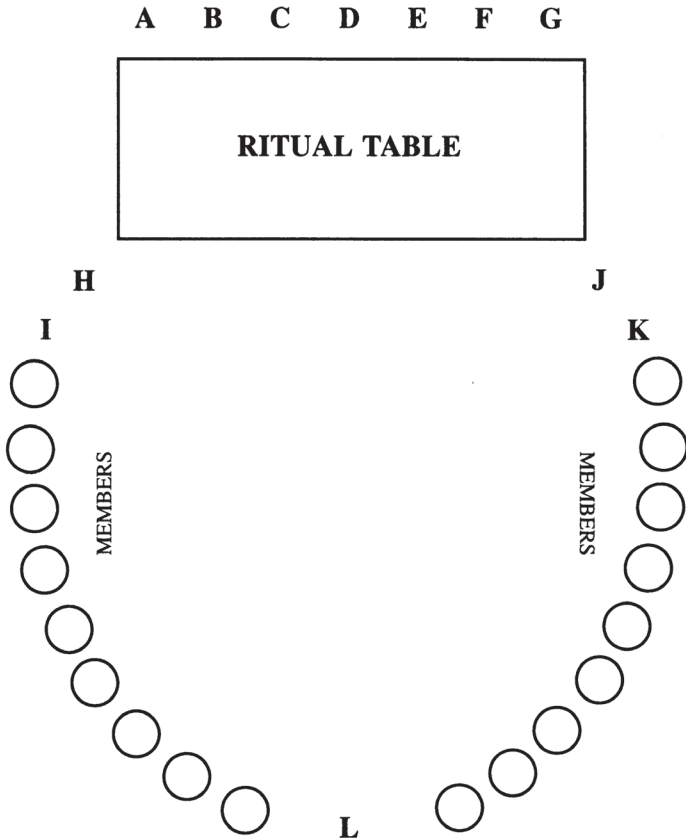


Diagram for Installation of Officers



- A SPONSOR
- B PRESIDENT
- C VICE-PRESIDENT
- D RECORDING SECRETARY
- E CORRESPONDING SECRETARY
- F TREASURER
- G DIRECTOR
- H RETIRING VICE-PRESIDENT
- I RETIRING RECORDING SECRETARY
- J RETIRING CORRESPONDING SECRETARY
- K RETIRING TREASURER
- L OFFICIANT (RETIRING PRESIDENT)

Beta Sigma Phi

INSTALLATION OF OFFICERS

Instructions: *A table is placed at one end of the room. On it are arranged the properties used as symbols in the ceremony. If the occasion is a formal party, a black bowl of yellow roses, and candelabra, may be added, and chapter members other than the retiring officers and the officers to be installed may each hold a lighted candle.*

The officers to be installed stand back of the table, facing the members, right to left in the following order — President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. The Sponsor should stand to the right of the President and the Director (or Advisor) to the left of the Treasurer (if you have one). The other members shall form a horseshoe facing the officers to be installed with the outgoing officers at the two ends of the horseshoe nearest the table. The retiring President or some member appointed by the Executive Board shall preside as Officiant.

The Officiant who conducts the installation shall stand at the center of the horseshoe (some member may stand beside the Officiant and hold a lighted candle so the Officiant can see to read the Ritual), and as she finished reading the Installation Ritual for each new officer, the retiring officer of the same title shall present to the incoming officer the symbol of the office.

On occasions when you are installing only one or possibly two officers who have been appointed to fill vacancies for unexpired terms of office, the Officiant should read the installation for that office with an appointed member presenting a symbol of that office.

Officiant reads: We are assembled now to install the officers of _____ Chapter of Beta Sigma Phi.

President

Officiant announces the name of the office and then the full name of the officer to be installed, repeats her first name in salutation and reads as follows:

_____, to you has come an honor and a real opportunity. We have chosen you to be our constituted leader through the coming year, with full faith in your integrity of character, your loyalty to our ideals and your fidelity to the trust imposed upon you.

May it be your resolution, therefore to represent the membership faithfully and truly, and to foster harmony and unity in all our undertakings.

To you, all officers and committees look for guidance and assistance. To you they are responsible for the fulfillment of their duties.

To you, in the fulfillment of this obligation, each member pledges full allegiance.

