

Chapter Board Installation Ceremonies Handbook



NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION
REVISED SEPTEMBER 2020

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*NOTE: Anything in this handbook that is underlined, and the color **blue** signifies that a link to a webpage has been created. Some webpage links may require login.*

DISCLAIMER: All references and links to the NAWIC website locations in this Handbook are subject to change due to the continuous updating of the NAWIC website.

Foreword:

An installation is the ceremony that formally places elected persons in office and may also recognize the accomplishments and achievements of the outgoing administration.

The goals and purposes of an organization are conveyed in an installation. New officers and directors are challenged to lead the members towards the aims and ideals. Members are inspired to sustain their chosen leaders in their endeavors.

Anyone may perform an installation service. The installing officer may be someone the chapter wishes to recognize, such as a current or past national officer or director, a past president, the retiring president, etc. or even a local dignitary.

The privilege of selecting the installing officer is often given to the incoming president. If this is not a policy of the chapter, she should be consulted.

Installations may be performed as best suits the chapter. The service may be performed at a regular meeting or at a special time set for the occasion. Installations give the new president an opportunity to announce her committees whose terms of service are concurrent with the administrative year. Newly elected officials assume office on October 1st, so it is recommended that the installation service be held prior to October 1st or at the October meeting.

The installing officer should confer with the president or program director as to her role and place on the agenda. She should advise of any special props, tables or other aids needed for the service. All participants should be briefed as to how the service will be executed as to what they will be doing, when and how.

Basic Protocol:

1. Introduction of Installing Officer: At the conclusion of the retiring president's annual report, she will introduce or present the installing officer or the person (program director) that will make the introduction.
 - *Introduce someone the chapter is not familiar with.*
 - *Present someone who is already known to the chapter.*

This is an opportune time to acknowledge with gratitude the outgoing president's year with the outgoing president's pin and/or other gifts.

2. Acknowledgement: The installing officer takes her place and acknowledges the privilege. She may also briefly thank the retiring administration for the chapter. They may rise (or not) for the audience's applause of appreciation.
3. Installation: The ceremony is accomplished UP the line, from directors to president (preferred) or DOWN the line, from president to directors. Each one is charged with the duties and responsibilities of their office. The directors may be grouped.
4. Oath: The installing officer ask the officers (*President, Vice-President, Secretary, Treasurer along with President Elect and Corresponding/Recording Secretary if your chapter has these positions*) and directors if they will accept their office and duties as prescribed in the bylaws to the best of their ability. This may be done after each charge or all together at the conclusion.
5. Conclusion: The installation officer pronounces the officers and directors as duly installed and offers her congratulations.
6. Gavel Presentation: As a symbol of her office, the newly installed president is presented the gavel by the installing officer or by the outgoing president. The head of the gavel is cupped in the hand so that it may easily be lifted from the hand by the handle. In passing the gavel, always pass with the hand crossing the body.
7. Pledge of Loyalty: The installing officer pledges her loyalty (if she is a member of the chapter) to the new president, presents her to the chapter and asks for their pledge of support with their applause.
8. Pin: The retiring president passes her president's pin on to the new president, offers her congratulations and pledges her support.
9. Acceptance: The new president accepts her new responsibility, briefly outlines her goals and objectives for the year, including her theme (if she has selected one) and introduces her standing committees along with special committees if they have been selected.
10. Adjourn: The newly installed president may adjourn the meeting by general consent, stating ("*If there is no further business, the meeting is adjourned.*") and a single rap of the gavel.

Suggested Agenda:

A. Regular Meeting:

- See template on NAWIC website for “Membership Meeting Agenda”, [Agenda - General Meeting](#)
- *To save time and for the chapter’s privacy the minutes and financial reports should be distributed to “members only”.*

B. Special Meeting:

1. Call to Order
2. Invocation / Pledge of Allegiance / NAWIC Pledge / Inspiration
 - Per your chapter traditions
3. Welcome / Introductions
4. Dinner (optional)
5. Retiring President’s annual report
6. Introduction of Installing Officer
7. Installation Ceremony
8. Gavel Presentation
9. Pin Presentation
10. Incoming President’s Acceptance and Acknowledgements
11. Adjourn

Ceremonies:

BASIC (option 1):

INSTALLING OFFICER: It is an honor to have the privilege of installing the 20__-20__
_____ (Chapter name) Chapter # _____ of the National
Association of Women in Construction Officers and Board of Directors. An installation offers
the opportunity for each member to reaffirm her commitment to the ideals and purposes of the
National Association of Women in Construction.

Have the officers and directors come forward and line up in order.

IMMEDIATE PAST PRESIDENT: _____

Before we install the new Board of Directors, I would like to acknowledge
_____ (name), as she takes on the best job on the Board, Immediate Past
President. Thank you for your service to NAWIC and the chapter.

Now, we recognize the incoming Chapter Board members.

DIRECTORS: _____, _____

As duly elected Directors, you will preside at your chapter meetings, exercise general
supervision over your Chapter, and act as liaison between the chapter and members during
and between meetings of the chapter board of directors.

As you have been elected by your chapter as a director your duty to represent the best interest
of the Chapter and its entire membership. You will multi-task, mediate and use every ounce of
tact and diplomacy at your disposal. And sometimes, you will have to say “no” to your friends
and make decisions that will be unpopular with your chapter members.

Will you accept these responsibilities and pledge to fulfill them to the best of your ability?
(Response: “I will.”)

TREASURER: _____

As the Treasurer of the chapter, you will oversee all of it financial affairs, including reviewing
records of receipts, expenditures and membership growth and budget preparations. Your
understanding of the relationship between membership dues and non-dues income will enable
you to work well with the chapter to build sound financial growth and prosperity.

Do you as Treasurer, agree to perform the duties of office with diligence and to the best of your
ability? (Response: “I will.”)

SECRETARY: _____

You are responsible for the written communications and permanent records of the Chapter. You build the communication that includes timely notices and tactful correspondence, and your minutes are vital to the historical record of (chapter name).

Do you as Secretary agree to perform the duties of office with dedication and to the best of your ability? (*Response: "I will."*)

(Can be split to create Recording & Corresponding Secretary.)

VICE PRESIDENT: _____

As Vice President you will serve as the presiding officer in the absence of the President and any other tasks assigned by the President. Your obligation will be to closely follow the path of the administration, being prepared at any time to assume the office if she veers from the path for any reason. Your duty is to serve as needed, giving advice, moral strength and loyal support to this administration.

Do you agree to perform the duties of the office of Vice President and to support the growth and development of the Chapter to the best of your ability? (*Response: "I will."*)

PRESIDENT ELECT: _____

As President-Elect, your first responsibility is to serve the Chapter and assist the President whenever called upon. In addition to serving as a member of the Board of Directors, attending all meetings and lending your full support and cooperation to the current administration, you will use this year to plan and prepare your own direction for the following year, when you will serve as President.

Do you accept your responsibility as President Elect and agree to fulfill them to the best of your ability? (*Response: "I will."*)

PRESIDENT: _____

It is your responsibility to work with the Board of Directors and the chapter members in executing the affairs of the chapter in strict accordance with the adopted Bylaws and Policies.

Yours is a position of honor and authority but remember to enjoy yourself!

Will you as President, agree to give your time and energy to discharge, with due diligence, the duties of the office in the best interest of the membership and for the ultimate welfare of the _____ (Chapter name) Chapter # _____ of NAWIC to the best of your ability? (*Response: "I will."*)

MEMBERS: You have heard these officers pledge themselves to their duties. As members you have certain privileges, which means you may investigate, discuss and vote on questions

concerning your chapter, insist the bylaws and standing rules be observed and that fair and impartial considerations is given to all. You have the privilege of participating in all chapter affairs including running for office for which you are eligible.

Do you, as members, accept the responsibilities assigned to you for the coming year and will you work with, for and through your officers for a greater service to the construction industry?
(Response: "We will.")

It is my honor to hereby declare you the duly installed officers and directors of the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction for the 20__-20__ year.

Congratulations to all!!

BASIC (option 2, No President-Elect or Corresponding Secretary) ■

It is truly an honor to be installing the 20__-20__ Board of the _____
(Chapter name) Chapter # _____ of the National Association of Women in Construction

Have the officers and directors come forward and line up in order.

IMMEDIATE PAST PRESIDENT: _____

You have served the chapter well during the past year (two years) as its president. In the community and on the national and regional levels, as well as with the chapter, you have provided outstanding leadership and representation of the _____ (Chapter name) Chapter # _____ of NAWIC. Thank you for your service and dedication. You will continue to serve on the Board of Directors this coming year with the special title of Immediate Past President.

DIRECTORS: _____, _____,

You have been elected to serve as Directors and to you is given the privilege of working with the officers and members. As members of the Board of Directors, your actions, resulting from your TEAMWORK, will fulfill your OBLIGATIONS to the Chapter membership as you perform your duties. Do you accept the role and responsibilities of a Director and agree to fulfill them to the best of your ability? (*Response: "I do."*)

TREASURER: _____

You have been elected to serve as Treasurer. Do you agree to protect the chapter's funds and to handle with diligence, efficiency and the best interest of all, the Chapter's financial matters along with the other duties of Treasurer to the best of your ability? (*Response: "I do."*)

SECRETARY: _____

You have been elected to serve as Secretary. Do you agree to keep accurate and complete records of the proceedings of the chapter along with the other duties of the Secretary to the best of your ability? (*Response: "I do."*)

VICE PRESIDENT: _____

You have been elected to service as Vice President. Do you agree to always stand ready to assume the duties of the President when called upon to do so along with the other duties of the Vice President to the best of your ability? (*Response: "I do."*)

PRESIDENT: _____

By electing you President, the members have charged you with the responsibility of administration and leadership. As chief executive, you will serve as a channel of information from the regional and national levels. You will be responsible for the faithful execution of the chapter's plans, properly delegating and presiding at all meetings. Do you accept the role and responsibilities of the Chapter President and agree to fulfill them to the best of your abilities? (*Response: "I do."*)

MEMBERS: You have heard these officers pledge themselves to their duties. As members you have certain privileges, which means you may investigate, discuss and vote on questions concerning your chapter, insist the bylaws and standing rules be observed and that fair and impartial considerations is given to all. You have the privilege of participating in all chapter affairs including running for office for which you are eligible.

Do you, as members, accept the responsibilities assigned to you for the coming year and will you work with, for and through your officers for a greater service to the construction industry?
(Response: "We do.")

It is my honor to hereby declare you the duly installed officers and directors of _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction for the 20__-20__ year.

Congratulations to all!!

BUILDING BLOCKS:

One gift most young children receive early in life, is a set of blocks. Blocks fuel the imagination and children can spend hours building houses, skyscrapers and cities with them. They learn quickly that every block in their created structures is essential. If one block is removed, the building can come tumbling down. Likewise, every member in a chapter is vital to the wellbeing of the organization. If one member falters the group is weakened.

The officers and directors are a significant part of the framework in a chapter. Just as the blocks at the bottom of a structure support an entire building, an organizations officers and directors support their chapter when they provide competent leadership. When they perform their specific tasks, the chapter structure remains strong.

Today the officers and directors of the (chapter name and no.) of the National Association of Women in Construction shall be installed using a theme of blocks. The blocks given are symbolic reminders to the officers and directors that they are now an integral part of the chapter's framework. The successful completion of their duties will keep the chapter intact. Will the newly elected officers please come forward?

Have the officers and directors come forward and line up in order.

DIRECTORS: _____, _____

As Directors, you are the **arches** of this chapter. As the arch is a graceful span of an opening in a structure, you through your insight, represent your chapter in a graceful manner. Your duties include supervising and supporting the general business of the chapter. Do you promise to fulfill the many duties of your new office? (*Response, "I do."*) You have publicly declared that you will help to keep your chapter's framework intact. May this block be your constant reminder.

TREASURER: _____

As treasurer, you are the **cornerstone** of the chapter. As the cornerstone is the basic element of a structure, you are a necessary element of the chapter. Your duties include collecting and depositing money, paying chapter bills as directed by the board and giving a monthly financial statement to your chapter. Do you promise to fulfill the many duties of your new office? (*Response, "I do."*) You have publicly declared that you will help to keep your chapter's framework intact. May this block be your constant reminder.

SECRETARY: _____

As Secretary, you are a **column** of this chapter. As the column supports and gives stability to a

building, you support your chapter with accurate records. Your duties always include listening attentively, writing up the minutes of each meeting and keeping the history of the chapter. Do you promise to fulfill the many duties of your new office? (*Response, "I do."*) You have publicly declared that you will help to keep your chapter's framework intact. May this block be your constant reminder.

VICE PRESIDENT: _____

As Vice President, you are the **pillar** of this chapter. As a pillar provides firm upright support for a super structure, you provide strength to this chapter. Your duties include learning about chapter policies and procedures, working closely with your president and being prepared to perform her duties in case of her absence. Do you promise to fulfill the many duties of your new office? (*Response, "I do."*) You have publicly declared that you will help to keep your chapter's framework intact. May this block be your constant reminder.

PRESIDENT: _____

As President, you are the **façade** of this chapter. As the front of the building, or façade, is given special architectural treatment, you take on a special dignity representing your chapter. Your duties include presiding at all meetings, appointing committees and chairs, following up on all chapter matters and representing your organization at all times. Do you promise to fulfill the many duties of your new office? (*Response, "I do."*) You have publicly declared that you will help to keep your chapter's framework intact. May this block be your constant reminder.

MEMBERS: Members, you are the rest of the elements in this chapter's structure. Each one of you has different skills and talents that are needed by this organization. Use your many abilities and support your officers. When you work together, you can build a strong chapter from top to bottom and accomplish great things. Keep your chapter's framework solid. May these blocks be your constant reminder. (*Give blocks to the members.*)

It is my honor to hereby declare you the duly installed officers and directors of the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction for the 20__-20__ year.

Congratulations to all!!

CANDLE LIGHTING:

This ceremony is a solemn and impressive occasion during which each of us pledges herself to the ideals and purposes of the National Association of Women in Construction.

When you joined the association, you agreed to add your time, your energy, and your thoughts to the collective will of other women employed in the construction industry throughout the world, recognizing that only through cooperation can we achieve our goal.

Upon the officers' rest real and challenging responsibilities. Your chapter looks to you for the successful execution of NAWIC's purpose. The rainbow has always been a symbol of hope and bright future. Therefore, our installation of officer's tonight is a symbolic candle lighting ceremony where the officers are lighting a new rainbow for the year ahead.

The LARGE GOLD candle symbolizes the entire association, from which we receive inspiration, instruction and guidance in the same manner that the smaller colored candles receive their light from the larger one. I would like the outgoing president (optional) to come forward and light the large gold candle.

Have the officers and directors come forward and line up in order.

DIRECTORS: _____, _____

You have been elected to this position and to you is given the privilege of working with the officers and members. Your sense of balance as you weigh in on subjects of great importance at Board meetings will bring the chapter toward the achievement of its many objectives. Do you, as directors, accept these tasks and promise to fulfill them to the best of your abilities? (Response: "I do.")

As a token of your pledge, I ask you to light the LAVENDER candles in symbolism of stability. (One at a time, each director will step forward and light their lavender candle from the light of the gold candle and replace it in its holder.)

TREASURER: _____

The obligation of guarding the chapter's fund is yours. You are to collect and disburse the chapter's monies as directed and present financial reports in accordance with the chapter's bylaws. Do you accept these tasks and promise to fulfill them to the best of your ability? (Response: "I do.")

As a token of your pledge, I ask you to light the BLUE candle in symbolism of truth and honesty.

CORRESPONDING SECRETARY: _____

You are custodian of the chapter correspondence. It is your duty to carry on the correspondence as instructed by the Board of Directors and to perform whatever additional duties that may be prescribed by the chapter bylaws.

Do you accept these tasks and promise to fulfill them to the best of your ability? (Response: "I do.")

As a token of your pledge, I ask you to light the GREEN candle, symbolizing that you will keep the records of the chapter fresh and new.

RECORDING SECRETARY: _____

You are responsible for keeping accurate records of the chapter's proceedings and shall perform whatever duties may be prescribed by the chapter bylaws.

Do you accept these tasks and promise to fulfill them to the best of your ability? (Response: "I do.")

As a token of your pledge, I ask you to light the YELLOW candle, symbolizing the record of golden deeds you will keep.

VICE PRESIDENT: _____

You must be ready, always, to assume the duties of the president. You shall perform the normal duties pertaining to the office of vice president and shall perform any other duties prescribed by the chapter's bylaws.

Do you accept these tasks and promise to fulfill them to the best of your ability? (Response: "I do.")

As a token of your pledge, I ask you to light the RED candle, symbolizing the courage expected of you as next in authority.

PRESIDENT ELECT: _____

During the coming year you will be increasing your knowledge of the duties of president. You will acquaint yourself with the functions, offices and opportunities of the organization so that you may be able to serve as president with confidence.

Do you accept these tasks and promise to fulfill them to the best of your ability? (Response: "I do.")

As a token of your pledge, I ask you to light the PURPLE candle to symbolize the administrative expertise expected of you.

