

Women of



the Moose

***2010
Installation
of
Officers,
Appointed
Officers
and
Chairmen***

INSTALLATION OF OFFICERS, APPOINTED OFFICERS AND CHAIRMEN

The Chapter shall not take away from the Installation Ceremony and floor-work as herein provided or the Installation shall be declared **NULL AND VOID**. See Chapter room set-up using Diagram 6 ONLY. Remove any unnecessary chairs.

The Installing Guide is the **ONLY** co-worker who escorts the newly installed Chairmen, Appointed and Elected Officers to their chairs.

The Annual Installation of Officers, Appointed Officers and Chairmen shall be held anytime during the month of April. The date shall be selected at the beginning of the Chapter year when the calendar is prepared. Loyal Order of Moose members, qualified guests and prospective members may be invited.

The Senior Regent-Elect shall be invited to meet with the current Board of Officers for the purpose of completing arrangements. The dress code for the Installation shall be included in the plans submitted to the Board of Officers. The entire proposal shall then be brought to the Chapter for approval through the minutes of the Board of Officers' meeting.

The Senior Regent-Elect shall appoint co-workers of the Chapter to serve as Installing Regent, Installing Chairman, Installing Chaplain, Installing Guide and (if desired) Installing Musician.

Only a Past Regent is eligible to serve as Installing Regent. If a Chapter does not have a Past Regent or Past Regents are to be installed, the Senior Regent-Elect may invite a Past Regent from another Chapter to serve as Installing Regent. Any co-worker in the Chapter may serve as Installing Chairman, Installing Guide or Installing Chaplain.

The incoming Junior Graduate Regent and all duly elected Officers shall be installed during the month of April and will assume their duties on May 1. Officers shall not be installed before the regular installation date in April. Officers shall not fill the office to which they are elected or attend Board Meetings until after they are installed and their term begins.

There shall be no pro tems for the Officers, Appointed Officers and Chairmen who are to be installed. Any Junior Graduate Regent, Officer, Appointed Officer or Chairman who is unable to attend the scheduled Installation shall be installed at a regular Chapter meeting before filling the office to which she is elected or appointed. The Senior Regent, Junior Graduate Regent and Recorder shall be installed on or before July 31st to be eligible to earn individual honors. (Refer to Women of the Moose General Laws.)

If desired, the Chapter may have an Installing Musician.

Newly Elected Officers and Junior Graduate Regent, newly Appointed Officers, Chapter Development Committee Chairmen, Standing Committee Chairmen present at the Installation must be installed in their respective chairs.

DUTIES OF INSTALLING CHAIRMAN

Subject to plans presented to the Board of Officers and approved by the Chapter, the Installing Chairman shall supervise all arrangements for the use of the meeting room, programs, refreshments, flowers, etc. She may appoint a committee to assist her, if necessary.

The Installing Chairman shall open the meeting and proceed to the point in the ceremony where the Installing Regent takes the gavel. The gavel is returned to the Installing Chairman by the newly-installed Senior Regent upon completion of her address to the assembly. The Installing Chairman will continue with the remainder of the program. She shall close the meeting by calling on the Installing Chaplain to give closing prayer as shown in the Meeting Procedures and Agendas.

PREPARATION FOR INSTALLATION CEREMONY

Emblems/medallions are placed on edge of altar in the order they will be invested. The Bible is placed in center of altar, facing the audience, before the meeting is called to order. (Diagram 6)

See Chapter room set-up, Diagram 6.

Current Officers, Appointed Officers and Chairmen not being installed are seated in a designated section in the theater chairs.

Officers-Elect and incoming Junior Graduate Regent are seated in the front row of theater chairs. Appointed Officers and Chairmen are seated in reserved sections in the front of the room.

The Installing Officers are seated in the second row of chairs behind the podium when meeting is called to order. Refer to Diagram 6 for proper seating arrangement. The Installing Musician (if applicable) is seated at Musician's station when Installation is called to order.

Use microphone at podium for all speaking parts with the exception of the Installing Guide's presentation of co-workers at the altar.

SPECIAL INSTRUCTIONS

INSTALLATION HELD DURING CHAPTER YEAR

When it is necessary to install an Officer, Appointed Officer or Chairman during the Chapter year, please refer to Meeting Agenda.

The co-worker is seated in the chair to which she has been elected or appointed. The emblem/medallion is placed at the podium prior to the Installation Ceremony.

The Senior Regent shall appoint co-workers of the Chapter to serve as Installing Regent (who shall be a Past Regent) and Installing Guide. Any Past Regent present may serve as Installing Regent without jeopardizing personal or Chapter honors.

If a Chapter Development Committee Chairman is to be installed, follow Ceremony on Pages 134 to 135. If a Standing Committee Chairman is to be installed, follow Ceremony on Pages 136 to 137. If an Appointed Officer is to be installed, follow Ceremony beginning on Page 137. If an Officer is to be installed, use Ceremony beginning on Page 138 and follow investiture of that particular office shown on Pages 139 through 143.

