEADING THE WAY INSTALLATION CEREMONY (2010)**

*By Lisa M. Hedrick, a GFWC Circleville Junior Women's Club (Ohio) ceremony reprinted with permission of Lisa M. Hedrick*

### *Ceremony*

**Presiding Officer:** Today is a special day in the history of the [State Federation or club name]. It is the start of a new administration. It is also a day when we renew our pledges to community service, loyalty to our officers, and commitment to the Federation.

Now, will the new officers please step forward and form a line, starting with the parliamentarian.

*New officers step forward and form a line.*

**Presiding Officer:** [**Parliamentarian's name**], you will help the president maintain order and continuity during the meetings. You will advise her of necessary protocol, and note parliamentary principles and procedures. It is your responsibility to interpret the club's constitution, bylaws, and policies pertaining to matters of the club and advise the organization according to *Robert's Rules of Order* to ensure that everyone works effectively together. Will you actively teach and lead the way?

**Parliamentarian:** I will.

**Presiding Officer:** [**Sunshine girl's\* name**], you will provide your club sisters with comfort, support, and nourishment during periods of change in their lives. Perhaps it will be a note of condolence or a joyous word of congratulations. You will spread the feeling of warmth, friendship, and understanding for the members of your club. Will you actively teach and lead the way?

**Sunshine girl:** I will.

**Presiding Officer:** [**Spiritual leader's name**], you will perform the duty of spiritual guidance during your club's activities. As spiritual leader, you will deliver a message to the members, helping them to learn the meaning of living their lives to the fullest. It is your responsibility to give them choices and teach them faith and trust in the strength of their officers and club. Will you actively teach and lead the way?

**Spiritual Leader:** I will.

**Presiding Officer:** [**Historian's name**], you will perform the very important job of preserving the club's history. As time changes, our lives, our members, and our GFWC clubs change to support the needs of the community. Your photographs, words, and memorabilia will paint the story that gives the generations to follow the information on our club's work and volunteer involvement. Will you actively teach and lead the way?

**Historian:** I will.

**Presiding Officer:** [**Treasurer's name**], you will be the custodian of the club funds. You must be accurate in your bookkeeping and see to it that all financial obligations are met. You will report the club's financial status to members at all meetings and be very diligent with the collection and disbursement of club funds. Your fellow members have placed their trust in you as a person of integrity and your honesty will help ensure the future of your club. Will you actively teach and lead the way?

**Treasurer:** I will.

**Presiding Officer:** [**Corresponding secretary's name**], you will efficiently handle all of the incoming correspondence for the club and be the link to the community. You have the important role of communicating with the officers, chairmen, and members the community requests. Be prompt and professional with your work because the image you create will reflect on the character and dependability of your club. Will you actively teach and lead the way?

**Corresponding Secretary:** I will.

**Presiding Officer:** [**Recording secretary's name**], you are the keeper of the records, not so much what is said, but indeed what is done. The minutes are the heart and soul of each meeting, so it is your duty to be attentive and accurate. You also need to be complete and prompt with your records because they will be used to inform and direct the members. Your reports and minutes constitute the club's history. We know of GFWC's beginnings because of the records kept. Since we are in the second century of GFWC volunteer service, your position is very important for future generations. Will you actively teach and lead the way?

**Recording Secretary:** I will.

**Presiding Officer:** [Second vice-president's name], you will be responsible for preparing the club yearbook, which directs the club and members during the coming year. It will show the learning, service, and sharing of club members as we volunteer in the community. You also have the responsibility of funding club programs and projects by planning successful moneymakers and creating fun and fellowship for the new leaders that you are guiding. Will you actively teach and lead the way?

**Second vice-president:** I will.

**Presiding Officer:** [First vice-president's name], you are the lady in waiting with tremendous responsibilities. You must be loyal to your president and club members. You will be needed in the president's absence to perform all of her duties. Most importantly, you are responsible for the organization of the new member's project. Ask all new members to express their ideas and offer their service in areas of their interest and help them fulfill their ideas and ambitions which led them to join our club. Not only will the community benefit from this project, the new members will also be enriched. Keep your enthusiasm high and cherish the diversity of your members. Will you actively teach and lead the way?

**First Vice-President:** I will.

**Presiding Officer:** [President's name], you have assumed a very important responsibility. You must be ready at all times to represent and perform the president's duties for your club. Keep yourself informed of the obligations of the club to our district, State Federation, and GFWC on a national level. Be firm instead of domineering. Be gracious, tactful, considerate, a teacher, and a listener. You have assumed a place of high honor—the greatest gift that your members can give you. Enjoy your presidency and the members will enjoy it with you. Will you actively teach and lead the way?

Club members, standing before you are the officers that you have elected to lead your membership in service to your community. They have agreed to share their time and energy to lead this organization. But the most important part of any organization is its members. Without members, the circle of service will not be complete. Without member support, very little will be accomplished. I challenge you, the members, to work together to meet your club's goals.

Officers, I challenge you to inspire, lead, and accept the diversity of your members.

It is my pleasure as to congratulate the [State Federation or club name] on its choice of officers, and may your year be filled with fun, friendship and Federation.

\*For the purpose of the GFWC Gallipolis Junior Woman's Club, the Sunshine Girl spreads goodwill among fellow club members. Some of the ways she does this is by distributing birthday, anniversary, and sympathy cards to members; bringing food to members who are new mothers; and reading words of inspiration at club meetings.

## **LOOK TO THE SEA FOR WISDOM INSTALLATION CEREMONY (2010)**

*By Susan Carla Pyle, a GFWC Women's Club of Odessa (Del.) ceremony reprinted with permission of Susan Carla Pyle*

### **Materials**

- Various types of shells, one for each member and officer in attendance
- Shell decorations (optional)

### *Ceremony Preparation*

Each member should be given a shell before the start of the ceremony. These can be distributed or left in a basket for members to take as they walk into the ceremony.

### *Ceremony*

**Presiding Officer:** We gather together today to celebrate the contributions made by the leaders and members of this club over the past [administration length] years, as well as the new leaders being installed today. We are excited and hopeful that they will continue to guide this club and its members toward the goals you have set for them. In looking at a collection of seashells, I was thinking about how we could look to the sea for the symbolism of today's ceremony.

Your outgoing officers have been steering your ship through the waters of the past several years. There have been storms, shoals, and rocks that they needed to steer clear of, as well as sunny days with bright blue skies that were threatened by gathering clouds. The ship's crew has been steadfast, hardworking, and loyal to the officers and has followed the course being steered. There may have been discussion or disagreement, but all have been in agreement on wanting to reach the chosen port together.

Far below the surface is the sea life. This life is slowly growing and coming into its own. Whatever happens on the water's surface will affect this fragile life below. Our club is much like this. There are many outside influences that affect the success of our club and members, often beyond our control. Our families and friends, the economy, our health, and other organizations all impact us as individuals, just as sea life is affected by weather, man, and all of the miracles of science.

We are all different, just like the shells given to you, but in the big things of life we are alike. We are little or big, fully formed or affected in some way by our environment and others. We are whole, broken, chipped, worn, or just a little bit cracked, but we remain focused and true to our common commitments. The shells are strong, no matter their size because of the layers. Layer upon layer we have grown over time, each layer adding strength, experience, and wisdom. Each experience, good or not, adds to who we are as members and leaders of our club.

Our leaders are the guiding light of each club. Like lighthouses they try to lead us, in the right way, to deep and safe protected waters and harbors. Our ship must be strong, maintained by the members of the crew to carry us in the direction we must go. Together we can enjoy success. We can enjoy the strength of the layers we have built around us like cloaks of wisdom and the soundness of the ship and trust that it will get us to our destination together. Although we may weather storms and shoals, we will enjoy the peace of the harbor when we finally enter together and have reached our goals.