PRESIDENT: _____

The members of the chapter have bestowed on you the highest honor by naming you president and conferring upon you the leadership of the chapter. Your obligation is to preside at all meetings, appoint the committees and serve as chair of the Board of Directors.

Do you accept these tasks and promise to fulfill them to the best of your ability? (Response: "I do.")

As a token of your pledge, I ask you to light the WHITE candle. White is a mixture of all the colors of the rainbow which symbolizes the combination of duties prescribed for the president and the unity needed to carry on the chapter activities in harmony and wisdom.

MEMBERS:

You have heard these officers pledge themselves to their duties. As members you have certain privileges, which means you may investigate, discuss and vote on questions concerning your chapter, insist the bylaws and standing rules be observed and that fair and impartial considerations is given to all. You have the privilege of participating in all chapter affairs including running for office for which you are eligible. Your chapter also has privileges. Each chapter is entitled to operate its own affairs so long as it stays within the boundaries of the law, its local bylaws and the bylaws of the National Association of Women in Construction. Each chapter is entitled to representation and has a voice in the affairs of the association at the annual conference.

Your personal responsibilities and duties are:

- Be regular and prompt in attending meetings,
- Feel obligated to uphold the objects of the organization,
- Help your chapter to grow,
- Participate in the chapter activities to the best of your ability.
- Be willing to abide by the decisions of the majority,
- Accept assignments when they are given to you,
- Try to cooperate with the elected officers,
- Give full attention to the business that is presented,
- Be considerate of the opinion of others,
- Strive to represent the organization by favorable reflection of your chapter, your firm and the association.

Do you, as members, accept the responsibilities assigned to you for the coming year and will you work with, for and through your officers for a greater service to the construction industry? (Response: "We do.")

I pronounce you the duly installed officers of the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction for the 20__ - 20__ year.

As the rainbow has no end, so may the future of this chapter be of increasing benefit to all of us, to the community and to all women in the construction industry.

Officers and Members join the installing officer in reciting the NAWIC pledge:

As material for the construction of our building,
 I pledge the agility of my hands,
 The ability of my mind,
 And the integrity of my heart.

Recommendations:

- Lighted podium for the installing officer
- Dim the lights for an impressive ceremony.
- Candles be placed in candle holders or candelabra (so officers aren't holding the candles during the ceremony).

<u>Office:</u>	<u>Color Candle:</u>	<u>Signifying:</u>
Immediate Past President	Large Gold	Association, inspiration, instruction and guidance
Directors (two or more)	Lavender	Stability
Treasurer	Blue	Truth and honesty
Corresponding Secretary	Green	Fresh and new
Recording Secretary	Yellow	Golden deeds recorded
Vice President	Red	Courage
President Elect	Purple	Administrative expertise
President	White	Unity

CANDLE LIGHTING CEREMONY FOR TWENTY-FIFTH OR “SILVER” ANNIVERSARY

Substitute a large silver candle for the gold candle.

Have a charter member, charter president or member of longest standing light the silver candle.

Change the foreword to state:

An installation is neither an ending nor a beginning, but rather a transition... a period marking the progress of a chapter. Tonight, we mark the beginning of the 25th year of the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction and pay tribute to those founders and charter members whose foresight envisioned the organization we have today. As we stand at the threshold of a new quarter century of service, I ask that you pause a moment with me to pay tribute and honor to the founders and charter members for their service and dedication. They personified the virtues ingrained in those who are the does in the world. For their imagination, inspiration and leadership, we say “Thank you.”.

Then continue with the “Candle Lighting Ceremony”.

CANDY BAR:

OUTGOING OFFICER RECOGNITION:

Before I officially install the new officers, will the outgoing officers of the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction please stand. You and your board have served our chapter well. Please accept our thanks and congratulations. However, your job is not complete. You will be in a position to advise and counsel the newly elected officers, and your help and guidance are still needed.

Your experience and leadership can be a great tool. Your knowledge of the duties enables you to make helpful suggestions and mentoring the new officers.

I ask you to be willing to serve an important capacity with the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction. Make the transition of administrations a smooth one by generously sharing your knowledge and experience with your successors.

Please join me in thank your board for a job well done. (you may be seated).

INSTALLATION:

The installation of the Chapter officers is always significant because these members have accepted very responsible position in the (chapter name & no.) and will devote themselves to promoting the welfare of our chapter.

While this is an important ceremony, it need not be a solemn occasion. I have a gift for each officer as I install them that I believe will have a special meaning.

Have the officers and directors come forward and line up in order.

DIRECTORS: _____, _____

IMMEDIATE PAST PRESIDENT: _____

With the positions of Director and Immediate Past President, you hold integral positions on the board. You will help guide and shape the health and future of our chapter, acting as the voice and representation of our membership as a whole at our board meetings. You will work in "Symphony" with the board and membership as a whole (Symphony Bar).

TREASURER: _____

You have been elected to serve as Treasurer. You will be responsible for paying bills, collecting money, and providing monthly financial statements to our chapter. As custodian of the funds of this organization, you will be responsible for all the money and with this there will always be a balance. (\$100,000 bar)

CORRESPONDING SECRETARY: _____

As corresponding secretary your duties include taking care of all of our chapter's correspondence. Sometimes you may feel overwhelmed by the mountains of emails and mail, sometimes you won't. This will give you energy to help climb those "mounds" of emails and mail. (Mounds bar)

RECORDING SECRETARY: _____

As recording secretary, you will keep careful and accurate records of the activities of our chapter and preserve the records for future reference. Your duty to keep accurate records will keep you busy, but we know that when you get home after a meeting you won't have to think, "Now whatchamacallit made what motion?" (Whatchamacallit bar)

VICE PRESIDENT: _____

As next in office to the President, you become her understudy. In her absence or incapacity, you may be asked to step in at any time. As vice president, you will offer support and assistance to the president, and in a crunch may be called upon to preside at a meeting. (Nestle's Crunch bar)

PRESIDENT: _____

As president, you will preside at all meetings, keep current on the Chapter's business, always follow up on details and represent the chapter. May this "Milky Way" help you lead and shine brightly in this chapter's galaxy. (Milky Way bar)

Do you as officers and directors promise to fulfill the many duties of your new offices to the best of your ability? (*Response: "I do."*)

MEMBERS:

As members of the (chapter name & no.) you are an integral part of this association. Like your officers, you also have special duties and tasks. We are equally as important. Just as all these candy bars have chocolate in them, all of us share the same association goals. Support one another and work together so that this Chapter will become stronger. Working together, we will continue to create an atmosphere that will provide quality education, networking and professionalism for all members. Please accept these "Candy Kisses" for us all to share.

It is my honor to hereby declare you the duly installed officers and directors of the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction for the 20__-20__ year.

Congratulations to all!!

CARNATION:

It is an honor and privilege to perform this ceremony. It is a solemn and impressive occasion during which each of us pledges herself to the ideals and purposes of the National Association of Women in construction. When you joined this association, you agreed to add your time, your energies and your thoughts to the collective will of other women employed in the construction industry. Recognizing that only through cooperation can we achieve our goals.

Upon the officers and directors of the (chapter name & no.) of NAWIC rest real and challenging responsibilities. Your chapter looks to you for the successful execution of the purposes of NAWIC.

Carnations are a symbol of dignity and assistance. This flower has been chosen as our theme to indicate that the chapter is commencing upon a new year filled with fresh opportunities. Each day offers a new beginning and a challenge, and those challenges being met with the cooperative assistance and the dignity implied by your respective offices.

Have the officers and directors come forward and line up in order.

RETIRING PRESIDENT: _____

You have served the chapter well during the past year. *(Insert pertinent comments of achievement during the past year)*. You will continue to serve on the Board of Directors during the coming year with the special title of IMMEDIATE PAST PRESIDENT. As a sign of oneness, the unity necessary for the chapter to carry on its activities in a spirit of harmony and wisdom, I present you with this PINK carnation.

DIRECTORS: _____, _____

You have been elected to serve as DIRECTORS and to you is given the privilege of working with both officers and members. Your sense of balance, as subjects of importance are weighed in meetings of your Board of Directors, will bring the chapter toward the achievement of many objectives. Do you as Directors accept these tasks and promise to fulfill them to the best of your abilities? *(Response: "I do.")*

As a token of your pledge, I present you with this lavender carnation, lavender being the color of stability.

TREASURER: _____

As TREASURER, the obligation of guarding the chapter's funds is yours. You are to collect and disburse the chapter's monies as directed and present financial reports in accordance with the chapter's bylaws.

Do you accept these tasks and promise to fulfill them to the best of your ability? *(Response: "I*

do.”)

As a symbol of truth and honesty, I present you with this BLUE carnation.

CORRESPONDING SECRETARY: _____

You are custodian of the chapter correspondence. It is your duty to carry on the correspondence as instructed by the Board of Directors and to perform whatever additional duties that may be prescribed by the chapter bylaws.

Do you accept these tasks prescribed by your chapter’s bylaws and agree to fulfill them to the best of your ability? (*Response: “I do.”*)

As a token of your pledge to keep fresh and new the records of the chapter’s activities, I present you with this GREEN carnation.

RECORDING SECRETARY: _____

You are responsible for keeping accurate records of the chapter’s proceedings at all times. You shall keep the minutes of the regular meetings and the Board of Directors’ meetings as well as performing other duties as directed by the board.

Do you accept these tasks prescribed by your chapter’s bylaws and agree to fulfill them to the best of your ability? (*Response: “I do.”*)

As a token of your pledge to record the chapter’s golden deeds, I present you with this YELLOW carnation.

VICE PRESIDENT: _____

You must be ready, always, to assume the duties of the president. You shall perform the normal duties pertaining to the office of vice president and shall perform any other duties prescribed by the chapter’s bylaws.

Do you accept these tasks and promise to fulfill them to the best of your ability? (*Response: “I do.”*)

As a symbol of the courage expected of you as next in authority, I present you with this RED carnation.

PRESIDENT ELECT: _____

You have been elected to serve as president in one year. So that you will be able to serve as president with courage and confidence, during the coming year, you will be strengthening your knowledge of the duties of the president and acquainting yourself thoroughly with NAWIC – its various functions, offices and opportunities. You will assist the president in any way possible in

conducting the activities of the chapter.

Do you accept the responsibilities of president-elect as prescribed in the chapter bylaws and promise to fulfill them to the best of your ability? (*Response: "I do."*)

As a symbol of the courage and fidelity required of you, I present you with this RED & WHITE carnation.

PRESIDENT: _____

On you has been bestowed the highest honor by the members of the chapter. Your obligation is to preside at all meeting of the chapter and the Board of Directors. You are empowered to appoint committees. Your office is one of honor, authority and responsibility to your chapter and to yourself.

Do you accept these tasks and promise to fulfill them to the best of your ability? (*Response: "I do."*)

When you blend the rainbow of colors making up the offices of the chapter the combination becomes white. To signify the combination of duties you are to perform and oversee, I present you with this WHITE carnation.

I now pronounce you the duly installed officers of the _____
(Chapter name) Chapter # _____ of the National Association of Women in Construction for the 20__-20__ year.

CONGRATULATIONS!!

MEMBERS:

These are the officers and directors you have chosen. You are to be congratulated on your choice. In electing them as your leaders, you must remember that cooperation from every member is essential if NAWIC is to continue to show growth and progress. Consider each member as a petal of the carnation. Remove the petals and all that remains is the stem. Without your support, your new Board of Directors is as a stem, lacking vitality and life.

Do you, as members, accept the responsibilities assigned to you for the coming year and will you work with, for and through your officers for a greater service to the construction industry? (*Response: "We do."*)

PROCEDURE:

The centerpiece of the head table is either an arrangement of carnation corsages or a vase of long stem carnations in the colors listed for each position below. Ribbons on the corsages or the stemmed carnations should match the color of the carnation EXCEPT for the white which may have a rainbow-colored ribbon.

The installing officer will be at the podium and the incoming officers and directors should be asked to line up to one side in the order in which her name is called.

As each director or officer is pledged, she is handed the carnation in the appropriate color. (Which may be done by an assistant).

<u>Office:</u>	<u>Carnation / Ribbon:</u>	<u>Signifying:</u>
Immediate Past President	Pink / Pink	Oneness and Unity
Directors (two or more)	Lavender / Lavender	Stability
Treasurer	Blue / Blue	Truth and honesty
Corresponding Secretary	Green / Green	Fresh and new
Recording Secretary	Yellow / Yellow	Golden deeds recorded
Vice President	Red / Red	Courage
President Elect	Red/White / Striped	Courage and Fidelity
President	White / Rainbow	Combination of All

** Carnation and Ribbon Color

CLOCK:

In the early days of civilization, the passage of time was measured by the rising of the sun and the moon. As peoples' intelligence grew, so did their needs and soon they became aware that time was the measurement for life itself.

Two methods were developed for establishing and recording time that would forever hence be utilized. So that a seasonal measurement could be established, a calendar was developed; but more importantly, each individual hour and day was accountable with the invention of the clock.

In each home or establishment, this monitoring device has become an essential part of our everyday lives and because of its importance, we would like to compare the structure of a clock with this chapter of the National Association of Women in Construction.

Have the officers and directors come forward and line up in order.

PRESIDENT: _____

The essential parts of a clock are a set of wheels and the way these WHEELS operate determine the accuracy of the timepiece. As President, you have been selected to guide this organization by setting the wheels in motion. There are many wheels of varying sizes within a clock or within an organization. Each wheel has gears and as each of them revolves, the small ones turn the large ones, which in turn actuate the larger wheels. It is most important that as each wheel turns, the gears are in perfect alignment so they will always be in proper perspective to each other, or the entire process fails to function. As President, impress your members that they are each an important cog in the wheels, no matter how large or small the job, success can be achieved only when ALL the wheels are in perfect accord.

PRESIDENT-ELECT: _____

In order for the wheels or gears to perpetuate motion, there must be a motivator. In some clocks, the PENDULUM serves the purpose. When the pendulum swings, it causes the wheels to move forward one tooth at a time. The speed of the clock may be increased or decreased by moving a weight on the pendulum. This causes it run faster or slower.

VICE PRESIDENT: _____

It will be your responsibility to keep the pendulum exactly balanced so the clock will always be operating. Although the gears may be functioning properly, if the pendulum ceases to swing, the timepiece will stop. A sensitive vice president will be able to offer assistance, suggestions, support and be aware of the president's responsibilities and problems, ready and prepared to officiate whenever the president is unable to attend.

RECORDING SECRETARY: _____

The HANDS are necessary parts for the comprehension of and the recording device for the movements within the clock. They denote both the hours and minutes as they move over the face coming in contact with all the members. The duties of the recording secretary are appropriately comparable for it is the accuracy with which she records the minutes of the meetings that keeps each of the members apprised of the workings within the organization. It is anticipated you will make available to the president a list of unfinished business prior to each meeting and that you will perform all the duties pertaining to your position as chapter recording secretary.

CORRESPONDING SECRETARY: _____

The components of a clock may be present and attractively housed within a receptacle, but what good would be accomplished if there were no faces or NUMBERS so that no one could see the progress or action taking place within the instrument? Likewise, what can be accomplished in an organization if there are no numbers? One of the major duties of the corresponding secretary is to notify the members of the date and place of all meetings. You will handle all official correspondence concerning your chapter as requested by your president and the Board of Directors.

TREASURER: _____

Although pendulum clocks were used for hundreds of years and are still popular, there were several impractical factors to be considered. For one thing, in order to run accurately, they had to sit in a perfectly balanced upright position. They were much too cumbersome to be moved about and would never fit in a pocket or on a wrist. Finally, it was discovered that a small spring would provide enough energy to turn the wheels. Spring clocks use a BALNCE WHEEL to keep the clock's mechanism turning at an eve rate. The balance wheel turns first in one direction and then in the opposite, similar to the debit and credit records the treasurer keeps. As chapter treasurer, you will serve as the balance wheel, keeping an accurate accounting of all monies received and disbursed, so the funds of the chapter will always be in balance.

DIRECTORS: _____, _____

A watch is really a clock designed to be easily carried. The best watches have moving parts with BEARINGS made of from seven (7) to twenty-three (23) jewels. The actions of your chapter Board can be linked to these jewels. The more jewels, the more valuable the timepiece, and the more involved the Board members, the more successful the programs undertaken by the chapter will be. You are your chapter's working bearings.

PARLIAMENTARIAN: _____

and/or **IMMEDIATE PAST PRESIDENT:** _____

Small clocks and watches use a MAINSPRING to provide the energy to run them. Such

springs must be kept tightly wound. Some clocks have springs that need to be wound only once in a while, while others can run 400 days with one winding. As Parliamentarian (Immediate Past President), your president, officers and members may only need to call on you occasionally, but they are aware that your knowledge can be beneficial. You are the technical craftsman, who, when the clocks slow down or break and needs repair, will be called on to set things right in accordance with the organization's bylaws. The bylaws are the tools of your trade. You will also be the MAINSPRING of information and energy, available whenever you are needed for guidance.

