

Installation Ceremonies

*An excerpt from a former Quota International, Inc. publication "The Three I's"
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Installation Ceremonies

An installation ceremony may serve a many-fold purpose -- that of giving an opportunity to recognize the outgoing officers and the work they have accomplished as well as reminding all of the members of the aims and goals of the organization and making the new officers more aware of the responsibilities of the jobs that lie ahead of them.

An installation ceremony does not make the election of new officers any more legal, and so is not absolutely necessary, but it does impress all concerned with the seriousness of the undertaking.

There are a number of ways in which an installation ceremony can be carried out. Basically, the following procedures might be followed.

1. The installing officer should be someone whom the Club wishes to recognize or honor, such as a Past President, or other notable member of the club. Usually, the incoming President and the outgoing President confer on the selection of the installing officer. If this is not done, the incoming President should have the choice.
2. The installing officer makes a few brief remarks about the accomplishments of the past year and expresses appreciation to the outgoing officers.
3. The order of installation is usually up the line of officers, from Directors to President, although from the President down is equally acceptable. This is strictly a personal preference which the installing officer may exercise.
4. At the close of the ceremony, the members are asked to pledge their support and loyalty. This may be done simply by asking them to stand or they may be asked to light candles or accept some other symbol, depending, again, on the wishes of the installing officer.
5. The gavel should be presented to the new President as part of the ceremony. This may be done by the installing officer or by the outgoing President. If a President's pin is to be presented, then the installing officer might present the gavel as the symbol of the office and the outgoing President might present the pin.
6. Usually, the outgoing President is given a Past President's pin and this should be presented to her by the new President before she makes her remarks.

Installations may run the gamut from very simple affairs to more elaborate ones and all degrees between. The installing officer usually prepares the kind of ceremony she wants to use. Some ideas which might be worked into an effective installation ceremony are:

- ❑ Jewels might be used as symbols of the qualities stressed for each of the officers. Some of these jewels and their symbolisms are:

Garnet - Constancy	Aquamarine - Courage
Emerald - Success	Topaz - Fidelity
Turquoise - Prosperity	Sapphire - Clarity of Thought
Amethyst - Sincerity	Diamond - Brilliance
Pearl - Health	Onyx - Strength
Ruby - Contentment	Opal - Hope

- ❑ A variation on this theme might be the use of ribbons of the colors of the jewels indicated above.
- ❑ Flowers, whose meanings refer to qualities of leadership, may also be used, such as:

Orchid - Elegance in Leadership	Rose - Fidelity to Group
Carnation - Dignity & Assistance	Dahlia - Dignity
Lily - Purity	Poppy - Success
Iris - Joy of Service	Daffodil - Regard for All
Daisy - Simplicity	Violet - Faithfulness
Chrysanthemum - Truth	Zinnia - Memories
Blue Iris - Faith	Lavender Sweet Peas - Meditation
Yellow Carnation - Joy	Red Flower - Vigilance
Any Golden Flower - Local Service	

- ❑ A simple candle ceremony is always impressive. Here, too, the symbolism of colors may be worked in by having each officer light a candle of a different color, symbolizing the qualities necessary for that particular office. The simple procedure of having each officer light a candle as she is instructed in her duties is effective.
- ❑ Another variation of the candle ceremony is to have each of the outgoing officers hand the lighted candle to the new officer, signifying the carrying on of purpose in that office.

Installations, whether planned with elaborate symbols to present or merely with an oral pledge to assume duties, should be as impressive as possible. And remember always to present the new officers to the assembly with appropriate remarks.

From "Suggested Ceremonies ..." prepared by past Quota Promotion Committees

Sample Script #1 - Candle Theme

Installations mark the passing of one Quota year and the beginning of another. Our hearts are filled with deepest gratitude for the many fine accomplishments of the year just passed. As we look into the future, our eyes are fixed on the far-reaching horizons that lie before us. Horizons of service, of Quota Fellowship, and of growth.

There is always just a little note of sadness in our voices as we mark the passing of Directorship from those who have served us so splendidly during the year just passed, but with a hearty handclasp, and a sincere "thank you" we say, "well done thou good and faithful servants".