But we must never forget the fragility of the small sea life, we must protect it so that it can live to add its layers and grow into what it should become. As we change, the officers must be ever mindful of the crew and encourage them to take on more responsibility and grow more experienced. Our captain and officers will eventually grow tired and look to the crew for replacement. We need to nurture our members in the same way—care about them and help them grow in service. As they grow, so shall we be a stronger organization with layers which will give us strength to continue to reach the safe harbor at the end of each [administration length]-year journey.

**Presiding Officer:** Your new **president**, [president's name], is like the captain at the wheel of the ship. It is a huge responsibility and should not be given or taken lightly. The captain has to know and understand the destination of the ship and be aware of all of the storms and shoals that could prevent her from reaching the final port safely. She must use the compass and other tools available to her to reach the desired destination. It is the added responsibility of the captain

to make sure that all of the officers and crew gain valuable leadership experience during the journey. She will use her own experience to make it better for her officers and crew and to grow them into future officers and captains.

The **first vice-president**, [**first vice-president's name**], should be the captain's first mate and navigator, able to take the wheel in an emergency and steer the chosen course. The mate will gain valuable experience on the journey that will enable her to become captain. It is her responsibility to assist and support the captain in her duties to grow the other officers and crew by teaching and helping during the journey. It is also her responsibility to provide programs to help the crew gain knowledge and experience.

The **second vice-president**, [**second vice-president's name**], is vital in finding and supporting the crew. She brings new crew on and matches their skills with the right jobs. Her job is to support the captain and the first mate and to learn and gain new experiences so that, in time, she can advance in rank and responsibility. She will communicate club information to members and make sure that they are informed in order to make good decisions for their club.

The **recording secretary**, [**recording secretary's name**], is the keeper of the ship's log. Without her, there is no record of where the ship has been or what the officers and crew have achieved. It is important that there be a well-kept record of the journey. The ship's archives should be well organized, protected, and stored for easy accessibility. They should be available to pass along to others coming after you on future voyages.

The **corresponding secretary**, [**corresponding secretary's name**], is responsible for the communications of the ship with other ships in the fleet and with those on land. It is important that communications are clear and that records are kept for future journeys and crews.

The **treasurer**, [**treasurer's name**], is a very important member of the officer crew and important to the well-being of the crew and ship. Records must be kept and reports given regularly so that everyone knows the financial status of the ships and crew's endeavors. Yearly reports to the government also need to be made so that the ship will be in good standing with the fleet.

The **director\***, [**director's name**], is important to the captain and the crew, as this person is a most knowledgeable and experienced crew member. She will act like a compass, ensuring that the officers and crew keep the ship on course. It is important that she makes herself available to officers and crew to give good advice due to the wisdom gathered from past journeys.

Do you, the new officers of the ship of [State Federation or club name], agree to do your very best to steer and guide your club during the next [administration length] years? If so, please answer "yes."

**Officers:** Yes.

**Presiding Officer:** Do you agree to support the other officers and members to the best of your ability during the journey? If so, please answer "yes."

**Officers:** Yes.

**Presiding Officer:** Do you agree to pass on your knowledge and expertise to the newer members of your club and to include them in as many skill-gaining experiences as you can? If so, please answer "yes."

**Officers:** Yes.

Then, it is my pleasure to announce to all present that the new officers have agreed to the journey for [administration term] and will care for and nurture your crew during those/those [administration length] years.

Do you, the crew members, agree to support your new officers and help to guide them in leading you to your choice ports of call on this journey? If so, please answer “yes.”

**Club members:** Yes.

**Presiding Officer:** Do you agree to learn and grow as members and be willing to take on responsibility when called upon? If so, please answer “yes.”

**Club members:** Yes.

**Presiding Officer:** It is with great pleasure that I introduce your new officers for [administration term]. May your ship never falter in its course, may your officers be able to lead your ship around shoals and other obstructions, and may your ports of call be happy and sunny ones during your journey. At the end of this [administration length]-year adventure, may your success be great, your holds be full, and your rewards many.

Congratulations and thank you for the privilege of leading today’s installation ceremony.

\*For the purpose of the GFWC Women’s Club of Odessa (Del.), the director position is held by the club’s immediate past president. She serves as the club’s advisor and one of two State Federation liasons.

## **PASSING THE TORCH INSTALLATION CEREMONY (1999)**

*By Barbara D. Whitaker, a GFWC Belpre Woman’s Club (Ohio) ceremony published in Installation Ceremonies Compiled by GFWC Michigan, reprinted with permission of Barbara D. Whitaker*

### *Materials*

- Candles in the following colors:
  - White taper candle, to be used for lighting other candles
  - Green
  - Blue
  - Gold
  - Purple
- Matches or candle lighter
- Optional:
  - Pins for new officers
  - Gavel
  - Lectern

### *Ceremony*

**Presiding officer:** As we prepare for a new administration of [State Federation or club name], we must be reminded of the heritage of our past. The greater our knowledge of what has been done before us, the better we will be able to plan for our future. It is true that we live in the present, we dream of the future, but we learn the truths from our past. We are obligated to those who have come before us. Great movements grow out of women of character and vision such as the founders of this club and those who have followed in their

footsteps. But, we live in a changing world and must adapt to the change.

**Presiding officer:** As we move from one administration to the next, let us be mindful of the contributions made by those passing the torch. Will the current officers please rise?

*Officers rise.*

**Presiding officer:** We thank you for your work, a job well done, and dedication to [State Federation or club name].

*Presiding officer leads members in applause.*

**Presiding officer:** Officers, you may be seated.

The past administration of the club has been wonderful, but we look to tomorrow, its challenges and opportunities for growth, remembering that every viable idea may at first seem impossible. No one knows what may be done until it is tried. The rung of a ladder was meant only to hold a person's foot long enough to put the next somewhat higher, not as a resting place. Ours is an ever-climbing effort to achieve the goals of the club and to avoid the splinters of a backward slide down the ladder. Rarely has any administration had the time to meet all its goals. In the interest of continuity, each administration must strive to complete the projects of its predecessors. As we begin the ceremony of passing the torch to the new administration, I am reminded of Alfred Noyes' poem, *Watchers of the Sky*:<sup>2</sup>

So I speak  
Not for myself, but for the age unborn.  
I caught the fire from those who went before,  
The bearers of the torch who could not see  
The goal to which they strained; I caught their fire,  
and carried it, only a little way beyond  
But there are those that wait for it, I know,  
Those who will carry it on to victory.  
I dare not fail them.

**Presiding officer:** Will [outgoing **president's** name] please come forward and light the white candle representing the flame of the current administration that will pass to the new administration, and assist with the installation ceremony? As the newly elected officers are called, will you please come forward?

*Outgoing president comes forward and lights the white candle.*

**Presiding officer:** [Treasurer's name], you have been elected to serve in the important position of treasurer. You will be responsible for taking care of the financial affairs of the organization with speed and exactitude, having at all meetings a complete and correct financial report, and lending your help and support to the president. If you agree to accept these responsibilities, then from the burning flame of [State Federation or club name], please light the green candle. Green is Mother Nature's favorite color, symbolic of the strength of all growing things. As the flame is passed, I declare you duly installed as treasurer for [State Federation or club name].

*The treasurer uses the white candle to light the green candle.*

**Presiding officer:** Congratulations. May your treasury be strong and grow and your service shine as brightly as the flame you just lit.

[**Secretary's name**], you have been elected to serve the important position of secretary. You will be responsible for filling the office with discretion, knowing that the welfare of the organization depends upon the accuracy and punctuality of your work. You must at all times place your loyalty and steadfastness at the command of the assembly and the president, and perform the duties of secretary to the best of your ability. If you accept these responsibilities, then from the burning flame of [State Federation or club name], please light the blue candle representing truth and dedication. As the flame is passed, I declare you duly installed as secretary for [State Federation or club name].