I now introduce you the duly installed officers of the _____
(Chapter name) Chapter # _____ of the National Association of Women in Construction for the 20__-20__ year.

CONGRATULATIONS!!

MEMBERS:

As clocks were reduced in size and remodeled into a wearable timepiece, designers rushed to the drawing boards to draft suitable bracelets to be attached to them so women could be fashionable by wearing them gracefully on their wrists. The members in an organization can be related to the LINKS in the wristband. If weakness develops within the chain, destruction of a valuable instrument can happen. It is the strength and the unity of members of this chapter that will keep it running. Each member is a link forming and unbroken circle.

CONSTRUCTION PROJECT:

For tonight's installation ceremony, think of this chapter as a new structure which is already under construction. The foundation has been poured and now it is up to the workers and supervisors to see that the building is completed according to the drawings and specifications within the allotted time.

Have the officers and directors come forward and line up in order

DIRECTORS: _____, _____

You are the **FOREWOMEN** on this job, better known as the Directors. To you is given the privilege of working with supervisors and workers involved in this project, lending your talents and sense of balance to help expedite this building under construction.

TREASURER: _____

As the **PAYMASTER**, the trust has been placed in you to watch the construction budget for this project. Keep an accurate record of all receipts and expenditures. Guard your records well and periodically report on the status of the funds.

CORRESPONDING SECRETARY: _____

You are the **PROJECT EXPEDITER**. It will be up to you to see that the building proceeds without delay, by following through on all correspondence and orders, keeping in close contact with those who work with us on the outside.

RECORDING SECRETARY: _____

You are the **TIMEKEEPER**, and to you will fall the responsibility of recording all work hours spent on this building, with names and dates of those working and a record of the accomplishments on this project. Keep your pencil sharp!

VICE PRESIDENT: _____

As **GENERAL SUPERINTENDENT** on the job, the engineer is going to depend heavily on you for assistance in the work ahead. You will need to be ready to step in and take over for her whenever the occasion arises. You are second in command.

PRESIDENT-ELECT: _____

As **RESIDENT ENGINEER** you will be on site observing all that is being constructed. You will take note of all procedures and techniques to gain the experience so that in a year you will be able to assume the architect/engineer's command post.

PRESIDENT: _____

As a result of your bid, the owners of this building have selected you as their **ARCHITECT/ENGINEER**. You are in charge of the building now under construction. You have been selected because you have all the talents necessary to supervise and coordinate this undertaking and to ensure that from this firm foundation there will emerge a solid structure.

Do you, you as officers and directors, accept the charges assigned to you for the coming year and promise to fulfill your duties to the best of your abilities? (Response: "I do")

MEMBERS:

Last, but far from least, are the rest of the working crew. As members, you are the master craftsmen in your field. You have heard your foreman and supervisors accept their responsibilities. You are also a necessary part of this building project; your active participation, support and energy will yield a magnificent structure.

Do you, as members, accept the charges assigned to you for this year and will you work for, with, and through your officers to promote a great service to the construction industry? (Response: "We will")

Please welcome the duly installed officers of the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction for the 20__ - 20__ year.

If used for a chartering ceremony, the opening paragraph might read as:

"For tonight's installation ceremony, we would like to think of this new chapter as a structure which was designed and engineered by our national association and contracted by the (sponsoring) chapter. You might think of them as the general contractors. The foundation has already been poured and it is up to the workers and their superintendents to see that this new building is completed according to the drawings and specifications."

The specifications would be the NAWIC Manual labeled as "SPECS".

CONTRACT AWARD:

The firm of General Contractors, Inc. together with the architects and engineers, wish to announce the completion of the 20__-20__(insert current fiscal year) or _____(chapter years i.e., 41st) floor of the _____(Chapter name) Chapter #_____of the National Association of Women in Construction.

The foundation of your building has been laid and you, the membership, will continue to construct the building during the coming year.

Since completion of the original drawings and specifications, many changes have been made. The owners and designers have issued many changes and no doubt there will continue to be revisions in the future.

The ground floor houses the machinery which is the objects of the National Association of Women in Construction, which are:

- To unite for the mutual benefit women who are actively employed in the various phases of the construction industry.
- To promote cooperation, fellowship and a better understanding among members of the Association.
- To promote education and contribute to the betterment of the construction industry.
- To encourage women to pursue and establish their careers in the construction industry.
- To provide members an awareness of the legislative process and legislation as it relates to the construction industry.

The wheels of our machinery revolve around our policy: "This chapter shall be self-governing, non-profit, non-partisan and non-sectarian.

Regardless of the size of the structure, you want to make certain that only the best materials are used. You've been fortunate in your selection of contractors and subcontractors who build with only the best materials. When the concrete of true friendship, mutual aid, helpfulness and understanding have gained its final strength, there is no force which can undermine the strength of the foundation and ground floor of your building.

The owners, which are the members of (chapter name and no.), will oversee the construction project to keep it on track and on schedule.

Tonight, we are at a "bid opening". The owners of the building are satisfied with the bids and are awarding the contractors to continue construction. The contractors who have been selected to direct the work of the chapter during the coming year are the officers and directors.

Have the officers and directors come forward and line up in order.

IMMEDIATE PAST PRESIDENT: _____

You are the **LENDER** on this project. You will continue to serve on the board of directors,

during the upcoming year. You have served the chapter well during the past year and your expertise in lending a hand to the new project coordinators and suggestions will be appreciated.

PARLIAMENTARIAN: _____

As the **HUMAN RESOURCE ADMINISTRATOR**, you will be the inspector on this project. It will be your duty to ensure the architect/engineer is taking all the right steps, and handling problems that may occur on site. You shall know all the building codes (NAWIC bylaws, chapter policies and procedures), and see to it that they are followed properly.

DIRECTORS: _____, _____

Together with the general contractor and the subcontractors, better known as the officers of the chapter, are truly a Board of Directors. As directors, you have been chosen as the ARCHITECTS and ENGINEERS on this building, designing the structure and preparing the drawings and specifications to accommodate the ever-growing needs of the owners. It is your duty to see that all blocks used are building blocks and not stumbling blocks. You have been chosen to act for the owners and you should always remember that the interest of their building comes first. No one person can build alone. It takes the general contractor, the subcontractors, the architects and the engineers working together, hand-in-hand in cooperation with the owners. It shall be the duty of the Board of Directors to act as a governing body of the organization. It shall accept the resignation of any officer or board member and fill the vacancy as prescribed in the bylaws. You shall further authorize the disbursements but shall not create any indebtedness beyond the annual income of the chapter or disburse funds for purposes non-essential to the chapter.

TREASURER: _____

As all owners and contractors know, cost is perhaps the single most important item to be considered in estimating a job. After the owners have awarded the job to the contractor, costs become even more important. As the **JOB COST ACCOUNTANT** subcontractor, you have been selected to be custodian of all funds. You will keep an account of all receipts and expenditures, send out invoices when necessary and keep an account of the income and expenditures. As guardian of the funds of this building, it shall be your duty to preserve the funds and disburse them only at the direction of the architects and engineers; or the Board of Directors.

CORRESPONDING SECRETARY: _____

As a result of your bid, you have been selected by the owners to act as the **PROJECT EXPEDITER** subcontractor. It will be your duty to maintain all the chapter correspondence in a most efficient manner that is beneficial to the chapter.

RECORDING SECRETARY: _____

You have been selected as the **TIMEKEEPER** subcontractor. It is your duty to keep a complete record of all business transacted, including that of the Board of Directors, send out notices of special meetings and keep an active record of membership. You will have at your fingertips the records available to indicate to the General Contractor the progress of the job.

VICE PRESIDENT: _____

You have been selected as the **SITE MANAGER** on the job. You will assist the General Contractor to see that there are no delays. As Vice President, you shall act in the absence of the president. The position you are about to assume requires your support and aid to the president along with trust, cooperation and earnest endeavor.

PRESIDENT-ELECT: _____

You have been approved as the **PROJECT MANAGER** of this job and upon her retirement you will assume the position of president of the organization. During this year you will become familiar with each subcontractor and all the suppliers. You will learn of the functions and time schedules of each so that when you assume the chief executive's chair, there will be no delay in the job.

PRESIDENT: _____

As a result of your bid, the owners of this building have selected you as their **GENERAL CONTRACTOR**. You realize the hard work involved in keeping this building under construction and growing at all times. It will be your sole duty to put to use the building materials and talent you have represented in this chapter. You shall be governed on the job by the tools that will be furnished by the architects and engineers, and the owners of this building, the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction.

As president, you are the executive head of this organization and shall preside at all meetings of the Board of Directors and regular membership meetings. With their approval, you shall appoint all committees and act as ex-officio member on each, except for the Nominating Committee. Furthermore, you shall countersign all checks and perform such other duties as may be required. You are also charge with the responsibility of upholding the bylaws of the organization.

ALL OFFICERS AND DIRECTORS:

For the past year, members of the chapter have been submitting their bids through active participation. The bids have been "opened" and award of the contract and all subcontracts have been made. Knowing that it is your responsibility to remove and faulty materials and equipment before it has a chance to undermine the construction of our building, do you consent to build and complete this 20__-20__(insert current fiscal year) or _____(chapter

years i.e., 41st) floor of our building? (*Response: "I do."*)

MEMBERS:

You are the owners of this building and have selected each of the officers and directors to direct the work on the next floor of our building. You are also a necessary part of this building project; your active participation, support and energy will yield a magnificent structure.

Do you, as members, accept the charges assigned to you for this year and will you work for, with, and through your officers and board of directors to promote a great service to the construction industry? (*Response: "We will."*)

I now declare you the duly installed officers for the construction of the next floor of our building for the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction for the 20__-20__ year.

DIY FLOWER:

Assembled here are the duly elected officers for the _____
(Chapter name) Chapter # _____ of the National Association of Women in Construction for the
20____-20__year. These women will have the opportunity to nurture the growing (chapter
name) programs. Like any garden, the administration of a successful chapter is an effort of
planning seeds and watering them, there is a sense of pride and purpose in those efforts, if
there is a plan, the opportunity to blossom and succeed is always present. If these women plan
their garden well, everyone will be a flourishing blossom. Their garden can produce a great
year for _____(Chapter name) Chapter # _____.

Have the officers and directors come forward and line up in order.

IMMEDIATE PAST PRESIDENT: _____

You have served the chapter well during the past year as president. You have been careful
and exact in the performance of your duties. The chapter continues its faith in you, and you will
continue to serve on the Board of Directors in the special capacity of IMMEDIATE PAST
PRESIDENT. Thank you for your service. (*Present her with the past president pin.*)

DIRECTORS: _____, _____

(***Wooden flower***) Throughout history, wood has symbolized strength, wisdom and time. It's
quite possible that throughout the year, there may be questions as to how to proceed in
chapter administration. As Directors, you will be a source of wisdom on the Board, so be giving
of your strength and time, assisting the other Board members with chapter management. Do
you accept the responsibilities of your office and promise to fulfill this role as defined in the
bylaws? (*Response: "I do."*)

TREASURER: _____

(***Gold Fabric flower***) Gold is the symbol of the chapter's wealth and financial stability and will
be the Treasurer's responsibility to manage the financial side of your chapter. Gold is also a
symbol of perfection, which can relate to the Treasurer's ability to accurately record and
manage this portion of the Chapter's business. Do you accept the responsibilities of your office
and promise to fulfill this role as defined in the bylaws? (*Response: "I do."*)

CORRESPONDING SECRETARY: _____

(***Paper flower***) Word on a paper can bring people together. Words on a paper can notify the
masses and it will be the responsibility of the Corresponding Secretary to utilize
communication and correspondence to communicate to the Chapter members, about its
activities and accomplishments. Do you accept the responsibilities of your office and promise
to fulfill this role as defined in the bylaws? (*Response: "I do."*)

RECORDING SECRETARY: _____

(Pencil flower) A chapter's written records are important and it's the Recording Secretary who keeps these records in order. Just as pencils write, as Secretary you will document the Chapter's meetings and activities showing the Chapter's progress. Do you accept the responsibilities of your office and promise to fulfill this role as defined in the bylaws? *(Response: "I do.")*

VICE PRESIDENT: _____

(Steel nails flower) The strength of a nail comes from its ability to hold two things together. This results in a stronger, sturdier structure than the materials could provide on their own. The ability to bind two materials together comes from the strength of the steel. As Vice President, you will be prepared to step up in the absence of the President, hold the chapter together. Do you accept the responsibilities of your office and promise to fulfill this role as defined in the bylaws? *(Response: "I do.")*

PRESIDENT-ELECT: _____

(Aluminum can flower) As this flower is made of an aluminum can, the metal's ability to be multi-functional can be easily seen. Aluminum also works well as an alloy meaning when combined with other metals, its true characteristics can shine and be utilized to the greatest extent. The President-Elect will work closely with the President to ensure that the leadership of the next board will shine as brightly as this year's board. Do you accept the responsibilities of your office and promise to fulfill this role as defined in the bylaws? *(Response: "I do.")*

PRESIDENT: _____

(Fresh flowers dipped in cement) As cement and concrete provide stability and strength of the foundations of our projects, the President will provide stability and strength for the chapter. Then as the sidewalks provide the paths through our towns, the President will guide your Chapter's direction. Do you accept the responsibilities of your office and promise to fulfill this role as defined in the bylaws? *(Response: "I do.")*

MEMBERS:

Will the members of the (chapter name and no.) please stand?

(Soil) Because there is always a need for additional opportunities to succeed, the officers are complemented by the soil of NAWIC called Members. Their contributions to the chapter increase the effectiveness of the Board. In a Garden, we increase our success of the blooms by ensuring that the soil is richly fertilized and free from rocks or weeds that hinder growth... so this becomes the symbol for the membership. You have heard the officers and directors accept their responsibilities. In placing them as your leaders, you must not lose sight of the fact that cooperation from every member is necessary for the full blooming of your Chapter's

garden and the continuance of our organization.

Will you, as members, work for, with, and through your officers and board of directors to the best of your ability? (*Response: "We will."*)

All of us together are a source of hope and a bright future for the (chapter name & no.)

It is my honor to hereby declare you the duly installed officers and directors of the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction for the 20__-20__ year.

Gavel Presentation:

As a symbol of your office, this gavel is placed in your hands with best wishes for a successful term as the Chapter's leader. Use it graciously and with pride.

It is my pleasure to present your President _____(name).

Please acknowledge your support and loyalty with your applause.

Congratulations!!

DIY FLOWER IDEAS for Officer Installation

President

FRESH FLOWERS DIPPED IN CEMENT



As cement and concrete provide stability and strength for the foundations of our projects, the President will provide stability and strength for our chapter. Then as the sidewalks through our towns provide the path our President will guide our direction.

President-Elect

ALUMINUM CANS



As this flower is made of an aluminum can, the metal's ability to be multi-functional can be easily seen. Aluminum also works well as an alloy meaning when combined with other metals, its true characteristics can shine and be utilized to the greatest extent. Our VP will work closely with the other officers, board directors, and the chapter members.

Corres. Secretary

PAPER



(Will probably print our logo multiple times on paper and will use that)

Words on a paper can bring people together. Words on a paper can notify the masses and it will be responsibility of the Correspondence Secretary to utilize communication and correspondence to communicate to our members.

Treasurer

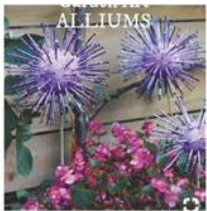
FABRIC (USE GOLD)



Gold is a symbol of the chapter's wealth and financial stability and it will be the Treasurer's responsibility to manage the financial side of our chapter. Gold is also a symbol of perfection, which can relate to the Treasurer's ability to accurately record and manage this portion of the chapter's business.

Vice President

STEEL NAILS

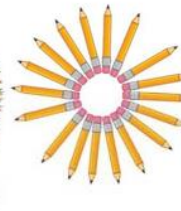


(might try to use smaller nails and a smaller form sphere)

The strength of a nail comes from its ability to hold two things together. This results in a stronger, sturdier structure than the materials could provide on their own. The ability to bind two materials together comes from the strength of the steels.

Secretary

PENCILS



Just as pencils write, our Secretary will document the chapter's meetings and activities documenting our chapter's progress.

Directors

WOOD



(Can make the petals a different shape and maybe paint them different colors) Throughout history, wood has symbolized strength, wisdom, and time.

EDUCATION AND ITS REWARDS:

I am honored to serve as your installing officer. An installation is neither an end nor a beginning for an organization. Each installation merely marks another step across that intangible line which separates one administration from another towards the group's continued progress.

The members of the chapter extend a sincere thanks to the retiring officers and directors for the giving of their time, strength and energy in upholding the traditions of this organization.

We now greet the new officers and directors who have indicated their willingness to accept the responsibilities of leadership in furthering the aims and goals of the National Association of Women in Construction.

NAWIC has five objectives. The third one is, "To promote education and contribute to the betterment of the construction industry." Our organization expends a major portion of its energies and resources contributing towards the continuing education of its members and through scholarships and other programs, NAWIC encourages construction-oriented education of others.

