

INSTALLATION OF ZONTA CLUB OFFICERS CANDLE CEREMONY

Tonight we are here to say farewell to officers who have served our Zonta club this past year. They have given their time, strength and energy and talent in upholding the traditions of Zonta. We are also here to welcome a ***new*** administration that brings fresh ideas and enthusiasm to the coming year.

Because there is no more appropriate occasion than this to rededicate ourselves, I will read the Zonta Code.

1. To pledge myself to uphold the ideals of Zonta.
2. To honor my work and consider it an opportunity for service.
3. To increase the measure of that work by consistent self improvement.
4. To contribute by study and action to the improvement of the legal, political, economic and professional status of women.
5. To work for the advancement of understanding, good will and peace through a world fellowship of executive women in business and professions united in the Zonta ideal of service.

Will the retiring president and officers, along with the directors who are completing their terms, please stand?

On behalf of the Zonta Club of _____, I congratulate you thank you for all your efforts, and ask for your continued support and service in implementing Zonta's mission. I am sure the members of your club would like to join me in applauding you.

Tonight you have reached a milestone in your service to the _____ Club. On behalf of our members, I thank you for your efforts during this past year; and ask for your ***continued support*** and service in Zonta fellowship.

Now I would like to ask for the assistance of the outgoing president, _____ . Will you please come forward and light the ***mahogany***- colored candle?

Mahogany and gold -- the Colors of Zonta -- are a symbol of durability, strength and worth. The candle identifies the Zonta Club of _____ as a supporting link in District 11 of Zonta International, and the passing of that support from one administration to the next.

Will the incoming Directors and Officers please come forward.

Will the incoming Directors, _____, please come forward..... and will each of you please light your *gold* candle from the *mahogany* one?

Gold signifies unity. As Zontians, we share the ideal of improving the status of women throughout the world, and we see that we must work together to meet the challenges that face us. You, as directors, will attend all board meetings and will weigh carefully, all matters presented for deliberation. It is your duty to accept additional assignments as the President or the Board may request. You will not recommend or reject any items because of your personal preferences, but will let the merits of the ideas be your sole guide, so that the work of the club will be carried out successfully and creditably. Will you do your utmost to see that your work reflects credit upon those who have elected you to this honorable and responsible position? If so, please repeat,**“I pledge to do so.”**

The year that lies ahead for the Zonta Club of _____ is a challenge to future endeavors. It is my duty and privilege to install, in their respective offices, those members whom you have chosen to lead you during the coming year.

Will the Treasurer, _____ please come forward and each of you light a *white* candle from the *mahogany* one?

White is the symbol of truth and honesty. Executives realize that accomplishments depend in large part upon good management of financial affairs in every phase of activity. In electing you to serve as **Treasurer** for the coming term, the members have shown their confidence in your personal integrity and in your exacting attention to detail, accuracy and promptness. It is your duty as Treasurer to have custody of all funds, to make monthly reports to the Board of Directors and an annual report at the annual meeting. You shall keep an itemized record in a permanent file of all receipt of monies, all expenditures upon written authorization of the President and give a report of the same. You shall perform all duties set forth for Club Treasurers in the By Laws for Zonta Clubs. The club entrusts you with its material wealth and with its reputation for meeting its obligations promptly. Do you accept these responsibilities? If so, please repeat,...."**I pledge to do so.**"

Will the Corresponding and Recording Secretaries

_____, please come forward and each light a *red* candle from the *mahogany* one?

Red denotes patience. The image of an organization is presented to other organizations and individuals through its correspondence. The link between the past and the future is forged in the present through the written word. Minutes and records are legal documents; they authenticate the inspiring history of a great organization and provide a measurement of progress. In electing you as Corresponding and Recording **Secretaries**, the club recognizes your abilities to translate word into meaning through accuracy and thoroughness and keeping members informed, so that they can come alive for future members and officers. The members trust you to have the ability to see both sides of the issues, to record accurately the minutes of all club and board meetings, to maintain a permanent file of these proceedings and to correspond with club members as directed by the club president. Do you accept these responsibilities? If so, please repeat,...."**I pledge to do so.**"

Will the Vice Presidents, _____ please come forward and each light a *orange* candle from the *mahogany* one?

