

Altrusa Installations

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ALLEGORY OF A TREE

Growth – we all experience growth in physical, spiritual, and emotional ways. Probably, we have all stated that we wish our kids would not grow up, but in reality we do not want this. We prove this by immediately finding help if our babies do not do their thing at the time that the standard measure of growth says they should. Today is an illustration of one form of growth. As I call your names, will each of the new officers please come to the front of the room.

Altrusa had its beginning with only a few members in Nashville, Tennessee, in 1917. It has grown into an organization of more than _____ members, worldwide. The very first Altrusa Principle states that Altrusa is a builder of women, indicating the growth pattern in Altrusa.

_____, as the Immediate Past President, you represent the fertile ground to grow our Altrusa Tree. You and your officers have worked hard this past year and have accomplished much, but you have also left these new officers a legacy of continued service to our community. You have been an inspiration to all members. We are grateful to you for the fine way you have represented us and for the work that you have accomplished. It will be a comfort to us to know that you will still be a member of the Board of Directors and that we will continue to have your counsel and guidance.

Directors _____ as Directors you represent the roots of our tree. You must maintain a solid foundation and give us your stability, so that we will be well rooted in Altrusa. You will have general supervision over the affairs of our club and you must see that the club progresses and grows, remembering that Altrusa is a builder of women and that it takes a combination of cooperation and working together to formulate policy and programs.

_____, as Treasurer, you represent the trunk or base of our tree. If the finances are not kept in good order, then the wind and elements will be able to topple our tree. Your responsibility will be the receipt of dues and disbursement of funds for the club's commitments. Reports must be handled promptly and accurately. Learn your duties and fulfill them on time, so that the club will be in good standing with the community, District _____, and International.

_____, as Secretary, you are the branches of our tree, reaching out in all directions and keeping touch. You are our communicator. The reputation and esteem in which our club is held will depend on your response to communications from other clubs, from International, and from District, and to and from our own club members. You will record the decisions of the club and take attendance. You do more than keep records; you keep our history. It is imperative that you be present at all meetings to accomplish this.

_____, as Vice-President, you are represented by the blossoms on the tree. You will enhance our club by providing a voice on the Board and ideas for projects and service. You need to be ready to provide leadership whenever called on to do so.

_____, as President-Elect, you will be part of the fruit of this year's tree. But you will also represent the seed of this fruit, because you will always be readying yourself for the coming year. Be a confidante and aide to the President in whatever she designates for you to do. You have the obligation to be ready to serve in the President's place at all times in her absence. Familiarize yourself with parliamentary procedures, so you will prepare yourself to assume this higher office when your turn comes.

_____, as President, it is your responsibility to be our sunshine and rain, so that the tree can continue to grow. Our growth will depend largely on your leadership and administration. This is a large responsibility. You are the top leader of our club and you hold in your hands the effectiveness of Altrusa and our club's standing in the community. It is up to you to inspire the officers and members to the achievement of your goals. To accomplish this, you must give each member an assignment in which she is interested and which she will carry out. Honesty, sincerity, and unselfishness cannot be a part of membership unless the spark is handed down by its leader. We know that you will search for perfection in carrying out the objectives of Altrusa. The members have chosen you for a place of honor and importance, as their President. I know that you will always remember that Altrusa is a service organization, and to serve is to grow. We look forward to great things under your guidance and capable leadership.

_____, as Parliamentarian, you will be our caretaker. It will be your responsibility to keep the worm of discontent and disorder out of our meetings, so that the fruit of this year's labors will not be eaten up. Be diligent in your responsibility, but do not stifle our growth by overprotection.

Members, you will notice that our tree has no leaves on it. Your responsibility will be to become the leaves, because it is through the leaves that the tree receives the sunshine, rain, and air that stimulates it into growth. You must be ready and willing to do whatever these officers ask of you. Your support is vital to the success that these officers will achieve.

As long as things are green, they are growing. But when they become ripe they begin to rot. So let's keep the Tree of Altrusa well watered and give it plenty of sunshine, so that we all will continue to grow in Altrusa.

I declare the officers of Altrusa International, Inc. of _____ duly installed for the year 20____ - 20_____.

ALTRUSA EMBLEM

(Props include a cut-apart emblem, short corsage pins, pearls, 12" x 12" foam or cork bulletin board with emblem lightly marked. Each officer has a part of the emblem and pins it in place. President puts pearls in marked place.)

Will the incoming officers please join me? Will the members of Altrusa International of _____ please stand. You have elected these officers to lead you in the coming year. Upon you rests the responsibility of giving your whole-hearted assistance and cooperation to these you have chosen. The affairs of Altrusa will be handled by these capable women, as you give them your interest and support. Will you pledge your cooperation and support to each of these officers by saying, "I will"? The members may be seated.

Many organizations, states, and countries have emblems signifying their products, ideals, or achievements. Altrusa has its emblem, of which all members are justifiably proud. I would like to illustrate what our emblem means, and ask the incoming officers to assist me.

_____, Immediate Past President. It will be your duty to assist the president at any time and to act as counsel when needed. Will you signify your acceptance of this obligation by placing the gold ring as the outer rim of our emblem? By so doing, you indicate your willingness to share your knowledge and experience with the president, the Board, and the club.

_____, Director(s). Will you place the center circle of our emblem, signifying your willingness to accept your duties of participating in the Board meetings and assisting the president in any way she may request. This circle contains a map of the world superimposed on it, denoting the international scope of Altrusa and our interest in international affairs.

_____, Treasurer(s). Your responsibilities require you to be prompt and accurate. Upon you rests full responsibility for keeping the funds of your Altrusa club in good order. Will you carry out the duties of your office to the best of your ability, and signify your willingness to do so by placing the first word of our motto – Patriotism – above the center circle..

_____, Secretary(ies). The minutes of all meetings must be accurately kept. The roster of the club must be taken at every meeting, so that members will be given credit for attendance. You will correspond, as requested. You will assist the president in every way possible. Will you signify your willingness to carry out the duties of your office to the best of your ability by placing the second word of our motto – Efficiency – at the lower left edge of the center circle of our emblem.

_____, Vice-President(s). It is important that you attend all meetings and assist the president as needed. Will you signify your willingness to carry out your duties to the best of your ability by placing the third word of our motto – Service – at the lower right edge of the center circle. The motto is now complete – Patriotism, Efficiency, Service.

_____, President-Elect. You will preside in the absence of the president and assist her in every way possible. Will you signify your willingness to carry out the duties of your office to the best of your ability by placing the word ALTRUSA just above the word Patriotism and the words INTERNATIONAL, INC. below the motto words Efficiency, Service. With these words, we denote Altrusa clubs in _____ countries. We have completed our emblem, which is also the pin that each member wears so proudly.

_____, President. Upon your shoulders rests the highest honor and the greatest responsibility. Your duties are many. You will attend and preside at all meetings, conducting the business sessions in such a manner that efficiency will prevail at all times. It will be your constant desire to develop the member's concern for each other and their service to all persons' needs. You will represent your club as its highest officers, and we believe you will do so with credit and distinction to Altrusa. Will you signify your willingness to accept these duties by placing the circle of pearls around the member's pin. The quality of respect, affection and cooperative assistance which the members extend to you will be enhanced by the interest and time you give to the duties of your high office.

Will _____ please present the pin to the president? This pin is your emblem of leadership. Your members show confidence that it will be worn with wisdom and understanding.

May you have a very rewarding and successful year.

I now declare the new Board installed. Congratulations!



ARTIST PALETTE

(Props include an artist palette for each officer, containing white, indigo, violet, blue, green, yellow, orange, and red.)

It is time to install the new officers for Altrusa International, Inc. of _____, who will paint a new picture on the canvas of time. As I call your name, please come forward.

_____, Immediate Past President. You have provided the background color for our canvas, with your valuable experience. While this background may look **white**, there are subtle variations. You will continue to add highlights to that background when called upon by the President for counsel or to accept a special assignment, and as an active participant of the Board.

_____, Director(s). You add the little touches to the canvas. These touches will be added when you express ideas on the Board, carry out whatever assignments may be entrusted to you, or whenever you are called upon to assist in club management decisions. As artists of the small touches, remember the color **indigo** stands for service and **violet** for the perception of reality.

_____, Secretary(ies). You will add color and strokes to the canvas. Your color is **blue** for faithfulness to duty. You will be counted on to be faithful in your management of the club's permanent files and correspondence, and in your keeping of minutes that are accurate and available. You are one who keeps the records for Altrusa prosperity and you need to be on the scene.

_____, Treasurer(s). You put the light and shadows on the canvas. Your color is **green**, representative of the dollars that you track. You will be relied on to be accurate in your management of the club's finances and financial records; in your keeping the membership roster in accordance with District and International records, and in paying the dues on time.

_____, Vice-President(s). You will provide the sketch of your artistry for the canvas. Your color is **yellow**. In your hands, this color does not stand for caution. You will use it boldly as you take an active part on the Board and prepare to step into leadership roles as needed.

_____, President-Elect. You will paint the dream and create the image on the canvas. Your color is **orange**, which stands for buoyancy. Orange functions as a bridge, for you will fill the gaps for the President in furnishing creative ideas for the club. You will need to be self-disciplined and patient with the group.

_____, President. You will paint the vision for the canvas. You are the master builder. **Red** is your color, for it is a vitalizing color – a color of a President who overcomes inertia and keeps enthusiasm moving in your club. You will use this vibrant color as you make club activity a happy and satisfying experience for all members, with full awareness of the total scope of membership as part of an international service organization. This vision and splash of color will sustain you as you carry out your responsibilities according to the Bylaws, and to see that Board members do also, with imagination and innovation.

What will this picture of Altrusa look like? Is it a masterpiece in the making? Is it a work of art that all other clubs will want to duplicate? These artists who you have elected to supply the colors will look to you for inspiration and support in creating this masterpiece. I would like to present each of the officers with their own artist palette, on which to blend the colors of this picture of Altrusa International, Inc. of _____.

I now declare the new Board installed.

CLOCKS

The clock of Altrusa International, Inc. of _____ has ticked away the last hours of this club year. We must prepare to rewind the club, set the hands anew, and swing the pendulum of a new club year into motion. The club clock is wound by YOU, its members. The entire Board of Directors is the mainspring, and the time and talents of the entire membership are the hands. As I install the new officers, the clock will begin to tick with all parts working together. Let's first thank the outgoing Board for the service in keeping the clock ticking.

Will the officers to be installed please come forward as I call your name?

IMMEDIATE PAST PRESIDENT _____

We want to thank you for all your time spent in the service to this club. Your time of service has not ended, however. It has just shifted its focus. Your time now will be spent as advisor, as you continue as a member of the Board. The incoming President and Board will look to you for help and encouragement. Do you accept this responsibility?

DIRECTORS _____

As Directors, you take the part of the second hand on the clock. You are charged with keeping in touch with the general membership and being the liaison for their wishes and recommendations for the club. You will perform such duties as assigned by the President and the Board of Directors. The second hand of the clock is always working. Do you accept this responsibility?

TREASURER(S) _____

As Treasurer, your time will be spent receiving, recording, and disbursing, in order, the funds of the club (and foundation). You must help combine the time and talents of your fellow members to the funds to support the club projects. You will prepare a report for each Board meeting and business meeting, so the members will know the financial status at all times. Do you accept this responsibility?

SECRETARY(IES) _____

Time becomes more meaningful after we have lived it. As Secretary, you are the keeper of the golden deeds. The ticking of the clock will find you keeping a record of the progress and actions of the club and time well spent by your fellow members. You will notify all members of the time and place for each meeting, and take care of correspondence as directed by the President. You are charged with keeping a permanent file of all important papers. Your hands will be busy. Do you accept this responsibility?

VICE-PRESIDENT(S) _____

As Vice-President, it is your responsibility to check your timepiece often. Your time will be spent in contributing your energies to the support and well being of the club. You may be called upon by the President to fill an as yet unforeseen need of our members. (If no President-Elect add: -- You must be ready at all times to take over the duties of President, if she is unable to preside.) Do you accept this responsibility?

PRESIDENT-ELECT _____

As President-Elect, your time will be spent in training, observing, and preparing for your time to lead. Keep in time with the President to ensure that you two tick in harmony. You must be ready at all times to take over the duties of President, if she is unable to preside. Do you accept this responsibility?

PRESIDENT _____

As President, your clock will be the official timepiece of Altrusa International, Inc. of _____. It will be your duty to synchronize all the other clocks – to keep them wound, in running order, and performing smoothly and accurately. You must use your time wisely. This club has shown you a high honor by electing you to the office of President. You will lead with true dignity and wisdom. The way you spend your time will be a source of inspiration to your members. You must be fair and considerate at all times. You will hold the vision of the entire club's progress above all personal feelings. Do you accept this responsibility?

I now declare that the officers for Altrusa International, Inc. of _____ have been duly installed. As Solomon said: "There is a time to be born and a time to die..." but there is an interval between these two times of infinite importance. Your club's success will depend upon the use of your TIME. Your service to the community will make you proud of the hours that you spend in helping others.

Now, as the installing officer, I take pleasure in presenting to you, President _____, your President's pin and gavel. I congratulate you and the other officers and wish you well as you begin your time as leaders of this Altrusa club.

CLUB GOALS

(This installation requires that the presenter have a copy of the new president's goals.)

It is an honor and pleasure to be the installation officer. The incoming president has set the following goals for the coming year: _____ . In order to have an active, vital club, every member should be a literate Altrusan, one who regularly sets aside time to read Altrusa publications. As part of the initiation into Altrusa, we were asked to read and study everything in the New Member Kit, in order to understand the true scope of Altrusa. This, of course, was only the first step in learning. We continue to gain information through the *International Altrusan*, the *Altrusa Accent*, the District _____ Newsletter, and _____, our own excellent club newsletter. One publication that I refer to regularly is the *Altrusa Encyclopedia*. With the changes through the years, it is important to have the latest edition. Keeping current with these materials makes for a knowledgeable, literate, enthusiastic Altrusan, who is eager to invite others to become members. In this manner, we can help our president achieve her goals.

Enough of this introductory information. It is time to install those who will lead in the implementation of the proposed goals. As I call your name, please come forward.

_____, Immediate Past President. You will transmit the knowledge gained during your term of office. You can testify to the fact that International and District send an abundance of information to the club president. You will counsel the incoming president, as well as accept special assignments as an active participant on the Board. Do you accept this responsibility?