Therefore, the symbolic theme of this installation is addressed to this goal: Education and Its Rewards.

These remarks are not only intended for the duly elected officers and directors, but also a challenge to each member. Bear in mind, that in all activities and communications of the chapter, to the public "YOU are NAWIC".

Consequently, sound judgement and wise diplomacy should direct your efforts and comments. Each member is important, for without the sum total, there would be no National Association of Women in Construction.

In electing specific members to high places of service, we express confidence in their ability to perform with a high quality of achievement and direction. We also imply a promise on our part to bolster them with words of encourage, to support them with our presence and to assist them with deeds of action.

By virtue of their election, officers and directors have obtained the supreme confidence of the membership. This confidence was gained by the distinction these members have displayed in discharging their responsibilities, thereby obtaining the greatest possible benefit for our association,

Through diligence, these members have scored well in the tests put to them in the form of various chapter activities, have completed their under-graduate work and have now "earned a degree".

Have the officers and directors come forward and line up in order.

IMMEDIATE PAST PRESIDENT: _____

For your accomplishments during the past year as retiring president, we salute you. "In the community and on the national and regional levels, as well as within the chapter, you have

projected a positive and professional image. By your personal example, you have evoked the best efforts of those who have worked with you. You will continue to serve on the Board of Directors this coming year with the special title of Immediate Past President. Truly, you are worthy of the MASTER'S DEGREE IN FINE ARTS.

DIRECTORS: _____, _____, _____

You have been elected to serve as Directors. To you is given the privilege of working with the officers to exercise general supervision and control over the affairs of the chapter. You have the responsibility of the chapter's efficient operation and further development. Your decisions will involve the entire chapter. Diplomacy and tact will be required to handle difficult situations that are likely to arise in any administration. Therefore, for legislating the chapter's affairs, I confer upon each of you a DEGREE IN GOVERNMENT.

TREASURER: _____

You will be the custodian of the chapter's funds. Within your scope of attention will be the receipt and disbursement of all monies as authorized by the Board of Directors and to keep accurate records thereof. You are to present monthly financial reports as required by the chapter's bylaws. Therefore, for the vigilant administration of the chapter's finances, I confer upon you a DEGREE IN ACCOUNTING.

CORRESPONDING SECRETARY: _____

You are responsible for notifying members of chapter meetings, issuing invitations to membership and for all official correspondence. For your skill in communication, I confer upon you a DEGREE IN JOURNALISM.

RECORDING SECRETARY: _____

You will serve as the chapter's scribe to record accurately the proceedings and activities of our chapter and to keep a current roster of membership throughout the year. You are the link in our heritage from the past and our projection into the future. Therefore, for this trust in preserving our records for posterity, I confer upon you a DEGREE IN HISTORY.

VICE PRESIDENT: _____

You are to be ready at all times to assume the duties of the president and perform such other duties as are prescribed in the bylaws. Therefore, for your ingenuity in handling diverse duties, I confer upon you a DEGREE IN MANAGEMENT.

PRESIDENT-ELECT: _____

You have been elected to serve as president in one year. So that you will be able to serve as president with confidence, you will be strengthening your knowledge of the duties of president

and acquainting yourself with our organization – its various functions, offices and opportunities. Before assuming direct leadership, you will learn your role well. Therefore, I confer upon you a DEGREE IN EDUCATION.

PRESIDENT: _____

Upon you has been bestowed the highest honor of your chapter. By electing you PRESIDENT, the members have charged you with the responsibility of administration and leadership in harmonious service. As the chief executive, you will serve as a channel of information from the regional and national levels. You will be responsible for the faithful execution of the chapter's plans, properly delegating responsibility for portions of the year's activities and presiding at all meetings. Therefore, for your talents in directing the chapter towards unity, to produce maximum efficiency, I confer upon you a DEGREE IN BUSINESS ADMINISTRATION.

ALL OFFICERS AND DIRECTORS:

I commend these elected officers and directors for the accomplishments represented by your various degrees. I urge you to continue with your major for the coming year to achieve a master's degree in your various fields. To each of you I direct this opportunity to vow publicly your willingness to accept and fulfill the duties of your offices. Do you accept the task as provided for in the bylaws and promise to fulfill them to the best of your ability? (*Response, "I do."*)

MEMBERS:

You are the undergraduates, studying and learning all you can about the _____ (Chapter name) Chapter # _____ in the _____ Region of the National Association of Women in Construction overall and participating in the activities and duties requested of you by the chapter officers and board of directors.

Do you, as members, accept *the charges assigned* to you for this year and will you work for, with, and through your officers and board of directors to promote a great service to the construction industry?

(*Response: "We will."*)

PARLIAMENTARIAN: _____

I have one more degree I would like to present this evening to an appointed position. _____ (name), as parliamentarian you are the keeper of order in meetings. You are well versed in the methods of procedure, discussion and debate. For your knowledge of the association and chapter bylaws and tact in maintaining order, I confer upon you a DEGREE IN LAW.

I now pronounce you the duly installed officers and directors _____

(Chapter name) Chapter # _____ of the National Association of Women in Construction for the 20__-20__year.

Congratulations!!

JEWEL:

Since prehistoric times, men and women of all cultures have worn jewelry as ornaments and badges of social and official rank, as well as emblems of sacred trust. From ancient times supernatural powers have been attributed by the astrologers to gemstones which were assigned to certain occult powers. In Greek and Roman times, the force was thought to be inherent in the stones.

Tonight, we liken those precious gems and the specific qualities attributed to each to the officers and directors of our association. Each sparkling jewel symbolizes the unique brilliance reflected by the officers and directors in their quest to brighten the world of the National Association of Women in Construction.

Have the officers and directors come forward and line up in order.

IMMEDIATE PAST PRESIDENT: _____

You have served the chapter well during the past year as president. You have been careful and exact in the performance of your duties. The chapter continues its faith in you, and you will continue to serve on the Board of Directors in the special capacity of IMMEDIATE PAST PRESIDENT. For the FIDELITY you personify to this chapter, I present you with this TOPAZ.

DIRECTORS: _____, _____

You have been elected to serve as Directors. To you is given the privilege of working with the officers and the members. The jewel significant to your office is the AMETHYST which symbolizes the SINCERITY and COURAGE necessary to make decisions that will bring the chapter closer to the achievements of its objectives. As you receive the jewel of your office, do you accept your tasks as defined by the bylaws and promise to fulfill them to the best of your abilities? (*Response: "I do."*)

TREASURER: _____

As TREASURER, the obligation of guarding the chapter funds is yours. The jewel significant to your office is the EMERALD which symbolizes PROSPERITY and SUCCESS. As you receive the jewel of your office, symbolic of the chapter's confidence in your integrity and trustworthiness, do you promise to protect the funds to the best interest of the chapter and fulfill your duties as defined by the bylaws to the best of your ability? (*Response: "I do."*)

CORRESPONDING SECRETARY: _____

As CORRESPONDING SECRETARY, your duty is to carry out such details as the title of your office suggests. Always remember that prompt, careful correspondence and information will lead to harmony. The jewel significant to your office is the GARNET, which symbolizes CONSTANCY OF PURPOSE. As you receive the jewel of your office, do you promise to

accept these duties as defined in the bylaws, as directed by the President or Board of Directors and promise to fulfill them to the best of your ability? *(Response: "I do.")*

RECORDING SECRETARY: _____

As RECORDING SECRETARY, you have been charged with the responsibility of keeping the records of the chapter in good order at all times, so that the deeds of the members and activities of the chapter may not go unrecorded. The jewel of your office is the RUBY which symbolizes VIGILANCE TO DUTY. As you receive the jewel of your office, do you accept these tasks as defined in the bylaws and promise to faithfully discharge your duties to the best of your ability? *(Response: "I do.")*

VICE PRESIDENT: _____

As VICE PRESIDENT, you have been elected to the second highest office for the coming year. The jewel significant to your office is the BLUE SAPPHIRE which symbolizes CLEAR THINKING, for on you the president will depend for aid throughout the year. You must be ready, at all times, to assume the duties of the president whenever necessary. As you receive the jewel of your office, do you accept these duties as defined by the bylaws and promise to fulfill them to the best of your ability? *(Response: "I do.")*

PRESIDENT-ELECT: _____

You have been elected to serve the chapter as president in one year. This year your title will be PRESIDENT-ELECT. So that you will serve with confidence, you will be studying all the facts of the organization and polishing your skills as you would a precious gem. The OPAL personifies the HOPE the chapter has placed in you for its sound future. As you receive the jewel of your office, do you accept it responsibility and promise to fulfill them to the best of your ability? *(Response: "I do.")*

PRESIDENT: _____

You have been given the highest honor the members of the chapter can bestow. As PRESIDENT, yours is a position of authority and one of responsibility to your members; to the ideals and objectives of your chapter and to yourself. The DIAMOND signifies BRILLIANT LEADERSHIP. Through your efforts to maintain harmony, unity, and friendship, the jewel symbolic of your office will shine even brighter and never lose its luster. As you receive the jewel of your office, do you accept these tasks and promise to fulfill them as defined in the bylaws to the best of your ability? *(Response: "I do.")*

MEMBERS:

Will the members of the _____ (Chapter name) Chapter # _____ please stand.

You have heard the officers and directors, you have elected, accept their responsibilities and

duties. In placing them as your leaders, you must not lose sight of the fact that cooperation from every member is necessary for the continued success of our organization. You are also personified by jewels. The AQUAMARINE if for the COURAGE needed to go forward with new and bigger plans, the PEARL representing the HEALTHY ATTITUDES for planning beneficial programs and the ONYX for the STRENGTH of the chapter.

Will you, as members, work for, with, and through your officers and board of directors to the best of your ability? (*Response: "We will."*)

It is my pleasure to present the duly elected officers and directors of _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction for the 20__-20__ year.

Congratulations!!

PROCEDURE:

<u>OFFICE:</u>	<u>JEWEL:</u>	<u>SIGNIFYING:</u>
Immediate Past President	Topaz	Fidelity
Directors (two or more)	Amethyst	Sincerity and Courage
Treasurer	Emerald	Prosperity and Success
Corresponding Secretary	Garnet	Constancy of Purpose
Recording Secretary	Ruby	Vigilance to Duty
Vice President	Blue Sapphire	Clear Thinking
President Elect	Opal	Hope for the Future
President	Diamond	Brilliant Leadership
Members	Aquamarine Pearls Onyx	Courage Health Strength

KEY:

In the English language we find many meanings for the work “key” and find that it is used in many different ways.

In olden times the Keeper of the Keys was a high and trusted officer in the royal court, and it signified much favor, much authority and much responsibility.

Probably the most familiar usage of the work “key” is in connection with the keys which we all carry with us to open various and sundry doors. They play a very important part in our lives and can cause a great deal of trouble when they are missing. They have also opened many doors to happiness, friendships and service to us.

In music, tone depends on “key”. All harmony is based on various keys. We might say that the harmony of this chapter for the coming year will depend largely on the key officers. Therefore, for this installation service, I would like you to think of these new officers and directors as “keys to the chapter” and all its activities.

KEY can also mean an index – which brings us to the index of our officers.

Have the officers and directors come forward and line up in order.

DIRECTORS: _____, _____

Your key will unlock the responsibility for the execution of the authorized policies of this chapter. Your (red) key (on a red ribbon) is symbolic of the vigilance and alertness you will maintain throughout the coming year.

TREASURER: _____

We give you the key of the treasury, symbolic of your chapter’s confidence in your integrity and trustworthiness. You are charged with the responsibility of handling the finances of the chapter. I present you with this (blue) key (on a blue ribbon), a symbol of truth and honesty.

CORRESPONDING SECRETARY: _____

Your key is truly the key to information. You are charged with the responsibility of sending out notices to all meetings, issuing invitations to membership and handling all correspondence as directed by the chapter president and board of directors. You (green) key (on a green ribbon) symbolizes that you will keep fresh and new the records of the chapter’s activities.

RECORDING SECRETARY: _____

Your key is truly an index key, as you are charged with the responsibility of keeping the records of the chapter in good order at all times. You shall keep the minutes of the regular

meetings and the Board of Director's meetings and perform all other duties as directed by the Board. Your (yellow) key (on a yellow ribbon) is symbolic of the record of golden deeds you are to keep

VICE PRESIDENT: _____

We are giving you the Skeleton Key, to be held in readiness when the president is unable to turn the locks herself. Your (white) key (on a white ribbon) is symbolic of fidelity.

PRESIDENT-ELECT: _____

You have been elected to the chapter's highest office, to serve in one year. In order for you to serve with confidence, you will be strengthening your knowledge of the president's duties and acquainting yourself thoroughly with the various functions, offices and opportunities of our organization. Your (silver) key (on a silver ribbon) denotes purity and valor and will unlock the doors of learning (education).

PRESIDENT: _____

To you we entrust the Master Key. You will be depended upon in all instances, not only for the duties of the presidency, but to see that all of the officers and directors keep their keys in readiness and well used. Consciously or unconsciously, you present the key of hospitality to all visitors and new members. Yours is a position of honor and authority and also a responsibility to your members and to the ideals and objectives of our chapter and to yourself. May you keep this golden key (on a gold ribbon) that signifies leadership and administration, bright and shining by using it faithfully and never let it become tarnished or rusty.

ALL OFFICERS:

Through election by the members, the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction, chose you to be the officers for the 20__ -20__ year. Knowing full well that the burden of leadership rests upon you, do you accept this responsibility, pledge wholehearted support, unqualified loyalty to the ideals upon which this organization is founded and promise to execute to the best of your ability the duties which are yours during your term of office. (Each respond, "I do.")

You are to be congratulated on having been elected to direct the activities of this chapter for the ensuing year. You realize the responsibilities that are yours and I am confident you will accept your obligations seriously, that the year may be a credit to your chapter. Its success depends largely upon each of you. Do not lose the keys with which you have been entrusted. Use them well during the coming year in the locks for which they are intended so that when you leave your office next year and turn the lock on the door of opportunity for service, your successors may inherit a shining heritage.

MEMBERS:

These are the officers of your choice. You are to be congratulated on your selections, but in placing them as your leaders, you must not lose sight of the fact that cooperation from every member is necessary for continuance of the success you have always enjoyed. It is my pleasure to present your newly installed officers and directors.

MADAM PRESIDENT: (presented by the outgoing president)

I present you these additional symbols of your office – the gavel and the president’s pin which signify so much to this chapter.

Congratulations!!

PROCEDURE:

<u>OFFICE:</u>	<u>COLOR:</u>	<u>SIGNIFYING:</u>
Directors (two or more)	Red	Vigilance and Alertness
Treasurer	Blue	Truth and Honesty
Corresponding Secretary	Green	Fresh and New
Recording Secretary	Yellow	Golden Deeds to Record
Vice President	White	Fidelity
President Elect	Silver	Purity and Valor
President	Gold	Leadership and Administration

LADDER:

Shakespeare said, “Lowliness is young ambition’s ladder.” Webster defines “ladder” as:

1. A frame of wood, metal or rope consisting of two parallel sidepieces, connected by rounds or rungs inserted in them at suitable distances and thus forming steps by which persons may climb up or down.
2. Anything by which a person ascends or rises; means of ascending.”

I would like for you to think about the ladder as NAWIC’s ambition. Almost invariably, when we think of a ladder we think of ascending or climbing upward. This is the thought I would like to plant in your minds for the coming year – that of the upward climb.

A new corps of officers always lends a certain amount of interest and enthusiasm to a chapter at the beginning of a new year. This year, the officers of our chapter will represent the rungs or the crosspieces of our ladder. The Board of Directors will represent the long parallel sidepieces which support the rungs that form the steps on which all of us together can begin the upward climb. The members of the chapter will represent the foundation upon which our ladder is placed. Each of you knows what happens when you place a ladder on sinking sand or a soft surface. Therefore, the type of foundation we have for our ladder during the coming year and the ultimate goal we are able to attain in our upward climb, will depend on you as individual members of this chapter.

A ladder is only as strong as its weakest part. When one of the rungs is broken or missing from the ladder, then it is twice as difficult to reach the next step. When one of the sidepieces is broken or rotted out, then the ladder is not usable. When our ladder is placed on a soft surface, it falls or moves from its rigid position. So, like the parts of a ladder, it takes all of us doing our share, holding up our load, and working together as a team to make the ultimate climb to the top.

I congratulate each of the officers to be installed here tonight for the honor accorded to you in being elected by the members of this chapter to serve them for the coming year. It is not only an honor, it is a privilege to serve, for service brings its own reward in genuine pleasure derived from helping and sharing with others.

Have the officers and directors come forward and line up in order

PRESIDENT: _____

The office of president is one of great responsibility and your election thereto is the highest honor the chapter can bestow upon a member. You should, therefore, be cautious in the execution of your trust and always be courteous to the members. You should set an example of good order and punctuality, for only by doing so can you expect similar attention from others. What you deem praiseworthy in another, in your position, you should carefully emulate, and with equal care avoid that which you consider to be blameworthy. “D” stands for DUTY. As president of this chapter, it will be your duty to preside at all meetings and to serve as Chair of the Board of Directors. It shall be your further duty to call regular monthly meetings of the Board and special meetings when the good of the chapter demands them. As president, you shall appoint all committees and serve as ex-officio member of same, with the exception of the

Nominating Committee. It will be your duty to countersign all checks drawn by the treasurer and to attend the annual NAWIC Conference. Do you promise to faithfully perform these duties to the best of your ability? (Response: "I do.")