*The secretary uses the white candle to light the blue candle.*

**Presiding officer:** Congratulations. May your service shine as brightly as the flame you just lit.

[**Vice-president's name**], you have been elected to serve in the second highest office possible. You will be required to fulfill your duties so that you will be a source of strength and support to the president. In the absence of the president, you will perform the duties of that office, without complaint, and to the best of your ability. You will serve as chairman of the [name of committee(s)], where you will be responsible for [committee duties]. If you agree to accept these responsibilities, from the flame of [State Federation or club name], please light the gold candle signifying the close relationship between your position and that of the president. As the flame is passed, I hereby declare you duly installed as vice-president for [State Federation or club name].

*The vice-president uses the white candle to light the gold candle.*

**Presiding officer:** Congratulations. May your performance be as bright as the flame you just lit.

[**President's name**], your members have conferred on you the greatest honor within their power in electing you as their president. They have recognized your executive ability and your capability as a leader. You will be expected to preside impartially at all meetings, conform to the club bylaws, and see that they are enforced at all times. If you accept the responsibilities that go with this honor, then from the flame of [State Federation or club name], please light the purple candle denoting leadership, love, and nobility of purpose. As the flame is passed, I hereby declare you duly installed as president of [State Federation or club name]. May your performance and those of your officers continue to keep the flame burning brightly during this administration.

*The president uses the white candle to light the purple candle.*

**Presiding officer:** Congratulations.

**Members** of [State Federation or club name], please rise. Your officers have pledged to fulfill the duties you have elected them to accomplish, but they cannot do the work alone. Therefore, I ask you to pledge your support and repeat after me: As a member of [State Federation or club name], I hereby promise (pause for members to repeat) to assist the officers duly elected (pause for members to repeat) in all endeavors of the organization (pause for members to repeat) to give encouragement and support to the officers (pause for members to repeat) and in all circumstances (pause for members to repeat) to conduct myself with courtesy and honor.”



Will the outgoing president please escort the new president to the lectern? You may all be seated.

*The outgoing president escorts the new president to the lectern.*

**Presiding officer:** Madam President, the elected officers have been duly installed. Members, welcome your new president, [president's name].

*The new president gives an acceptance speech. Afterwards, pins may be exchanged between past and current officers, and the gavel may be passed to the new administration.*

*If there are other officers to be installed, use the same formula as with the secretary, inserting the duties of office and substituting an appropriate color for the candle.*

<sup>2</sup> Reprinted from *Watchers of the Sky (1922)* by Alfred Noyes. New York: Frederick A. Stokes Company

## **ROSE INSTALLATION (1994)**

*By Evelyn Siegfroid, a GFWC New Mexico and GFWC Texas ceremony, adapted and reprinted with permission of Patricia Siegfroid-Giles*

### *Ceremony History*

*This installation ceremony was first conducted in 1994 by GFWC New Mexico State President Evelyn Siegfroid (1990-1992) for her daughter Patricia Siegfroid-Giles, an incoming district president in Texas who later became GFWC Texas state president (2006-2008) and adapted the ceremony.*

### *Materials Needed*

- A basket, vase, or other container filled with fresh or silk roses. They can be a variety of colors, all red or all one color. There should be one rose for each officer to be installed, and a group of three roses together for the president, and with some roses left over, which will represent club members.
- Curly ribbon of a variety of colors, such as combined red, white, and blue for a patriotic ceremony, or specific colors that represent your club, district, or State Federation.

### *Ceremony Preparation*

Tie a length of curly ribbon around each stem.

### *Ceremony*

**Presiding officer:** [State Federation or club name] has a long and proud history. Your purpose is to support worthy projects and/or objectives that will bring about better conditions for the citizens of [name of town, district, or state]. It is my honor as [officer position, if applicable] to install the officers today.

Today, we are here to install the officers for [administration term]. As you know, an installation is neither the end nor the beginning. It is the continuation of the circle. It proves the continuance of GFWC, its ideals, and goals for [administration term] years. That is the exciting part of an installation.

Before we begin, let us say thank you to our retiring officers for the wonderful work they have done. Please stand and let us recognize you. May I say to all of you, thank you.

*All outgoing officers stand to be recognized.*

**Presiding officer:** You have elected new officers, and it is now time for them to assume their duties, which are clearly outlined in the club bylaws.

Please take note of my [basket/vase] of roses. The rose is the best loved of all flowers. It is the favorite of poets and artists and its perfume has been treasured for ages. Not only is the rose the official flower of the United States, but also of GFWC and [add name of club, district, or State Federation, if rose is also its official flower].

Will the officers being installed please come forward? And as you know, if the officer is not here, we will not install a substitute.

*The presiding officer lines up the officers to be installed.*

**Presiding officer:** As a symbol for this installation and I hope, as a pleasant reminder, I have a rose for each of you.

Let us begin our installation with the parliamentarian. [**Parliamentarian's name**], as parliamentarian, you must be familiar with the organization, know *Robert's Rules of Order*, and act in an advisory capacity on matters of procedure, all while being fair to all in your deliberations. Do you accept these responsibilities?

**Parliamentarian:** Yes.

*The presiding officer hands the parliamentarian a rose.*

**Presiding officer:** Your rose symbolizes strength, consistency, and serenity, which will be your guide as you work with the president and other officers.

[**Treasurer's name**] As treasurer, you are the custodian of all the funds as approved by the budget. You are to keep an accurate record of all receipts and expenditures, send out dues renewal notices, and provide the membership chairman with a current listing of paid members. Do you accept these responsibilities?

**Treasurer:** Yes.

*The presiding officer hands the treasurer a rose.*

**Presiding officer:** Your rose symbolizes desire and need; the *need* to keep accurate records and the *desire* to achieve the club's financial goals. Congratulations.

Dedication and commitment are the twin aspects of the office of **secretary**. The club has divided this office into two parts; corresponding secretary and recording secretary. [If these two offices are combined, adjust your verbiage to fit the occasion.]

(**Corresponding secretary's name**) as corresponding secretary, you act in a more social and informative role. You are to notify all committee members of their appointments, send the notification of all meetings as directed by the president, and be responsible for the general club correspondence. Do you accept these responsibilities?

**Corresponding secretary:** Yes.

*The presiding officer hands a rose to the corresponding secretary.*

**Presiding officer:** Your rose symbolizes friendship and dedication to the membership.

**[Recording secretary's name]**, you have the administrative responsibilities of a secretary. You are to record meeting minutes and have custody of all the club's papers except those specifically assigned to other officers and chairmen.

Do you accept these responsibilities?

**Recording secretary:** Yes.

*The presiding officer hands a rose to the recording secretary.*

**Presiding officer:** Your rose symbolizes accuracy and commitment as you record the club's business.

**Presiding officer:** **[Second vice-president/membership chairman's name]**, as the second vice-president/membership chairman, you are to recruit, retain, rebuild, and reward members. Your enthusiasm is the key for your club to open the door to new members and share the joy of the Federation. Do you accept these responsibilities?

**Second vice-president/membership chairman:** Yes.

*The presiding officer hands a rose to the second vice-president/membership chairman.*

**Presiding officer:** Your rose represents hospitality and friendliness as you bring in new members.

**[First vice-president/reporting chairman's name]**, not only do you get to organize the annual reporting of your club, you also get to create an annual awards ceremony to celebrate its accomplishments. This is a demanding office, but one that is very important to the Federation. Try not to do it alone, and remember, you *can* put the fun back into reporting. Do you accept these responsibilities?