_____, Director(s). You will determine club policies and in that manner assist in the molding of the club's history as it moves forward in its service projects. Do you accept this obligation?

_____, Treasurer(s). You will be the keeper of the financial records, help plan the year's budget, and manage the club finances. Do you accept this assignment?

_____, Secretary(ies). You will handle the general correspondence of the club and of the president, as requested, and interpret or recap for the members and the Board, letters received by the club. You will create a record for Altrusa posterity of what transpires at club and Board meetings. Do you accept this office?

_____, Vice-President(s). You will need to understand the workings of the club and be ready to step into leadership roles as needed. Do you accept this position?

_____, President-Elect. The president will depend on you to be prepared at all times with your leadership skills to serve in her absence and to perform any other duties assigned to you as next in command. You will use this year to prepare for taking over as president next year. Do you accept this position?

_____, President. As the club's top officer, you are in the most challenging, and at the same time the most rewarding, position to carry Altrusa forward. With the cooperation of the Board and committees, you can lead the membership to exciting new service achievements, as well as gain greater recognition for Altrusa in the community. Do you accept this challenge? I would like to present you with your president's pin – wear it with pride.

To all of you – I have selected only one or two of the main responsibilities of each office. It is up to each of you to read the full list of responsibilities to be found in the Bylaws.

I now declare the new Board installed. Congratulations!

COLOR ME BEAUTIFUL

It gives me a great deal of pleasure to install your Altrusa officers for the coming year. This installation reflects the responsibilities and duties for each office. When you were young, did you delight in coloring books? Did you ever enter your drawings into the school contest and hope for a new world of bright new adventure? An eminent psychologist tells us we would all be better off if we could retain some of the delightful child-like qualities of believing, faith, trust, laughter, and joy.

This installation is called "Color Me Beautiful" and each of us should have a magic coloring book. First, you can color yourself just as you should be – a woman dedicated to your goals and objectives. Second, there is a magic office to help you believe in your importance to our group. And last, but not least, and this is entirely up to each of you – if you do as most of us do, you will realize that if you just look at the coloring book, all you can see is a colored drawing of yourself and of all the things around you. But if you really believe, you can work with all the wonderful colors and find a bright new year ahead of us, filled with adventures, new discoveries, and fun!

Will the officers to be installed please come forward as I call your name?

IMMEDIATE PAST PRESIDENT _____

We want to thank you for all your time spent in the service to this club. Your time of service has not ended, however. It has just shifted its focus. Your time now will be spent as advisor, as you continue as a member of the Board. The in-coming President and Board will look to you for help and encouragement. In this role of advisor, your color is YELLOW. Not the color of caution, but the mellow yellow that comes with experience. Do you accept YELLOW as your magic color and pledge your best efforts to perform these duties to the best of your ability?

DIRECTORS _____

As Directors, there is a very important color, which is PINK, of course. You will be of service to the Board in helping make the decisions to bring to the entire membership of our Altrusa club. Your color will stand for perception of reality. Do you accept PINK as your magic color and accept this responsibility and pledge your best efforts to perform these duties to the best of your ability?

TREASURER(S) _____

As Treasurer, there is a very important color that will be your color – GREEN, of course. As Treasurer, you have the responsibility of collecting all money payable to club, keeping accurate accounting of these, disbursing of funds promptly, and reporting on financial status as requested by the President. With these responsibilities go the honor, trust, and integrity for this responsibility placed in your hands. Do you accept GREEN as your magic color and pledge your best efforts to perform these duties to the best of your ability?

SECRETARY(IES) _____

Your duties will be to attend to the correspondence of the club and accurately record all meetings. It is important these records be accurate, complete, and concise. Your color is RED, symbolizing stimulation, participation, and accuracy. This is color of being alert. Do you accept RED as your magic color and pledge your best efforts to perform these duties to the best of your ability?

VICE-PRESIDENT(S) _____

As Vice-President there is an important color which will be your magic color – ORANGE. It will be your duty to cooperate with the President and Board. You will accept and perform any duties assigned to you by the President. Do you accept ORANGE as your magic color and pledge your best efforts to perform these duties to the best of your ability?

PRESIDENT-ELECT _____

Your very important color is BLUE. Your office is a serious one, for in the role you must work closely with the President to be schooled for the position of President next year. You will promote the interest of the group, conduct meetings in the absence of the President, and accept and perform any other duties assigned to you. Do you accept BLUE as your magic color and pledge your best efforts to perform these duties to the best of your ability?

PRESIDENT _____

As President, your important color is PURPLE. The members have found in you the qualities they deemed necessary for the leadership of Altrusa. Our membership will look to you for guidance, understanding, and progressive and forward leadership. You will lead the overall activities of the club. The club will look to you for careful and considered evaluation of whatever is best for the promotion and progress of the objectives of Altrusa. You should strive toward promoting greater interest and participation in the activities of the organization. You are the liaison between District, International, and the club. It is also your responsibility to keep members informed on anything of interest regarding group or personal activities of the members. You shall appoint committee chairmen necessary to carry out the proper functioning of our club, and shall preside at all meetings. Do you accept PURPLE as your magic color and pledge your best efforts to perform these duties to the best of your ability?

Now, will all the members think of your magic color? What are your "Color Me Beautiful" colors – GREEN, RED, BLUE, PURPLE, ORANGE, YELLOW, PINK, CHARTREUSE, BURGUNDY? Do you "Color Yourself" to support these officers whom you have elected?

I now declare that the officers for Altrusa International, Inc. of _____ have been duly installed. Let's give them a big hand!

As the installing officer, I take pleasure in presenting to (I now ask _____ to present to), President _____, your President's pin and gavel. I congratulate you and the other officers and wish you well as you begin your time as leaders of this Altrusa club.

DOGS

(Props include a bookmark with the appropriate dog illustrated or any other “dog object” for each officer. Other decorations can be table tents with dog illustrations and “dog biscuit” cookies for all members. The American Kennel Club web site was the source of the breed descriptions and is an excellent source for dog illustrations.)

The time has come in Altrusa International, Inc. of _____, to install our new officers and celebrate - once again - a new beginning. New beginnings in our lives, whether in our personal lives, our professional lives, or our Altrusa lives, take their first steps from the foundations of those who precede us. _____ and the 20__ -20__ Board of Directors have done an outstanding job. Please help me thank all of the outgoing Board members for their service to Altrusa.

Most of us have an affinity for animals. *(If club supports animal projects such as SPCA, Operation Kindness, etc., you can add the following optional text – “With our support of the _____ project and the _____ Program,”) We recognize the impact that animals can have on our lives. As some people have observed, owners and their pets can sometimes look alike or exhibit the same characteristics. Tonight, for the installation, I will use the characteristics of certain breeds of dogs to define the Board positions, not that I’m calling our members “dogs”.*

Members

Without members, Altrusa could not exist. It will be your job to actively participate and be involved. Your elected leaders want to lead in the direction that you, the membership, want to be led. This can only be accomplished through communication. As members, we represent all breeds or mixes and bring our own unique characteristics to the club. Whether that is an inquisitive nature, determination, or friendliness, we all add to the success of our club. We need to support our officers, our committee chairs, and each other. With all of our support, our club will continue to grow and provide service to our community. Tonight, rededicate yourselves to never losing sight of what has brought us together as a club – service to others. The secret to Altrusa is that each Altrusan must do her part. Will you, the member, renew your acceptance of the responsibilities of membership and pledge your support to the board and to the club? *(Pause for response)*

Our new leaders to be installed tonight are committed to service. As I call your name, please come forward.

Immediate Past President _____

_____, you have inspired us to new heights. Your leadership and service the past year have been outstanding, and under your leadership, this club has accomplished many things. We know you will continue to give service and leadership to our club through your help and encouragement to our new Board of Directors.

Will you accept the duties of service and leadership to our club through your office of Immediate Past President? *(Pause for response)*

The dog that exemplifies your new position comes from the Non-Sporting Group. This group is very diverse, and sturdy, with different personalities and appearances. They range from the Chow to the Tibetan Spaniel. Your particular dog is the poodle. The poodle carries itself proudly. It is very active and intelligent. The poodle has about it an air of distinction and dignity peculiar to itself. *(Hand her the bookmark)*

Directors _____, _____, _____, and _____

As Directors, you will be providing helpful service and leadership to our members by shaping and recommending policies, acting as a liaison between the members and the Board, and assisting as needed. Your helpful service will be significant, as you are the voice of the members.

Will you accept the duties of service and leadership to the club through your office of Director? *(Pause for response)*

The dog that exemplifies the position of director comes from the Sporting Group. Dogs in this group are naturally active and alert and range from the Brittany to the Weimaraner. Your particular dog is the Golden

Retriever. The Golden Retriever is friendly, reliable, and trustworthy. Quarrelsomeness or hostility towards others in normal situations or an unwarranted show of timidity or nervousness is not in keeping with its character. *(Hand them their bookmarks)*

Treasurer _____ and Assistant Treasurer _____

You will be asked to give Financial Service and leadership to our club. You will oversee the financial affairs of the club and foundation, keep accurate records of receipts and expenditures, collect all money due the club, pay all bills authorized by the Board, keep the Board and members advised of our finances, and promptly send all requested or required reports to District and International.

Will you accept the duties of service and leadership to the club through your office of Treasurer? *(Pause for response)*

The dog that represents the treasurers comes from the Terrier Group. Dogs in this group are feisty and energetic, and range from the Airedale to the West Highlands White. Your particular dog is the Scottish Terrier. The Scottie should be alert and spirited, but also stable and steady-going. It is a determined and thoughtful dog whose “heads up, tails up” attitude conveys both fire and control. It exudes ruggedness and power, living up to its nickname, the “Diehard”. *(Hand them their bookmarks)*

Secretary _____ and Assistant Secretary _____

You are asked to give written service and leadership to our president, to our Board, and to our members. Through your service, the permanent record of our club will be recorded. Through your communications, our community will know us. Your service provides a vital communication link between our Club, District, and International. Through your leadership, the duties of the President will be expedited.

Will you accept the duties of service and leadership to the club through your office of Secretary? *(Pause for response)*

The dog that represents the Secretaries comes from the Hound Group. Dogs in this group have phenomenal stamina and vary from the Afghan to the Whippet. Your particular dog is the Bassett Hound. The Bassett can follow a trail over and through difficult terrain. While its movement may be deliberate, it is in no sense clumsy. In temperament it is mild, never sharp or timid. It is capable of great endurance in the field and is extreme in its devotion. *(Hand them their bookmarks.)*

Vice-President(s) _____

Your leadership talent is greatly needed on our Board. Your service to our club will be in contributing your energies to the support and well being of it. As a member of our Board, you may be called upon by our President to fill any as yet unforeseen need of our members. Your proven leadership talents will answer that need.

Will you accept the duties of service and leadership to our club through your office of Vice-President? *(Pause for response)*

The dog that stands for the Vice-President comes from the Herding Group. Dogs in this group share the fabulous ability to control the movements of others and range from the Australian Cattle Dog to the Welsh Corgi. Your particular dog is the Border Collie. The Border Collie is intelligent, alert, and responsive. It is affectionate towards friends. An intensive worker, it is eager to learn. *(Hand her the bookmark.)*

President-Elect _____

Your duties are as an advisor and contributor to the Board; preparing for the future of our club; serving as presiding officer in the absence of the President or at such other occasion as the President may direct, reading all Altrusa materials, and asking questions. You will contribute your energies by providing advice, ideas, high morale, strength, and depth to all endeavors of the club.

The dog that exemplifies your position comes from the Working Group. Dogs in this group have been bred to do specific tasks and have been invaluable assets to mankind. They range from the Akita to the Siberian

Husky. Your particular dog is the Doberman Pinscher. The Doberman is energetic, watchful, determined, alert, fearless, loyal, and obedient. It should not be shy or vicious. During this year of waiting to lead, you will need patience to see your ideas and dreams come true. We, as Altrusans, promise our support in her planning efforts.

President _____

You have been elected to the highest office in our club. In this election, our members have vested their faith, confidence, and well wishes. Your acceptance of this office carries with it an obligation to be true in thought, in word, and in deed to the Principles of Altrusa. You will need to rise above difficult situations. Your qualities of leadership, enthusiasm, and zest for the purposes and objectives of Altrusa will serve as an inspiration to all as you represent the club this year.

Your service will be to carry out the duties of President. These duties are many, but you have the service and leadership of your board of directors to call on at any time. You also have the experience of all Past Presidents of Altrusa International, Inc. of _____ to aid you should the need arise.

Will you accept the duties of service and leadership to our club through your office of President? *(Pause for response)*

Your dog comes from the Non-Sporting Group and is the Dalmatian. The Dalmatian is stable and outgoing, yet dignified. Shyness is not found in this breed. It is capable of great endurance, combined with a fair amount of speed. Both will be needed during your tenure. *(Hand her the bookmark)* It is with great joy and pride that I present the President's pin to you.

Having received a pledge of support by the members and an affirmative response from each of the elected officers of Altrusa International, Inc. of _____, I hereby declare you duly installed. I wish each of you the very best as we go forth with the highest of ideals to greet our fellow man.

NOTE – Dogs chosen can be changed to match breeds for your members. Alternate breed descriptions are shown on the next page. They came from the American Kennel club web site. Others may be available.

SPORTING GROUPS –

The dog that exemplifies the position of director comes from the Sporting Group. Dogs in this group are naturally active and alert and range from the Brittany to the Weimaraner.

Golden Retriever

Your particular dog is the Golden Retriever. The Golden is friendly, reliable and trustworthy. Quarrelsomeness or hostility towards others in normal situations or an unwarranted show of timidity or nervousness is not in keeping with its character.

Labrador Retriever

Your particular dog is the Labrador Retriever. The Labrador has a kindly, outgoing, tractable nature; eager to please and non-aggressive. It has gentle ways, intelligence, and adaptability. Aggressiveness or any evidence of shyness is not part of its nature.

HOUND GROUP -

The dog that represents the Secretaries comes from the Hound Group. Dogs in this group have phenomenal stamina and vary from the Afghan to the Whippet.

Basset Hound

Your particular dog is the Basset Hound. The Basset can follow a trail over and through difficult terrain. While its movement may be deliberate, it is in no sense clumsy. In temperament it is mild, never sharp or timid. It is capable of great endurance in the field and is extreme in its devotion.

Dachshund

Your particular dog is the Dachshund. The Dachshund is clever, lively, and courageous, persevering in all work, with all the senses well developed. Any display of shyness is a serious fault.