As you place your steppingstone *at the base of our ladder* of success, I declare you duly installed as president of the _____ (Chapter name) Chapter # _____ for the 20__-20__ year.

VICE PRESIDENT: _____

As vice president, you are the assistant to the president and in her absence will succeed to all her privileges and prerogatives. "E" stands for EFFORT. It is necessary that you put forth every effort to keep abreast of the affairs of the chapter and to make yourself thoroughly familiar with the duties of the president that you may be able to fill that office with credit to yourself and honor your chapter should you ever be required to do so. Do you promise to fulfill this requirement to the best of your ability? (Response: "I do.")

As you place your steppingstone *at the base of our ladder* of success, I declare you duly installed as vice president of the _____ (Chapter name) Chapter # _____ for the 20__-20__ year.

RECORDING SECRETARY: _____

It will be your duty to keep the minutes of the meetings of both the chapter and Board of Directors, as well as keep an accurate list of the chapter membership and to perform other duties as required by the president and the Board. "D" stands for DEMAND, and the chapter will surely make many demands upon you during the coming years, as the Recording Secretary is often referred to as the "impartial servant of the whole organization." Do you promise a faithful obedience to all of these demands? (Response: "I do.")

As you place your steppingstone *at the base of our ladder* of success, I declare you duly installed as Recording Secretary of the _____ (Chapter name) Chapter # _____ for the 20__-20__ year.

CORRESPONDING SECRETARY: _____

It will be your responsibility to see that all members are notified of the time and place of meetings, to issue invitations to membership, to handle all correspondence of the chapter as required by the president and to perform other duties as called for in the bylaws. "I" stands for IMPORTANCE, and yours is an important function, as you will represent our chapter to the many individuals and organizations with whom you correspond. Since your most important function is that of writing letters, you should be able to type with some degree of skill, know the correct form of letters and have the ability to express yourself clearly and thoroughly. Do you promise to be loyal to the members of this chapter in the performance of your duties? (Response: "I do.")

As you place your steppingstone *at the base of our ladder* of success, I declare you duly installed as Corresponding Secretary of the _____ (Chapter name) Chapter # _____ for the 20__-20__ year.

name) Chapter # _____ for the 20__-20__ year.

TREASURER: _____

As treasurer of this chapter, you shall be the custodian of all funds, pay bills upon proper authorization by the Board of Directors, keep an itemized account of receipts and disbursements and present a report at regular meetings of the chapter. “C” stands for CHARACTER. The nature of your duties requires honesty and carefulness on your part, admonishing you to the strictest fidelity in the performance of your important trust. Do you promise to be faithful to this important trust? (Response: “I do.”)

As you place your steppingstone *at the base of our ladder* of success, I declare you duly installed as Treasurer of the _____ (Chapter name) Chapter # _____ for the 20__-20__ year.

DIRECTORS: _____, _____

As members of the Board of Directors, you are expected to exercise a general supervision over the affairs of the chapter. You shall present such recommendations to the chapter for action as you deem in the best interests of the chapter, authorize all disbursements and transact such other business as ordinarily pertains to your office. “A” stands for ACTION, “T” stands for TEAMWORK, “I” stands for INTEREST and “O” stands for OBLIGATION. As members of the Board of Directors, your Actions, resulting from your Teamwork and Interest will fulfill your Obligations to the chapter membership in the performance of your duties. Do you promise to be fair in your decisions, always respecting the wishes of the majority? (Response: “I do.”)

As each of you place your steppingstone *at the base of our ladder*, I declare you duly installed as members of the Board of Directors of the _____ (Chapter name) Chapter # _____ for the 20 -20 year.

PRESIDENT-ELECT: _____

As president-elect, it will be your duty to study the bylaws and to learn the functions and purposes of our organization during the coming year. “N” stands for NEUTRALITY. While the president-elect must be a person of poise and dignity, respected by the members for her fair decisions and she must also maintain a degree of neutrality. Do you promise to do this to the best of your ability? (Response: “I do.”)

As you place your steppingstone *at the base of our ladder* of success, I declare you duly installed as President-Elect of the _____ (Chapter name) Chapter # _____ for the 20__-20__ year.

And so, it is that the president’s watchword for the (insert year) will be DEDICATON.

MEMBERS:

Do you as members of the _____(Chapter name) Chapter # _____of the National Association of Women in Construction, agree to contribute generously of your time, energy, and thoughts realizing that only by cooperation can we hope to achieve our goals? (Response: “We do.”)

You have indicated your faith and trust by electing these officers and directors to serve you during the (insert year). Will you pledge to them your dedicated loyalty and your assistance in the fulfillment of their duties? (Response: “We do.”)

MADAM PRESIDENT: (presented by the outgoing president)

I now present to you the gavel, emblem of your authority, admonishing you that the government of this chapter and its prosperity depend greatly upon your judgement and discretion. I know that you will use it wisely and for the best interest of all. You will now assume your duty as presiding officer.

Congratulations!!

LEADERSHIP TRANSFORMATION:

At the conclusion of the retiring president's annual report, she will introduce the installing officer.

INSTALLING OFFICER: _____

Good evening _____ (insert dignitaries in attendance), members and guests.

In the words of Maya Angelou, "We delight the beauty of the butterfly, but rarely admit the changes it has gone through to achieve that beauty". As installing officer, I have the honor and privilege of overseeing this transformation.

We must now accept, that our past officers and directors, having led this organization through another successful journey, will continue on, to another path and purpose of their choosing in this organization. Our next responsibility is to welcome with eager hearts and willing spirits, our new officers and directors, who have committed to and are willing to partake on their path and purpose of leading our NAWIC chapter into the next year, with the guidance and direction of incoming president _____ (first and last name). _____ (Incoming President first name) will be following in the footsteps of President _____ (outgoing president (OGP) first and last name) who at this time will step into the role of Immediate Past President.

The sincere thanks of all members of the chapter are extended to all retiring officers and directors for the giving of their time, strength and energy in upholding the traditions of this organization. So, without further delay, let us begin.

President _____ (outgoing president first & last name) and her 20__-20__ (year) Board of Directors please come forward. (*Board members to the left and OGP at the podium for her retirement*)

IMMEDIATE PAST PRESIDENT: _____

For your accomplishments during the past year, we salute you, our retiring president. In the community and on the national and regional levels, as well as within the chapter, you have provided outstanding leadership and representation of the _____ (Chapter name) Chapter # _____ of NAWIC. You have led the chapter to a high level of standards by your personal example, you have evoked the best efforts of those who have worked with you. You will continue to serve on the Board of Directors this coming year with the special title of Immediate Past President. _____ (OGP name) we thank you for your leadership, your guidance and most of all your dedication. I will now charge you as Immediate Past President.

(If your custom – pin the past President pin on OGP.)

Congratulations and thank you again.

The outgoing board members will install the person on the incoming board that is replacing them. OG board members will be to the left of the presenter and the IC board will go to the right of the presenter.

OGD #1 - _____ please come forward to install our first Director.

Presenter:

DIRECTOR #1 PRESENTER: (OGD #1)

Director, _____ (name and company), please come forward

(ICD #1 will step to the right of the podium to face the installer.)

Presenter will read inserted ICD #1's bio (slowly) created from questions on page_

*Shake ICD #1's hand and say: **Congratulations Director** _____ and hand her a rose.*

(OGD # 1 will go to her seat and ICD #2 will approach the podium.)

DIRECTOR #2 PRESENTER: (OGD #2)

Director, _____ (name and company), please come forward.

(ICD #2 will step to the right of the podium to face the installer.)

Presenter will read inserted ICD #2's bio (slowly) created from questions on page_

*Shake ICD #2's hand and say: **Congratulations Director** _____ and hand her a rose.*

(OGD # 2 will go to her seat and ICD #3 will approach the podium.)

DIRECTOR #3 PRESENTER: (OGD #3)

Director, _____ (name and company), please come forward)

(ICD #3 will step to the right of the podium to face the installer.)

Presenter will read inserted ICD #3's bio (slowly) created from questions on page_

*Shake ICD #3's hand and say: **Congratulations Director** _____ and hand her a rose.*

(OGD # 3 will go to her seat and ICD #4 will approach the podium.)

DIRECTOR #4 PRESENTER: (OGD #4)

Director, _____(name and company), please come forward)

(ICD #4 will step to the right of the podium to face the installer.)

Presenter will read inserted ICD #4’s bio (slowly) created from questions on page.

*Shake ICD #4’s hand and say: **Congratulations Director** _____and hand her a rose.*

(OGD # 4 will go to her seat and ICD #4 will approach the podium.)

This will continue until all IC Directors have been introduced – at this time the Installing Officer will return to the podium to read the following:

Ladies, you have been elected to the position of Director and to you is given the privilege of working with the officers and members. Your sense of balance, as leaders of great importance, are weighed in the Board meetings, and will bring the chapter toward the achievement of its many objectives. As member of the Board of Directors, your actions, resulting from your TEAMWORK, will fulfill your OBLIGATIONS to the Chapter membership as you perform your duties. Directors, do you accept the tasks as prescribed by your chapter’s bylaws and agree to fulfill them to the best of your ability? *(Response: “I do.”)*

(The Directors will stay up front.)

PARLIAMENTARIAN PRESENTER: (OG PARLI)

Parliamentarian, _____(name and company), please come forward.

(IC Parli will step to the right of the podium to face the installer.)

Presenter will read inserted ICParli bio (slowly) created from questions on page.

As Parliamentarian, you will be called upon to set things right, in accordance with this organization’s bylaws, to uphold the guidelines, as set forth with Robert’s Rules.

*Shake ICParli’s hand and say: **Congratulations Parliamentarian** _____and hand her a rose.*

OG Parli will go to her seat and ICT will approach the podium.

TREASURER PRESENTER: (OGT)

Treasurer, _____(name and company), please come forward.

(ICT will step to the right of the podium to face the installer.)

Presenter will read inserted ICT bio (slowly) created from questions on page.

The obligation of guarding the chapter's funds is yours. As treasurer you are to collect whatever dues are assessed and present financial reports in accordance with the chapter's bylaws.

Do you accept the tasks of truth and honesty prescribed by your chapter's bylaws and agree to fulfill them to the best of your ability? *(Response: "I do")*

*Shake ICT's hand and say: **Congratulations Treasurer**_____and hand her a rose.*

(OGT will go to her seat and IGT will approach the podium.)

CORRESPONDING SECRETARY PRESENTER: (OGCS)

Corresponding Secretary, _____(name and company), please come forward)

(ICCS will step to the right of the podium to face the installer.)

Presenter will read inserted ICCS bio (slowly) created from questions on page.

You are the custodian of the chapter's correspondence. It is your duty to carry on the correspondence as instructed by the Board of Directors.

Do you accept the tasks of keeping fresh and the new records prescribed by your chapter's bylaws and agree to fulfill them to the best of your ability? *(Response: "I do")*

*Shake ICCS's hand and say: **Congratulations Corresponding Secretary**_____and hand her a rose.*

OGCS will go to her seat and ICRS will approach the podium.

RECORDING SECRETARY PRESENTER: (OGRS)

Recording Secretary, _____(name and company), please come forward.

(ICRS will step to the right of the podium to face the installer.)

Presenter will read inserted ICRS bio (slowly) created from questions on page.

You are responsible for keeping accurate records of the proceedings of your chapter at all

times. You shall keep the minutes of the regular meetings and the Board of Directors' meetings, as well as performing other duties as directed by the Board.

Do you accept the tasks keeping accurate records of the proceedings of your chapter at all times, as prescribed in your chapter bylaws and agree to fulfill them to the best of your ability?
(Response: "I do")

Shake ICRS's hand and say: **Congratulations Recording Secretary** _____ and hand her a rose.

(OGRS will go to her seat and ICVP will approach the podium.)

VICE PRESIDENT PRESENTER: (OGVP)

Vice President, _____ (name and company), please come forward.

(ICVP will step to the right of the podium to face the installer.)

Presenter will read inserted ICVP bio (slowly) created from questions on page ____.

You must be ready at all times to assume the duties of the president. You shall perform the normal duties pertaining to the office of Vice President and any other duties prescribed by the chapter bylaws.

With a symbol of courage expected of you as next in authority, do you accept these tasks and promise to fulfill them to the best of your ability? (Response: "I do")

Shake ICVP's hand and say: **Congratulations Vice President** _____ and hand her a rose.

(OGVPS will go to her seat and ICPE will approach the podium.)

PRESIDENT ELECT PRESENTER: (OGPE)

President Elect, _____ (name and company), please come forward.

(ICPE will step to the right of the podium to face the installer.)

Presenter will read inserted ICPE bio (slowly) created from questions on page ____.

You have been elected to serve as president a year hence. During the coming year, your title will be President Elect. You will be strengthening your knowledge of the duties of the president and acquainting yourself thoroughly with NAWIC. You will assist the president in any way possible in conducting the activities of the chapter.

Do you accept the responsibilities of President Elect, as prescribed in the chapter bylaws and

promise to fulfill them to the best of your ability? (*Response: "I do"*)

Shake ICPE's hand and say: **Congratulations President Elect** _____ *and hand her a rose.*

(OGPE will move to right side of the podium.)

PRESIDENT PRESENTER: (OGP)

President, _____ (name and company), please come forward.

(ICP will step to the right of the podium to face the installer)

On you has been bestowed the highest honor by the members of your chapter.

By naming you President, the members have charged you with the responsibility of the administration and leadership in harmonious service. As chief executive, you will serve as a channel of information from the regional and national levels. You will be responsible for the faithful execution of the chapter's plans, properly delegating responsibility for definite portions of the year's activities and presiding at all meetings. Therefore, using your talents in directing the chapter towards unity to produce maximum efficiency.

As a symbol of your office, this gavel is placed in your hands with best wishes for a successful term as the chapter's leader. It is my honor to pass the chapter's gavel and to present you with the President's pin, which symbolizes the beginning of your leadership.

(FYI & OPTIONAL) *As a symbol of her office, the newly installed President is presented the gavel by the installing officer, or outgoing president. The head of the gavel is cupped in the hand so that it may easily be lifted from the hand by the handle. In passing the gavel, always pass with the hand crossing the body.*

After presenting the pin and gavel, shake the ICP's hand and say:

Congratulations President _____ *and hand her a rose.*

(OGP (IPP) will go to the end of the officer's line and ICP will get in line so her officers will be next to her.)

ACCEPTANCE & CONCLUSION:

These women are the officers and directors of your choice. You are to be congratulated on your choice. In electing them as your leaders, you must remember that cooperation from every member is essential if NAWIC is to continue to show growth and progress.

Do you as members accept your responsibilities for the new year and will you work with, and for, your chapter officers and directors, in rendering continuing service to the construction

industry? (Response: "We do.")

We will now greet, with enthusiasm, the new officers and directors of the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction for the 20__-20__ year.

Officers and Directors, you may be seated...

President will give her speech. At the end of her speech, she will ask members to rise and join in reciting the NAWIC pledge (which will be printed in the back of the program).

ADJOURN:

*(The newly installed president may adjourn the meeting by general consent by stating: **If there is no further business the meeting is adjourned.**)*

PROCEDURE:

OG(P): Outgoing (Position)

IC(P): Incoming (Position)

Questions for incoming board members and officers:

1. What is a leader?
2. Who as a leader has most inspired you?
3. Your goals for the year?

MY FAIR LADY:

You all know the story of MY FAIR LADY, the Broadway musical and motion picture. A poor little nobody, Eliza Doolittle, was taken in hand and trained to become a great lady. Well, this chapter does that also. We take a nobody in the office, with no knowledge of construction outside of her little realm, and through the National Association of Women in Construction, we develop her to the status of a well-informed, alert and valuable employee.

Before NAWIC, the voice on the other end of the telephone was just that – not a person, warm and friendly, that you met when you joined NAWIC. Through NAWIC you have developed your hidden potentials and your talents in many directions. You have learned to make reports to groups. You have written many semi-personal letters to people you many have never met, remembering names and faces of people you may only see once a year. At Forums, Fall Conference at the Regional level and Annual Conference at the National level you have held conversations with virtual strangers. All these things brought out abilities you didn't know you possessed. You have become a contributing member of the community AND you have developed into a GREAT LADY, which is the theme of this installation.

Have the officers and directors come forward and line up in order.

(If desired, begin background music: "I've Grown Accustomed to Your Face".)

IMMEDIATE PAST PRESIDENT: _____

To our outgoing President, this past year you have worked with this group and helped build our chapter. To you we say, "We've Grown Accustomed to Your Face," As a token of our esteem we present you with this Past President's pin, which you have duly earned. You will join the ranks of an ever-growing society of the Past Presidents of _____ (Chapter name) Chapter # _____ of NAWIC.