As we step over the threshold into a new Quota year with this splendid group of new officers at the helm, may Quota's purpose so beautifully expressed in our Collect be ever present in our minds and hearts. Light has ever been the symbol of leadership.

_____, as outgoing President, will you please light the large candle? The light which has been placed before your President has burned very brightly during the past year, and now that the year is closing, and before the flame is extinguished, will you please transfer the symbol of leadership to your new President?

_____, as the incoming President, will you please advance to the head table to receive your Light of Leadership from the retiring President?

Your fellow members have chosen you to fill the most exalted position a Club has to bestow upon a member. The high honors attached to the office of President are accompanied by many responsibilities. It shall be your duty to preside impartially over all meetings of the Club and to conduct the affairs of the club in accordance with the Bylaws of the Club, to appoint all committees, and to exercise supervision over the interest and welfare of the club. As President, yours is the responsibility of the final analysis for the growth and progress of your club in the new year. In your hand you hold the Light of Leadership. As a pledge of your acceptance of these responsibilities, will you please place your candle at the head of the "Q" on the Altar of Quota. And may your light shine very brightly throughout the year as you fill this office with dignity, wisdom and clear judgment.

_____, you have been selected to fill the second highest office in the club. Your election to the office of First Vice President is also accompanied by responsibilities. You are the chief supporter of the President, a position of rare trust, exacting your willingness and promptness always in assisting the President. In the event of the inability of the President to perform her duties, you will be called upon to assume the responsibilities of her office and shall have the same authority as that of the President. Place in your hand a blue taper, symbolic of loyalty. Will you please light your taper from that of your leader and place it on the Altar of Quota? May you have a rewarding experience in exercising your duties and may you find joy in serving and sharing.

_____, as Second Vice President it will be your duty to attend all meetings of the Board of Directors and to faithfully support all of Quota's undertakings. You will be called upon many times to assist your President, and your wise counsel, your loyalty, and your cooperation will be needed constantly. In the absence of the President and the First Vice President, you are to be ready to carry on for those officers.

Symbolic of your willingness to serve in this office, will you accept your candle to be lighted from your leader and place it on the Altar of Quota. May the exercising of your duties be always pleasant, and may you also find joy in serving.

_____, you have been chosen to fill the office of Secretary, which is a most important position in the Club. It shall be your duty to record diligently the proceedings of all meetings and to keep the club records.

Yours is a very important post and one which calls for close attention to all details in order that the Club may have an accurate record of all Club activities for future reference.

You also will serve as the Club's corresponding secretary. As such, it will be your duty, in cooperation with the President to write all necessary letters and attend promptly to the club's correspondence. You also will serve as a member of the Board of Directors of the Club by virtue of your duties as Secretary.

Confirming your acceptance of this office, will you light your candle from the flame of Leadership and place it with the others on the Altar of Quota. Though the duties of your office will often make demands upon your time and effort, we are sure you will find much happiness in serving in this important position.

_____, as Treasurer you have a position of great trust. It shall be your duty to receive and disburse all monies belonging to the Club, and to keep your accounts in such a manner that you will be able to give a correct statement of the Club's financial status whenever required to do so. To you has been entrusted the Club's material wealth.

As a symbol of your acceptance of this office and a pledge to sincere and earnest service, will you please light your candle and place it on the Altar of Quota. May you guard this trust faithfully, and all of your efforts be crowned with success.

_____, you have been chosen to serve as Directors of your Club. As such your duties are to assist the officers of the Club in its guidance and welfare. Your counsel will be needed constantly. You will be called upon often to discuss and render decisions in the affairs of the Club, and it shall be your duty to respond immediately to the requests of the President, and to give her your loyal support in all of her undertakings.

Symbolic of your acceptance of this office, will you each light your taper and place it on the Altar, and may all of your hopes for Quota be fulfilled and your wisdom and counsel be a distinct contribution to Quota's progress in the year ahead.

To all Officers: Upon all of you rests a grave responsibility. It shall be your duty to guide and direct the destinies of this Club with wisdom, understanding, and clear judgment. We know that you will do your utmost to uphold the objects and aims of Quota, its constitution and bylaws. As you assume your new duties may you keep your vision wide and your horizons limitless. It is said: "No vision and you perish, no ideals and you are lost, your heart must ever cherish some faith at any cost, some hope, some dream to cling to, some rainbow in the sky, some melody to sing to, some service that is high."