WORKING GROUPS –

The dog that exemplifies your position comes from the Working Group. Dogs in this group have been bred to do specific tasks and have been invaluable assets to mankind. They range from the Akita to the Siberian Husky.

Doberman Pinscher

Your particular dog is the Doberman Pinscher. The Doberman is energetic, watchful, determined, alert, fearless, loyal and obedient. It should not be shy or vicious. During this year of waiting to lead, you will need patience to see your ideas and dreams come true. We, as Altrusans, promise our support in her planning efforts.

Great Dane

Your particular dog is the Great Dane. The Great Dane is spirited, courageous, always friendly and dependable, and never timid or aggressive.

TERRIER GROUP

The dog that represents the treasurers comes from the Terrier Group. Dogs in this group are feisty and energetic and range from the Airedale to the West Highlands White.

Scottish Terrier

Your particular dog is the Scottish Terrier. The Scottie should be alert and spirited, but also stable and steady-going. It is a determined and thoughtful dog whose “heads up, tails up” attitude conveys both fire and control. It exudes ruggedness and power, living up to its nickname, the “Diehard”.

West Highlands White Terrier

Your particular dog is the West Highlands White Terrier. The Westie is alert, gay, courageous, and self-reliant, but friendly.

TOY GROUP

Pomeranian

The Pomeranian is an extrovert, exhibiting great intelligence and a vivacious spirit.

Shih Tzu

The Shih Tzu is outgoing, happy, affectionate, friendly, and trusting towards all.

NON-SPORTING GROUP

The dog that exemplifies your new position comes from the Non-Sporting Group. This group is very diverse and sturdy, with different personalities and appearances. They range from the Chow to the Tibetan Spaniel.

Dalmatian

Your dog comes from the Non-Sporting Group and is the Dalmatian. The Dalmatian is stable and outgoing, yet dignified. Shyness is not found in this breed. It is capable of great endurance, combined with a fair amount of speed. Both will be needed during your tenure.

Poodle

Your particular dog is the poodle. The poodle carries itself proudly. It is very active and intelligent. The poodle has about it an air of distinction and dignity peculiar to itself.

Bulldog

Your particular dog is the bulldog. The bulldog is equable and kind, resolute and courageous (not vicious or aggressive), pacific and dignified.

HERDING GROUPS

The dog that stands for the Vice-President comes from the Herding Group. Dogs in this group share the fabulous ability to control the movements of others and range from the Australian Cattle Dog to the Welsh Corgi.

German Shepherd

Your particular dog is the German Shepherd. The shepherd is direct and fearless, but not hostile. It is self-confident with a certain aloofness that does not lend itself to immediate and indiscriminate friendships. It is poised, eager, and alert. It is not timid or nervous.

Border Collie

Your particular dog is the Border Collie. The Border Collie is intelligent, alert, and responsive. It is affectionate towards friends. An intensive worker, it is eager to learn.

FLOWERS AND CANDLES

(Props include flower and candle of the corresponding color for each officer.)

As we travel around the country, we see flowers that can transform an ordinary place into a beautiful place. Tonight, as we are about to begin the new year, I will use flowers and candles to beautify the installation service.

Most of us have a flower garden with various plants of many colors. We plant to have blooms most of the year. We like variety, and so it takes thought. Altrusa is very much like our garden, for classification assures us of variety. However, we need more than variety. We need flowers that bloom early. We need long blooming varieties. We need soft gentle flowers. We need some of the bolder ones. Each flower in Altrusa should be an individual with special blooms. Altrusans, like flowers, will bloom differently, and must be nourished accordingly.

The white candle that I'm lighting represents Altrusa International. Founded in 1917, it was the first organization to allow professional women to work together to improve their communities. The red rose adorning the candle represents love. Altrusans, through service, have given much love, and in giving have received great rewards. As I call your name, please come forward, light your candle, and stand behind the table of flowers. Together, we will make an Altrusa Bouquet.

_____, Immediate Past President. Your flower is the Columbine with the purple candle. As we start our flower garden, we find a most unusual plant, the Columbine. It has been said that no two people see the same thing when they look at the flower. Some have said it resembles an eagle, while others see doves touching beak to beak. When we look at the flower, with its beauty and warmth, we are reminded of one that has served Altrusa well as president. We know that you will lend your eye of experience to your position as Immediate Past President. The club is grateful to you and takes great comfort in knowing that you will continue to provide guidance as needed.

_____, Director(s). Your flower is the Iris with the lavender candle. One of the most imaginative and hardy flowers is the iris. It finds a way to grow in some of the more unlikely places. Your position as Director will be as varied as the colors and shapes of this iris. Use your imagination to help your club flourish. Time and effort will be involved, for you will be responsible for the health, growth, and well being of your club. An iris grows without much help, however. Your club needs your guidance to make it become an even stronger organization.

_____, Treasurer(s). Your flower is the Azalea with the deep rose candle. Azaleas grow taller than many plants in our garden. As a matter of fact, with azaleas, you need no other flowers. They are more visible than most flowers and people will drive for miles to see them. Your position of Treasurer is similar to that of the azalea. It is more specialized and more visible, and dependable in the dispatch of your responsibilities. Timing is most important to your position. Schedule it well. Many will have their eyes on you, feeling confident that the right person was elected.

_____, Secretary(ies). Your flower is the carnation with the pink candle. The carnation is a hardy flower with staying power. You, too, will need to withstand the weather and attend all meetings. You must remember the records you keep will become our history. Keep your books up-to-date and accurate. It will be through your correspondence that your club will be known.

_____, Vice-President(s). Your flower is the day lily with the orange candle. Day lilies also come in a variety of colors, like the tasks that you will be assigned by the President. They add dignity to our bouquet and can be counted on to be there. You share these traits with the flower.

_____, President-Elect. Your flower is the daisy with the yellow candle. He loves me – he loves me not. How often we played that game when we were children. The daisy is identified by the richness of this golden center and the purity of its white petals. Your position as President-Elect must be pure in its dedication to Altrusa. You must always be ready to act in the absence of the President. Your duties will require time and thought as you step into the position second only to the President. Be as fresh as the Daisy. You reflect the beauty of your Altrusa membership.

_____, President. Your flower is the Daffodil with the gold candle. The daffodil is a long fluted trumpet framed by a sextet of rounded petals, petals that follow the sun across the sky, sometimes cupping themselves around the flower's center. During your term as President, you will be a cup, filling yourself with knowledge of your club and the skills of each member. The petals of the daffodil may represent our motto: Patriotism, Efficiency, Service and perhaps Past, Present, and Future.

Members of Altrusa International of _____, I challenge you to serve with your leaders. If you are willing to accept this challenge, please stand and remain standing as I read this pledge entitled, "Altrusa and Myself".

"As an Altrusan, I shall exemplify Altrusa's ideals of fellowship, of service, and of self-improvement. I shall demand of myself a wholesome balance of work and play, a broad and impersonal attitude of mind in my relationship to others, and a true loyalty to womanhood. And further, I shall endeavor to develop right attitudes toward work, toward people, and toward life"

Thank you. You may be seated.

May you have a very rewarding and successful year.

I now declare the new Board installed. Congratulations! At the close of the meeting, you may take your candle and flower as a reminder of your commitment to the club.

GARDENING HANDS

Life is like a bouquet
And friendship like a flower
That blooms and grows in beauty
With the sunshine and the shower.
And lovely are the blossom
That are tended with great care
By those who work unselfishly
To make the place more fair.

And like the bouquet's blossoms
Friendship's flower grows more sweet
When watched and tended carefully
By those we know and meet.
And like sunshine adds new fragrance
And raindrops play their part,
Joy and sadness add new beauty
When there's friendship in the heart.

And if the seed of friendship
Is planted deep and true
And watched with understanding,
Friendship's flower
Will bloom in you.

...Helen Steiner Rice

Did you ever stop to think how wonderful our hands are? God not only gave us hands. He also gave us emotions and capability for feeling deeply, and the ability to accomplish many things in our lives. So much of feelings and emotions are expressed in some way by our hands. We wave our hands for hello and goodbye. When we are married, we join hands. We clasp hands when we meet friends. To seal an agreement, we shake hands. In taking an oath, we raise our right hand. Hands carry! Hands hold!

Today we place a great deal of responsibility in the busy hands of the new officers. They will have the branch in their hands for the coming year – carrying and holding possessions that started this organization ____ years ago and this club ____ years ago. As you walk through this coming year, take time to smell the roses, appreciate the years of dedication and commitment, and recognize that others have planted the seeds, cultivated the ground, and fostered a great deal of growth in this garden.

Will the new officers come forward as I call your name.

_____, Immediate Past President. We are grateful for your busy hands throughout this past year. Your hands will continue to give support to the garden while your experience lends its advice to the new board.

_____, Director(s). You are the gardener(s) in charge of special projects, communications, and revitalization. You have helping hands. Nothing does more to set off a garden than planning, variety, needs, tools, and knowledge of your responsibility. You will help the garden to grow.

_____, Treasurer(s). Your hands hold the finances for the club. Your hands must be steady and ready at all times for receipt of dues, club commitments, and reports. You will collect and help the garden to thrive.

_____, Secretary(ies). Yours are the hands of information. You must have accurate hands to record the decisions of the board meetings and take all minutes of the general meeting. Your hands will respond to business and communicate with other organizations. In the garden, you will need to have the right tools to cultivate the records of the club.

_____, Vice-President(s). Your hands represent our feelings to members. Your hands will be busy as you create bouquets of thoughtfulness and love.

_____, President-Elect. Your hands are creative. You will be ready to step in when or if the president is absent. You will prepare the plans for next year's garden, seeing what has grown well this year and what needs a little more care.

_____, President. Your hands are the hands of administration. You hold in your hands the effectiveness of the club. It is your responsibility to inspire the officers and the members to the achievement of our goals. You must maintain sincerity, unselfishness and leadership. You plan, landscape, construct, build, care, and maintain. She who plants a garden, plans for the future. May you have constant blooms in your garden.

Members of Altrusa International of _____, you ARE the garden. You must have upholding hands. You must have ready and willing hands that are dedicated and cooperative. You must be ready to respond to any officer or chair that asks you. Your hands are the most important hands in achieving the goals of Altrusa. Let us do much of what is to be done with our own hands; for that is the reward. We will not become gardeners by just walking through once in awhile. Stop and gather a bouquet of inspiration and satisfaction.

FLOWERS LEAVE THEIR FRAGRANCE ON THE HAND THAT BESTOWS THEM. This old Chinese proverb, if practiced every day, can change the whole world in a wonderful way. Its truth is so simple, it's easy to do. It works every time, and successfully, too. You can't light a candle to show others the way without feeling the warmth of that bright little ray. And you can't pluck a rose, all fragrant with dew, without part of its fragrance remaining with you.

I now declare the new Board installed. Congratulations!

BUILDING A GOOD FOUNDATION

(Props needed: hard hat, rulers, pliers, screwdrivers, hammer, and blueprint.)

Now is the time to start building and remodeling. This evening, we are going to “build” an Altrusa Home. Before we actually do any construction work, we must have a firm foundation. The foundation for this Altrusa Home is Altrusa International, Inc. – its Bylaws & Policies. Knowledge of Altrusa is the base of our home.

After we put in a solid foundation, we must erect the framework or skeleton of our Altrusa home – the outer structure that will hold together the other things we build into it. The District “framework”, built on the foundation of Altrusa International, is the second step in our construction.

Once we have the foundation and the framework, we must install the necessary utilities (electric, water, heat, telephone), without which our Altrusa home would not function. All these elements go to make up the inner-operations of the Altrusa home – much like our local Altrusa club functions, with many different uses in the club.

Now we have a foundation, a framework, the utilities...the interior comes next. Here, the diversity and uniqueness of the architect come into play. Every home is unlike every other home in the world. There are no two Altrusans alike, either. So we build the interior of our home with many options (rooms, closets, utility areas, pantries, etc.). So, too, we search for different and varied vocations from which we choose candidates for membership – the internal parts of the Altrusa home.

As I call your names, will the new officers please come up and join us?

IMMEDIATE PAST PRESIDENT _____:

The Immediate past President serves well in this role of overseer of all activities of the Board and the club – much as the straw boss at the building site. Your accumulated knowledge and experience will stand in good stead to assist the newer officers in the discharge of their duties. Will you, _____, take on this responsibility?

DIRECTORS _____:

The measuring of lengths and widths is an extremely important part of construction work. It can be done by many, but must be done accurately. The Directors will hold the job of “measuring” the activities of the club. They will learn what is necessary and measure all the results to be sure the “plans” are followed to a “T”. _____, are you willing to take on the responsibilities as directors of this club, to learn and to measure results and guide the club in the way it should go?

TREASURER (S) _____:

The holding and pulling power of the builder who wields the pliers results in a tight seal. So, too, the job of Treasurer relates to holding the assets of the club and maintaining a tight purse. You have the awesome responsibility of handling all the monies in the club. You will collect and disburse funds as required, and keep accurate records of all transactions. You will keep all membership forms up to date with entries, exits, changes, etc. You will have the books ready for audit when requested and file the proper reports when necessary. Will you, _____, accept this responsibility?

SECRETARY (or SECRETARIES) _____:

A screwdriver is a small tool, but it certainly plays a very important role when building – the many different types and uses defies the imagination. This typifies the jobs of Recording and Corresponding secretaries. Each secretary will assume the many duties that go along with a variety of secretarial work – much like the many jobs a screwdriver can do. They are the historians of the club. They attend all meetings and record all actions of the Board and Club. They keep an updated minutes book and can produce information on prior actions at any time. In addition, they are responsible for the correspondence of the club, keeping records of all incoming and outgoing mail. _____, will you accept these responsibilities?

VICE-PRESIDENT(S) _____:

A builder gets little done without the assistance of a blueprint and schema – this assistance is given to the club with the position of Vice-President. You ensure that the plan is being followed. Without the help of the Vice-President(s), the President would have a difficult job. The Vice-President must be there at all times to assist in any way requested by the President. There will be some regularly assigned duties and some requested as needed. Your allegiance to International, District, the club, and the President are of paramount importance. Will you, _____ accept this responsibility?

PRESIDENT-ELECT _____:

One of the main tools for a builder is the hammer. The President-Elect supplies this fundamental function for the Altrusa home. She helps the President in whatever manner needed and provides support. Will you, _____ accept this responsibility?