**First vice-president/reporting chairman:** Yes

*The presiding officer hands a rose to the first vice-president/reporting chairman.*

**Presiding officer:** Your rose symbolizes attention to detail with healthy doses of creativity.

**[President-elect's name]**, by virtue of this office, you will be the next president and you have been given time to organize your administration. Yet at the same time, you are to act as the president's good right hand and work with her as much as possible. Do you accept these responsibilities?

**President-elect:** Yes.

*The presiding officer hands a rose to the president-elect.*

**Presiding officer:** Please accept this rose representing both assistance and patience. **[President's name]**, the office of president has the greatest honor and responsibility.

Your club president for [administration term] is **[president's name]**. Her responsibility is the success of [State Federation or club name], while working with officers, with program chairmen, and members. It is necessary that **[president's name]** be cheerful, think clearly, keep deadlines in mind, have empathy and sympathy for all, and frequently have a bit of

inspiration. It is always necessary to remember “to err is human, to forgive divine;” but most importantly, to keep a sense of humor.

**[President’s name]** you have a mini-bouquet of roses that represents all the qualities of you and the other officers. Do you accept these responsibilities?

**President:** Yes.

*The presiding officer hands the president a mini-bouquet of roses.*

**Presiding officer:** Members, as you can see, there are roses left in my [basket/vase]. These flowers represent you, the members. Will you please rise?

*Club members rise.*

**Presiding officer:** Will you willingly serve these officers, giving them your cooperation and at all times remembering our *Collect*?

**Club members:** I will.

**Presiding officer:** It is written in the book of Isaiah: “The desert shall rejoice and bloom as the rose.” So it is my hope that [State Federation or club name] will do likewise with these officers duly elected and installed.

Congratulations to all of you and **[president’s name]**. I give my sincere best wishes for a happy and successful administration.

## **ROSE INSTALLATION CEREMONY**

*Reprinted from a GFWC Oregon ceremony published in Installation Ceremonies Compiled by GFWC Michigan, reprinted with permission of Christina Burns*

### *Materials Needed*

- One long-stemmed rose for each incoming officer

### *Ceremony*

**Presiding officer:** [Today/tonight] marks the beginning and the end. We have chosen new officers. The others have served us well, and they now relinquish their duties. We know they have faithfully performed their duties because of the progress our club has made and you are grateful to them for their service.

The new officers have consented to give of their time and talents for the ensuing year. They have been elected because of their particular abilities and interests. Yet without you, the members, they can do nothing. They need each one of you to support their plan of work for the next year. Do not let selfish motives restrain you from cooperating with the officers installed today.

I hope that each of you is entering into this installation with the deepest appreciation of your responsibility for the success of this administration. Club work is a partnership affair—without the cooperation of the entire membership, the officers can do little. Will you, the members, pledge yourselves by saying, I will?

**Club members:** I will.

**Presiding officer:** The rose, one of God's greatest creations, will be our installation theme today.

*The presiding officer speaks to the director.*

The soft bloom of a rosebud symbolizes gentleness and simplicity, as well as freshness and clarity. Your tasks as director are many and varied, but if you perform your duties conscientiously and well, you will assist the club in developing from the young rosebud into a beautiful rose in full bloom. [Presiding officer mentions director's duties.]

[**Director's name**], I present to you with a rose, a reminder of obligations to [State Federation or club name]. Congratulations!

*The presiding officer gives one rose to the director.*

*The presiding officer speaks to the **parliamentarian**.*

**Presiding officer:** Nourishment is vital to the well-being of a rose and so it is with a club. [**Parliamentarian's name**], as parliamentarian, you will provide nourishment to [State Federation or club name] through your direction and advice. Know your material well so that you can answer knowledgeably whenever called upon. My best wishes for a successful year. I present this rose to you as a reminder of your duties to [State Federation or club name]. Congratulations.

*The presiding officer gives one rose to the parliamentarian*

*The presiding officer speaks to the **treasurer**.*

**Presiding officer:** The green leaves of the rose are the background setting. They may be plain in color, but for that reason, the beauty of the rose stands out in contrast. We are all aware that financing is necessary for the well-being of a club, so it is with the leaves of a rose; each so important to the other. Your task, [**treasurer's name**], will be to keep the club informed with accurate accounts of the finances, write checks, and pay all bills. It is your duty to see that the club's obligations are met on time.

I present this rose to you as a reminder of your responsibilities. Congratulations.

*The presiding officer gives one rose to the treasurer.*

*The presiding officer speaks to the **secretary**.*

**Presiding officer:** The fragrance of a rose is likened to our many personalities, just as the fragrance of each flower is different, so it is with our traits. Your duty, [**secretary's name**], will be to keep correct minutes of all meetings, including those of the executive board, keep an alphabetical list of all members and roll call at each meeting, and be in charge of all correspondence. In addition, as an officer, you should strive to improve and aid the members socially and intellectually, so that all personalities may become as perfect as the perfume of a flower. I present to you this rose as a reminder of your mission. Congratulations.

*The presiding officer gives one rose to the secretary.*

*The presiding officer speaks to the **vice-president**.*

**Presiding officer:** Until the stem of the rose grows tall and sturdy, the rose cannot appear. The stem is the basis of support. Your office, [**vice president's name**], is also the basis of support. It is important that you hold yourself in readiness to support the president anytime she may call upon you. Always be ready and willing to assist whenever asked. As vice-president, you have a large responsibility as does the stem of the rose. I present to you this long-stemmed rose as your reminder of the sturdy support you must provide in this office. Congratulations.

*The presiding officer gives one rose to the vice-president.*

*The presiding officer speaks to the **president**.*

**Presiding officer:** The petals of a rose are delicate and lovely and together, they form a beautiful flower. The rose is at its best when in full bloom. But no flower can reach its potential without roots; those are what make the rose grow tall and strong. So, [**president's name**], as president of [State Federation or club name], you must be the root—the source from which all else functions. You will preside at all meetings, be ex-officio member of all committees, and always be pleasant and radiant like a rose.

*The presiding officer gives one rose to the president.*

## **TEACUPS AND FLOWERS INSTALLATION CEREMONY (1998)**

*By Jan Conant, a GFWC Women's Club of Pittsford (N.Y.) ceremony, reprinted with permission of Jan Conant*

### *Materials*

- Teacup and saucer for each officer
- The following types of flowers (fresh or silk), to be arranged inside teacups:
  - Chrysanthemums
  - Peonies
  - Sweet William
  - Pink roses
  - Red roses
- Gavel for new president
- Pin for new president
- Teapot to be placed at head table for new officers (optional)

### *Ceremony Preparation*

In advance of the installation ceremony, the presiding officer should request a teacup and saucer from each incoming officer to be installed. Small flower arrangements should be created inside each teacup using small greenery, showcasing the symbolic flower(s) in each cup. Fresh flowers are preferred, but silk ones may be substituted. Tape each teacup to the saucer to prevent breakage.

A garden party theme can be used to publicize and encourage members to attend. A teacup is presented to each incoming officer as they are individually installed. After the installation ceremony, new officers/chairmen may be invited to sit at a special table, set complete with a teapot.

### *Ceremony*

**Presiding officer:** It is my privilege to install [club name's] new officers. Today, the officers will be installed using a theme of teacups and flowers. Each teacup has been provided by its owner and is filled with greenery and flowers that symbolize her respective office. Will the newly elected officers please come forward?

*Newly elected officers step forward.*

*The presiding officer presents a teacup of chrysanthemums to the **director**\**.

**Presiding officer:** I shall begin with the director. The chrysanthemum stands for truth, and with truth comes trust, symbolizing the office of director. You will lend your eye of experience to your position as past president (if applicable). The club is grateful to you and takes great comfort in knowing that they may continue to depend on your guidance.