We've Grown Accustomed to Your Face:

We've grown accustomed to your face,
And to your very charming ways,
We're truly glad, you were our president,
We feel that you were great!
And, to add a bit to it,
We hereby wish to state,
We loved to watch your smiling eyes,
Observe your charm and grace.
We're accustomed to your face!

(If desired, begin background music: "Get Me to the Church on Time".)

DIRECTORS: _____, _____

You have been elected to the position of DIRECTORS and to you is given the privilege of working with the officers and members. Your sense of balance, as subjects of great importance are weighed in Board meetings, will bring the chapter towards great achievements. You act as the governing body of this organization. You shall accept the resignation of any officer or Board member and declare the office vacant. You shall act as a Board of Appeals over the ruling of any chapter officer, shall authorize all expenditures, with the consent of the membership, but shall not create any indebtedness beyond the annual income of the chapter, nor disburse funds for purposes non-essential to the chapter. Do you as DIRECTORS accept the charges assigned to you for the coming year and promise to fulfill your duties to the best of your ability? (*Response: "I do."*)

Get Me To The Church On Time:

We have some dandy new Directors,
We all agree they are fine.
While we're all for you,
We must implore you,
Please get to our meetings on time.
You'll have to make some big decisions.
Ideas within your minds will climb.
But while we're behind you,
We must simply remind you,
Please get to our meetings on time.
You'll steer the chapter this year,
And, you'll do fine.
We'll toast to (Director) and (Director) with some wine.
You're taking over in the morning,
Ding dong the bells are going to chime.
Ring out for (Director), Ring out for (Director),
But get to all our meetings on time!

(If desired, begin background music: "With a Little Bit of Luck".)

TREASURER: _____

You are the custodian of our funds and must maintain an accurate record of all receipts and expenditures to keep us within our budget. You must render invoices when necessary and report on the status of the funds periodically. Do you promise to fulfill this obligation to the best of your ability? (*Response: "I do."*)

With a Little Bit of Luck:

The Lord above gave you an arm of iron,
So, you could do your job and never shirk,
The Lord above gave you a will of iron,
So, with a little bit of luck, with a little bit of luck
You will balance out in all your work.

(If desired, begin background music: "On the Street Where You Live".)

CORRESPONDING SECRETARY: _____

You are charged with sending out notices of all special meetings, informing us of all incoming correspondence, handling all chapter correspondence and keeping us in close contact with those who work with us on the outside. Do you pledge your willingness to work in this capacity? *(Response: "I do.")*

On the Street Where You Live:

We have often been down your street before,
But the postman is the one that has to find your door.
Little words you write, make your letters bright,
That are sent from the street where you live.
You will share with us all the mail you get,
That, of course, will only be if you don't forget.
Have a good supply of stamp's, we'll buy,
To be sent from the street where you live.

(If desired, begin background music: "Wouldn't It Be Luverly?")

RECORDING SECRETARY: _____

It will be your duty to keep a complete record of all business transacted including that of the Board of Directors and keep an active record of the membership. You will have the availability of the records indicating all the progress of the chapter at your fingertips. Do you promise to accept this responsibility and to serve to the best of your ability? *(Response: "I do.")*

Wouldn't It Be Luverly?

All you need is a motion made,
From a group who aren't afraid.
Dispense with taking minutes,
Oh, wouldn't it be luverly?
Lots of nothing for your reports,
Lots of time just to be a sport.
Good times, good fun, good ladies,
Now, wouldn't that be luverly?

(If desired, begin background music: "You Did It!")

VICE PRESIDENT: _____

Our members have elected you to the second in command for this year. Our president will depend on you for aid. As Vice President, you shall act in the absence of the president and when doing so, shall perform the same duties and have the same authority as the president.

Do you promise that in the position you are about to assume, you will give support and aid to the president, giving trust, cooperation and endeavor? (*Response: "I do."*)

You Did It!

You said that you would do it, and indeed, you did.
Tonight, you get the title, you are now the VP
You did it!

(If desired, begin background music: "I Could Have Danced All Night!")

PRESIDENT-ELECT: _____

You will be increasing your knowledge of the duties of president during the coming year. You will acquaint yourself thoroughly with the functions, offices and opportunities of our organization so that you may be able to serve as president with confidence. Do you promise to fulfill the duties of your office to the best of your ability? (*Response: "I do."*)

I Could Have Sung All Night

You will now spread your wings,
And do a thousand things, you never did before.
You know what made it exciting, and you knew the time was right,
Then we made you President-Elect!
You could have sung all night.

(If desired, begin background music: "Show Me.")

PRESIDENT: _____

To you has been given the highest honor members of your chapter can bestow. By naming you PRESIDENT, they have conferred upon you the leadership of the chapter. Upon assuming presidency, it will be your responsibility to keep this chapter under construction and growing at all times. It will be your duty to put to use the fine building materials and talent you have represented in this chapter. As President, you are the executive head of this chapter and shall preside at all meetings, appoint all committees as specified in the bylaws, countersign all checks and perform other duties as may be required. You are charged to always uphold the bylaws of the chapter and our national association. You will be depended on to see that all your officers and members are in readiness at all times. Yours is a position of honor and authority, but one of responsibility to your members and to the ideals and objectives of our chapter and to yourself. Do you accept these tasks and promise to keep building our chapter of NAWIC? (*Response: "I do."*)

(Passing of the President's Pin) Outgoing President _____ (insert name), will you pin the president's pin above the heart of our new president? (While she is doing so, continue...) This pin is the symbol of your office and is the property of _____ (Chapter name) Chapter # _____ of NAWIC. It is the president's pin of our chapter. I know you will wear it with pride, and you will wear it well.

At the end of your term in office, you will be privileged to pass on your accomplishments and this pin to the next president. May you find satisfaction and fulfillment in your position as president.

(Passing of the Gavel) Webster defines a gavel as a small mallet rapped on the table by the presiding officer in calling for attention or silence. He also defines it as a mason's hammer for breaking off the rough edges of stones. Either of these descriptions would fit the gavel of the National Association of Women in Construction. This gavel may be used for securing attention and silence, but we hope that you will rarely need to employ it. You might say our members are the rough stones and you the mason. You will use this gavel to polish their rough edges when they become too exuberant and enthused. To you, our president, we entrust you with the chapter's gavel and that you will not have to resort to use it too often.

Show Me:

Don't talk of dreams, or fancy schemes,
Now that you're President, show us!
Sing us a song, lead us along,
Now that you're President, show us!
We are here together on our installation night,
Looking at you, our guiding light.
All of us together, members of this chapter.
This is the time to unite!
We wish you well, and time will tell
Now that you're President, show us!!

I now declare the officers and Board of Directors of the _____ (Chapter name) Chapter # _____ for the 20__-20__ year.

(If desired, begin background music: The theme from "My Fair Lady," Ascot Gavotte or medley of songs used.)

MEMBERS:

Will all the members please stand. As members, you have heard your officers and directors accept their responsibilities. Officers alone cannot make a chapter; you are the working force. Plan your work sincerely, speed its growth with directed effort, overcome obstructions with straight thinking and be willing and energetic in promoting harmony. Do you as members accept the charges for the coming year and will you work for, with and through your Board of Directors and officers? *(Response: "I do.")*

Option: Please join me in saying the **NAWIC Pledge:**

As material for the construction of our building,
I pledge the agility of my hands,
The ability of my mind,
And the integrity of my heart.

NAWIC EMBLEM:

The official NAWIC Emblem consists of two concentric circles with the words “National Association of Women in Construction” between the outer and inner circles and in the center the slender figure of a women holding the plumb line.

The plumb line has been recorded in history since 890 B.C. when it is mentioned in the Bible in Amos, 7:7 “Thus he shewed me: and, behold, the Lord stood upon a wall made by a plumbline, with a plumbline in his hand.”

The plumb line was used in the building of the temple of King Solomon, a might project of the time, costing billions of dollars and using workmen by the tens of thousands and five hundred superintendents at a time.

The plumb line is still being used as a necessary tool. We have chosen our symbol well and may we be as beneficial in our allotted years of life.

We may consider the various components of the plumb as they relate to the various offices of our chapter.

Have the officers and directors come forward and line up in order.

DIRECTORS: _____, _____

You have been elected to the position of director and to you is given the privilege of working with the officers and the membership. Your sense of balance, as subjects of great importance are weighed in Board meetings, will bring the chapter toward the achievement of the plumb line – a vertical line exactly perpendicular to the plane of the horizon, and “Four Square with the World.”

TREASURER: _____

Suspended from the end of a plumb line is a plumb BOB – a pear-shaped or globular weight ending in a point. The purpose of the plumb bob is to always maintain a taut line which assures perfect uniformity of measure. As the bob protects the rigidity of the line, I admonish you to protect the chapter’s funds, handle them with diligence and to the best interest of your chapter.

CORRESPONDING SECRETARY: _____

The correspondence of our organization may be likened to the line of the plumb LINE. As the line releases its laps, one at a time, so shall you fulfill your duties by carrying out such details as the title of your office suggests. Careful correspondence, plumbed and cross-leveled, will lead to harmony.

RECORDING SECRETARY: _____

Upon every plumb line we find the REEL which indicates strong and true delineation of the line. So may the leaves of your minute book record the events of our organization through the coming year.

VICE PRESIDENT: _____

You have been elected to the second highest office for the coming year. Your office is parallel with the FINGER-RING and SHAFT of the plumb line, for our president will depend on you for aid throughout the year, in holding the line of our perpendicularity true and upright. You will uphold the chapter's highest ideals so that it may be a credit to the association.

PRESIDENT-ELECT: _____

As president-elect, you will obtain the highest office next year. The plumb RULE is an instrument used by masons and carpenters in testing their work. You will be building on your knowledge of our organization during the coming year and testing your knowledge in much the same way as builders use the plumb rule so that your year as president will be true and straight.

PRESIDENT: _____

Your office is the highest plane in the chapter and combines all the talents necessary to produce maximum efficiency and unity. Your position is likened to the complete PLUMB BOB and LINE, and the ultimate in perfection. Do well your part in the coming year. Combine the efforts of the plumb rule, the finger-ring and shaft, the reel, the line and the bob, so that our chapter may build for the future. Direct the course of the
(_____ (Chapter name) Chapter # _____ of the National Association of Women in Construction so that at the end of the coming year you may sum up the organization's activities in these words:

We have worked in happy harmony,
NAWIC members strong and true,
As we plumbed and squared the structure,
That we leave, dear chapter, to you.

ALL OFFICERS AND DIRECTORS:

Do you as officers and directors, accept the charges assigned to you for the coming year and promise to fulfill your duties to the best of your abilities? (*Response, "I do."*)

MEMBERS:

You have heard your officers accept their responsibilities, which have been compared to a plumb line and plumb bob. Officers alone cannot make a chapter, no more than buildings can be constructed with only plumb and cross level. You are the suppliers and workers. Plan you

work sincerely, speed its growth with directed effort, overcome obstructions with straight thinking and be willing and energetic in promoting harmony.

Those who build the mighty pyramids
Three thousand years ago,
Held in hand the plumb bob,
That we now honor so.

Do you as members accept the charges assigned to you for the coming year and will work for, with and through your officers for a greater service to construction? (*Response: "I do."*)

I now declare the officers of the _____(Chapter name)
Chapter # _____of the National Association of Women in Construction for the 20____-20____
year installed.

Congratulations!!

PROCEDURE:

No tokens are suggested to be handed to the officers and directors as they are installed. It would be ideal to have the official NAWIC logo displayed in a prominent place for this service.

NAWIC HISTORY:

The National Association of Women in Construction (NAWIC) was formed in 1953 by a group of 16 women who were actively employed in the construction industry. They wanted to establish a formal system, whereby they could network, support each other both professionally and personally, and contribute to the success of women in the future who chose a career in construction. This progressive group of women had the foresight to create NAWIC and it gave them the confidence to reach for and achieve their goals. It was once said that these were women with “electricity in their veins, cement dust on their shoes, and sawdust on their minds.”

Although many things with NAWIC have changed since its inception, the mission still stands true to the vision of those 16 women. The _____ (Chapter name) Chapter # _____, has been a leader in contributing to the next generation, by (insert what your chapter does to promote construction to the youth). The history of our chapter is rich, and we have past members who have been owners, managers, support personal to trades women.

We are proud of what we’ve accomplished over the years and are committed to continuing the mission of NAWIC. As Board members, we take our roles seriously and realize that we are not only helping women in construction today but leaving an important legacy for women tomorrow.

Have the officers and directors come forward and line up in order.

DIRECTORS: _____, _____

You have been elected to the position of director and to you is given the privilege of working with the officers and the membership. Your experience and perspective are of significant importance to our Board meetings and your commitment will help move the chapter forward.

TREASURER: _____

You are charged with protecting the chapter’s funds, handling them with diligence, and acting in the best interests of the chapter. From time to time, your experience and knowledge will be called upon to weigh in on special activities in which the chapter will engage in. On a regular basis, you are responsible for ensuring that the chapter is always financially healthy.

SECRETARY: _____

You are responsible for maintaining an accurate record of all Chapter proceedings and are responsible for taking and distributing meeting minutes, which reflect the official record of the chapter. You will maintain a log of all approved and pending business items of the Chapter and will submit pending items to the President for inclusion on the agenda of the meeting. From time to time, you will be called on to facilitate communication with members through the website, newsletters, social events and more.

VICE PRESIDENT: _____

You have been elected to the second highest office for the coming year. From time to time, the President will rely on you for various duties and to step in when she is not available. You are responsible for upholding the chapter's highest ideals so that the association may benefit.

PRESIDENT-ELECT: _____

As president-elect, you will obtain the highest office in one year. During this year, you will build your knowledge and skills of the chapter, so that you will be ready to serve as the chapter President when the time comes.

PRESIDENT: _____

Your office is the highest plane in the chapter and combines all the talents necessary to maintain efficiency and unity among its members. You are the spokesperson for the Board of Directors and the primary contact for the members. It is your responsibility to build Board consensus on chapter issues, to work with the Board to ensure that the rules of the chapter and intentions of the Board are carried out. The President is the recipient of inquiries by external organizations and of member inquiries regarding chapter policies or practices.

ALL OFFICERS AND DIRECTORS:

Do you as officers and directors, accept the charges assigned to you for the coming year and promise to fulfill your duties to the best of your abilities? (*Response, "I do."*)

MEMBERS:

You have heard your officers accept their responsibilities. However, officers alone do not make a chapter. They count on you for your support and attendance to various chapter events.

Do you as members accept the charges assigned to you for the coming year and will you work through you officers to continue to support the mission of NAWIC? (*Response: "I do."*)

I now declare the officers of _____(Chapter name) Chapter #_____of the National Association of Women in Construction for the 20____-20____year.

Congratulations!!

PEARLS:

In the Holy Bible, in the Book of Matthew, Chapter 13, Verses 45 and 46 it is written: “Again, the kingdom of heaven is like unto a merchant man, seeking goodly pearls; Who, when he found one pearl of great price, went and sold all that he had, and bought it.”

There is nothing stranger than the history of pearls and the esteem in which they have always been held. The power of the world in every epoch have used and loved the mysterious ornaments. Pearls were among the most prized treasures of kings and are among the most valuable of jewels. Cleopatra’s pearls are the ones first mentioned in history. They were pear-shaped and were inherited from her ancestors.

Genuine pearls are extremely valuable. It takes a mollusk many years to produce a good one. Each is a perfect jewel plucked from the heart muscle of the live oyster. Pearls, as they come out of the shell, are still not ready to be made into strands of necklaces. They must be washed, polished and graded as to size and color.

In a strand of pearls, each and every pearl is as important as the one next to it. A chapter of the National Association of Women in Construction is much like a strand of pearls, since each and every member is precious and as important to the chapter as each pearl is to the entire strand. The beauty and value of the entire strand is decreased if several of the pearls outshine the rest of the strand. In pearls, it is the polishing and grading that makes the new pearl as lovely as the rest of the strand. In order to keep a chapter active, each new pearl or member must be educated in the objects of the association which are:

- To unite for the mutual benefit women who are actively employed in the various phases of the construction industry.
- To promote cooperation, fellowship and a better understanding among members of the Association.
- To promote education and contribute to the betterment of the construction industry.
- To encourage women to pursue and establish their careers in the construction industry.
- To provide members an awareness of the legislative process and legislation as it relates to the construction industry.

After these objectives have been achieved, the satiny gloss of the polished and valuable pearl enhances the beauty and value of the entire chapter.

Have the officers and directors come forward and line up in order.