PRESIDENT _____:

You have been elected as the Builder and leader of this “Altrusa Crew”. Your responsibilities include the foundation, the framework, all the utilities; familiarity with all the rooms in this home; and giving leadership and guidance to all who reside or work here for a short stay or a long residence. We Altrusans look to you for our inspiration in Altrusa during the coming year. Will you, _____, accept the highest honor your club can bestow upon you, the President of Altrusa International of _____, for the coming year? Please accept by saying “I will.” We look forward to your leadership as we strive toward our goals in service to our community.

TO THE MEMBERS:

You are the nails, screws, nuts, and bolts that are needed to keep our Altrusa home together. Without members, Altrusa could not stand. I charge each of you to keep the lines of communication open and the flow of information moving. Actively participate and become involved. Your elected leaders want to lead in the direction that you, the membership, wants to be led. This can only be accomplished through your constant communication. Keep your club participation strong, and be proud, knowing that your service helps people - touching lives and making things better for your neighbors.

Tonight, rededicate yourselves to never losing sight of what has brought you together as a club – service to others. The secret to Altrusa is that each Altrusan must do her part. I hope that you will light a new spark of commitment that will become ablaze with enthusiasm and positive energy.

It is with great honor and pleasure that I place (or ask _____ to place) the active President’s pin on President _____.

In naming these challenges and responsibilities to you, and presenting your certificates of service, I declare you the duly installed officers of Altrusa International, Inc. of _____. I offer you my congratulations. And now, may I present your new President, _____.

GROCERY SHOPPING

(Props include large straw hats for the presenters, shopping bags for each officer, and items listed for each officer.)

It's truly a privilege tonight to install the officers for Altrusa International of _____. You know how much we like to go to the Mall. Why, we can even do our grocery shopping at Walgreen's. So, come with us on our shopping trip to witness a once-in-a-lifetime deal, to be effective through this coming year. Why -- you'll see the best value ever. You might expect to pay more, but these are everyday values – really trusted lines – one in a million - backed by years of service – lots of options!! Great Values!! Satisfaction Guaranteed!!

Will the new officers please come up and join us?

IMMEDIATE PAST PRESIDENT _____:

We want to thank you for the **FANTASTIC** job you did this past year rendering service to the club. You were able to **POLISH** your leadership skills. Even though you are looking forward to taking it **NICE 'N EASY**, you will continue to provide counsel and guidance to the Board and the President. You will help and encourage your new President, in every possible way.

DIRECTORS _____:

You will work with the other officers in general supervision over the affairs of the club. As directors you shall **TURNIP** at club and Board meetings, and shall perform such duties as may be assigned by the President. As directors, you are responsible for the health, growth and well being of the club. Remember that time and effort will be involved if your responsibility is to be satisfactorily discharged. As directors you will have opportunities for service and personal growth in Altrusa. You will be real **LIFE SAVERS**. You, as directors, are the **SALT** of the earth, the voice of the members. As such, you will assist in shaping and recommending policies. You've got to run on **SHEER ENERGY** and be **EVER READY** to do a **TOP JOB**.

TREASURER (S) _____:

You will give financial services to the club. You will oversee the financial affairs of the club and keep an accurate record of receipts and expenditures, collect all money due to the club, and pay bills authorized by the Board of Directors. You will prepare a financial report once a month to be given to the Board of Directors and then to the members of the club. As Treasurer, you will send all reports to District and International on time. Be sure your books **TOTAL**, you never **BOUNCE** a check, all things are **EQUAL**, and you keep us out of the **RED**. Then we'll be in the **CHIPS**.

SECRETARY (or SECRETARIES) _____:

As Secretary, you are responsible for the permanent records of the club. Your good record keeping will provide the history of this administration and will forever etch the club's experiences and decisions on service as a guide for future administrations. In addition, you are responsible for the correspondence of the club, providing prompt responses. You will provide a vital communication link between the Club, District, and International, doing it in a **JIF**. **REACH** forth to lead the club to use records in a significant way. Then you're **HEAD AND SHOULDERS** above the rest.

VICE-PRESIDENT(S) _____:

You have been chosen to be Vice-Presidents of the club. As Vice-President, you will serve as presiding officer in the absence of the President (and President-Elect), or such other occasions as the President may direct. You will be willing to perform such other duties as your President may assign. Read all Altrusa materials and be knowledgeable. You, too, will be a voice on the Board representing membership. You will help **SAFEGUARD** the club, **GAIN** members, help **RESOLVE** conflicts and **SQUASH** rumors.

PRESIDENT-ELECT _____:

You will serve as presiding officer in the absence of the President or such other occasion as the President may direct. Read all Altrusa materials and ask questions. Your year of learning service will be over sooner than you think. Contribute your energies by providing advice, ideas, high morale, strength, and depth to all endeavors of the club. Always use **FINESSE** and be ready to **TACKLE** any problem, while being **SUAVE**.

PRESIDENT _____:

You have been elected to assume the highest office your club has in its power to bestow. In your election, your members have vested their faith, confidence, and well wishes. Your acceptance of this office carries with it an obligation to be true in thought, in word, and in deed to the Principles of Altrusa. I know you will nurture these. You will rise above difficult situations. It is your responsibility to work with the Board in executing the affairs of the club in strict accordance with the Bylaws of Altrusa International, Inc. Show interest in the desires of the membership. Your qualities of leadership, enthusiasm, and **ZEST** for the purposes and objectives will serve as an inspiration to all as you represent the club in dedicated service this year.

A well-informed club is a progressive club. As president, you will discharge the duties of your office with maximum efficiency, wielding your authority with courage and prudence; giving your time, your energies, and your thoughts to the ultimate welfare of the club. You will set the pace, for under your watchful guidance rests the enthusiasm of the members. Keep the meetings **FRESH** by adding the right amount of **SPICE**. **CONDITION** yourself to always be responsive to the membership by not losing **CONTACT**. **RELISH** the past while moving toward the **FUTURE** and always be **CHARMIN**.

TO THE MEMBERS:

Without members, Altrusa could not exist. I charge each of you to keep the lines of communication open and the flow of information moving. Actively participate and be involved. Your elected leaders want to lead in the direction that you, the membership, wants to be led. This can only be accomplished through your constant communication. Keep your club participation strong, and be proud, knowing that your service helps people, touching lives and making things better for your neighbors.

Tonight, rededicate yourselves to never losing sight of what has brought you together as a club – service to others. The secret to Altrusa is that each Altrusan must do her part. I hope that you will light a new spark of commitment that will become ablaze with enthusiasm and positive energy.

It is with great honor and pleasure that I place (or ask _____ to place) the active President's pin on President _____.

In naming these challenges and responsibilities to you and presenting your certificates of service, I declare you the duly installed officers of Altrusa International, Inc. of _____.
I offer you my congratulations.

And now, may I present your new President, _____.

HANDS

(Props needed: print of "Praying Hands" for each officer or other hand object)

Tonight, Altrusa International, Inc. of _____ is installing new officers. The work we do in Altrusa is a continuing work – progressive and far-reaching in its influence. The retiring officers of this club have been a part of the leading service, which is inherited by the officers to be installed this evening. I am sure I may speak for the members of this club in saying that your retiring officers have the love and admiration of the members, and their appreciation for a job well done. Will the retiring officers please stand and let us acknowledge your time and effort.

It is always a privilege to install new officers – for as the spring of the year, they give new ideas, new approaches, and new growth, from one group to another – but always adhering to the principles of Altrusa and the personal enjoyment of being an Altrusan. In knowing that, we take a new look at ourselves...to live beyond ourselves. So those whom you have elected to serve you for the coming year are responsible for continuing the work that has been done by those who have served before – to see that the club gains strength in service, to achieve strength in increased membership with members being actively involved, and to assure your Altrusa club is always mindful of Patriotism – Efficiency – Service, our International motto.

The picture of the "Praying Hands" is one of the best known works of art the world over. Albert Durer painted the toil-worn hands of his friend, who had ruined his artist's hands at hard labor so Durer could continue to study. They remind us of toil-worn hands used in the service of others. A legend has grown up around the painting - a legend that the household with a copy of the print will enjoy peace and tranquility. It is significant that we should talk about your hands on this occasion of your installation. The study of hands often reveals personality traits and sometimes the occupation of a person. What about your hands? Our hands are all of one position, because whatever description is used for our hands, they will eventually be the hands of service for Altrusa – hands that are reaching out to touch someone in our community – in the world.

As I call the new officers' names, will you please come to the front?

IMMEDIATE PAST PRESIDENT, _____.

As your year in office as President comes to an end, I'm sure that you experience conflicting emotions. You are happy to relinquish the responsibility. You are proud of the work that has been done. You are hopeful that the next administration will carry forward to completion some of the things you may have wished to do, but for which there simply was not enough time. The club is grateful to you and is happy that in the year ahead it may still call on you for guidance and counsel. You are fast becoming a President with a past...in your continued service on the Board of Directors as the Immediate Past President. We think of your hands as **GUIDING HANDS**. It will be through your leadership and example that all hands in this club will be kept busy and useful. It will also be your duty to help the new administration extend opportunities for service in your community and by your club. You are the composite of all the hands that will be mentioned tonight, so please accept this little token of hands as your guide.

DIRECTORS _____

As directors, you will work with the other officers in general supervision over the affairs of the club. Yours are the **HELPFUL HANDS**, for as directors, you shall attend all club meetings and meetings of the Board of Directors. You shall perform such duties as may be assigned by the President. As directors, you are responsible for the health, growth, and well being of your club. Remember that time and effort will be involved if your responsibility is to be satisfactorily discharged. As a director, you will have opportunity for service and personal growth in Altrusa. Success doesn't just happen, so I know you will study, read, meditate, and plan during the coming year. Please accept this token of Helpful Hands.

TREASURER(S) _____

The treasurer is a most important individual in any organization. Your hands must be **ACCURATE HANDS** as you must be faithful and accurate in your accounting of funds belonging to your club. You will aid in preparing a budget suited to the needs of your club, and you will keep a full, complete, and exact record available to club members. You will collect all money due the club, pay bills authorized by the Board of Directors, and prepare a

financial report once a month to be given to the Board of Directors and then to the members of the club. You will make interim dues reports. Please accept this little token of Accurate Hands.

SECRETARY(IES) _____

As secretary, you should have **ACTIVE HANDS**. You are, in effect, the public relations officer of the club. Responding to communications from other clubs and organizations is exciting. You will lead your club to use records in a significant way. You will be required to attend all meetings and practice punctuality and accuracy. Club records are your major concern. Please accept this token of Active Hands.

VICE-PRESIDENT(S) _____

You have been chosen to be Vice-President(s) of your club. In contributing your energies to the support and well being of the club, you will use your **CREATIVE HANDS**. You may be called upon, by our president or the club, to fill an as yet unforeseen need of our members. Please accept this token of creative hand as your symbol of office.

PRESIDENT-ELECT _____

As President-Elect, I challenge you to have **ALERT HANDS**. It is your duty and responsibility to serve in the President's absence, so you will want to know as much as possible about Robert's Rules of Order. You need to be alert, because you will be readying yourself for taking over the leadership of the club next year. Please accept this token of alert hands.

PRESIDENT _____

You have been elected President, which is the greatest gift your club has in its power to bestow upon you. Your acceptance of this office carries with it an obligation to be true in thought, in work, and in deed to the Principles of Altrusa. Nurture these principles and ideals and furnish leadership to further the service established by your predecessors. You are to rise above difficult situations – observe each member's response without prejudice or emotion. Your hands are **COOPERATIVE HANDS**. Study all Altrusa material – Bylaws, Policies, Encyclopedia, and other material. Cooperate in reading all material received from District and International. You will be representing Altrusa in all you do. You will be most cooperative in meeting deadlines! I present to you your Cooperative Hands.

And now, I charge the members of Altrusa International, Inc. of _____ that just as an office can be no more important than the person who fills it, a club can be no more important than its members. If your club does not do the things it might to make our world a better place, we must look at ourselves. It just might be your fault for not speaking out. So, I challenge you to have **COMPASSIONATE HANDS** ever outstretched to help those in need – **SEEKING HANDS** to enlist new people to be trained to use their talents in the service of our club – and **SEARCHING HANDS** for greater numbers in membership to assist in our club service. Whatever occurs, success or failure, it will not be these officers alone who are responsible, but you who have given them your wholehearted support or who failed to do so. When you and I became Altrusans, we accepted the Principles of Altrusa and our obligations as members. Will you tonight commit yourself anew to Altrusa and its principles and endeavor to reach out and touch someone through your responsible service as Officers, Chairmen, and members of Altrusa International, Inc. of _____?

_____, will you please place the President's Pin in its proper place over the heart of your new President? _____, you are privileged to wear the President's Pin as long as you are an Altrusan in good standing. I know you will wear it proudly and wear it daily. Use your gavel with authority.

In naming these challenges and responsibilities to you and presenting your symbol of hands, it is my pleasure to declare you duly installed officers of Altrusa International, Inc. of _____. I offer you my congratulations. And now may I present your new President, _____.

HERBS

(Props include colorful dried flowers with the relevant herb woven into it.)

An herb is a plant that has a use other than that of being purely decorative. The general well being of our club will be enhanced by the qualities associated with herbs – Affection, Esteem, Friendship, Virtue, Remembrance, Sincerity, Thoughts, and Courage. The bringing together of these qualities ensures the ongoing strength of this club, Altrusa International, Inc. of _____.

OUTGOING BOARD MEMBERS: Sorrel is for Affection.

We ask you to accept this sorrel, which represents Affection. This is how we remember your time on the Board.

IMMEDIATE PAST PRESIDENT: Sage is for Esteem.

The sweet scented herb, sage, carries the message of Esteem. You have been held in the highest esteem by all club members. We are grateful to you for the way you have represented us in the work you have accomplished. It is a comfort to us that you will still be a member of the Board of Directors and that we will continue to have your counsel and guidance.

DIRECTOR(s): Parsley is for Friendship.

As Director(s) you have as many duties to perform as the parsley sends out shoots. You will have general supervision over the affairs of your club. You must see that the club progresses and grows with Friendship entwining, as the parsley symbolizes. Remember that Altrusa is a builder of women, it takes a combination of all branches to formulate policy and programs.

TREASURER(s): Mint is for Virtue.

As Treasurer(s), in your hands are the club's finances. Accountability requires mint conditions at all times with the receipt of dues, the club's commitments, and reports, which must be handled with virtue, promptness, and accuracy.

SECRETARY(ies): Rosemary is Remembrance.

Of all the officers of this club, your memory must be accurate, for it is your records of all club meetings and board meetings that are kept for the archives of the future. You must attend all meetings to accomplish your duties. In addition, the reputation of our club will depend upon your response to communications between the club and others.