*The presiding officer presents a teacup of peonies to the **treasurer**.*

**Presiding officer:** The peony symbolizes prosperity, and with prosperity comes the need for a treasurer. As treasurer, your fellow members have placed their confidence in your personal integrity and your ability for detail, accuracy, and promptness. Your responsibilities will include keeping records of monies, the payment of financial obligations, and sound financial planning. Members, I present your new treasurer, [**treasurer's name**].

*The presiding officer presents a teacup of Sweet William flowers to the **secretary**.*

**Presiding officer:** Sweet William symbolizes tenderness, finesse, and tact. It is your responsibility as secretary to be the keeper of the records, not only of what has been said, but of what has been done by your members. You must be resourceful, as well as accurate, prompt, and concise. The making of history is often not noted because it was never recorded. Members, I present your new secretary, [**secretary's name**].

*The presiding officer presents a teacup of pink roses to the **vice-president**.*

**Presiding officer:** A pink rose, a color so close to the red rose of the president, signifies the future of opportunity. You may be called upon in her absence, or upon request, to perform her duties. I challenge you to become knowledgeable with all the business of the organization, its finances, bylaws, policies, objectives and programs. May you continue to strive ever upwards, as this flower does. Always give the president your loyal cooperation and friendship to maintain a happy, harmonious relationship. Members, I present your new vice-president, [**vice-president's name**].

*The presiding officer presents a teacup of red roses to the **president** and speaks to her.*

The red rose is merely a symbol, but one of strength, longevity, and the capacity for giving love. Love is a great motivating factor, which inspires and stimulates all who share it. You must be gracious, tactful, considerate, enthusiastic, and willing to listen, as well as to lead. You must learn not to speak as an individual, but in the name of your organization. Your job resembles the rose in yet another way. Despite its beauty, the rose has its thorns. There will be times during your administration when you, too, will come up against "thorns," but you must keep on loving and leading your members in the right direction toward goals, which are good for the club as well as GFWC. While it is the most important flower in our garden, the rose is surrounded by flowers of diversity. Be unique. Be nourished by the diversity and strength of your officers, chairmen, and members. Be rich in your thoughts and enriched by the joys of your office. You have been elected president, and that is the greatest honor your club could award you. Members, I present your new president, [**president's name**].

Officers, have you familiarized yourselves with the responsibilities of your office? If so, please answer, "I have."

**Officers:** I have.

**Presiding officer:** Do you accept the responsibilities of your office? Please answer, "I do."

**Officers:** I do.

**Presiding officer:** During your term, you will be a cup, filling yourself with knowledge of your club and the skills of each member.

**Members,** you are the other flowers in this garden. Like these flowers, your attributes are important and needed in order for the club to flourish and achieve its goals. When you support one another and work together, our club will flourish and grow.

**Officers,** I now declare you installed officers of [State Federation or club name]. Will the past president please pin the president and present her with the gavel?

*Past president comes forward and pins the new president and presents her with the gavel.*

Congratulations to you all.

Other flowers may be worked into the ceremony to represent other offices or chairmanships if needed:

**Azalea:** Steadfast, dependable

**Crocus:** Hardy; withstands all kinds of weather

**Daisy:** Pure; reflects the beauty of membership

**Dianthus:** Talented, cheerful

**Iris:** True blue

**Lily of the Valley:** Happiness

**Olive tree:** Peace, security

**Pansy:** Honesty, friendship, mischievous

**Peach-colored rose:** Peach color represents good thoughts

**Zinnia:** Goodness

\*For the purpose of the GFWC Women's Club of Pittsford (N.Y.), the director position is held by the club's immediate past president. In the absence of the president and vice-president, the director presides at club meetings and represents the club at outside events.



## THE HEART OF GFWC INSTALLATION CEREMONY (2006)

*By JoAnn Calnen, a GFWC Connecticut ceremony, reprinted with permission of JoAnn Calnen*

### *Materials Needed*

- Heart-shaped token for each incoming officer, *i.e.*, heart-shaped cookie, small wreath, or something else

### *Ceremony*

**Presiding officer:** GFWC clubs are composed of a wonderful body of women with a mission to enhance the lives of others through volunteer service. As a group, [State Federation or club name] uses its vision to anticipate needs and offer solutions. It has applied its muscle to each project it endeavors and has the backbone to continue working within the community.

There is a heart within this organization keeping the club functioning and thriving, and that heart consists of your officers and directors.

Would the recording secretary please step forward?

*The presiding officer presents the **recording secretary** with a heart-shaped token.*

**Presiding officer:** [**Recording secretary's name**], your heart cherishes the memories of this club. As time passes, our memory can fail and it is most important that what has been said, and what has been done are recorded. As recording secretary, you will keep the records of the meetings, which will become the history of this club. Accuracy and promptness are important attributes for your position. I am delighted to install you as recording secretary.

*The presiding officer presents the **treasurer** with a heart-shaped token.*

**Presiding officer:** [**Treasurer's name**], your heart beats to the financial well-being of this club, keeping your members informed of its finances and meeting all financial obligations. I know you will take the responsibilities seriously, as the funds of a club can rise and fall as the temperature, and it is your job to keep it as close to normal as possible. I hope you enjoy your position as I install you as treasurer.

*The presiding officer presents the **vice-president/membership chairman** with a heart-shaped token.*

**Presiding officer:** [**Vice-president/membership chairman's name**], you hold the heart of membership in your hands. What body, what club can thrive without new blood? You are responsible for bringing new members to your club, making sure they understand and are comfortable with the decision they have made. You are also charged with the responsibility of retaining your members as the club grows, keeping it healthy. It is a great honor to install you as membership chairman.

*The presiding officer presents the **vice-president/parliamentarian** with a heart-shaped token.*

**Presiding officer:** [**Vice-president/parliamentarian's name**], you have the peacekeeping heart in your hands. Being responsible for rules and bylaws means you keep conflict out of your club and help to guide the leaders and members to solutions that the majority of your members agree upon. It is not an easy task, and will take wisdom and patience. What an honor it is to install you to this position of parliamentarian.

*The presiding officer presents the **president** with a heart-shaped token.*

**Presiding officer:** [President's name], thank you for putting your heart into the leadership of this club. In this position, you will continue to lead with graciousness, tact, consideration, and enthusiasm. This body of women clearly trusts you to guide them. Your heart will speak for the organization and there will be times when it may skip a beat, but it will always be strong. It is my great honor to install you as president of [State Federation or club name] and present you with our rose of the Federation and our heartfelt gratitude.

Club members, standing before you is the heart of your club. I ask that you care for it; support it by exercising your rights and duties as members while providing nourishment with dedication and devotion. With your assistance, your club will thrive and remain healthy.

## **THE PUZZLE INSTALLATION**

*By Kathie Jorgensen, a GFWC Washington ceremony, reprinted with permission of Kathie Jorgensen<sup>3</sup>*

### *Materials*

- Jigsaw Puzzle, select one with a small number of pieces

### *Ceremony Preparation*

Assemble a puzzle on a table that will sit in front of the officers being installed. Leave out pieces of the puzzle to give to incoming officers, so that each officer is given one missing puzzle piece.

### *Ceremony*

**Presiding officer:** This installation is based on puzzles, which are part of our daily lives. There are crossword puzzles, number puzzles, and jigsaw puzzles. Children learn to work on puzzles at an early age, and this process of figuring out how everything fits together continues through adulthood.

The unique thing about puzzles is that, until the last word, number, or piece is put into place, the puzzle is incomplete. Every word, number, or piece is needed. Likewise, every club member is essential. If one person fails to attend a meeting or function, a piece of this club is missing, making it incomplete.

Tonight, the officers of [State Federation or club name] will be installed using pieces of a jigsaw puzzle. Each officer has different duties to perform, just as each piece of a puzzle is shaped differently. The officers are the leadership pieces in this organization. They provide guidance and help to keep everything running smoothly. Will the newly elected officers please come forward?