IMMEDIATE PAST PRESIDENT: _____

To you I present this string of pearls that have been polished by your interest and leadership this past year. Just as the perfectly matched pearls must be strung on a fine chain to bind them

together into a beautiful strand; so, must the officers of the chapter, through their cooperation and teamwork, thread the NAWIC objectives on a fine chain of loyalty, understanding and achievement. Through your diligent and untiring efforts, you have furnished the chapter with the lustrous glow of achievements, and it is with a keen sense of loss that we realize you will longer be at the helm of leadership. As a member grows in leadership through her work, wisdom and fellowship, she grows larger and more important to a NAWIC chapter. Your many achievements and faithful adherence to the duties of the office of president during the past year have made you a true representative of the (chapter name and no.) of NAWIC. You have served your chapter well and can now look back on a record of achievement, service and integrity. Every member of this chapter is deeply indebted to you for the fine policy you have given to your chapter's strand of pearls. The members of the chapter thank you.

DIRECTORS: _____, _____

This strand of pearls signifies that you have been chosen as members of the Board of Directors and to you is given the privilege of working with the officers and members. Your sense of balance, as subjects of great importance are weighed in Board meetings, will bring the chapter toward the achievement of its many objectives. This string of pearls represents ORDER.

TREASURER: _____

It will be your responsibility that all the chapter's financial achievements be accurately recorded and if errors appear upon the surface, you must dive below to work to correct them. When you willingly should your net to harvest the chapter's projects, as you must do as Treasurer, your pearls represent the JOY OF ACHIEVEMENT you will experience.

CORRESPONDING SECRETARY: _____

It will be your duty to write and read all the chapter's correspondence, keeping it up-to-date and properly filed. "Twas she that ranged the words a random flung, Pierced the fair pearls, and them together strung." Your pearls represent the PEARL OF INTEGRITY.

RECORDING SECRETARY: _____

It will be your duty to unite the members through your efficient recording of the minutes of the chapter activities, which through the succeeding years become your chapter's invaluable history. Without this fine chain, no matter how many pearls we possess, we do not have a whole strand or chapter. As recording secretary, your pearls will represent EFFICIENCY AND ACCURACY.

VICE PRESIDENT: _____

It is your responsibility to serve in the president's absence if she is unable to preside. Your pearls represent SUPPORT AND LOYALTY.

PRESIDENT-ELECT: _____

Your office represents continuity of the chapter. You will continue to form for another year as you absorb and reflect the light, nurturing your skills for the day you will become the chapter's brightest pearl, its president. Your pearl represents the HEALTH AND CONTINUITY of the chapter.

PRESIDENT: _____

Your chapter has given you a precious gift – the privilege of accepting the responsibility and leadership as president. You are the strong and lovely clasp which firmly joins the chain of _____ (Chapter name) Chapter # _____ of NAWIC's ideals with pearls and members holding them all together. It is the strength and beauty of the clasp that truly makes our strand priceless. If it were to weaken and break, many precious pearls might be lost from the chain. You have been carefully polished and graded in preparation of this great honor and we look forward with anticipation to a successful year under your leadership. You are responsible for presiding at all meetings and seeing that all functions of the chapter are in accordance. Your pearls represent LEADERSHIP, COOPERATION AND COORDINATION.

Do you as officers, accept the charges assigned to you for the (year) year and do you promise to fulfill your duties to the best of your ability? (Response: "I do.")

MEMBERS:

Without you to help fill the string of pearls, it would not be complete. It will be your duty to keep this great pearl as polished and lustrous as it is tonight. Through the support, cooperation and enthusiasm of every member, you can accomplish the objectives of the National Association of Women in Construction and have a more priceless string of highly polished pearls.

Do you as members accept the charges for the coming year and will you work for, with and through your Board of Directors and officers? (Response: "I do.")

I now declare you the duly installed officers and directors for the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction for the 20__-20__ year.

PROCEDURE:

You will need one strand of pearls for each officer and director as stated in your chapter bylaws.

PUZZLE:

Puzzles are a part of our daily lives. There are crossword puzzles, number puzzles and jigsaw puzzles. Children learn to work puzzles at an early age and this process of figuring out how everything fits together continues through adulthood.

The unique thing about puzzles is that until the last word, number or piece is put into place, the puzzle is incomplete. Every word, number or piece is needed. Likewise, every member of this chapter is essential. If one person fails to do their duties, a piece of this foundation is missing, making it incomplete.

Today the officers and directors of the (chapter name and no.) will be installed using pieces of a jigsaw puzzle. Each of you have different duties to perform just as a piece of a puzzle is shaped differently. The officers and directors are the leadership pieces in this chapter. They provide guidance and help to keep everything running.

Would the current officers and directors please stand? You have spent this year bringing the (chapter name and no.) where we are today and therefore you begin the construction of the puzzle. Through your preparedness you now hand over your duties and responsibilities to the new board.

Have the officers and directors come forward and line up in order.

DIRECTORS: _____, _____

Directors, your role requires diligence and attention to detail. You are the “Framework” of the _____ (Chapter name) Chapter # _____ puzzle. Your duties include being a liaison for the membership and presenting new ideas for various items of duties.

Do you accept the responsibilities of this office and pledge to fulfill them to the best of your ability? (*Response: “I do.”*)

IMMEDIATE PAST PRESIDENT: _____

You have served as the leader of the chapter for past year and have represented the _____ (Chapter name) Chapter # _____ with dignity and professionalism. You will now take your place on the Board as Immediate Past President where your experience will serve as the “connection” piece of the Chapter puzzle.

TREASURER: _____

As Treasurer you are responsible for ensuring accurate financial records for the Chapter. You are the “financial” piece of the Chapter puzzle.

CORRESPONDING SECRETARY: _____

As Corresponding Secretary your duties include writing letters and notes that will display the chapter in a positive light to the community. You are the “inscribing” piece of the Chapter puzzle.

RECORDING SECRETARY: _____

You are the “recording” piece of the Chapter puzzle. Your responsibility as Recording Secretary is to ensure that accurate and sufficient documentation exists for the legal requirements of the Chapter’s history.

VICE PRESIDENT: _____

As Vice President you must understand the responsibilities of the President and be ready to perform these duties in her absence. You are the “support” piece of the Chapter puzzle.

PRESIDENT ELECT: _____

You must also understand the responsibilities of the President and be ready to move into the position at the end of the term. This is your time to prepare for your year as President. You are given the “preparing” piece of the Chapter puzzle.

PRESIDENT: _____

You are receiving the “leadership” piece of the Chapter puzzle. Your duties include presiding at all meetings, appointing committees and serving as the Representative of the _____ (Chapter name) Chapter # _____.

Do you as officers accept the responsibilities of your office and pledge to fulfill them to the best of your ability? (*Response: “I do.”*)

In front of you is an unfinished jigsaw puzzle. It represents the members of the _____ (Chapter name) Chapter # _____. Currently it is incomplete. It needs the officers’ pieces to be whole.

(To the officers). Would you please place your pieces in the puzzle? (When done). Officers, you have now assumed your positions within the Chapter, however, you are not the only pieces in the chapter.

MEMBERS:

Members, you are the other pieces needed to complete the chapter. Just as every piece in the puzzle fits snugly together to make a picture, every member of this chapter is joined together to accomplish the chapters goals. Support one another, and your chapter will be able to achieve great success.

It is my honor to hereby declare you the duly installed officers and directors of the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction for the 20__-20__ year.

Congratulations to all!!

PROCEDURE:

You can order a puzzle (cardboard or magnetic) of the NAWIC logo or your chapter logo if you have one. Display it so that each officer and director can place their puzzle pieces on a display board.

RAINBOW:

Tonight, it is my privilege to install the new officers and directors who have been chosen to serve as the leaders of the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction.

In making its choice, the members have expressed their conviction that you possess the qualities necessary for the responsibilities you now assume. During the coming year you should endeavor to combine the colors and qualities of the spectrum into a harmonious, well-designed, well-balanced picture with good perspective on local and national problems.

Have the officers and directors come forward and line up in order.

DIRECTORS: _____, _____

On each of you, I place the color **WHITE**. White is the symbol of oneness, purity and faith. As the artist uses white to contrast with the other colors and to mix with them to produce hues and shades, so do you exercise your powers to make the chapter one and keep its faith unflagging. Do you, as directors promise to fulfill the duties of your office? (*Response: "I do."*)

TREASURER: _____

The treasurer is important in a chapter, for as nothing can grow without the life-giving rays of the sun, so the chapter cannot function without a treasurer to keep its records and handle its money. Read carefully your duties as outlined in the bylaws and perform them carefully. Do you promise to do so? (*Response: "I do."*)

Upon your promise to fulfill the trust placed in you, I place the color **YELLOW**, which symbolizes honor, power and strength.

CORRESPONDING SECRETARY: _____

You have the task of taking care of the correspondence of the chapter. To many your words will stand for the words of the chapter and the content of your correspondence should reflect their high standards. Execute your duties with efficiency and promptness. **RED** has been chosen for you as it represents action, vigor and zeal along with love and friendship. Do you promise to execute your duties, always keeping these virtues as your guide? (*Response: "I do."*)

RECORDING SECRETARY: _____

The Recording Secretary has the responsibility of keeping accurate records of the proceedings of the organization. To do so calls for vision, humanity of spirit and richness of mind. All of

these are symbolized by the color GREEN. Do you promise to faithfully perform the responsibilities assigned to you? (*Response: "I do."*)

VICE PRESIDENT: _____

The vice president has the responsibility of fulfilling the duties of the president in her absence and to perform other duties as assigned. This is an important position and requires your valued experience. A vice president needs dignity and splendor, idealism and sublimity, all of which are represented by the color BLUE and symbolizes truth and wisdom. Do you promise to fulfill the duties of your office to the best of your ability? (*Response: "I do."*)

PRESIDENT ELECT: _____

As President Elect, you will be strengthening your knowledge of the duties of president during the coming year. So that you will be able to serve as president with confidence, you will acquaint yourself thoroughly with our organization – its functions, offices and opportunities. Do you promise to fulfill the duties of your office to the best of your ability? (*Response: "I do."*)

Your color is PURPLE, the color of leadership and administration.

The officers and directors' scarves are bands of color forming a rainbow which is symbolic of hope for the future.

PRESIDENT: _____

The members of the chapter have paid you the highest compliment within their power by electing you to serve as their president. You have a strong group of officers, each representing certain virtues as symbolized by the colors bestowed upon them and arranged into a rainbow of hope. Yours is the role of the artist, the painter whose sure hand must change these colors into a beautiful picture. Perhaps you will choose to mingle your colors into a living, vital, growing, strongly rooted tree (whatever is pictured on the scarf) as pictured here. Or you will choose another type of subject to paint or portray. You are the artist. I give you now the palette and brush, the tools you need as president. Your fellow officers typify oneness, purity, faith, honor, power, strength, action, vigor, zeal, love, friendship, vision, humanity, richness of mind, leadership, harmony, truth, integrity, splendor and dignity. These qualities are not confined to the chapter officers. They are to be found in every member and you will paint a true and complete picture only if you call upon the wisdom, knowledge, skills and energy of each and every one of the members. Do you accept the challenge to make a masterpiece of the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction? (*Response: "I do."*)

I pronounce you the duly installed officers of the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction for the 20__-20__ year and wish you all success.

As the rainbow has no end, so may the future of this chapter be of increasing benefit to the members, to the community and to all women in the construction industry.

PROCEDURE:

Have a rainbow painted on a large white cardboard with the colors of the rainbow painted in stripes as follows: Red – White – Yellow – White – Green – White - Blue – White – Purple. Each stripe (including white) will be covered with another stripe of the same size but that are all the same color. An assistant will pull the top strip off as the corresponding officer is installed.

<u>OFFICE:</u>	<u>COLOR:</u>	<u>SIGNIFYING:</u>
Directors (two or more)	White	Oneness, purity, faith
Treasurer	Yellow	Honor, power, strength
Corresponding Secretary	Red	Action, vigor, zeal, love, friendship
Recording Secretary	Green	Vision, humanity, richness of mind
Vice President	Blue	Dignity, splendor, idealism, sublimity, truth and wisdom
President Elect	Purple	Leadership and administration
President	Multi-colored	Artist

As each officer is installed, she is positioned in the order as colors of the rainbow.



ROSE:

One of the most stimulating experiences in NAWIC life is to witness the step across that intangible line which separates one administration from another. We bid adieu to the officers and directors who have served us well by giving of their time, strength and energy in upholding the traditions of this organization. We greet with enthusiasm the new officers and directors who have indicated their willingness to accept the responsibilities of leadership. You, as fellow members, should pledge your loyalty to these women who will serve as your leaders and faithfully endeavor to carry the standards of the National Association of Women in Construction to loftier heights than yet attained.

As the rose is symbolic of love and true friendship, and as the red rose is the flower of the association, it has been chosen as the theme of this installation.

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

Have the officers and directors come forward and line up in order.

DIRECTORS: _____, _____

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

TREASURER: _____

The rose has thorns for a purpose – to guard against molestations which detract from perfect growth. As the thorns protect the rose, I admonish you to protect the chapter's funds and the chapter's financial matters with diligence, efficiency and to the best interests of all. This rose, tied in GOLD, is symbolic of honor and loyalty. In accepting it, will you accept the duties as guardian of the funds of the chapter? *(Response: "I do.")*

CORRESPONDING SECRETARY: _____

AND RECORDING SECRETARY: _____

Upon every rose we find the leaves which indicate a strong and healthy plant and lend to the beauty of the rose itself. Your position is likened to the leaves; your accurate records and correspondence enhance the strength of your chapter. Your rose tied in BLUE exemplifies the trust and sincerity which must characterize the work of the secretary in keeping accurate and complete records of all business transacted. As you accept this rose, will you accept the

responsibilities of this office? *(Response: "I do.")*

VICE PRESIDENT: _____

PRESIDENT ELECT: _____

Your offices may be compared to the stem of the rose if you will support your president in the same manner as the stem gives nourishment and support to perfect flower. Much depends upon the fulfillment of your duties so that the association may function vigorously and effectively. Your rose tied in LAVENDER complements and reflects the purpose of the association's highest office. In accepting it, will you always stand ready to serve when called upon to do so? *(Response: "I do.")*

PRESIDENT: _____

Your office is on the highest plane; hence your position is like the full bloom of the rose – radiant and ultimate in perfection. Do well your part in the coming year, combining the efforts of the roots, the thorns, the leaves, the petals and the stem – to make a perfect bloom in fragrance and color, and our chapter a true garden where members will find strength, serenity and accomplishment. The president's pin and gavel are symbolic of your office and along with this rose, tied in PURPLE, are passed to you the duties and responsibilities of the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction. Do you accept this responsibility? *(Response: "I do.")*

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

(Each recently installed officer presents her rose to the new president.)

I do declare the officers of the (_____ (Chapter name) Chapter # _____ of the National Association of Women in Construction for the 20__-20__ year duly installed.

SHOE:

It is my honor to serve as the installing officer as we install the (year) board of the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction.

Our chapter is growing. We need to know, for this next year, where we are going and how we want our chapter to look. How many members do we want, what projects do we want to accomplish and what is our purpose?

When we get up in the morning, we ask ourselves those same questions as we plan for our day by deciding what we are going to wear, what we need to accomplish today and how we should look while we are doing it. We usually put our shoes on last, but they are absolutely necessary. While it might be argued that some people are more passionate about their footwear than others, not wearing something on your feet is not an option.

Shoes can pinch, wear out or get too small. When a child gets new shoes, it means they've grown. When we buy shoes, it means we are going someplace fancy, or our old ones have worn out. Growth can trigger change.

Shoes offer support, comfort and protection in much the same way friends do and, in this case, a board and its' directors.

- ◆ Shoes can help describe an unpleasant situation: "I'm glad I'm not in her shoes!" or they can help describe fear "Oh, I'm shaking in my boots!"
- ◆ If things are going well, and someone is in a better position than they used to be, then the shoe is on the other foot.
- ◆ If we are trying to offer constructive criticism to others, we would say "Well, if the shoe fits!"
- ◆ If you are waiting for something bad to happen, you'd be waiting for "the other shoe to drop".
- ◆ If you are going to take a job or position that someone else had before you, you are "stepping into someone else's shoes" and that is what we are doing this evening. The old board is stepping down and leaving their shoes to be filled by the new board.

Tonight, we would like to give the (year) board some appropriate footwear to help them walk this new adventure

Have the officers and directors come forward and line up in order.

IMMEDIATE PAST PRESIDENT: _____

As past president you will be the most well-known of the Board of Directors this year. To coin a phrase: Aged! As fine **CHAMPAGNE** has been with us through the centuries as a goal for the wine master, so will your presence, be there to guide the newly elected officers and directors. Share your wisdom with them.