With my congratulations, my love and sincere good wishes, I now declare the officers and directors of this club duly installed.

Edith Glaze, Past International President

Sample Script #2 - Keys Theme

For this installation tonight, I would like you to think of your new officers as keys to the club and all its activities.

In olden times, the Keeper of the Keys was a high and trusted officer in the royal court and it signified much favor, much authority and much responsibility. Probably our most familiar usage of the word "key" is in connection with the keys which we all carry with us to open various doors. They play a very important part in our lives and cause a great deal of trouble when they are missing. Also, they have opened to us many doors of happiness, service and contentment as well as fellowship and loyalty.

In music, the tone depends on the key. All harmony is based on various keys and the harmony of this club for the coming year will depend on these key officers. As I call your name, please step forward and accept your key.

_____, have been accepted as members of the Board to see that the officers use their keys to unlock the line of communication between themselves as officers and the members to establish unity within the club. You must stand ready to loan your key to any officer who might forget the use of her key.

_____, as Secretary we give you the key known as the Index Key. You are charged with the responsibility of taking roll, recording the proceedings of all meetings and Board meetings and of keeping the records of the club in good order at all times. You are further responsible for conducting the correspondence of the club, setting the tone of the club to harmonize with our community. It is most important that you use the utmost care in your correspondence.

_____, as Treasurer, we give you the Key of the Treasury symbolic of your club's confidence in your integrity and trustworthiness. You are charged with the responsibility of handling the finances of the club, to see that dues are kept up to date, handle disbursements, and prepare the financial reports as required.

_____, as First Vice President, and _____, as Second Vice President, we give you keys to unlock the hearts of our club to other executive women. You are our future leaders and you are urged to familiarize yourselves with all matters pertaining to the club and its bylaws. You are the top assistants to the President and you are to accept any assignments she may wish you to undertake. We give you special keys to be held in readiness when the President is unable to turn the locks herself.

_____, as President, we entrust you with the Master Key. You will be depended on at all times, not only for the duties of the President, but to see that all of the officers keep their keys in readiness and well-used. You present the key of hospitality to all visitors and new members. Yours is a position of honor and authority and you have the responsibility to your members, to the ideals and objectives of our club and to yourself. May you keep this golden key bright and shining by using it faithfully and never let it become tarnished or rusty.

_____, you now become our Past President and join the others as a member of the Board of Directors. You, too, must stand ready to loan your key to any officer who might forget the use of her key. By relinquishing your gavel to _____ at this time you are entrusting the keys of the club to her care.

Please remove your keys from the roses and place the flowers in the vase provided as a symbol of your desire to join with the other officers in making our club a unified organization devoted to fellowship and service. Do not lose these keys which you have been given. Use them well during the coming year and in the locks for which they are intended. Next year, when you turn the lock on the door of opportunity for fellowship and service, your successors may inherit a bright and shining heritage.

President _____ this bouquet is yours to keep as a reminder of the support of your officers. Don't let them become withered.

(Silver keys for all officers and directors with the exception of Vice Presidents who receive skeleton keys, and the President who received a large gold-colored key. Tie a key to a flower and present both to the officer as she is installed.)

Florence DeValk, Quota Club of Albuquerque, NM

Sample Script #3 - Rose Theme

One of the most stimulating experiences in Quota is the gathering for installation of a new slate of officers and the thrill of looking forward to new experiences. We bid adieu to officers and directors who have served us well by giving of their time, strength and energy in upholding the traditions of this organization. We greet with enthusiasm the new officers and directors who have indicated their willingness to accept the responsibilities of leadership. We, as fellow members, should pledge our loyalty to these women who will serve as our leaders and faithfully endeavor to carry the standards of our Quota Club to loftier heights.

The rose is symbolic of love and true friendship, so I have chosen The Rose as the theme of this installation.

John Ruskin said, "Few people have ever asked themselves why they admire a rose so much -- if they consider they will find first, that red is the loveliest of all pure colors, and second, in the rose there is no shadow except which is composed of color."