*Officers come forward.*

*The presiding officer speaks to the treasurer.*

**Presiding officer:** The treasurer's piece in the puzzle is a financial piece. Your duties include collecting and depositing money, writing checks, and giving a monthly financial statement to your club. Do you accept the responsibilities of this office?

**Treasurer:** I do.

*The presiding officer gives the treasurer a missing puzzle piece.*

**Presiding officer:** Congratulations. You are an important piece in this organization. Always work to keep your club complete.

*The presiding officer speaks to the secretary.*

**Presiding officer:** The secretary's piece in the puzzle is a writing piece. Your duties include taking minutes at every meeting and making sure that all the decisions of your club are accurately recorded for the club's history. Do you accept the responsibilities of this office?

**Secretary:** I do.

*The presiding officer gives the secretary a "missing" puzzle piece.*

**Presiding officer:** Congratulations. You are an important piece in this organization. Always work to keep your club complete.

*The presiding officer speaks to the vice-president.*

**Presiding officer:** The vice-president's piece of the puzzle is the membership piece. Your duties include working closely with your president and being ready to step in if she is ever unable to fulfill her duties. Spark club interest in all members, old and new, and support your president. Do you accept the responsibilities of this office?

**Vice-president:** I do.

*The presiding officer gives the vice-president a puzzle piece.*

**Presiding officer:** Congratulations. You are an important piece in this club. Always work to keep your club complete.

*The presiding officer speaks to the president.*

**Presiding officer:** The president's piece in the puzzle is the leadership piece. Your duties include presiding at all meetings, appointing committees and chairmen, and representing your club within the community. You have been given the highest honor your club can bestow. Serve your membership with love and loyalty. Do you accept the responsibilities of this office?

**President:** I do.

*The presiding officer gives the president a puzzle piece.*

**Presiding officer:** Congratulations. You are an important piece in this club. Always work to keep your club complete.

On the table is an unfinished jigsaw puzzle. It represents the members of [State Federation or club name]. Currently, it is incomplete. It needs the officers' pieces to be whole. Officers, would you please place your pieces in the puzzle?

*Officers place their pieces in the puzzle.*

**Presiding officer:** Officers, you have now assumed your positions within this organization; however, you are not the only pieces in this club.

Members, you are the other pieces needed to complete the club. Just as every piece in a puzzle fits snugly together to make a picture, every member of this club is joined together to accomplish its goals. Support one another, and [State Federation or club name] will be able to achieve great success.

Congratulations, everyone.

<sup>3</sup> Adapted from several PTA and 4-H installation ceremonies found on the Internet.

## **TREASURES OF THE OCEAN INSTALLATION CEREMONY (2004)**

*By Stephanie Furano and Sandra Saluga, a GFWC/Warren Junior Women's League (Ohio) ceremony reprinted with permission of Stephanie Furano*

### *Materials Needed*

- Sand dollar
- Conch shell
- Starfish
- Abalone shell
- Oyster shell

### *Ceremony*

**Outgoing president:** To the members of [State Federation or club name], on behalf of the outgoing officers, thank you for your cooperation and support. You have made our term in office rewarding and enjoyable. We pledge our continued support of [State Federation or club name] and its new officers. The theme of tonight's installation is Treasures of the Ocean. I have asked the officers and [installing guest's name] to assist with our installation tonight. Will the newly [elected/appointed] officers please come forward?

*The officers step forward.*

*The outgoing president gives a sand dollar to the incoming treasurer.*

**Outgoing president:** [Treasurer's name], you have been elected treasurer. The ocean treasure that was chosen as a symbol of your office is a sand dollar. You are responsible for collecting and disbursing the club's funds and keeping an accurate account of transactions. You are to give a full financial report at each meeting and to submit your records for examination by the auditing committee when requested. Do you accept this responsibility and promise to fulfill, to the best of your ability, the duties of treasurer? If so, answer, I do.

**Treasurer:** I do.

*The outgoing president gives a conch shell to the incoming secretary.*

**Outgoing president:** [Secretary's name], you have been elected secretary. The ocean treasure that was chosen for you is a conch shell. This shell mimics the sounds of the ocean. As secretary, you will record the words of our members. You are to record the minutes of each meeting and to conduct the correspondence of the club as directed by the president. Do you accept this responsibility and promise to fulfill, to the best of your ability, the duties of secretary? If so, answer, I do.

**Secretary:** I do.

*The outgoing president gives a starfish to the second vice-president.*

---

**Outgoing president:** [Second vice-president's name], you have been elected second vice-president. The ocean treasure that was chosen for you is a starfish, for this symbolizes the true stars of any club, which are its members. It is your responsibility to serve as membership chairman of the club and keep the membership list current and accurate. Do you accept this responsibility and promise to fulfill, to the best of your ability, the duties of second vice-president? If so, answer, I do.

**Second vice-president:** I do.

*The outgoing president gives an abalone shell to the first vice-president.*

**Outgoing president:** [First vice-president's name], you have been elected first vice-president. The ocean treasure that was chosen for you is the colorful abalone shell. It is your responsibility to plan colorful and educational programs for meetings and prepare the club's program book for the coming year. In addition, you will assume the duties of the president in her absence. Do you accept this responsibility and promise to fulfill, to the best of your ability, the duties of first vice-president? If so, answer, I do.

**First vice-president:** I do.

*The outgoing president gives an oyster shell to the **president**.*

**Outgoing president:** You have been elected president of [State Federation or club name]. The ocean treasure that was chosen for you is the oyster shell. With its hard outer shell, we find on the inside its true luster, the pearl. Your leadership will guide us in pursuing the club's goals throughout the coming year. To you, all members pledge their full support. The office of president is the highest honor a club can bestow upon one of its members. Enjoy your presidency and the members will enjoy it with you. Do you accept this responsibility and promise to fulfill, to the best of your ability, the duties of president? If so, answer, I do.

**President:** I do.

**Outgoing president:** Accepting your office indicates that you have pledged yourselves to perform faithfully the duties of each office, which you are about to assume. Therefore, I declare you duly installed for [administration years].

Members, these newly-installed officers have consented to give their time and talents for the next year. As we salute our new club president and officers, let us pledge our support to them to direct our club toward the highest goals of achievement. To your support, will all club members please say, I will support our new officers.

**Club members:** I will support our new officers.

**Outgoing president:** To all the newly installed officers, we congratulate each of you and wish you a successful and enjoyable term in office.

## WOMEN OF SUBSTANCE INSTALLATION CEREMONY (2008)

*A GFWC El Monte Women's Club (Calif.) ceremony reprinted with permission of Toby Kahan*

### *Ceremony*

**Presiding officer:** Today is a happy event, bright with memories of past work well done, of friendships made, and of the joy of working together, sharing and caring for others.

The officers that led you through this past year accepted the serious and important duties to their office. All present know of their dedication, time, and energy in carrying out the aims and purposes of this club. The success of this club is a tribute to the members of [State Federation or club name] and their officers. To each of you, I say, thank you for a job well done and please join me in congratulating the [past administration term] officers and chairmen on all their achievements.

*Presiding officer leads applause to congratulate current officers.*

**Presiding officer:** Will the officers for the [upcoming administration term] administration please come forward?

*Incoming officers step forward.*

**Presiding officer:** It is my privilege to install the officers of [State Federation or club name] for the [administration term] administration.

The women of today may be emancipated, but this was not always the case. In earlier centuries, male domination ensured that women were confined to the home and the hearth. A few women chose to carve their own future, and eventually, the future of womankind.

These were ordinary women, much like you and me, who went on to achieve extraordinary success because they had a mission and a strong will to achieve. The greatest factors that set them apart were their self-belief and ability to give other women the courage to come into their own.