Orange is a symbol of loyalty. Organizations large and small have advisors who exercise leadership because they understand and anticipate the needs of the organization. All leaders need assistance in the performance of their duties. This leadership requires the ability to educate and inspire club activity through insight and understanding. **The Zonta Club of _____** has recognized these qualities in you. They know your dedication and loyalty to Zonta and expect you to demonstrate that loyalty in your assistance to the President. The members recognize the worth of those services and the wisdom you display in the decisions you make. They expect you to exercise that same wisdom when you are called upon by the President to help in her decision-making duties. It is your duty to acquaint yourself with all the various procedures of the organization and act for the President during her absences. It is also your duty to accept such additional assignments as the President or the Board may request. Do you accept these responsibilities? If so, please repeat,...."**I pledge to do so.**"

Will the President-Elect, _____ please come forward and light the *purple* candle from the *mahogany* one?

The color **purple** is the symbol of leadership and administration which is designated to both the President and President-Elect. The members have expressed their confidence in your leadership by electing you to the responsibility of President-Elect of the **Zonta Club of _____**. You are the second highest ranking officer in you Club. Your duties are to assist the president and to plan for the future of the club, especially in the areas of growth and community involvement. It is understood that you will succeed the incoming president when the current term of office is completed. Do you accept these responsibilities? If so, please repeat,...."**I pledge to do so.**"

Will the President, _____ please come forward

While an organization is as strong as its weakest link, many have become very successful because their leaders demonstrate objective judgment, executive skill in the assignment of responsibilities, and persistence in seeing that assignments are carried out -- thus causing the weakest link to become strong. This type of leadership the members of the Zonta Club of _____ believe has been found in your newly elected President. _____, will you please come forward and light the **purple** candle from the **mahogany** one?

The color **purple** is the symbol of leadership and administration. The members have expressed their confidence in your leadership by electing you to the responsibility of President of the **Zonta Club of** _____. You will give your earnest effort to interpret the purpose and program of Zonta. You will be called upon to cooperate with other clubs interested in the same goals and objectives throughout District 11 and Zonta International. You will speak as your club's representative, and you represent an organization of business and professional women who have contributed much to this world.

We realize that each President inherits great traditions and achievements from her predecessors; and must, in her turn, do her utmost to establish future goals. There will be challenges. If there were none-- there would be no need for your talents. The essence of leadership is finding the solutions to those challenges. Your inner satisfaction and reward in service will come because you have sought and found answers to your challenges.

You will find that the strength and support of your members will sustain you in the search for these solutions. It is your duty to preside at all meetings, and to perform all other duties designated in the By Laws for Zonta Clubs. Will you endeavor to serve willingly, to guide wisely and to lead your club with strength and purpose? If so, please repeat,....”**I pledge to do so.**”

Tradition in the Zonta Club of _____ brings the passing of the club ***gavel*** -- your symbol of authority. Use it with confidence. I place it in your hands, along with the responsibilities and privileges of the **office of President**. And now, your outgoing president, _____, will present you with the ***President's pin***, so that all may know the esteem in which you are held by your members. Congratulations, _____!

Will all the new Directors and Officers please stand together? Members of the Zonta Club of _____, these are your duly elected officers for (period) _____. Tonight, it is also my duty to remind you that while you have entrusted the destiny of this club to this new leadership, never forget that in the last analysis they are only your spokesmen. **Yours** is the duty of assisting, advising and supporting them loyally in every way. **Do you accept your responsibilities?** If so please say, “We do.”

And now, by the power vested in me as Installing Officer, I declare these officers duly installed for the coming biennium -- and may you all be blessed with a **very successful term of office**.

I would like to give you a little gift to thank you for volunteering your time and much effort for the next biennium.

CONGRATULATIONS!!!!

Please take your seats. (new President) _____ **please remain.** (Turn meeting over).