Directors, you have been elected to serve as directors. Your position may be compared to the roots of the rose. The duties of your office are many, and the responsibilities are great, but the rose could not acquire its vivid coloring, its soft petals, glossy leaves, or sweet fragrance without the help of the roots. Neither can the activities of the club be conducted without the effective work of the directors. Do you have the hope and vision required to fulfill this office, and as you accept your rose do you promise to fulfill your duties to the best of your abilities? (*Response: "I do" or "yes"*)

Treasurer _____ the rose has thorns for a purpose – to guard against molestations which detract from perfect growth. As the thorns protect the rose, I admonish you to protect the club funds and to handle with diligence, with efficiency, and to the best interests of all the club's financial matters, and to provide the records for the annual audit. With honor and loyalty as you accept this rose, do you accept the duties incumbent upon the guardian of the club's funds? (*Response: "yes"*)

Secretary _____ on every rose we find the leaves which indicate a strong and healthy plant, and lend to the beauty of the rose itself. Your position is likened to the leaves. Your accurate records enhance the strength of the club. Trust and sincerity are necessary for a secretary. You must keep accurate and complete records of all business and keep the names, addresses and classifications of all members of the clubs. As you accept your rose, will you accept the responsibilities of this office? (*Response: "yes"*)

First Vice President, _____, Second Vice President _____, and Third Vice President, _____ your offices may be compared to the stem of the rose. You will so support your president in the same manner as the stem gives nourishment and support to a perfect flower. Much depends upon the fulfillment of your duties so that the club may function vigorously and effectively.

First Vice President _____, you will be chairman of the Club Programs, and you must see that well rounded, informative programs are presented at club meetings.

Second Vice President _____, you are accepting the responsibility of Membership. You must work with all members of the club to bring more women into our work. You must inform all prospective members of the purposes of Quota and the importance of classification.

Third Vice President _____, Service is a very important responsibility. "Quota is a Service Club." The success of our club depends upon our club's contribution to local Service.

Will you always stand ready to serve when called upon to do so? (*Response: "yes"*)

President _____ , your office is on the highest plane, hence your position is like the full bloom of the rose – radiant in perfection. Do well your part in the coming year, combining the efforts of the roots, the thorns, the leaves and the stem to make a perfect bloom in fragrance and color, and our club a true garden where members will find strength, serenity, and accomplishment. The president's pin and gavel are symbolic of your office. With this rose are passed to you the duties and responsibilities of The Quota Club of _____. Do you accept this responsibility? (*Response: "yes"*)

Now, as a symbol of unity, will each of you present your rose to our new President _____ , pledging your faith and trust plus your full cooperation at all times.

Ladies, it is a privilege for me to present your new officers. As a sign of full approval and pledge of our support, will you all please rise. I declare the officers of The Quota Club of _____ duly installed.

Harriet Elctile, Germantown, TN

Others contributing similar installation ceremonies include Nell Edgerton, Victoria, Australia; Francina Thomas, Cook Inlet, AK; Alyce Cook, Lake Oswego, OR; Coralie Gray, Wilbraham, MA; Nancy Hastings, Salisbury, MD; Elizabeth Robertson, Gladstone, Australia; Beth Hogan, Darwin, Australia; Mildred Emry, Pawtucket, RI; Leda Coyle and Lois Freeman, Eureka, CA. We thank them for sharing with us a copy of their installation ceremony.

As the duties of officers and board members remain constant, and since there are several examples of what their duties consist of included in the foregoing, here we will share the theme only of the following marvelous installation services.

Sample Script #4 - "A Winning Hand" (Playing Card Theme)

Directors: Your counsel will be needed constantly and the president will use you as her "ace in the hole". You will be called upon often to offer your past experiences to the officers and members of this Club and it shall be your duty to respond immediately to the bids of the president. Take these aces as your pledge to accept the responsibilities of your office. You are ace-high with us!

Treasurer: You have been chosen as Treasurer of this Club and I must be honest with you - this is a "deuce" of an office and one that makes you a "royal flush", or in other words, a winner to me! You must keep your accounts in perfect suits so that you can give a correct statement of the Club's financial status whenever bid to do so.