I have chosen Women of Substance for today's installation theme. As each officer is installed, I have selected some history to share with you about each of these remarkable women, along with one of their quotes. Their achievements and inspirational words trigger the desire to achieve the impossible and inspire us to live our dreams.

One of my American heroes, Helen Keller, is truly an inspiring icon. Having lost sight and hearing ability at a very young age, Helen learned to grapple with life's small and big struggles. Her undying spirit saw her through her handicap. She has been quoted as saying, "Optimism is the faith that leads to achievement." In order to be a good leader, each of you must possess an optimistic attitude as you serve in your position.

*The presiding officer speaks to the **parliamentarian**.*

**Presiding officer:** I chose the first woman to serve on the United States Supreme Court to represent the parliamentarian. Sandra Day O'Connor was appointed to the position of Associate Justice in 1981.

She is quoted with saying, "Do the best you can in every task, no matter how unimportant it may seem at the time. No one learns more about a problem than the person at the bottom."

As parliamentarian, you shall give advice on parliamentary procedure when required, keep an official copy of the bylaws and standing rules, serve any committee in an advisory capacity, and as chairman of the bylaw committee. And, just because you are at the bottom of the list of officers, it doesn't mean that you are less important. As parliamentarian, you have the important role of keeping the assembly in order under *Roberts Rules of Order*.

*The presiding officer speaks to the **social and hospitality chairman**.*

**Presiding officer:** For the social and hospitality chairman, I chose an American social reformer and suffragist, Susan B. Anthony.

She is quoted with saying, "Sooner or later we all discover that the important moments in life are not the advertised ones, not the birthdays, the graduations, the weddings, and not the great goals achieved. The real milestones come to the door of memory unannounced, like stray dogs that sniff around a bit and simply never leave. Our lives are measured by these moments."

As the social and hospitality chairman, you will lead the social part of club meetings. You shall appoint tea chairmen and hostesses for special occasions. Remember the words of Susan B. Anthony when you plan your socials, it is the little things you do that will be remembered.

*The presiding officer speaks to the **treasurer**.*

**Presiding officer:** For the treasurer, I chose one of the foremost writers of the early 19<sup>th</sup> century, Jane Austen. Her novels focus on relationships and the attempts by heroes and heroines to find fortune and romance. Her ironic tone often comes through whether speaking as the narrator of a tale or through one of the characters.

She is quoted with saying, "Business, you know, may bring money, but friendship hardly ever does."

Your role as the treasurer is to take care of the money—to make sure there is enough to pay bills, fund projects that the club wants to do, help with various fundraisers to replenish the funds, and guide your club to financial security. You shall give a detailed statement of funds on hand and funds dispersed at the business meetings. You shall be a member of the budget committee. Remember the words of Jane Austen and you will remember that "friends are priceless."

*The presiding officer speaks to the **financial secretary**.*

**Presiding officer:** For the financial secretary, I chose an anthropologist. Margaret Mead was known for her work on the relationship of culture and personality. Mead's early work stressed the cultural basis of gender roles while later she wrote about the biological influence on male and female behaviors.

She is quoted with saying, "I must admit that I personally measure success in terms of the contributions an individual makes to her or his fellow human beings."

As financial secretary, you shall receive all monies belonging to the club and deposit them into the club's bank account. You shall make a detailed report to the treasurer and at the business meetings. You shall be a member of the budget committee. When Margaret Mead spoke those words, she was reminding us that, through our volunteer work, we are touching the lives of others and for that, our success can be measured, as well as our value to society.

*The presiding officer speaks to the **corresponding secretary**.*

**Presiding officer:** For corresponding secretary, I chose a woman of strength, Coretta Scott King. She was preparing for a career as a singer when she met the young preacher, Martin Luther King, Jr. As he became a leader in the blossoming civil rights movement, Coretta was often at her husband's side in civil rights marches and demonstrations, and she often was alone with their four children as King traveled for the cause. Widowed when he was assassinated in 1968, Coretta Scott King took up the mantle of his civil rights non-violent activism and worked to keep his dream and memory alive.

She is quoted with saying, "The greatness of a community is most accurately measured by the compassionate actions of its members, hearts of grace, and souls generated by love."

Your responsibilities are very clear—you shall handle the correspondence of the club. Just remember to use a little heart and soul in your words, elements that Corretta Scott King believed people should incorporate in their daily lives.

*The presiding officer speaks to the **recording secretary**.*

**Presiding officer:** For recording secretary, I chose an American hero who stood for principal and justice, Rosa Parks. She is known as the woman who, in December of 1955, refused to give up her seat to a white man. Rosa Parks was arrested, and this arrest triggered the Montgomery bus boycott and ignited the American civil rights movement.

She is quoted with saying, "Memories of our lives, of our works and our deeds, will continue in others."

It is your responsibility to keep accurate records of the history of [State Federation or club name]. Not just the formal business, but the life of the organization, what this organization does, what the members do, and the impact it makes on the community. May you remember the words of Rosa Parks as you record your minutes, because the history of this club will be relived through your words.

*The presiding officer speaks to the **programs chairman**.*

**Presiding officer:** For the programs chairman, I chose an American crusader. Amelia Earhart, a pioneer in aviation, who set a number of record "firsts" for women. In 1937, her plane disappeared over the Pacific Ocean, and while there are theories about what happened to her, there is no certain answer, even today.

Her quote comes from the last letter written to her husband before her last flight, "Please know that I am quite aware of the hazards. Women must try to do things as men have tried. When they fail, their failure must be but a challenge to others."

You shall serve as programs chairman, arranging for and presenting programs at the club meetings. May the programs you plan be as inspiring as the words of Amelia Earhart.

*The presiding officer speaks to the **membership chairman**.*

**Presiding officer:** For the membership chairman, I chose a beloved American humorist, Erma Louise Bombeck. Her newspaper column, *At Wit's End*, grew to such popularity that it became nationally syndicated in 1965.



She is quoted with saying, “My theory on housework is, if the item doesn’t multiply, smell, catch on fire, or block the refrigerator door, let it be. No one cares. Why should you?”

You shall be responsible for the yearbook, collecting dues, and promoting GFWC and membership.

As membership chairman, you need to remember that your members are volunteers and that their lives outside of club have as much importance, if not more. There will be times when members will need the support and friendship of their fellow clubwomen. Erma Bombeck has written many articles on surviving day-to-day life with a little humor. Perhaps you might enjoy sharing these with the membership.

*The presiding officer speaks to the **first vice-president**.*

**Presiding officer:** For the first vice-president, I chose a woman who played an important part in American politics by serving as First Lady. Rosalynn Carter, U.S. First Lady from 1977 to 1981, was an active campaigner, advisor, and consultant for her husband, and also managed the family business during much of his political career. Her focus as First Lady was on mental health reform.

She is quoted with saying, “A leader takes people where they want to go. A great leader takes people where they don’t necessarily want to go but ought to be.”

As you sit to the right hand of the president, your role is to learn about [State Federation or club name], its members, and how your club can best serve the needs of your community. As you serve as dean of chairmen, you have the opportunity to spread your enthusiasm in many directions. You will find worthwhile projects and organizations for our club to support through GFWC, our State Federation, and our district. The members will be looking to you as their leader of the future. Remember the words of Rosalynn Carter when you take your members to people and places that need your support.

*The presiding officer speaks to the **president**.*

**Presiding officer:** For the president, I chose a woman with many talents—Maya Angelou, an American writer who survived a tough childhood to become a singer, actress, activist, and writer.

She is quoted with saying, “We all should know that diversity makes for a rich tapestry, and we must understand that all threads of the tapestry are equal in value no matter what their color.”

