



Minnesota Women of Today Officer Installation Ceremony

Installing the Chapter President

I now call forward [MEMBER'S NAME] as president-elect of the [YOUR CHAPTER] Women of Today. You will light the white candle, which, in addition to signifying the service, growth, and fellowship that Women of Today stands for, represents the loyalty to the community and state that your office demands. Great trust has been reposed in you by your election into this office of the organization. You shall preside at all meetings of the organization and be the principal executive officer. You shall direct and supervise all the affairs of the corporation. As you assume the duties as President of the [YOUR CHAPTER] Women of Today, I charge you to carry constantly in your mind the obligation which is yours, that of upholding four great principals; Justice, Freedom, Democracy, and Loyalty.

Raise your right hand and repeat after me:

I [MEMBER'S NAME] do solemnly promise that I will faithfully execute the office of Chapter President of the [YOUR CHAPTER] Women of Today and will to the best of my ability serve as a living example of this organization's philosophies and beliefs as embodied in the Women of Today Creed.

Now as [INSTALLING OFFICER'S POSITION], I declare the officers of the [YOUR CHAPTER] Women of Today duly installed. May your association with the organization be pleasant and full of accomplishments. (Transfer the President's pins and gavel)

Installing the Chapter Officers

As I read your name, please come forward

Vice President _____	State Delegate _____
Secretary _____	Parliamentarian _____
Treasurer _____	Other Board Members _____
Membership Vice President _____	

You have been chosen to fill the various offices of this organization. You will familiarize yourselves with the duties of your respective offices. Always remember that the welfare and success of this organization depends heavily on you.

Short Version

Taking the oath of office is a solemn occasion – a time for each Women of Today member to re-evaluate and rededicate herself/himself to the Women of Today Creed by which (s)he lives and to the responsibilities (s)he has consented to accept.

Always remember that a Women of Today member is ready and willing to assist her/his fellow Women of Today grow in leadership ability and gain lasting friendships and grow individually. Be proud of this organization to which you belong. As you grow – so does the Women of Today organization.

This is, indeed, a solemn moment for each of you, but also a moment of anticipation as we look to another great year for the [YOUR CHAPTER] Women of Today.”



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Raise your right hand and repeat after me:

I, [MEMBER'S NAME] do solemnly promise that I will faithfully execute the office of [POSITION] of [YOUR CHAPTER] Women of Today and will to the best of my ability serve as a living example of this organization's philosophies and beliefs as embodied in the Women of Today Creed.

Now as [INSTALLING OFFICER'S POSITION], I declare the officers of the [YOUR CHAPTER] Women of Today duly installed. May your association with the organization be pleasant and full of accomplishments.

Candlelight Ceremony

(Person installing the officers lights the white candle and reads the following.)

The white candle before us symbolizes the service, growth, and fellowship that our organization stands for.

(Programming Vice President(s) - given the green candle)

[VP'S NAME], as Vice President(s) of the [YOUR CHAPTER] Women of Today, you will light the green candle to signify growth. You shall guide and encourage the local program managers in your respective areas.

(Membership Vice President – given the dark blue candle)

[MEMBERSHIP VP NAME], as Vice President of Membership of the [YOUR CHAPTER], Women of Today, you will light the dark blue candle to signify growth. You shall guide and encourage your members to participate and become active within their chapter. You will keep records of all new members and be a liaison between the district, state and national officers.

(Secretary - given the yellow candle)

[SECRETARY'S NAME], as Secretary of the [YOUR CHAPTER] Women of Today, you will light the yellow candle. You will enlighten the membership to the workings of the chapter. You shall be the custodian of all official records of this organization, keeping a permanent record of all board, chapter, and special meetings. You shall perform all other duties as this office requires ensuring proper administration.

(Treasurer - given the gold candle)

[TREASURER'S NAME], as Treasurer of the [YOUR CHAPTER] Women of Today, you will light the gold candle as a symbol of your office. Your office is one of trust. You shall collect all money due to the organization and disburse the same upon approval of the membership. You shall carefully account for all transactions of your office and make full report of the same at monthly meetings of our organization and the Board of Directors as required.

(State Delegate - given the pink candle)

[SD'S NAME], as State Delegate of [YOUR CHAPTER] Women of Today, you will light the pink candle. You will be the liaison between the state level of Women of Today and your local chapter. You shall represent your local chapter at district and state meetings and report back to the local membership all



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necessary information and business transacted at such meetings. You shall be your chapter's authorized voting delegate at such meeting.

(Parliamentarian - given the light blue candle)

[PARLI'S NAME], as Parliamentarian of the [YOUR CHAPTER] Women of Today, you will light the blue candle. You will be charged with the responsibility of aiding the presiding officer in carrying out our organization's meetings in an efficient way through parliamentary procedure.

(Other Officers - given the red candles)

[OTHER'S NAME], as Board of Director members, you will light the red candle(s),

(State duties of officers as stated in your policies)

Raise your right hand and repeat after me:

I, [MEMBER'S NAME] do solemnly promise that I will faithfully execute the office of [POSITION] of [YOUR CHAPTER] Women of Today and will to the best of my ability serve as a living example of this organization's philosophies and beliefs as embodied in the Women of Today Creed.

Now as [INSTALLING OFFICER'S POSITION], I declare the officers of the [YOUR CHAPTER] Women of Today duly installed. May your association with the organization be pleasant and full of accomplishments.