DIRECTORS: _____, _____

The Directors of the NAWIC board help lend enthusiasm and interest to their chapters. They offer support that we will depend on as we work towards our goals. Congratulations on being elected by the members of the chapter. It is an honor and a privilege to serve this office. We will need your supervision and recommendations during the busy year we have planned. Here are your **DAZZLING HEEL KEYCHAINS** to help guide you to the places you will need to go during your year as director. Do you promise to be fair in your decisions, always respecting the wishes of the majority? *(Response: "I do.")*

TREASURER: _____

As the Treasurer of the board, you are the custodian of all funds. You will pay the bills authorized by the board, keep an itemized account of receipts and disbursements and present a written report at board meetings. The nature of your duties requires honesty and preciseness. Here are your **HEELS & PURSE** to make sure all the funds stay safe and sturdy and that you are ready and reliable. Do you promise to be faithful to this important trust? *(Response: "I do.")*

SECRETARY: _____

As Secretary you are responsible for keeping the minutes of the meetings of the chapter and the Board of Directors. You will keep accurate records of all motions made, updates of the membership and perform other duties as required by the President or the board. Here are your shoes: **PENCIL SHARPNER/NOTE PAD** to make sure all notes are written properly and that you fit into any situation. Do you promise to remain an impartial servant to our organization? *(Response: "I do.")*

VICE PRESIDENT: _____

The Vice President is to assist the President and, in her absence, will oversee her obligations. You will have to keep up with all the affairs of the Chapter and stay familiar with the duties of the President. Here is your "GRAY HEEL PENDANT" to keep with you at all times. Grey is neutral and balanced. You never know when you might be in the President's shoes, and you will need to be ready. It will help you keep up as you race to stay in touch with all committees and correspondence. Do you promise to fulfill the requirements of your office to the best of your ability? *(Response: "I do.")*

PRESIDENT ELECT: _____

As President Elect it is your duty to become familiarized with the chapter's operating procedures. You should acquaint yourself with all committees, functions and opportunities with the chapter so in the coming year you can serve the chapter with ease and confidence. Pink is a combination of red and white, so this "HOT PINK HEEL" is to help bring you energy and contentment within our chapter. Do you promise to fulfill these duties to the best of your ability? *(Response: "I do.")*

PRESIDENT: _____

The President must use all her talents to produce maximum efficiency and unity with the Chapter. She upholds the chapters' highest ideals and is a credit to the Association. You will stand tall on your high heels and expose our chapter to the publicity needed to raise awareness about NAWIC in our community. You bring new energy to

_____ (Chapter name) Chapter # _____ and we are all behind you as we are your soles while you walk this new path. The President needs to be transparent so here is your "GLASS SLIPPER" to remember this night and to shine as our President with elegance and grace. Do you accept to fulfill the office of President? (*Response: "I do."*)

MEMBERS:

The members of must help their elected board by, "stepping up" and staying involved with the association. They must commit their time and energies to enhance the image of women in construction and help the president and the board stand tall.

Do you as members promise to contribute generously of your time and energies by standing in your fabulous shoes and help the board do the same? (*Response: "I do."*)

I present to you the duly installed officers of the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction for the 20__-20__ year duly installed.

PROCEDURE:

OFFICE	SHOE
Directors (two or more)	Dazzling Heal Keychain
Treasurer	Heels & Purse
Secretary	Pencil Sharpener/Note Pad
Vice President	Grey Heel Pendant
President Elect	Hot Pink Heel
President	Glass Slipper

THE SOUND OF MUSIC:

THE SOUND OF MUSIC! When Rodgers and Hammerstein wrote the lyrics and music to this beautiful Broadway musical, it was truly a work of art. Tonight, I ask you to consider seriously a portion of this lovely song:

“My heart will be blessed with the sound of music, and I’ll sing once more.” Likewise, our hearts are blessed as we realize the caliber of officers you have elected whose combined efforts will form an everlasting lyric to the _____ (Chapter name) Chapter # _____, the _____ Region and to the National Association of Women in Construction.

In order for the work of any organization to function affectively, there must be harmony among the officers and members of the chapter. If you have true harmony, all work will be synchronized, all efforts will be launched in tune and the timing of all things will be perfect. This being true, the officers whom you have chosen to lead this year may be likened to instruments in an orchestra, thereby creating the smooth harmony in our chapter.

Have the officers and directors come forward and line up in order.

DIRECTORS: _____, _____

In music, the STAFF gives identity to DO RE MI and just as the staff is the starting point of all written compositions, you as DIRECTORS of the _____ (Chapter name) Chapter # _____ of NAWIC are the starting point of stimulating loyalty and friendship among your members. It is your duty to have a thorough understanding of the Stand Bylaws for Affiliated Chapters, the Chapter Standing Rules, NAWIC Policies and the National Bylaws. Do you promise to carry out the duties of your office? (*Each Responds: “I do.”*) I present to you the musical STAFF signifying the knowledge each Director must possess.

TREASURER: _____

In ancient time the TRUMPET was used to issue proclamations or warnings. In its present use, it frequently introduces the beginning and end of the orchestra’s theme. The trumpet is a fitting symbol for a treasurer, for just as each note of the instrument must be clear and distinct, so must your reports be informative and understandable. Keeping a record of all monies which, you receive, paying all budgeted items promptly and unbudgeted items as approved by the Board. Do you promise to fulfill your duties, being prompt, accurate and meticulous in your performance? (*Response: “I do.”*) I present to you the TRUMPET signifying your acceptance.

CORRESPONDING SECRETARY: _____

The TROMBONE is a brass wind instrument having a sliding piece which regulates the tone. The trombone establishes the foundation or base line of an orchestration – just as your line of communication will be a foundation for the _____ (Chapter name) Chapter # _____. Realizing that only authorized correspondence may be written in the chapter’s name, will you faithfully perform your duties? (*Response: “I do.”*) I present to you the

TROMBONE reflecting your graciousness.

RECORDING SECRETARY: _____

The DRUMS are the percussion instrument of the orchestra. An increase in the movement or retardation of the orchestra is indicated by a roll of the drums. All progress is indicated by accurate records of the secretary. If the secretary fails to keep proper records, there is now way for the officers and members to know the weakness or progress of the chapter. Just as one drummer's sticks keep regular rhythm, so must your records be kept and in keeping of those records, you must set the tempo for the years' work. By receiving the DRUM of our orchestra, do you assure your desire to be accurate in recording the history of the (chapter name) Chapter? (*Response: "I do."*)

VICE PRESIDENT: _____

There is one instrument on which the orchestra depends on for both melody and rhythm – the PIANO. If for any reason, the director finds it necessary to step aside, the piano can set the tempo for the other instruments and lead the orchestra to a finished performance. You, as Vice President, are charged with the responsibility of working in such harmony with the president that you can continue her program at any time. As a symbol of your responsibility, do you accept this PIANO signifying your promise to serve as second in command? (*Response: "I do."*)

PRESIDENT ELECT: _____

The VIOLIN is the most brilliant and agile of the string family. They are the sopranos of the string section and more often than not play the melody, but they are just as effective in a variety of supporting roles. As President Elect, you will be charged with the responsibility of supporting the president and vice president in complete harmony; and, time will be called upon to conduct the melody. As a symbol of your responsibility, do you accept this VIOLIN signifying your promise to serve as President Elect? (*Response: "I do."*)

PRESIDENT: _____

As President of _____ (Chapter name) Chapter # _____, you bear the same relation to it that the director bears to an orchestra. It is not necessary that the director play any instrument, but it is necessary that she know how much should be played, but that she knows how each should be played and able to take over any instrument and show how a difficult passage should be done. When each member of an orchestra understands how her part should be performed, not a single sound is heard which is personally produced by the director; but with each movement of her BATON, perfect music flows forth. (President's name), with the highest honor the members of this chapter can bestow, upon you rests the responsibility of real leadership. You must create confidence, breed enthusiasm and develop cooperation among your members. Through your efforts to meet the needs of the _____ (Chapter name) Chapter # _____, the

_____ Region of the National Association of Women in Construction and the City of _____ (local city and/or area), you will achieve the growth needed in our organization. You must at all times maintain the dignity of the office, the work and plan wisely for the chapter. Harmony comes when all look to the director and follow the direction of her BATON. Do you pledge your solemn and dedicated acceptance of your leadership role? (*Response: "I do."*) As a symbol of leadership, I give you this BATON.

MEMBERS:

To you the members of _____ (Chapter name) Chapter # _____ of NAWIC, I would say that just as an orchestra works better to hearty applause, so will these officers work better with loyalty and your support. And, just as an orchestra gives pleasure to many people, may the chapter give inspiration, information and pleasure to all those with whom you are associated this year. Let us resolve that during the coming year we will strive to be kinder to our fellow member, to understand better the privilege of being a member of NAWIC and to interpret NAWIC’s activities to the community and to the construction industry. Do you as members accept these responsibilities? If so, please answer *“We will.”*

Officers, you have heard the pledge of loyalty and support of the members. I now declare you the duly installed officers of the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction for the 20 ____-20 ____ year. Congratulations!!

PROCEDURE:

Each officer and director is presented with the appropriate charm for her office:

<u>OFFICE:</u>	<u>CHARM:</u>	<u>SIGNIFYING:</u>
Directors (two or more)	Staff	Starting point and knowledge
Treasurer	Trumpet	Clear and distinct
Corresponding Secretary	Trombone	Foundation
Recording Secretary	Drum	Accuracy
Vice President	Piano	Second in Command
President Elect	Violin	Support
President	Baton	Leadership

TRUE LEADERS:

Installing Officer: Thank-You, it is truly an honor to be installing the 20__-20__ Board of the _____ (Chapter name) Chapter # _____ of the National Association of Women in Construction.

Immediate Past President: _____

You have served the chapter well as its president. In the community and on the national and regional levels, as well as within the chapter, you provided outstanding leadership and representation of the _____ (Chapter name) Chapter # _____ of NAWIC. Thank-You for your service and dedication. You will continue to serve on the Board of Directors this coming year with the special title of Immediate Past President.

Present her with the Past President pin.

Directors: _____, _____, _____

You have been elected to serve as Directors and to you is given the privilege of working with the officers and members. As members of the Board of Directors, your actions, resulting from your TEAMWORK, will fulfill your OBLIGATIONS to the Chapter membership as you perform your duties on the Board. Do you accept the role and responsibilities of a Director and agree to fulfill them to the best of your abilities?

Directors respond, "I do".

Secretary: _____

You have been elected to serve as Secretary. Do you agree to keep accurate and complete records of the proceedings of your chapter along with the other duties of the Secretary to the best of your ability?

Secretary responds, "I do".

Treasurer: _____

You have been elected to serve as Treasurer. Do you agree to protect the chapter's funds and to handle with diligence, efficiency and the best interests of all, the Chapter's financial matters along with the other duties of the Treasurer to the best of your ability?

Treasurer responds, "I do".

Vice-President: _____

You have been elected to serve as Vice-President. Do you agree to always stand ready to

assume the duties of the President when called upon to do so along with the other duties of the Vice-President to the best of your ability?

Vice-President responds, “I do”.

President: _____

By electing you PRESIDENT, the members have charged you with the responsibility of administration and leadership. As chief executive, you will serve as a channel of information from the regional and national levels. You will be responsible for the faithful execution of the chapter's plans, properly delegating and presiding at all meetings. Do you accept the role and responsibilities of the Chapter President and agree to fulfill them to the best of your abilities?

President responds, “I do”.

Sheri Dew, an American author and publisher said, “True leaders understand that leadership is not about them but about those they serve. It is not about exalting themselves but about lifting others up.”

Members:

These are the officers of your choice. You are to be congratulated on your selection, but in placing them as your leaders, you must not lose sight the fact that cooperation from every member is necessary for continuing the success of your Chapter. It is my pleasure to present to you your newly installed officers and directors.

WINE:

Wine predates man's written history by many centuries. We know it is referred to in the book of Genesis when speaking of Noah, after the flood, having to till the fields to plant his vineyard. The Greek God of wine was the very dignified Dionysus, while later the Romans chose to portray the God Bacchus as red nosed and fat. These representations show the ways man has chosen to present wine as integral part of his heritage.

Wine has been used to celebrate many events. There is word of it in records of conquering's, weddings, christenings, death, love, power and it has a deep religious significance. It was, we know, the missionaries who introduced wine to the New World.

There are many qualities to fine wine that are synonymous with the leadership that you have elected. For this reason, and as a celebration of life, I shall toast each one of you tonight.

Have the officers and directors come forward and line up in order.

IMMEDIATE PAST PRESIDENT: _____

As past president you will be the most well-known of the Board of Directors this year. To coin a phrase: Aged! As fine **CHAMPAGNE** has been with us through the centuries as a goal for the wine master, so will your presence, be there to guide the newly elected officers and directors. Share your wisdom with them.

DIRECTORS: _____, _____

As directors you are likened to the new strain of effervescent wines; the **SPARKLING WINES** that are so fresh, varied and unheralded, having not yet reached perfection. There are **WHITES, ROSÉS AND BURGUNDYS**, each with its different tastes, but still of the same distinction as any fine champagne. You will each reach for the level of perfection the wine master has sought for you.

TREASURER: _____

You know grapes cannot grow without the life-giving rays of the sun, so your chapter cannot grow with the accuracy of your records. The dry, light, precise balance of the **RHINE WINES** of Germany are the basis of many varieties known today. Continue this fine blend as the basis for your efforts.

CORRESPONDING SECRETARY: _____

You are like the fine **ROSÉ** wine. It is the perfect mixture of white grapes with the carefully timed addition of color from the red grapes. It is described as having action, vigor and zeal. These qualities will guide you well in the written contract you must maintain outside the chapter.

RECORDING SECRETARY: _____

A fine **BURGUNDY** wine is said to be full-bodied, strong in flavor and bouquet. It is also thought to be the wine mentioned in the chronicles of old. Follow these centuries of tradition and chronicle the chapter's activities and accomplishments for those to come after you. What you record now will be history tomorrow.

VICE PRESIDENT: _____

PRESIDENT ELECT: _____

We know **BRANDY** is a spirit distilled form of wine. It is used to fortify wines, producing fine **Sherry, Port** and many varieties of fruit brandies. The distinction of already having been a fine wine that has come into its own gives you the knowledge that you are able to function well with each member and also able to stand alone as president should the occasion arise.

PRESIDENT: _____

You are the wine master and the keeper of the keys to the wine cellar, the **SOMMELIER** (pronounced somel'yā). To you we give the keys to the cellar. It is your job to maintain the balance of the chapter. Each member has attributes of a fine wine: appearance, clarity and depth, purity and body. You are to know which of these qualities are required for each goal to be attained. Use them to their best advantage and all will benefit from your leadership.

I hereby declare the officers of the (chapter name & no.) of the National Association of Women in Construction for the (year) year duly installed.

MEMBERS:

You are linked to the many varieties of **WHITE WINE**. They range from pale straw to deep gold in color. These delicate wines vary from extremely dry and tart to sweet and full-bodied. It is the most popular wine variety in the world, due to the vast array that is available. Each of us has her own favorite and your individual tastes should be the voice to your Board of Directors. You are the majority, participate and be heard!

Please raise your glass in a toast to your new Board of Directors, the new year and the future of the National Association of Women in Construction.

Let us stand and close with the NAWIC pledge:

As material for the construction of our building,
I pledge the agility of my hands,
The ability of my mind,
And the integrity of my heart.

PROCEDURE:

- Each person installed received a wine glass with a small bottle of wine representing their office.
- Wine glasses were etched with each office and their first name.
- Members got a wine glass without etching and a small bottle of wine.
- The President also received a skeleton key for the cellar
- The Treasurer received a wine from Germany.

GAVEL PRESENTATION:

As a symbol of your office, this gavel is placed in your hands with best wishes for a successful term as the leader of _____(Chapter name) Chapter #_____. Use it sparingly and command respect (or: Use it graciously and with pride).

Ladies it is a privilege to present your president, _____(name). Please pledge your support and loyalty with your applause.

As a symbol of your authority, I place this gavel in your hands with my best wishes for a successful term.

By entrusting this symbol with you, your chapter has recognized the five presidential attributes in GAVEL:

G – For Graciousness in a presidential manner.

A – For Ability to Administer wisely and amicably.

V – For Valiant upholding of laws and Versatility in ways of doing.

E – For Enthusiasm about plans and projects.

L – For Loyalty to all, in all things, at all times.

Use it sparingly and wisely.

Ladies, may I present your president, (name). You may pledge you support with applause.

I wish to pledge my loyalty and assistance to you, our new president, to the new board and to the entire organization.

It is a privilege to be entrusted with the chapter’s symbol of authority, the gavel, and it is a pleasure to present it to one I hold in esteem. (*“pass it on” when the outgoing president makes the presentation*).

The history of the gavel is somewhat shrouded in mystery. The word “gavel” is of unknown origin but is linked with an old English word “Kevel” which is a kind of sledgehammer used for shaping or breaking stone.

John Nance Garner, who was vice president for two terms under Franklin D. Roosevelt and Speaker of the House, had many gavels presented to him. His collection of 160 is housed in the memorial museum in Austin, Texas.

Each one has been used at least once. They are made of 44 different kinds of wood – cedar, dogwood, olive wood from the Holy Land and ebony. One is made from the timbers of the White House roof. They are also made of ivory, zinc, copper and in various shapes with silver bands and more. They vary in size, and one weighs 150 pounds. Some have geographical significance and others are over 100 years old.

These gavels and personal gifts are significant to all Americans and indicate the authority and dignity of a presiding officer.

It gives me great pleasure to present you this gavel, emblematic of your authority and right to act officially in the capacity of the office of president. Use it sparingly and command respect.