You accept a privilege and assume a responsibility to have a part in the cultural and social life of your community, your state, and your nation.

In your acceptance of the office of President, will you pledge yourself to these obligations?

Answer, "I pledge myself, to the utmost of my ability, to accept and fulfill the duties of the office of President."

Retiring President presents gavel.

Retiring President: On behalf of _____ Chapter, I now present to you this gavel, symbol of authority, and token of the trust we hold in you.

Vice-President

Again Officiant announces the office and the full name of the incoming officer and repeats the first name in salutation.

_____, as Vice-President of this Chapter you are highly honored by our sisterhood. You are entrusted with a number of important and traditional duties. The most important of these is assuring the future of our chapter through careful and enthusiastic rushing. Second to that is the training of new members for full participation and enjoyment in Beta Sigma Phi. In the absence or disability of the President you are responsible for assuming her duties. As Chapter Hostess, you will extend the traditional courtesies to our members and our guests.

In the absence of the Treasurer, you are authorized to assume her duties.

You are expected to give full cooperation and loyalty to our President and to foster and promote chapter unity at all times.

In your acceptance of this office will you pledge yourself to assume these responsibilities and to accept these obligations?"

Answer, "I pledge myself, to thy utmost of my ability, to accept and fulfill the duties of the office of Vice-President."

Retiring Vice-President presents Book of Beta Sigma Phi.

Retiring Vice-President: On behalf of _____ Chapter, I present to you this Book of Beta Sigma Phi, symbol of your duties and as a reminder of the traditions and courtesies of our sisterhood.

Extension Officer

Officiant announces the office and the full name of the incoming officer and repeats the first name in salutation.

_____, as Extension Officer an unusual opportunity has come to you to serve our great sisterhood. You have been selected to hold high the Torch of Beta Sigma Phi that many lovely unpledged sisters may see its light and share the privilege of membership in new chapters that can be sponsored by our chapter through your able leadership.

In your acceptance of this office will you pledge yourself to assume these responsibilities and to accept the obligations of Extension Officer?

Answer, "I pledge myself to the utmost of my ability to accept and fulfill the duties of the office of Extension Officer."

Retiring Extension Officer and Officiant presents properties of the office.

Retiring Extension Officer: On behalf of _____ Chapter, I present to you the properties of the office of Extension Officer."

Recording Secretary

Officiant announces the office and the full name of incoming officer and repeats the first name in salutation.

_____, as Recording Secretary you are the custodian of this chapter's history and the transcriber of its activities. It becomes your opportunity and your responsibility to transcribe faithfully the minutes of our meetings, and to keep these minutes at all times available to the President and the chapter. In addition to these duties you are especially obligated to prepare and forward to the International Office the monthly reports and minutes required to ensure our chapter's good standing in the International Organization.

Will you pledge yourself to the careful fulfillment of these duties?

Answer, "I pledge myself, to the utmost of my ability, to accept and fulfill the duties of the office of Recording Secretary."

Retiring Recording Secretary presents properties of the office.

Retiring Recording Secretary: On behalf of _____ Chapter, I present to you our minute book, in which you shall record a full and accurate report of all our meetings, our attendance and our activities.

Corresponding Secretary

Officiant announces the office and the full name of the incoming officer and repeats the first name in salutation.

_____, as Corresponding Secretary of our Chapter you have been given an added opportunity for service in the great sisterhood of which you are now a vital part. We depend upon you to give prompt and courteous response to chapter correspondence, retaining carbon copies of all such correspondence in a file accessible to the chapter at all times and to give a report of this at each

regular meeting. In your acceptance of this office will you pledge yourself to the acceptance of these obligations?

Answer, "I pledge myself to the utmost of my ability, to accept and fulfill the duties of the office of Corresponding Secretary.

Retiring Corresponding Secretary presents chapter stationery and other properties for her office.

Retiring Corresponding Secretary: On behalf of _____ Chapter, I now present to you the properties of the office of Corresponding Secretary."

Treasurer

Officiant announces the office and the full name of the incoming officer and repeats the first name in salutation.