Your responsibility is to preside at all club meetings and in so doing you shall weave the various threads of this organization into a cohesive unit, working together for each other and for the Federation. GFWC has a rich tradition of giving to others, and at the same time to each other. You are proven leaders. Once again, the members of [State Federation or club name] have turned to you to lead as their president.

Remember the words of Maya Angelou and you will find joy in your life as you serve as club president, weaving the most beautiful tapestry filled with bright pink roses.

You, the members of [State Federation or club name], have chosen these representatives to voice your wishes in all matters relating to the functioning of this club. They have pledged to serve you faithfully to the best of their ability, but you also have responsibilities to each other and to your club.

Eleanor Roosevelt once said, “The future belongs to those who believe in the beauty of their dreams.” It is your responsibility to dream about what can be. Think about this:

- If you were right here and now, the person you most wanted to be, what would you be doing?
- If you could change anything in the world, what would it be?
- If you were completely free to express your dreams and visions, how would you do that?
- If you were wealthy enough to buy anything at all, how would you use and invest that wealth in a meaningful way?
- If you had the time, money, knowledge, energy, and resources to pursue your highest vision, what would you seek to do?
- If you were free from all the things that limit you and hold you back, in what direction would you go?

Now consider this: there is no need to wait a single moment longer. You can start now to follow your most compelling passion, to achieve your most treasured dream. Yes, there are obstacles that stand in your way, but so what? When you’re living with purpose and passion, you’ll find your way beyond every difficulty. We are all women of substance, phenomenal women. We know that. Now we need to share our gifts with others. As members of [State Federation or club name], you have already touched the lives of many people you may never know.

Members, you have chosen these women as your leaders, and it is my pleasure and honor to declare the officers of [State Federation or club name] duly installed for [administration term].

# Chapter 4: Memorial Ceremony

## BUTTERFLY MEMORIAL CEREMONY (2011)

*By Terri Whitehurst, a GFWC Iuka 20<sup>th</sup> Century Club (Miss.) ceremony reprinted with permission of Terri Whitehurst*

### *Materials Needed*

- Plain white index cards
- Artificial butterflies, one for each deceased member being memorialized
- Small potted tree, real or artificial
- Clips
- Picture frames
- Votive candles

### *Ceremony Preparation*

- Write the names of deceased members on index cards, and include one name on each card.
- Clip one butterfly to each index card.
- Before the ceremony, the cards with butterflies should be distributed to members and guests in attendance.
- Place the tree on a table in the front of the room.
- Within each photo frame, include the name of a deceased member being memorialized or a photo of her.
- Place photo frames in front of the tree, with a votive candle in front of each frame.

### *Ceremony*

**Presiding officer:** Life as we know it, is temporary. The butterfly is a great example. Like us, it struggles in order to get to its full potential. It goes through a process as we do.

Many people believe the butterfly symbolizes freedom and beauty as it takes flight. Whenever we see butterflies, it is difficult not to feel peace and beauty.

Butterflies are symbols of transformation.

Greek mythology links butterflies to the human soul and the ancient Greeks considered butterflies as the souls of those who had passed away.

Many American Indian tribes believe that in your heart, if you have a secret wish or desire, you wish it upon the wings of the butterfly and it will carry your wish up to the Great Spirit to be granted.

(Some of) you have been given a memorial card with a butterfly attached. In a moment, you will be given the opportunity to come forward and clip your butterfly on the tree in memory of those we have lost.

As you do so, think about making a wish or sharing a secret with that person as you place the butterfly on the tree.

*Members and guests in attendance are invited to step up to the tree, one at a time, to add their butterflies to the tree.*

### *Prayer or Moment of Silence*

**Presiding officer:** We place these butterflies in honor of those we have lost. We know it is your will that they have been set free. We know that they are safe at home with you and, though we wished they had stayed longer, we feel fortunate to have known them. Keep our hearts open each time we see a butterfly, that we remember what miracles you have given us. Amen.

*At the close of the ceremony, members are encouraged to come back to the tree and take a butterfly home in memory of a member who has passed away.*

# Chapter 5: Anniversary Ceremony

## CLUB ANNIVERSARY RECOGNITION FROM GFWC

GFWC acknowledges milestone club anniversaries with an anniversary certificate, letter from the international president, and recognition in *GFWC Clubwoman Magazine*. Milestone anniversaries, as defined in the GFWC Standing Rules, are 25, 50, 60, 70, and 75 years, and every five years thereafter.

To receive GFWC recognition for your club's anniversary, send the following information to GFWC, 1734 N Street NW, Washington, DC, 20036-2990 or [GFWC@GFWC.org](mailto:GFWC@GFWC.org).

- Correct, official, and complete club name
- Anniversary being celebrated (25, 50, etc.) and date of joining GFWC
- Name and address of club president who is serving during the anniversary year
- Name and address of person to whom an anniversary letter and certificate should be sent, if different from the club president

## ANNIVERSARY PROGRAM CEREMONY

### *Agenda*

- Welcome by club president
- Pledge to the flag
- Devotions
- Introduction of guests of honor—founders, past presidents, etc.
- Story of founding—read club's history, or present a skit for each 10 years

### *Suggested Speakers and Participants*

- State officer
- District officer
- Membership chairman
- Club historian
- Pianist of club musical group
- Spiritual or inspirational leader

### *Materials Needed*

- An enlarged *Charter Membership Roll*, which lists all charter members
- Candelabra
- Matches or candle lighters
- Tray
- Corsages or single flowers (your club flower, if you have one), one for each charter member

### *Ceremony Preparation*

- If possible, hold the anniversary program in an area with a stage, or set up chairs facing an open area of the room that will serve as the stage area.
- On stage, place an enlarged *Charter Membership Roll*, listing all charter members. It should resemble an unrolled parchment scroll. If you do not have a platform, this could be placed on a large easel.
- On a table (either on the platform or on the floor center-front), place a candelabra of unlighted candles and tray with corsages or single flowers.
- Prepare the following information for your club, district, State Federation, and GFWC, to be read during the ceremony:
  - Number of club members
  - Founding date
  - Unusual or outstanding accomplishments and projects

## *Ceremony*

### **Roll Call**

The President calls the names on the Charter Membership Roll. As each member steps forward, she is given a flower or corsage by the membership chairman. Background music may be played for added atmosphere during the roll call.

### **Lighting the Candles**

A past president who served in early club years lights one of the two small candles on the candelabra and tells the audience of her administration and what she considers the most important achievement during her term of office.

The current president lights the second of the small candles and elaborates on her administration's theme, the accomplishments to date, and planned projects for the remainder of the club year.

There should be one candle for each level of the Federation on the candelabra, graduating in size until the tallest stands for GFWC. These candles could each be a color of the Federation level it represents. For example, GFWC could be either red or blue. A current or past club officer should be selected to light each candle. Beginning with the district levels, and as each candle is lit, a brief resume (*i.e.*, number of club members, founding date, outstanding accomplishments) should be read by district or State Federation officers. If Federation songs exist for the different levels, these could be played or sung in the background before the lighting of each candle.

### **Reports from Program Chairmen**

Each chairman explains projects and special emphasis within her are on the national, state, and local levels. Each should stress the great impact that united clubwomen have in bringing about changes essential to our nation's well-being.

### **President or Program Chairman**

She brings the meeting to a close, stressing the importance of every club member, and distributes copies of the profile.

### **Music Chairman**

She leads the members and guests in singing *America the Beautiful*, the official GFWC song, adopted in 1922.

### **Inspirational or Spiritual Life Chairman**

She leads the clubwomen and guests in repeating Mary Stewart's *A Collect for Clubwomen*.



1734 N Street NW, Washington, DC 20036-2990  
[www.GFWC.org](http://www.GFWC.org)