Secretary: You will serve as a very strong support for the President for without you, she is vulnerable. Take this diamond as your pledge to accept the responsibilities of this office. And, remember that "diamonds are a girls' best friend".

Vice President: You will find your duties pleasant and rewarding but don't renege because you will serve, not as a dummy, but as her supporting hand. Take this spade as your pledge to accept the responsibilities of this office. You'll do a lot of groundwork for the President!

President: Leadership is your long suit, You will have a "full house" of helpers but in the final "trick", yours is the responsibility for the growth and progress of the Club in this coming year. Make it a really good "deal" because we Quotarians wear our hearts on our sleeves as we are dedicated to service. In the game of life, we may see sharp dealers and wild cards, but the principles of Quota should be a stabilizing hand. Please accept this heart as the symbol of your office. You are the "Queen of Hearts" for the Quota Club of _____.

Members and guests, these are the Club officers for the coming year. There's not a joker in the pack! Give them your full support – you won't be gambling because they will earn, *and deserve* – your heartfelt thanks. My congratulations to this winning hand.

Isabell Sullivan, Fort Collins, CO as adapted by Carol Dillon, Eureka, CA

Sample Script #5 - "Palette of Flowers" (Floral Theme)

For the retiring President: We offer you the white flower which represents the spirit of Quota and the inspiration from the year just completed to carry into the year ahead. Please accept this flower as a token of our appreciation and every gratefulness.

For the new Directors: For you we have chosen the lovely shades of green which form a basic part of any portrait when deftly used by the master.

For the Treasurer: We offer to you the rich color of gold which is fitting for the one who is entrusted with the treasures of the Club.

For the Corresponding Secretary: The darker tone of pink will give life to the portrait just as your letters, written promptly and effectively, will give life to the Club.

For the Recording Secretary: The pale pink tone gives a feeling of life to our portrait, even as your records will help to keep alive in our memories the activities of the Club.

For the Second Vice President: The lighter blue flower we give to you. Please accept it as a symbol of your office.

For the First Vice President: We present you with the flower of royal blue, one of Quota's colors, as a symbol of the office which makes you the strong right arm of the President.

For the President: Since purple has always been associated with leadership, we have for you a flower of this royal color. The members of this Club hereby entrust you with this symbol of your office and know that you will serve faithfully, sincerely and to the best of your ability.

Now will you present to the members a PORTRAIT OF LEADERSHIP. May your term of office be as beautiful and harmonious as the lovely colors of this portrait.

Clarice Delany, Puyallup Valley, WA

Nell Edgerton, Victoria, Australia

From "Suggested Ceremonies ..." prepared by past Quota Promotion Committees

Sample Script #6 - “Another Variation on the Palette” (Painting Theme)

(Another version of the palette theme; President holds a large palette and as they are installed Board members insert a pompom of colors into the pallette.)

According to Genesis, God made light on the first day. Our greatest source of light, the sun, has been worshipped from the beginning of time. Man was not created to live in darkness; we need light for our very existence.

When we refract the light with a prism, we discover that it is composed of many colors, the colors of the rainbow - red, orange, yellow, green, blue and violet. All of these colors combine to make the lovely sparkle, glow, warmth and substance of light.

Artists throughout the ages have used the colors to give expression and meaning to their feelings. As Quotarians, we give expression and meaning to our feelings through our service to others. This service can be expressed through the colors found on an artist's palette - the rich violet of serenity; the contemplative blue signifying caring; the renewing color of green denoting friendship; the yellow signifying joyous sharing; the richness or orange symbolizing understanding; and the exotic and vibrant red for loving.

For Directors violet of serenity and the blue of caring. For Treasurer the renewing color of green. For Recording and Corresponding Secretaries the vibrant yellow of joyous sharing For First and Second Vice Presidents the orange richness of understanding of Quota service. For the President the exotic color of red symbolizing love Club and community.

Lois Freeman & Carol Dillon, Eureka, CA

Sample Script #7 - Hawaiian Theme

Orchids, rhododendrons, or camellias can be used. The President is given a large basket, and as each Board member is installed she is given a flower which, as a pledge to her new president, drops it into the President's basket.