_____, as Treasurer of this chapter, you become the trusted custodian of chapter finances. It is your duty to collect and disburse all monies of the chapter. You are required to keep an accurate account book of such receipts and disbursements, to give a report of these at each regular meeting, and to submit your account to the Executive Board for auditing at the expiration of your term of office. It is your responsibility to maintain the financial integrity of the chapter in every way possible, and to give prompt attention to the payment of financial obligations due to or by the chapter at all times.

Will you pledge yourself to the conscientious fulfillment of these duties?

Answer, "I pledge myself, to the utmost of my ability, to accept and fulfill the duties of the office of Treasurer."

Retiring Treasurer presents account book.

Retiring Treasurer: On behalf of _____ Chapter, and as property of your office I present to you the account book of our chapter. This book has been audited and balanced under the approval of the Executive Board and is now entrusted to your care with full confidence in your integrity.

Director or Advisor

Officiant announces the office and the full name of the Director or Advisor and reads:

_____, as (Director or Advisor) of _____ Chapter of Beta Sigma Phi, we look to you for stimulus and direction in the quest we have undertaken. We depend upon you to be present at our regular meetings and to guide us in the planning and presentation of our cultural programs. From you will come inspiration and vision conducive to our success and our achievement.

In your capacity as Advisor you are expected to assist the chapter in the understanding of the rules and regulations of the International Office and to adhere to the standard program outlines promulgated by it. As a symbol of your honor and your responsibility I present to you a copy of the Book of Beta Sigma Phi.

In accepting these symbols will you pledge yourself to the fulfillment of these obligations?

Present the Book of Beta Sigma Phi.

Answer, "I pledge myself, to the utmost of my ability, to fulfill the duties of the office of (Director or Advisor)."

Officiant: May you, in your unselfish devotion and loyal efforts in Beta Sigma Phi, realize the fuller life and that inner joy which springs from a good work well and faithfully done.

Sponsor

Officiant announces the office and the full name of the Sponsor and reads:

As Sponsor of _____ Chapter, we look to you for guidance in all matters where the wisdom of your mind and the kindness of your heart may serve us as a model for growth and understanding.

We depend upon you to advise us in all social matters and to guide our Social Committee in the preparation and fulfillment of social activities, and to assist in all ways possible to help us improve the general standing and prestige of our chapter.

As a symbol of your office we present to you the yellow rose of Beta Sigma Phi. In accepting this symbol will you pledge yourself to gracious service?

Presents yellow rose.

Answer, "I pledge myself, to the utmost of my ability, to fulfill the responsibilities of the office of Sponsor."

Officiant: May you, in this gift of yourself to life, be enriched and blessed forever.

Installation Ceremony for an Honorary Member (One who is neither a Director nor Sponsor)

As an Honorary Member of _____ Chapter of Beta Sigma Phi, you are embracing a new honor and accepting a real privilege. The honor shall be that we look to you for inspiration in all matters where the wisdom of your mind and the kindness of your heart may serve us as a model for further growth and understanding.

The privilege shall be the love we give to you and those who, like yourself, take time from the pressing affairs of a full life to give of themselves to their fellow beings. May you, in this gift of yourself to life, be enriched and blessed forever.

Ceremony for Chapter Members

After all officers have been installed, the Officiant asks the other members of the chapter to rise and repeat after her:

As a member of the International sisterhood of Beta Sigma Phi and of this chapter, I recognize the importance of my full support for the chapter and its elected officers. I pledge myself to give that support and my loyalty. I confirm the right of each member of the chapter to her own opinion and affirm that I will abide by chapter decision, whether that decision coincides with my own opinion or not.

I promise to offer to the chapter the best that is in me, the best ideas of which I am capable, the best effort at my command, and the fullest understanding and friendship for each of my sisters. I realize that my chapter cannot consider my opinions if I do not express them. And I promise to offer to the chapter every good and constructive idea I can, realizing as I do so that not every idea can be used and the will of the majority must be followed. When

I am a part of the majority I will have every consideration for the needs and desires of the minority and when I am part of the minority, I will extend the same thoughtfulness and consideration.

Officiant then states to the elected officers:

The members of _____ Chapter have affirmed their loyalty to the chapter and to you, as its elected officers. Does every member of this chapter now reaffirm the pledges just made? Answer, "I do."

If desired, the Closing Ritual may be repeated in unison at the completion of this installation service.