VICE-PRESIDENT(s): Fennel is for Sincerity.

As Vice-President, you will need to understand the workings of the club and be ready to step into leadership roles as needed. This fern represents the Sincerity needed for this office.

PRESIDENT-ELECT: Anise is for Thoughts.

As President-Elect, you will have many thoughts. Be a confidante and aid to your President in whatever she gives you to do. You will be thinking of ways to support your President and to serve in her place if the need arises. Your thoughts will now be channeled towards the time when you assume the higher office. Look at this often and think towards your future goals.

PRESIDENT: Thyme is for Courage.

Thyme is for Courage. You are the leader of your club and have the responsibility to uphold the principles of Altrusa. Your courage will lead and inspire the officers and members to the achievement of your goals. Have the courage to aspire to great heights and to expect commitment and involvement from all members. Use this thyme to flavor your meals and your courage to lead us in new directions, and to flavor our service in the community. Wear your president's pin with courage and with pride.

I now declare the new Board installed. Congratulations!

KEYS or HATS or BADGES

(Props include a key, hat, or badge for each officer with the appropriate label.)

The keys to Altrusa are **Amity, Loyalty, Talent, Reciprocity, Unity, Service, and Achievement**. As members, we appreciate the fact that Altrusa offers **Amity**, stimulates **Loyalty**, encourages the expression of **Talent**, gives impetus to **Reciprocity**, develops **Unity**, means **Service**, and brings **Achievement**. Now to you, the incoming officers and directors of Altrusa International, Inc. of _____, I shall present a set of keys (hats or badges) to be worn bearing the same letters – but for different words, words representing qualities that are the keys to performing the duties of your commitments with dispatch and joy. As I call your name, please come forward.

_____, Immediate Past President. I give the key (hat or badge) of **APPLICATION**. For you have valuable experience to apply when called upon by the President for counsel or to accept a special assignment, and as an active participant of the Board.

_____, Director(s). I present the key (hat or badge) of **LEADERSHIP**. You will be looked to for leadership in expressing ideas on the Board, and carrying out whatever assignments may be entrusted to you. Your leadership will be needed whenever you are called upon to assist in club management decisions.

_____, Secretary(ies). I present the key (hat or badge) marked **THOROUGHNESS**. You will be counted on to be thorough in your management of the club's permanent files and correspondence. Thoroughness is the key to keeping the minutes accurate and available. For you are one who keeps the records for Altrusa prosperity, and you need to be on the scene.

_____, Treasurer(s). I present the key (hat or badge) marked **RELIABLE**. You will be relied on to be accurate in your management of the club's finances and financial records. Reliability is the key to keeping the membership roster in accordance with District and International records, and the dues payment on time.

_____, Vice-President(s). I present the key (hat or badge) marked **UNDERSTANDING**. You will need to understand the workings of the club and be ready to step into leadership roles as needed.

_____, President-Elect. I present the key (hat or badge) marked **STEADFASTNESS**. For the President will depend on you to be standing by, to be prepared with your leadership skills to serve in her absence.

_____, President. I present you the key (hat or badge) of **ADMINISTRATION**. Upon your shoulders rests the highest honor and the greatest responsibility. The club looks to your administration to make club activity a happy and satisfying experience for all members, with full awareness of the total scope of membership as part of an international service organization. The club looks to you, as the Board's chief officer, to carry out your responsibilities according to the Bylaws, and to see that Board members do also, with imagination and innovation. It is now my pleasure to declare you President. Congratulations!

I now declare the new Board installed. Will everyone please stand and join hands.

The ring that you have formed is the key ring (hat rack or foundation) for this new Board. The new Board has accepted the keys to excellence in their new roles. Now you who encircle them represent a strong ring of support. It is your responsibility to give the new Board support throughout the coming year. By your acts, you will enrich yourselves, your club, and the community in which you live. *(If this installation is done for your own club, change the "you" and "your" to "we" and "our" in this last paragraph.)*

MAD HATTER

The emcee is the White Rabbit. Table at the front of room is set for a tea party. This Installation was created for clubs with an Immediate Past President, one Treasurer, one Secretary, two Directors, a Vice-President, a President-Elect, and President. It can be adjusted as needed for additional or fewer offices.

Welcome! Welcome one and all.

Would the following members please come forward as I call your names. My assistant will help you find your seat: *(say the names of the incoming officers)*

Taking a position on this club's board means you are all willing to work together sharing your talents. Thank you for your dedication to Altrusa. You are seated before us not to be made to feel uncomfortable, so relax – relax.

Altrusans aren't Mad, but looking at this audience it does make you wonder. Welcome to the world of Altrusa and its UNIQUENESS.

Immediate Past President _____

Tittering Dormouse, you are tittering full of knowledge, of gathered information from all our mad happenings. Our dormouse is our storer and our shorer of the information, but you must be asked for it. For now Dormouse, recline into your teapot, keep your ears alert, and enjoy your well-deserved snooze.

Treasurer _____

Oh Hare, Oh Hare, who bounds and bounds along, don't get too far ahead as you will need to take some time to PUFF. Can you count and putt at the same time? We hope so. Oh, you can be clever Hare, then looking after our Coppers shows how much you care.

Secretary _____

Off with her head! I think not! You need this woman for croquet, I think not! It's her hands you require for your written records, so records can be kept of all serious Altrusa meetings. But right now it is mad stuff you will recall -enjoy your minute taking. Maybe a croquet stick will feel better than a pen.

Director _____

Mad, who's mad? Oh, you are? I am sorry. Oh, your name you say THE HATTER!! What a mad hatter; what riddles and rhymes. You don't need this hat, but it fits you well, with your antics of show and tell. Keep them a riddle. We all love and enjoy the mad energy that you have.

Director _____

Who are you? Oh questionable caterpillar. Why the questions? Do you want answers? What do the mushrooms do? Do they give you the answers? Your hands are free. No longer do you sit and write. Stretch your head up and notice the goings on.

Vice-President _____

You are the perfect match. The Cheshire Cat is you to be exact. The knowledge and your secret smile holds the key to your future advice. But stay with us – oh, there you are. Use these ears and listen well, with your nose you can find and tell. As a director your job is smaller than before, but it is a store of knowledge we need.

President-Elect _____

This girl has traveled far, but your travels are only thus far. From now on, your travels will be absorbing Altrusa and all its aims. Your job is to keep balance in this strange world of nonsense, to follow the leader. Awake Alice from the Wonderland, clear your eyes, and reality will be back.

President _____

You are our Queen of Hearts. Your heads are watched. It's a job for the queen. Although your position is serious, you like your fun and games. Be proud of your place. Be unique and enriched by the joys of your fellow Altrusans. It's not a game of croquet or wonderland, but fun is on the monthly agendas.

Please, _____, present the president's pin. Go forth from this Wonderland and enjoy your roles.

Mamie L. Bass Awards - Installation of Officers

Props needed: Small statuettes (Mamie Awards) for each officer to be installed, each with a ribbon sash showing the award designation.

Welcome to the Altrusa Installation Awards Ceremony. I will be your emcee and _____ will be your presenter. Tonight marks another milestone for Altrusa International, Inc. of _____ with the installation of new officers. The new officers and board members have consented to give their time, talents, and energy to serve in the coming Altrusa year. The responsibilities of the club's business are demanding.

The outgoing officers and board members have served you well and are now ready to relinquish their direct leadership responsibilities. The progress and growth of this club demonstrate their commitment to the goals and ideals of Altrusa. Would all of last year's club officers and board members please stand? We want to take a moment to thank you for your commitment to the club during the past Altrusa year. *Lead applause.*

This installation will honor each new officer and board member.

_____, as continuing Directors, we want to recognize you for the year you have just completed, and thank you for your continuing commitment to our club and service to others. Please stand and receive your Mamie for "**Best Continuing Performance**". *Lead applause and present statuette to each.*

The award for "**Best Year-Long Achievement**" goes to _____. As Immediate Past President, the members are grateful to you for the years of service you have given to the club. You deserve some time to relax and take a more advisory role in the governing of the club. Your incoming president will look to you for guidance and a friendly ear as she begins her year as the club president. Please accept this Mamie as a reminder of the appreciation of the club and the new role of counsel that you can now take.

The award for "**Directors of the Year**" goes to _____. As new Directors, you will have the responsibility of serving the club in many areas. You will be asked to express your ideas and carry out assignments as needed.

_____, you have been awarded "**Producer of the Year - Foundation**". As the club Foundation Treasurer you are in charge of the club's philanthropies. Your responsibilities are constant and require attention to detail. The club will depend on you to manage the expenses in an efficient and fiscally responsible manner.

_____, you are receiving the "**Producer of the Year - Administration**" award. As the club's Administrative Treasurer you are responsible for the club's operational expenses. Please accept this Mamie as a reminder of the appreciation of the club and of the major responsibilities associated with finances.

Now the award for "**Best Sound Editing**" goes to the Recording Secretary, _____. You are responsible for the record-keeping of the board meetings and business meetings. You are asked to accurately and concisely record the decisions and recommendations of the board. The club depends on your talents to fully represent the intent of each matter under discussion. You have accepted a most crucial role in the record keeping of the club's activities. Your function is to preserve and archive the business of the club and the board. Please accept this Mamie as a reminder of the appreciation of the club and of the powers of observation and listening skills needed in this position.

_____, as the Corresponding Secretary you are responsible to communicate with members and other entities on a personal basis. You will be directed by the president to convey the directions of the board and the club. You will often be the first person communicating information to other clubs, District, International, and/or new members. We are awarding you the Mamie for **“Best Script Editing”**. You must be able to observe your audience, maintain the correspondence duties, and respond in a timely and accurate manner to communication issues and needs in support of the club.

_____, as the Vice President you are taking on a long-term commitment to the governing of the club. It is the club’s desire to have you take on this leadership and representative role to gain valuable experience and knowledge of the club’s business activities. Please accept this Mamie for **“Best Supporting Vice President”** as a reminder of the appreciation of the club and of the steady path you will take in the club’s future leadership.

_____, as the President-elect you have been developing your leadership skills and understanding of the club in order to assume the presidency in one year. You have been involved in the major inter-workings of the club and continue to build your confidence and leadership style in the most important transitional role. You will work closely with the president during this coming year to both help and learn more about the club’s needs and direction. By developing a close, working relationship you help ensure a smooth transition once you assume the presidency. Please accept this award for **“Best Future President”** as a reminder of the appreciation of the club and of the major goals ahead as you prepare to accept the diverse demands of the club’s top position.

And now, the award you have all been waiting for, and the Mamie for **“President of the Year”** goes to: _____! As president, you are asked to have the vision and skills necessary to lead the club into the future. Your responsibilities will start immediately and will continue throughout the coming year. The club members have watched you develop your skills and leadership style and are here to support you. The club has elected you to the highest club office for which you are well suited. Please accept this Mamie as a reminder of the appreciation of the club and the confidence placed in you and the top leadership role for our club.

Members of Altrusa International, Inc., of _____, will you please stand? _____, will you please place the Presidents pin on your new president, _____. Let’s all show our appreciation and welcome our newly installed 20__-20__ officers and board members. *Lead applause.*

May you each have a special and rewarding year participating in the leadership of your club.

I now declare that the officers and board members of Altrusa International, Inc., of _____ are duly installed for the next Altrusa year.

ORCHESTRA

(Props include miniature instruments, if desired and available .)

“Leaders in Service” is the theme of Altrusa. All members are leaders in many areas of their lives, and through Altrusa, we strive to be truly leaders in service. Altrusa allows us to take many leadership roles, not only on the Board of Directors, but also as committee chairs and as participants in programs. Tonight we celebrate the leadership change in our club with the installation of new officers. We are elevated for a brief time from the ranks of club member to the roll of a leader; then, we step back and lend our support while others lead.

First, we would like to recognize the retiring Board of Directors. Would all of you please stand for your curtain call for the year 20__ - 20__? We appreciate the time and effort you have given to make this a very successful year for Altrusa International, Inc. of _____.
To you we say “thanks,” and commend you with our applause.

Tonight we are going to think about the music in our lives, especially orchestral music. An orchestra is an ensemble of musical instruments having, at its core, a group of bowed-string instruments of the violin family, augmented by woodwind, brass, and percussion instruments. Each section of the orchestra has an important role to perform.

When I call your name, would you please come forward.

IMMEDIATE PAST PRESIDENT _____:

We appreciate all you have done this past year. You have accomplished much, you have achieved many of your goals, and your club is very grateful. We do hope you have happy memories of your year as president.

As Immediate Past President, the **triangle** represents your role for the coming year. While the triangle is small in size and has no definite pitch of its own, it sounds as if it has the pitch of the instrument it accompanies and can lend penetrating brilliance and sparkle to ensembles. We know that you will bring this brilliance and sparkle to the Board of Directors in your role as Immediate Past President, as you give your help, support, and encouragement to our new president.

DIRECTORS _____:

As Directors, you are represented by the **clarinet**. The clarinet characteristically has smooth and hollow tones and is equally adaptable for use by jazz ensembles and dance bands. This adaptability will be very useful in your role as directors. You will act as liaisons between the members and the Board, and assist where needed. You will participate fully in all of the club’s deliberations and will endeavor to contribute new ideas to help achieve the goals that have been set. Also, you will assist the president by willingly accepting assignments.

TREASURER(S) _____:

The **cymbals** represent your jobs as treasurer. Cymbals are percussion instruments of indefinite pitch that makes a loud clashing tone when hit. They are used for special orchestral effects. As treasurer(s), you sometime must use the loud clashing special effects as you handle the funds for our club and foundation. Always remember to strive to keep us in the black. You will keep an accurate record of the receipts and expenditures, collect all money due the club, and pay bills authorized by the Board. You will prepare monthly financial reports to be presented to the Board and to the club. You are also responsible for keeping accurate membership records.

SECRETARY (or SECRETARIES) _____:

Your musical instrument is the **harp**. The harp has 47 strings and uses a double action pedal system. Sometimes it will seem like 47 people are speaking at the same time and you will be required to use double action when taking minutes. You are responsible for the permanent records of the club. Your good record keeping will provide the history of this administration and will forever etch the club's experiences and decisions on service as a guide for future administrations. In addition, you are responsible for the correspondence of the club, providing prompt responses when necessary. You are the vital communication link between the Club, District, and International.

