

CEREMONY FOR THE INDUCTION OF OFFICERS

Installation Officer: Members of the (name of college) Chapter of Psi Beta, we are about to install in office those members of the group whom you have chosen to represent and to lead you. Leading is an honor and along with any honor goes responsibility. Only the person who accepts the responsibility together with the honor is truly happy and truly effective.

(Turning to the advisor): Faculty advisor, has the group selected a **historian?**

Advisor: It has.

Installation Officer: Ask the historian of the chapter to come forward to be installed into office. *(The advisor reads the name of the elected historian who stands before the installation officer.)*

Installation Officer: As historian, you are required to maintain accurate records of the chapter's activities throughout the year and present to the chapter an annual report at the last regularly scheduled meeting. You are required to maintain the chapter's scrapbook and have the book ready and available for display at chapter activities. Are you prepared to assume and to discharge these responsibilities?

Historian: I am.

Installation Officer: The faculty advisor will now deliver to you the chapter scrapbook. *(The advisor hands the historian the chapter scrapbook.)*

I now declare you duly installed as the historian of the (name of college) Chapter of Psi Beta. Faculty advisor, has the group selected a **student senate representative?**

Advisor: It has.

Installation Officer: Ask the student senate representative of the chapter to come forward to be installed into office. *(The advisor reads the name of the elected student senate representative who stands before the installation officer.)* As the student senate representative, you become a voting member of the Student Senate. You are to represent the members of Psi Beta at all Senate meetings and to present a Senate report at chapter meetings. You are to effectively communicate any questions or concerns of chapter members to the Senate, and above all, be responsive to decisions that will benefit the campus community. Are you prepared to assume and to discharge these responsibilities?

Student Senate Representative: I am.

Installation Officer: I now declare you duly installed as the student senate representative of the (name of college) Chapter of Psi Beta.

Faculty advisor, has the group selected a **Chapter Delegate?**

Advisor: It has.

Installation Officer: Ask the chapter delegate of the chapter to come forward to be installed into office. *(The advisor reads the name of the elected Chapter Delegate who stands before the installation officer.)* As the Chapter Delegate, you become the

official liaison between the chapter and National Council. You represent your Psi Beta chapter members by bringing all national ballots and surveys to Psi Beta meetings for a vote by active members. You record the official vote of the majority and submit it to the National Council as directed. Are you prepared to assume and to discharge these responsibilities?

Chapter Delegate: I am.

Installation Officer: I now declare you duly installed as the Chapter Delegate of the (name of college) Chapter of Psi Beta. Faculty advisor, has the group selected a **treasurer?**

Advisor: It has.

Installation Officer: Ask the treasurer of the chapter to come forward to be installed into office. *(The advisor reads the name of the elected treasurer who stands before the installation officer.)* As treasurer, you are to hold the funds of the chapter and to pay them out only on the order of the Society. You are required to present to the Society an annual report showing the amount on hand at the beginning of the year, amount collected and spent, to keep accurate records of these several items so that an accurate check can be made at any time by the Society, and to see that the membership fees are sent to the national office before the induction ceremony takes place. Are you prepared to assume and to discharge these responsibilities?

Treasurer: I am.

Installation Officer: The faculty advisor will now deliver to you the equipment of your office. *(The advisor hands the treasurer the chapter financial records.)* I now declare you duly installed as the treasurer of the (name of college) Chapter of Psi Beta. *(The treasurer is assigned a chair at the installation table.)* Faculty advisor, has the group selected a **secretary?**

Advisor: It has.

Installation Officer: Ask the secretary of the chapter to come forward to be installed into office. *(The advisor reads the name of the elected secretary who stands before the installation officer.)* As secretary, you are required to keep an accurate record of the proceedings or "minutes" of each meeting in the form prescribed in Robert's *Rules of Order*; to have them ready for inspection by any member of the Society at any time; and to read them at meetings of the Society; to prepare an order of business for the president or chairperson; to keep a list of all committees; to have custody of all papers of the Society not in the custody of other officers; to see that registration cards are properly filled out and sent to the national office before an induction takes place; to send news of the chapter activities regularly and the elections of officers as they take place. Are you prepared to assume and discharge these responsibilities?

Secretary: I am.

Installation Officer: The faculty advisor will now deliver to you the equipment of your office. *(The advisor hands the secretary the chapter records of minutes and*

memberships.) I now declare you duly installed as the secretary of the (name of college) Chapter of Psi Beta. Faculty advisor, has the group selected a **vice-president?**

Advisor: It has.

Installation Officer: Ask the vice-president of the chapter to come forward to be installed into office. *(The advisor reads the name of the elected vice-president who stands before the installation officer.)* As vice-president, you are required to be ready to assume duties of the regularly elected president in the absence of that officer. You also are to serve as program chair. As go the programs, so goes the interest in your meetings. You are to introduce speakers at meetings and to be responsible for obtaining speakers and meeting facilities, as well as arranging entertainment features of meetings. Are you prepared to assume and discharge these responsibilities?

Vice-President: I am.

Installation Officer: The faculty advisor will now deliver to you the equipment of your office. *(The advisor hands the vice-president the program records.)* I now declare you duly installed as the vice-president of the (name of college) Chapter of Psi Beta. *(The vice-president is assigned a chair at the installation table.)* Faculty advisor, has the group selected a **president?**

Advisor: It has.

Installation Officer: Ask the president of the chapter to come forward to be installed into office. *(The advisor reads the name of the elected president who stands before the installation officer.)* As president, you will find a detailed statement of your duties in *Robert's Rules of Order*. In general, you are expected to call the meetings to order, to preside at all the meetings, to announce the business before the Society, to preserve order and decorum, to be familiar with parliamentary procedures so as to decide all questions before they arise, and to assist the development of leadership skills in all of your officers. The conduct, value, and contribution to (name of college) exhibited by this chapter rest upon your shoulders more than upon the shoulders of any other officer or member of the Society. Are you prepared to assume and discharge these responsibilities?

President: I am. *(The advisor hands the president the gavel.)*

Installation Officer: I now declare you duly installed as the president of the (name of college) Chapter of Psi Beta. You are now officers of the (name of college) Chapter of Psi Beta. In assuming the privileges and responsibilities of your offices, you are responsible for this chapter. *(To the president):* May the chapter always be guided by capable leaders. *(President is seated at an appropriate place at the table with the other officers.)* Since the officers have been invested with their duties of office, I declare the (name of college) Chapter of Psi Beta properly installed. On behalf of the national office of Psi Beta, I welcome you and now, with best wishes for success, I put the meeting into the hands of the president. *(Installation officer leaves the table and takes a seat with the audience.)*