Carol Dillon, Eureka, CA

Sample Script #8 - Two-Person Rhyming Callout

Some content in this sample contains outdated references to Quota International, and individual's names. However, these have been kept in the transcript as they are essential to the rhyming scheme. Clubs simply need to reword applicable phrases, rhymes and names to make this appropriate for their needs.

(2 persons alternate with the lines of the following installation ceremony; each new Board member is given a helium-filled balloon as she is installed)

1. Why are we here in this room tonight?
2. Well, we're here to install new officers, which fills us with delight.

1. Why, you say, are we filled with delight?
2. For one thing it's fun to do something different tonight.

1. But first we must thank those on the way out for a smashing job, without a doubt.
2. A banner year – hard work made fun, and look at all the super new members we've won.

1. As your names are called, will you please rise.
2. And remain standing -- now, please no sighs.

(Call on (a) Officers & Board, (b) committee chairman, (c) members, (d) guests – until everyone is standing.)

1. Members of the Board are the first to be installed.
2. Please go to the front of the room as your name is called
1. Put a smile on your face, you're not meeting your doom.
2. You're just going up to the front of the room.

1. Our first new member of the Board is our outgoing prexy, for you see, she is a hard working gal, even tho sexy... ahem nice.

2. She'll serve one year and bring continuity to the Board's deliberations as her main duty.

1. Next elected to serve for one year is Jane Patterson, whose contributions should bring M U C H satisfaction.

2. A two year term is the hitch for Bridget, who will continue to pitch in...with nary a fidget.

1. Our hold-over member is Margaret Bernard
2. Whom we all-know will continue to counsel and work hard.

1. Now just what ARE the functions of our magnificent new Board?
2. Wby, it's to review and- review and r e v i e w (that's enough)

1. Then present to the club for consideration and the members' views for deliberation.

2. Next step is a vote on all of concern, and follow it through without missing a turn.

1. So that the Club will arrive at a worthy decision
2. Clearly showing to all our wisdom and vision.

1. Now the Treasurer's lot is not so hot, and for the dues she'll dun

2. But Erma will keep it straight as a shot, and all the time still having fun.

1. People will question and she will appeal...

2. It was right the first time, what's the big deal?

1. She'll collect and disburse all funds coming in

2. And keep us advised, down to the last pin.

1. The books will balance and reports be in on time

2. I'll betcha a dime!

1. We have two secretaries – to correspond and to record

2. And fill very important slots on our new Board.

1. With Betty keeping our minutes in a permanent file, Vivian's job will be reading mail with a smile.

2. Then answer all queries and keep us in touch, with the big Quota world we value so much.

1. Anita and Fran are our two new Veeps

2. Who as No. 2 and 3 will work for us with nary a peep.

1. They'll be there to counsel and support the Prez, and help on e v e r t h i n g she says!

2. If she says chair a committee and make it go, that's what they'll do, they won't say no.

1. They'll serve in her stead when she can't be there.

2. Now, don't you feel good with all that care?

1. The Club has selected Carla for our top spot, another position which sometimes is not so hot.

2. Like when filling committees and assigning the chores, and asking for volunteers — hey! lock the doors!

1. But the rest of the time is enjoyment and satisfaction

2. As she enters full bore into Quota's inter-action.

1. She's our link on everything Quota on District, Area and International, too.

2. She'll inform us on matters both old and new, cause members want to do what we oughter do.

1. We wish her well

2. We wish her success

1. We wish her a good term

2. And all of the best!

1. How come WE have the right to tell the new officers what to do?

2. Why, we served as President (2 times each), Governor and Area Director, too.

1. In all modesty, it give us absolute knowledge

2. Cause it's a rougher course than going to college

1. But if by chance we should err, which seldom we do

2. We know that you'll be kind to us, and humor us, too.

1. So we thank you all for this chance to install

2. And we join you in a salute to our new officers -- one and all

1. We pledge our support to them throughout the whole year

2. Come on now, members, let's give them a big Quota cheer!

1. Now would each of the Officers give a balloon to our incoming Prez as a pledge in this room.
2. That you will support her in a big, big way. Okay, Carla, UP, UP AND AWAY!

Dixie Lee Bradley & Jacket Gehrig, Seattle, WA