VICE-PRESIDENT(S) _____:

The **violin** represents your role as vice-president. This instrument is capable of great flexibility in range, tone, and dynamics. The violins play a predominant role in any orchestra, as you will as Vice-President. You will serve as presiding officer in the absence of the President (and President-Elect), or at such other occasions as the President may direct. You will be willing to perform such other duties as your President may assign. In all things, contribute your influence and energies to the support and well being of Altrusa, as you provide advice, ideas, strength, and depth to our Altrusa Service.

PRESIDENT-ELECT _____:

The **French horn** represents your job as president-elect because of its smooth tone color and expressive ability to play both loudly and softly. It helps blend the homogeneous sound of the strings with the more varied color of the woodwinds. You will work under the guidance of the president and will preside in her absence. Offer to her your continued assistance as you are preparing yourself for the office of president. Assist the president in developing members, as well as in service opportunities to our community.

PRESIDENT _____:

Conducting our orchestra will be your job, with the **baton** as the symbol of your office. As conductor, you will use your many talents wisely. Conductors normally employ silent manual gestures, using the right hand to indicate the meter (number of beats per measure) and tempo, and the left hand both to signal entries of the different instruments and to communicate aspects of musical interpretation, such as increase in volume. As president, you will need to gesture when we need a faster tempo and help us communicate all aspects of our club.

Our orchestra does not have all orchestral instruments represented by the Board of Directors. The board is just a part of the club. The committee chairs, as well as each member, has a very important role (or instrument) to perform for a well functioning club. Each member is needed! What part will you play in our orchestra? Each part is very important. Tune up – it is now show time!

As installing officer, it is my pleasure to declare you duly installed officers of Altrusa International, Inc. of _____. It is with great honor and pleasure that I place (or ask _____ to place) the active President's pin on President _____.

I offer you my congratulations. And now, may I present your new President, _____.

The rest of you may be seated.

PRINCIPLES

(Props needed: Principle Ribbons for each officer.)

As we enter this new year, it is time to remember the basics. The Principles and Ideals of Altrusa are just as relevant today as they were when they were adopted in 1917 – almost ___ years ago. We continue to advocate “Patriotism, Efficiency, Service”, the Altrusa motto. We counsel Altrusans to develop the Altrusa key of “amity, loyalty, talent, reciprocity, unity, service, and achievement” to implement our goals. Our responsibilities as Altrusans are living ones – not carved at one point in time as law into stone – but growing, evolving responses to the needs of our society. Our success in discharging those responsibilities is attributed largely to those women who accepted leadership positions in our club.

Today we wish to thank the outgoing officers for their dedication and commitment. Will they please stand? Please join me in expressing our gratitude to these members for their leadership.

Our new officers are now ready to enter the new club year. Will the new officers each come forward as I call your name?

IMMEDIATE PAST PRESIDENT _____:

The time has come for you to lower your gavel to the position of Past President. As Immediate Past President, you divide the burdens of your president as you stand by her side advising and encouraging her. Your job is a most responsible one. During your tenure as President, you embodied Principle 7, by developing true leadership concerned with accomplishment and not with recognition. I know that you will continue to demonstrate that principle in your new role. If you are willing to accept these responsibilities, say “I will.”

DIRECTORS _____:

As Directors, you are designated for leadership to express ideas on the Board, and carry out whatever assignments are entrusted to you. Your leadership will be needed when you are called upon to assist in club management decisions. As Principle 3 states, Election to Altrusa is an evidence of confidence, which imposes upon the recipient the obligation to strive to be true to the highest standards of life in your personal and business relations. Remember this principle as you serve as Director. If you are willing to accept these responsibilities, say “I will.”

TREASURER (S) _____:

As Treasurer(s), you will have the responsibility of collecting and dispensing funds for our club. As you perform your duties this year, keep in mind Principle 4, “Altrusa, in the very derivation of its name, is committed to the philosophy of unselfishness, the joy of giving rather than getting, and to the search for the happiness which is based upon spiritual worthiness.” By keeping accurate and complete financial records for the Club and Foundation, you will enable all of us to experience the joy of giving. If you are willing to accept these responsibilities, say “I will.”

SECRETARY (or SECRETARIES) _____:

As Secretary (Secretaries), you will handle all correspondence and records for the club. It is through you that others know us. In your capacity, you need patience, attention, consideration, and trust. Only through your records can an accurate account of the working of this club be kept. You maintain heritage of this club through responsible continuation, thus strengthening its foundation. Part of Principle 8 states that the rewards of membership are in proportion to the loyalty, unselfishness, and character of the member herself. By fulfilling the role of Secretary, you will receive many rewards. If you are willing to accept these responsibilities, say “I will.”

VICE-PRESIDENT(S) _____ :

As Vice-Presidents, you must stand by, always ready to assist and aid your President and President-Elect when asked. You also have the responsibility of acting in the absence or inability to act of the President or President-Elect. Principle 9 states that Altrusa expresses good will for all mankind. It emphasizes the good and lets the evil sink into the oblivion it merits. As vice-presidents, may you emphasize the good. If you are willing to accept these responsibilities, say "I will."

PRESIDENT-ELECT _____ :

As President-Elect, you must be ever changing and adaptable, willing to share the burdens and fulfill the plans of your President. You must attend all Board meetings and acquaint yourself with the duties of the President. At the expiration of the term of the incumbent you will assume the office, or upon the inability to complete her term. You shall act for the President in her absence or inability to act. Principle 12 is your principle. It states that Altrusa believes it is not enough to be good; Altrusans must be good for something. Each member must be doing the piece of work that is hers in a way that puts her in the front ranks of accomplishment. If you are willing to accept these responsibilities, say "I will."

PRESIDENT _____ :

As President, you have been elected to assume the highest office our club has in its power to bestow upon you. In your election, our members have vested their faith, confidence, and well wishes. The task ahead of you takes a strong leader, one not afraid of criticism. Cardinal Newman said, "A man would do nothing if he waited until he could do it so well that no one would find fault with what he has done." You hold a unique position of leadership, and the work will be long and sometimes hard, but in the end the rewards will be knowing you have done your task with the best within you. Serenity, compassion, wholeness, and the ability to love - these are the gifts you will bring to our club. May your heart be strengthened and warmed by the love and support of all members; may you always be fair in action, honest and faithful to the highest concepts of this office and true to the Ideals for which we stand. Your acceptance of this office carries with it an obligation to be true in thought, in word, and in deed to all the Principles of Altrusa, and I know you will nurture these. Pay particular attention to Principle 1 – Altrusa is a builder of women – and Principle 10 – Altrusa is democratic; it knows no class, no favorites, but is founded on merit alone. May these guide you through the coming year. If you are willing to accept these responsibilities, say "I will".

It is with great honor and pleasure that I place (or ask _____ to place) the active President's pin on President _____. Wear this pin proudly, as you and the members unite in service for Altrusa and our community.

All of you, members and new officers alike, must pledge yourselves to this new year in order to reach the highest goals, to maintain growth, and strengthen this club, the District, and International. Tonight, rededicate yourselves to never losing sight of what has brought you together as a club – service to others with each Altrusan doing her part.

In naming these challenges and responsibilities to you, I declare you are duly installed officers of Altrusa International, Inc. of _____. I offer you my congratulations. And now, may I present your new President, _____.

REFLECTIONS OF SERVICE

(Props needed: large mirror and candles for each new officer and Altrusa.)

Once more, the “sands of time” have swept a year – and bound it in a sheaf, and in our life’s book, God’s own hand turns over another leaf. The months slowly fade away...another year silently retreats to its place in Altrusa history.

Our new officers are now ready to enter the new year. Will the new officers please come forward as I call your name?

The year 20__ - 20__ draws to a close. The theme of this installation is “Reflections of Service”. We can, by creative effort, bring such light to our souls that it makes radiant whatever events may come our way. May you all be candles of light and not merely the mirror to reflect that light. Be doers, not merely the participants. Lasting happiness can never come from the world. Joy is not derived from the things we get or the people we meet. It is manufactured by the soul itself, as it goes about its self-forgetfulness. There are two ways of shedding light. To be a candle or a mirror to is to reflect its light. The candle can stand alone to light the way. Place candles before mirrors and the light intensifies, but blow out the candles and the mirrors remain dark. So it is with each level of Altrusa – International, District, Local Club, and member. Your officers’ candles may be lit, but you must reflect their light with participation and reflect your light before the mirror of each level of Altrusa. The success of the reflections of this club depends on each member lighting a candle and placing it before the mirror, and the mirror reflecting the candle light. If you snuff out your candle, the mirror will go dark for lack of reflection. Keep your candles of inspiration lit and reflect the way for others to follow.

God gives us joy that we may give;
He gives us joy that we may share;
Sometimes He gives us loads to lift
That we may learn to bear.
For life is gladder when we give.
For love is sweeter when we share,
And heavy loads rest lightly too,
When we have learned to bear.

_____, Membership Co-Chairman, will you light the Altrusa candle?

God refused to mass produce his handiwork in nature, so He could hardly be expected to cut corners when it came to creating women. Each of us is unique, special, and unrepeatable. Each person has strengths and weaknesses, insights, and experiences that are hers alone. Learning to accept our individuality, to build on it and to act through it, can be a major first step toward living a fuller life and making our contribution to the world in danger of becoming a wasteland of uniformity. Since each of you is unique, you have your own special gift to give. The art of giving one’s self is not easy. As Longfellow said, “The talent of success is nothing more than doing what you can do, without a thought of fame.”

IMMEDIATE PAST PRESIDENT _____:

The time has come for you to lower your gavel to the position of Past President. As Immediate Past President, you divide the burdens of your president as you stand by her side and advise and encourage her at times. Your job is a most responsible one. As you light your candle of reflection, remember this maxim:

To handle yourself, use your head;
To handle others, use your heart.

DIRECTORS _____:

As Directors, you are designated for leadership to express ideas on the Board, and to carry out whatever assignments are entrusted to you. Your leadership will be needed when you are called upon to assist in club management decisions:

From you come the sunshine of vision
That helps our group to grow.
Inspire us to reach out to others,
So the warmth of love they'll know.

Please light your rays of reflection and serve to the best of your abilities.

TREASURER (S) _____:

As Treasurer(s), you will have the responsibility to collect and dispense funds for our club. As you perform your duties this year, keep in mind these words, "You give but a little when you give your possessions. It is when you give of yourself that you truly give." If you are willing to pledge your gift of self, please light your ray of reflection.

SECRETARY (or SECRETARIES) _____:

As Secretary (Secretaries), you will handle all correspondence for the club. It is through you that others know us. Your gift of self must be one of time, patience, attention, consideration, and trust. These are qualities that you will need to fulfill your office this year. Only through your records can an accurate account of the working of this club be kept. Your gift will be to keep intact the heritage of this club through responsible continuation, thus to strengthen its foundation. As you light your ray of reflection, always remember - "Work is love made visible."

VICE-PRESIDENT(S) _____:

As Vice-Presidents, you must stand by, always ready to assist and aid your President and President-Elect when asked. You also have the responsibility to act in the absence or inability to act of the President or President-Elect. So, light your candle of reflection, and spread its light of service throughout the year.

PRESIDENT-ELECT _____:

As President-Elect, you must be ever changing and adaptable, willing to share the burdens and fulfill the plans of your President. You must attend all Board meetings and acquaint yourself with the duties of the President. At the expiration of the term of the incumbent, or upon her inability to complete her term, you will assume the office. You shall act for the President in her absence or inability to act. Light your candle, and as you look into its reflection, remember:

To learn and never be filled is wisdom
To teach and never be weary is love.

PRESIDENT _____:

As President, you have been elected to assume the highest office our club has in its power to bestow upon you. In your election, your members have vested their faith, confidence, and well wishes. Your acceptance of this office carries with it an obligation to be true in thought, in word, and in deed to the Principles of Altrusa, and I know you will nurture these principles. You have a great gift of self to give to this club, the gift of doing, of making things happen. The task ahead of you takes a strong leader, one not afraid of criticism. Cardinal Newman said, "A man would do nothing if he waited until he could do it so well that no one would find fault with what he has done." You hold a unique position of leadership, and the work will be long and sometimes hard, but in the end the rewards will be knowing you have done your task with the best within you. Serenity, compassion, wholeness, the ability to love - these are the gifts you will bring to our club. May your heart be strengthened and warmed by the love and support of all members; may you always be fair in action, honest and faithful to the highest concepts of this office, and true to the Ideals for which we stand. If you are willing to pledge your gift of self to this club for the coming year, please light your candle of reflection, and remember:

We can give without loving, but we cannot love without giving.

It is with great honor and pleasure that I place (or ask _____ to place) the active President's pin on President _____. Wear this pin proudly, as you and the members unite in service for Altrusa and our community.

All of you, members and new officers alike, must pledge yourselves to this new year in order to reach the highest goals, to maintain growth and strengthen this club, the District, and International. You must hold closely together, but just far enough apart to achieve the rich, full, alive membership you know as Altrusa. To love is to give, and the only true gift you will ever give is a part of yourself, so pledge your gifts of self to this new year. Before each of you is a small candle. _____, as President, please light the first candle. Each of you will light your candle, one from the other in acceptance of this pledge. As you light your candles, I would like to share a poem by Madeline Bridges entitled "Life's Mirror".

There are loyal hearts, there are spirits brave,
There are souls that are pure and true.
Then give to the world the best you have,
And the best will come back to you.
Give love, and love to your life will flow,
As strength in your utmost need.
Have faith in your work and deed.
Give truth, and your gift will be paid in kind,
And honor will honor meet,
And a smile that is sweet will surely find
A smile that is just as sweet.
Give sorrow and pity to those you mourn;
You will gather in flowers again
The scattered seeds of your thought outbourne,
Though the sowing seemed by vain
For life is the mirror of king and slave,
'Tis just what we are and do;
Then give to the world the best you have,
And the best will come back to you.

Tonight, rededicate yourselves to never losing sight of what has brought you together as a club – service to others. The secret to Altrusa is that each Altrusan must do her part. I hope that you will light a new spark of commitment that will become ablaze with enthusiasm and positive energy.

In naming these challenges and responsibilities to you and presenting your certificates of service, I declare you the duly installed officers of Altrusa International, Inc. of _____. I offer you my congratulations. And now, may I present your new President, _____.

ROOTS

Props Needed: Blue carnations for each member of the Board and white carnations for everyone else.

Once again it's time for change! Time for the new! It's also time to show our appreciation for those who have served on our Board of Directors this part year. Will our present Board members please stand. We thank you for a job well done!

As I call your name, please come forward and accept a blue carnation...our thanks for saying "yes" when you were asked to serve. *(have an assistant present a blue carnation to each member as they come forward)*

IMMEDIATE PAST PRESIDENT _____

You play a very important role on the Board. The new officers will depend upon you to give generously of your time and to advise them from the experience you've had as President. Do you accept these duties?

DIRECTORS _____

You are responsible for our club's growth and well being. Time and effort will be required of you. Study your encyclopedia and bylaws...and learn by osmosis! Be good directors by understanding club procedures and by understanding us! Do you accept these duties?

TREASURER(S) _____

You must be faithful in attendance, accurate in accounting, and be fully acquainted with our club's monetary commitments. Do you accept these duties?

SECRETARY(IES) _____

You must be faithful in attendance, accurate in recording the club's business, and willing to assist the President whenever she needs you. You are the keeper of the club's records. By your words and letters you tell others that Altrusa is truly a great service organization. Do you accept these duties?

VICE-PRESIDENT(S) _____

You will contribute your energies to the support and well being of the club. You may be called upon, by our president or the club, to fill an as yet unforeseen need of our members. You, too, will be vocal on the Board of Directors, representing membership. (If no President-Elect add: You must be ready at all times to take over the duties of President, if she is unable to preside.) Do you accept these duties?

PRESIDENT-ELECT _____

You will spend the year learning the duties of an Altrusa President. It is your duty and responsibility to serve in the President's absence, so you will want to know as much as possible about Robert's Rules of Order. You will be readying yourself for taking over the leadership of the club next year. Do you accept these duties?

PRESIDENT _____

You have been elected to assume the highest office the club has in its power to bestow. In your election, our members have vested their faith, confidence, and well wishes. Your acceptance of this office carries with it an obligation to be true to the principles of Altrusa. You are chairman of the Board of Directors and member ex-officio of all standing and special committees, except the Nominating Committee. You are our leader! We know we have chosen well. Always remember that Altrusa is a service club and that you are its servant.

ALTRUSA ROOTS: Altrusa is _____ years old.

Altrusa has Principles.

Altrusa has a motto – Patriotism, Efficiency, Service.

Altrusa has a Key.

Altrusa has Ideals.

Altrusa has Tradition well rooted in service, friendship, and education.

Altrusa does give you ROOTS on which to build your year of leadership.

Altrusa also gives you WINGS---to fly, to soar, and to lead. Altrusa trains you, nourishes you...lets you go! Dream new dreams for our club. Use your time and talent for Altrusa International, Inc. of _____.

Include in your time a few hours for yourself! As a leader you owe yourself time... time free from club and family...time for just you!

Leadership, which you are providing, can be summarized as "getting the work done efficiently with the greatest possible satisfaction to all concerned." As a leader you need to accomplish work through others; cope with change; sense and define problems and opportunities.

How? The starting point is you; you have the power to direct your own personal growth and to develop your fullest potential. It is you, within yourself, who must be fired with zest and excitement, and a sense of mission to make things happen. It begins with you. Know yourself; appreciate others; appreciate us!

Do you accept Altrusa's Roots and your new Board Wings?

(Have assistants distribute white carnations to everyone else.) Your white carnations remind you that it takes the blue and white together to make our club really go. Do you solemnly pledge to support this Board, to give of yourself, and to joyfully represent Altrusa in our community?

I now declare you duly installed officers of Altrusa International, Inc. of _____. It is with great honor and pleasure that I place (or ask _____ to place) the active President's pin on President _____.

I offer you my congratulations. And now, may I present your new President, _____.

The rest of you may be seated.

RUGBY

Tonight, the Altrusa Club of _____ is installing a new team of 7-aside rugby players to lead us, their supporters, into a year of fun, games, winning, and competition.

As you know, each successful team needs a full-time coach and manager. This is a person of experience and wisdom. The Coach exhorts all team members to develop the skills and work together as a team, and helps each individual contribute their skills to the best of their ability, so that the team as a whole is strong and fearless in the face of the opposition. The Coach ensures the well-being of each team member and watches for areas of stress. Our coach, our manager this year, is our Immediate Past President _____. We look forward to your great organizational skills and experience being used once more to support our winning team. We present you with your team:

The first member of our team is (are) our hooker(s), _____, who will be our Treasurer(s). All of you know that hookers are renowned for creative ways of making money, most of them requiring them to work on their backs. However, this hooker is responsible for ensuring that the ball is won in the scrum, which means making sure that we always have enough money in the kitty to carry out our projects. She also is ensuring that the ball is thrown to the correct people in the lineouts. Similarly, as Treasurer(s), she (they) must ensure that the right people get the money, the bills are paid, and people are reimbursed. If she wins a scrum that the opposition has put the ball into, known as a tight head, we will know that our finances are under tight control.

Joining _____ in the front row are our props: Directors _____. It is the job of the props to support the hooker in the scrums and to help win the lineout ball. They must also be tenacious on defense. They must be able to help hold us, the team, when we are under pressure. They are the first line of defense, when the ball is in the hands of the opposition.

Successful trialists for the position of wings are our President-Elect _____ and our Vice-President _____, who are both waiting in the wings, ready to pick up the ball and carry it when their turn comes. As wings, they need to keep their eyes on the ball, and be willing to pick it up or catch it and run with it. The traits of successful wings are being sure-footed, able to dodge the opposition where necessary, and sometimes able to do some face fancy footwork. Their goal is to reach the try line against all odds – carrying on, as Jonah Lomu does, irrespective of how many people are trying to tackle them and put them down.

Our halfback and sweeper is (are) our new Secretary(ies), _____. As half-back, it is _____ job to feed the ball into the scrum properly. It is her (their) job to help direct play. She (they) is(are) one of the links between the forwards and the backs. As secretary, _____ will keep the minutes, write and receive the letters, and keep the President informed. As halfback, she will be constantly talking to the first five-eight about the state of the play, and what's happening in the games. She will be making a major contribution to the decision making.

Our final team member is our first five-eight and captain, President _____. She is the decision-maker, the one who has the final say about what moves will be tried and the one who directs the play. She will communicate between the forwards and the backs, receive and pass on information. She will keep a careful eye on all her team members to ensure that each member's skill is fully utilized, and will give them support as they develop new skills. She is also the front person for the team. It is the captain who is interviewed before and after matches and who ensures that she is available to carry out P.R. activities. She must have a strong sense of fair play, never critical of poor refereeing decisions; and must uphold all that is good about being a severe rugby team player. She is a role model for her team and for the supporters and spectators.

SEEDS

Props Needed: sufficient flower pots for each officer to be installed, with dirt for planting and seeds for each pot.

Isn't it wonderful being alive? Aren't you just drenched with the joy of living in such a wonderful world, especially at this time of year when all of nature is bursting with new life? We hungrily breathe the smell of new grass and wonderingly gaze at the beautiful array of color dancing around us: tulips, new leaves, daffodils, sunshine, and iris. How we dote upon those first lazy evenings when cheerful voices mingle with the twilight. And suddenly we are filled with the desire to bring forth beauty with exuberance, as nature does in the spring.

Through the long winter the world of nature has stored within her the potential for bringing forth her beauty in the spring. We, too, in Altrusa have taken in, gathered up, and stored within ourselves the potential of giving and living our lives to the fullest.

Tonight we want to take the time to think of our lives as small seeds, which will grow throughout this year into flowering plants of life, understanding service and responsibilities with memories never to be forgotten. It's truly a privilege to install the officers of Altrusa International, Inc. of _____, for an installation is a new beginning. Just as a seed bursts forth in the spring, so must we blossom.

The retiring officers have prepared the soil and made it ready for the new plantings. They have our love, admiration, and appreciation for providing us with the best conditions possible for beginning our new garden. Will the retiring officers please stand, so we can show our appreciation. (Lead applause.) Thank you.

As I call your name, please come forward.

IMMEDIATE PAST PRESIDENT _____

As your term in office comes to an end, I'm sure that you experience conflicting emotions. You are happy to relinquish the responsibility. You are proud of the work that has been done. You are hopeful that the next administration will continue the initiatives started this year. The club is grateful to you and happy that in the year ahead it may still call on you for guidance and counsel as you remain on the Board. May all of us **FORGET-ME-NOT** the wonderful year just ending.

DIRECTORS _____

As directors, you will work with the other officers to provide general supervision over the affairs of the club. As directors, you shall **TURNIP** at all club meetings and meetings of the Board of Directors and shall perform such duties as may be assigned by the President. As directors, you are responsible for the health, growth, and well being of our club. Remember that time and effort will be involved if your responsibility is to be satisfactorily discharged. As directors, you will have the opportunity for personal growth in Altrusa.

TREASURER(S) _____

As treasurer, you will give financial growth to the club. You will oversee the financial affairs of our club and keep an accurate record of receipts and expenditures, collect all money due to the club, and pay bills authorized by the Board of Directors. You will prepare a financial report once a month to be given to the Board of Directors and then to the members of the club. As treasurer, you will send all reports to District and International on time. Yours must be a job of **EARLY PERFECTION**.

SECRETARY(IES) _____

As secretary(ies), you are responsible for the correspondence of the club. You are the vital communication link(s) between the club, District, and International. You are responsible for the permanent records of our club. Your good record keeping will provide the history of this administration and will forever etch our experiences and decisions so they can serve as a guide for other administrations to follow. As you plant these **HERBS**, remember they too have long been associated with traditions that link with the past. They assure delightful seasoning and unbeatable zest.

VICE-PRESIDENT(S) _____

You have been chosen to be Vice-President(s) of your club. You will contribute your energies to the support and well being of the club. You may be called upon, by our president or the club, to fill an as yet unforeseen need of our members. You, too, will be vocal on the Board of Directors, representing membership. **SQUASH** any rumors so conflicts never arise.

PRESIDENT-ELECT _____

As President-Elect, I challenge you not to let your **IMPATIENCE** and eagerness show too much. It is your duty and responsibility to serve in the President's absence, so you will want to know as much as possible about Robert's Rules of Order. You will be readying yourself for taking over the leadership of the club next year.

PRESIDENT _____

You have been elected to assume the highest office the club has in its power to bestow. In your election, our members have vested their faith, confidence, and well wishes. Your acceptance of this office carries with it an obligation to be true to the principles of Altrusa - in thought, in work, and in deed. You must grow and rise above difficult situations. It is your responsibility to work with the Board to execute the affairs of the club in strict accordance with the Bylaws of Altrusa International, Inc. Show interest in the desires of the membership. Your qualities of leadership, enthusiasm, and zest for our purposes and objectives will serve as an inspiration to all as you represent our club in its growth this year.

Service begins with you at the top of the spectrum, keeping the Board and your members informed of our progress. A well-informed club is a progressive club. As president, you will discharge the duties of your office with maximum efficiency. Wield your authority with courage and prudence, and give in unstinted measure of your time, your energies, and your thoughts to the ultimate welfare of the club. Your leadership will set the pace, for under your watchful guidance and authority rests the enthusiasm of our members. Yours is the **PANSY** – cheerful, solid, or "clear-faced". The PANSY provides a symphony of color and continues to flower through the heat.

As members of Altrusa International, Inc. of _____, I charge all of you to actively participate and be involved. Your elected leaders want to lead in the direction that we the members desire. This can only be accomplished through effective communication and working together. **LETTUCE** rededicate ourselves tonight to the principles and values that have built Altrusa. Remember - the whole is the sum of its parts. I trust that we as members will renew the spark of commitment, so that together we can reach out to our community with Altrusa seeds of service, making it a beautiful garden in which to live. We will lend our support in caring for this year and your administration in order to make our world a beautiful garden.

As the **FOUR-O'CLOCKS**, we must bloom brightly, even when it's late or cloudy. When the plant blooms, it has reached maturity. We, too, reach maturity when we give to mankind. The flower soon dies and falls away. Our maturity should not end like this, but continue to add richness to our lives and the lives of others.

As installing officer, it is my pleasure to declare you duly installed officers of Altrusa International, Inc. of _____. It is with great honor and pleasure that I place (or ask _____ to place) the active President's pin on President _____.

I offer you my congratulations. And now, may I present your new President, _____.

The rest of you may be seated.

SERVICE

(Props include appropriate certificate of service for each officer.)

It is my privilege and honor to install the officers of Altrusa international, Inc. of _____. Having seen the work of this club through the club newsletter and reports, I want to thank the outgoing board for their work and dedication during the previous year. Would the outgoing officers please stand and be recognized.

An installation of officers is neither a beginning nor an ending, but rather a vital part of service to the club. At all levels of our organization – Local, District, and International – it is imperative to have a good transition from one administration to the next, to ensure that our service for Altrusa remains a strong part of the service that is inherited by the officers to be installed this evening.

Service is the key to our work in Altrusa – whether for our members, for community, or for our worldwide organization. Service will bind us together. Good service will communicate our ideas and our plans for the future of Altrusa.

Tonight, as you begin another year of progress, I have selected “Altrusa Service” as the theme for this installation. We are fortunate to live in a free society, enjoying tremendous freedom and opportunities; but there is a price to pay for all these blessings. Our price is a coordinated effort. We as Altrusans have a responsibility to get involved in our community. Our call as Altrusans to help others was built into the fabric and framework of Altrusa. Altrusa requires the contributions and the voluntary support of ALL members. Together we can motivate and inspire each other to greater heights of service.

You have made a difference with your service projects. I hope that you realize the hours you devote to Altrusa are really devoted to helping people – touching lives – making things better where you live.

The new officers who will be installed are committed to service. Will the new officers please come forward as I call your name.

IMMEDIATE PAST PRESIDENT _____:

We want to thank you for all you have done this past year to render service to your club. Your service to the club this coming year will be “STAND-BY SERVICE”. We know you will stand by to continue to give service to the Board and all members. We know you will stand by the new President, helping and encouraging her in any way you can.

DIRECTORS _____:

As Directors, you will offer “HELPFUL SERVICE” to the club. In your service role, you will help shape and recommend policies, act as liaisons between the members and the Board, and assist where needed. You will be concerned with the well being of the club. Your helpful service will be significant to the club members, because you are their voice.

TREASURER (S) _____:

As Treasurer, you will give “FINANCIAL SERVICE” to the club. You will oversee the financial affairs of the club, keep an accurate record of the receipts and expenditures, collect all money due the club, and pay bills authorized by the Board. You will prepare monthly financial reports to be presented to the Board and to the club. As Treasurer, you will show financial service by sending all reports to District and International on time.

SECRETARY (or SECRETARIES) _____:

As Secretary, you will provide “WRITTEN SERVICE”. You are responsible for the permanent records of the club. Your good record keeping will provide the history of this administration and will forever etch the club’s experiences and decisions on service as a guide for future administrations. In addition, you are responsible for the correspondence of the club, providing prompt responses. You will provide written service as the vital communication link between the Club, District, and International.

VICE-PRESIDENT(S) _____:

As Vice-President, you will serve as presiding officer(s) in the absence of the President (and President-Elect), or such other occasions as the President may direct. You will be willing to perform such other duties as your President may assign. In all things, provide "LOYAL SERVICE", by providing a voice on the Board and ideas for projects and service.

PRESIDENT-ELECT _____:

Your service will be "LEARNING SERVICE". You will serve as presiding officer in the absence of the President or on such other occasion as the President may direct. Read all Altrusa materials and ask questions. Your year of learning service will be over sooner than you think. Contribute your energies by providing advice, ideas, high morale, strength, and depth to all endeavors of the club.

PRESIDENT _____:

You have been elected to assume the highest office your club has in its power to bestow. In your election, your members have vested their faith, confidence, and well wishes. Your acceptance of this office carries with it an obligation to be true in thought, in word, and in deed to the Principles of Altrusa. I know you will nurture these principles. You will rise above difficult situations. It is your responsibility to work with the Board to execute the affairs of the club in strict accordance with the Bylaws of Altrusa International, Inc. Show interest in the desires of the membership. Your qualities of leadership, enthusiasm, and zest for the purposes and objectives will serve as an inspiration to all as you represent the club in "DEDICATED SERVICE" this year. A well-informed club is a progressive club. Your dedicated service will set the pace, for under your watchful guidance and authority rests the dedicated service of the members.

TO THE MEMBERS:

Without members, Altrusa could not exist. It will be your job to provide "ACTIVE SERVICE" this year. I charge each of you to keep the lines of communication open and the flow of information moving. Actively participate and be involved. Your elected leaders want to lead in the direction that you, the membership, want to be led. This can only be accomplished through your constant communication. Keep your club participation strong, and be proud, knowing that your service helps people, touching lives and making things better for your neighbors.

Tonight, rededicate yourselves to never losing sight of what has brought you together as a club – service to others. The secret to Altrusa is that each Altrusan must do her part. I hope that you will light a new spark of commitment that will become ablaze with enthusiasm and positive energy.

It is with great honor and pleasure that I place (or ask _____ to place) the active President's pin on President _____.

In naming these challenges and responsibilities to you and presenting your certificates of service, I declare you the duly installed officers of Altrusa International, Inc. of _____.

I offer you my congratulations. And now, may I present your new President, _____.

WINES

Props Needed: small bottles of San Gria, Rosé Wine, Zinfandel, Chenin Blanc, Chablis, Sparkling Burgundy, Champagne. You can substitute any wine you want. Try to get small bottles of the wine.

Today, Altrusa International, Inc. of _____ is installing new officers. The work we do in Altrusa is a continuing work – progressive and far-reaching in its influence. The retiring officers of the club have been a part of the leading service, which is inherited by the officers to be installed this evening. I am sure I may speak for the members of this club in saying that your retiring officers have the love and admiration of the members, and their appreciation for a job well done.

It is always a privilege for me to install new officers – for as the spring of the year, they give new ideas, new approaches, new growth from one group to another, while always adhering to the principles of Altrusa and the personal enjoyment of being an Altrusan. In knowing that, we take a new look at ourselves – to live beyond ourselves. So those whom you have elected to serve you for the coming year are responsible for continuing the work that has been done by those who have served before – to see that the club gains strength in service; strength in increased membership- members being actively involved; and that your Altrusa club is always mindful of Patriotism, Efficiency, Service – our International Motto.

As I call your name, please come forward.

IMMEDIATE PAST PRESIDENT _____

As your year of office as President comes to an end, I'm sure that you are experiencing conflicting emotions. You are happy to relinquish the responsibility. You are proud of the work that has been done. You are perhaps hopeful that the next administration will carry forward to completion some of the things you may have wished to do, but for which there was simply not enough time. The club is grateful to you and is happy that in the year ahead it can still call on you for guidance and counsel. SAN GRIA is a mixture of various kinds of fruity wines. Your office this year will take a mixture of talent as you help the new administration further opportunities for service in your community and be helpful as a member of the Board of Directors.

DIRECTORS _____

ROSÉ wine can be served with any meal at any time, and like Rosé Wine, the Directors stand ready to serve the officers when needed. You are responsible for the health, growth, and well being of the club. Time and effort will be involved if your responsibility is to be satisfactorily discharged. You will have opportunity for service and personal growth in Altrusa. Success doesn't just happen, so I know you will study, read, mediate and plan during the coming year.

TREASURER(S) _____

The Treasurer in any club is a most important individual in any organization. You must be faithful and accurate in your accounting of funds belonging to your club. ZINFANDEL is a deep, dry red wine. These are excellent qualities and should be the qualities of our Treasurer except for the red, which we do not want reflected in the book of the Treasurer or in her report. Collect all money due the club; pay bills authorized by the Board of Directors; and prepare a financial report once a month to be give to the Board of Directors and then to the members of the club.

SECRETARY(IES) _____

Your responsibilities include responding to communications from other clubs and organizations and recording the minutes of all meetings. You will want to practice punctuality and accuracy. CHABLIS is a dry, white wine and is smooth without abrasion. So, let the minutes you record reflect the dryness of the wine – short and concise. Your correspondence should reflect the smooth quality of the wine.

VICE-PRESIDENT(S) _____

SPARKLING BURGUNDY is your wine. This is an excellent wine to represent your office because it sparkles. You will sparkle with creative ideas for your President. As you "drink in" your Robert's Rules of Order, you will become more knowledgeable.

PRESIDENT-ELECT _____

You will spend the year learning the duties of an Altrusa President. It is your duty and responsibility to serve in the President's absence, so you will want to know as much as possible about Robert's Rules of Order. You will be readying yourself for taking over the leadership of the club next year. The wine for your office is CHENIN BLANC. This wine is a slightly sweet wine with a nice fruit flavor. This wine will put some zip into your position.

PRESIDENT _____

You have been elected to assume the highest office the club has in its power to bestow. In your election, our members have vested their faith, confidence, and well wishes. Your acceptance of this office carries with it an obligation to be true to the principles of Altrusa. I know you will nurture these principles and ideals. You will rise above difficult situations – observe each member's response without prejudice or emotion. CHAMPAGNE owes a large part of its reputation to its magical effect on morale, and to its effervescence, which is also said to be bubbly. As you preside at each meeting, you shall remember the effervescence of champagne and hold on to the magical effect of your wine. You will maintain a glow when you read all the information from District and International. Service in Altrusa continues from year to year so that the accomplishments of the past are but harbingers of the future. We, in the present, give our best in unselfishness and devotion to duty as those in whose footsteps we follow. Because of the effect you will have on your club members' morale, you will be always mindful that Altrusa is a happy and satisfying way of living.

CLUB MEMBERS:

And, now, I charge the members of Altrusa International, Inc. of _____ that just as an office can be no more important than the person who fills it, a club can be no more important than the members. If your club does not do the things it might to make our world a better place, we must look at ourselves. It just might be your fault for not speaking out. So, I challenge you to have hands outstretched to help those in need, enlist new people to be trained to use their talents in the service of your club, and seek out new members to assist us in our service. Whatever occurs, success or failure, it will not be these officers alone who are responsible, but you who have given them your wholehearted support or who failed to do so. When we became Altrusans, we accepted the Principles of Altrusa and obligations as members. Let's commit ourselves anew to Altrusa and its principles and endeavor to seek new heights and reach out and touch someone through our responsible service as officers, chairmen, and members.

_____, will you please place the President's Pin, in its proper place, over the heart of your new president, _____.

_____, you are privileged to wear the President's Pin as long as you are an Altrusan in good standing. I know you will wear it proudly and wear it daily. Use your gavel with authority and discretion.

In naming these challenges and responsibilities to you, I now declare you duly installed officers of Altrusa International, Inc. of _____. Congratulations!

WISDOM

Today, as colleagues, we celebrate _____ years of practicing the Altrusa goals in _____. Had we the wisdom of Solomon, we could not have foretold the past, much less the years ahead. We have advocated “Patriotism, Efficiency, Service”, the Altrusa motto. We have counseled Altrusans to develop the Altrusa key of “amity, loyalty, talent, reciprocity, unity, service, and achievement” to implement our goals. Our responsibilities as Altrusans are living ones – not carved at one point in time as law into stone – but growing, evolving responses to the needs of our society. Our success in discharging those responsibilities is attributed largely to those women who accepted leadership positions in our club.

Today we wish to thank the outgoing officers for their dedication and commitment. Will they please stand? Please join me in expressing our gratitude to these members for their leadership.

Will the new officers each come forward as I call your name.

_____, Immediate Past President. You will assume the role of counsel. You will offer the wisdom of experience.

_____, Director(s). You will be charged with the duty of judging those matters that promote Altrusa’s goals and the general responsibility for overseeing its affairs.

_____, Treasurer(s). You will be the keeper of the financial records, help plan the year’s budget, and manage the club finances.

_____, Secretary(ies). You will handle the general correspondence of the club and of the president, as requested, and interpret or recap, for the members and the Board, letters received by the club. You will create a record for Altrusa posterity of what transpires at club and Board meetings.

_____, Vice-President(s). You will need to understand the workings of the club and be ready to step into leadership roles as needed.

_____, President-Elect. The president will depend on you to be prepared at all times with your leadership skills to serve in her absence and to perform any other duties assigned to you as next in command. You will use this year to prepare for taking over as president next year.

_____, President. You will be called upon to display the same talents that you practice in your chosen profession – you are charged with the duty to lead, to counsel wisely, to lead us in accomplishing the club’s goals, to oversee the matters entrusted to you with care, to speak on behalf of the club, and to be faithful to all these duties. As I present the President’s pin to you, we affirm our confidence that your leadership will be just and fair, that that your administration will, most importantly, be tempered with mercy and concern for Altrusa and Altrusans.

To all of you – I have selected only one or two of the main responsibilities of each office. It is up to each of you to read the full list of responsibilities to be found in the Bylaws.

I now declare the new Board installed. Congratulations!

WORDS

The time has come for Altrusa International, Inc. of _____ to install our new officers and celebrate, once again, a new beginning. New beginnings in our lives, whether in our personal lives, our professional lives, or our Altrusa lives, take their first steps from the foundations of those who precede us. _____ and the 20__ -20__ board of directors have done an outstanding job. Please help me thank all of the outgoing board for their service.

Our Altrusa theme - "Leaders in Service" - are three very powerful words. They describe not only what we do in our clubs and communities throughout the state, but they also describe who we are - Leaders in Service. Service is the key to our work in Altrusa and our leaders are our key to the vital communication to "make it happen" in our clubs.

Each of us is keenly aware of the effectiveness of words. For each of you tonight, I would like to not only remind you of your commitment to service and recognize your leadership in your club, but I would also like to give you a special word for the next term. Our new leaders we are installing into their offices tonight are committed to service. As I call your name and new office, would you please come forward?

Immediate Past President, _____, your leadership and service the past year have been outstanding, and under your leadership this club has accomplished many things. We know you will continue to give service and leadership to our club through your help and encouragement to our new board of Directors.

Will you accept the duties of service and leadership to our club through your office of Immediate past President? (Pause for response)

Your word this evening is "Longevity", because that is what your office, and that of all past presidents, represents to our club - the longevity of Altrusa.

Directors _____ and _____.

As Directors, you will be providing helpful service and leadership to our members by shaping and recommending policies, acting as a liaison between the members and the board, and to assist as needed. Your helpful service will be significant, as you are the voice of the members.

Will you accept the duties of service and leadership to the club through your office of Director? (Pause for response)

Then your special word is "Harmony". Harmony also represents friendship and amity, which you will give and receive on this board of directors.

Treasurer: _____

You will be asked to give Financial Service and leadership to our club. You will oversee the financial affairs of the District and keep accurate records of receipts and expenditures, collecting all money, paying all bills, and keeping the Board and District advised of our finances.

Will you accept the duties of service and leadership to the club through your office of Treasurer? (Pause for response)

Your special word, of course, is "Fortune", for not only are you the keeper of our monetary fortune in the club, but your leadership in our financial affairs will be a fortune to our club, just as our service is a fortune to our world.

Secretary: _____

You are asked to give written service and leadership to our board and our President. Through your service, the history of our club will be recorded. Through your leadership, the duties of the President will be expedited.

Will you accept the duties of service and leadership to the club through your officer of Secretary? (pause for response)

Your special word is "Peace", for it is peace that we can feel as Altrusans in knowing that our heritage is preserved through your diligent efforts.

2nd Vice-President _____ and **1st Vice-President** _____

Your leadership talent is greatly needed on our Board. Your service to our club will be in contributing your energies to the support and well being of it. As a more seasoned member of our board, you may be called upon by our President, or our club, to fill an as yet unforeseen need of our members. Your proven leadership talents will answer that need.

Will you accept the duties of service and leadership to our club through your office of Vice-President? (Pause for response)

I have a word of "happiness" for you, not only for the happiness we can give our community through our service, but for the happiness we can celebrate in for having excellent leadership on our board of directors.

President-elect _____

Your service and leadership are key to the future of our club. This next year will not only require your service as an advisor and contributor to the board, but your leadership is also needed to help prepare for the future of our club.

Will you accept the duties of service and leadership to our club through your office of President-elect? (Pause for response)

Your special word, as you make wonderful plans for our future, is "luck". We not only wish you luck as you plan your journey as President, but we, as Altrusans, promise our support in your planning efforts.

President: _____

You have been elected to the highest office in our club. In this election, our members have vested their faith, confidence, and well wishes. Your service will be to carry out the duties of President. These duties are many, but you have the service and leadership of your board of directors to call on at any time.

You also have the experience of the Immediate Past President and all Past Presidents of Altrusa International, Inc. of _____ to aid you should the need arise.

Will you accept the duties of service and leadership to our club through your office as our President? (Pause for response)

Your special word is "Hope". Hope is the fuel that drives all of us in Altrusa - hope for a better tomorrow for our communities in which we live.

Having received an affirmative response from each of the elected officers of Altrusa International, Inc. of _____, I hereby declare you duly installed, and I wish each of you the very best as we go forth with the highest of ideals to greet our fellow man.