After the Chapter Development Committee or Standing Committee Chairman, Appointed Officer or Officer has been installed, offer congratulations and administer the oath as written beginning on Page 143 and ending on Page 144.

Upon being installed, the Officer, Appointed Officer or Chairman returns to her chair.

Diagrams are not necessarily used in succession or in numeric order.

INSTALLATION CEREMONY

INSTALLING CHAIRMAN:

MEMBERS AND FRIENDS, ON BEHALF OF (Name) CHAPTER, IT IS MY PRIVILEGE TO EXTEND A HEARTY WELCOME. THE INSTALLATION OF OFFICERS, APPOINTED OFFICERS AND CHAIRMEN, WHICH YOU ARE ABOUT TO WITNESS, MARKS ANOTHER MILESTONE IN OUR HISTORY. TO THOSE WHO ARE MEMBERS, IT IS AN OCCASION OF GREAT INTEREST AND IMPORTANCE. WE FACE A NEW YEAR EAGER TO CONTINUE TO INCREASE THIS CHAPTER'S CONTRIBUTION TO THE WORK BEING ACCOMPLISHED BY THE WOMEN OF THE MOOSE.

TO OUR GUESTS PRESENT TODAY (TONIGHT), WE HOPE THIS OCCASION WILL GENERATE AN INTEREST AND BRING THE REALIZATION OF WHAT MEMBERSHIP IN OUR ORDER COULD MEAN TO EACH OF YOU. BY JOINING US, EVEN GREATER BENEFITS TO THOSE IN NEED WILL BE ACCOMPLISHED. YOUR EFFORTS, ADDED TO OURS, WILL CONTRIBUTE TO THE PROGRESS OF THE WOMEN OF THE MOOSE AND THE LOYAL ORDER OF MOOSE.

IT IS MY PLEASURE TO INTRODUCE THE INSTALLING OFFICERS.

CO-WORKER _____ (Name) _____ INSTALLING REGENT

CO-WORKER _____ (Name) _____ INSTALLING CHAPLAIN

CO-WORKER _____ (Name) _____ INSTALLING GUIDE

AND (If applicable) CO-WORKER _____ (Name) _____ INSTALLING MUSICIAN

I WELCOME YOU ON BEHALF OF THE CHAPTER.

(Rap 2)

(Pause)

INSTALLING CHAIRMAN:

REMEMBERING ALWAYS THAT WE ARE LED BY AN UNSEEN HAND, THE INSTALLING CHAPLAIN WILL OPEN THE HOLY BIBLE UPON THE ALTAR AND ASK GOD'S BLESSING UPON THIS INSTALLATION.

(See Diagram 6.a)

Installing Chaplain proceeds to the altar, reverently opens Bible and offers prayer. Following prayer, Installing Chaplain returns to her chair (Diagram 6.a). If applicable, appropriate music may be played for floor work.

INSTALLING CHAPLAIN:

LORD, WE ASK THY BLESSING UPON THIS CHAPTER AND THE OFFICERS, APPOINTED OFFICERS AND CHAIRMEN TO BE INSTALLED. IMPRESS UPON THEM THE RESPONSIBILITIES THEY ARE ABOUT TO ASSUME. MAY THEY EVER LOOK TO THEE FOR GUIDANCE THROUGHOUT THE COMING YEAR.

INSTILL INTO THE HEARTS OF THE MEMBERS, THE NECESSITY TO UPHOLD THESE OFFICERS IN THE FULFILLMENT OF THEIR DUTY TO CARRY THE STANDARDS OF MOOSE-HEART INTO OUR HOMES AND COMMUNITIES.

LET US GO FORTH TOGETHER TO MAKE A STRONG CHAPTER THAT WILL STAND BEFORE THE WORLD AS A SYMBOL OF ALL THAT THOU HAS TAUGHT US OF FAITH, HOPE AND CHARITY. WE ASK THIS IN THY NAME. AMEN.

When both United States and Canadian Chapter members are present, both Pledges will be given. The Pledge of the country where the Chapter is located will be performed first.

INSTALLING CHAIRMAN:

PLEASE JOIN ME IN THE PLEDGE TO OUR FLAG.

Co-workers of United States Chapters face the flag, place hand over heart and say Pledge of Allegiance together. Co-workers of Canadian Chapters face flag and join in pledge.

I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA AND TO THE REPUBLIC FOR WHICH IT STANDS, ONE NATION UNDER GOD, INDIVISIBLE, WITH LIBERTY AND JUSTICE FOR ALL.

Use the following for Canadian Chapter members:

PLEASE REPEAT AFTER ME THE WOMEN OF THE MOOSE PLEDGE.

Everyone turns toward Canadian Flag. Canadians may salute the flag during pledge. All co-workers repeat after Installing Chairman.

INSTALLING CHAIRMAN:

I PLEDGE ALLEGIANCE TO MY FLAG - AND PROMISE TO DEFEND IT FROM DESECRATION - AND BY WORD, ACT AND DEED - WILL CONDEMN ANARCHY OR INSUBORDINATION-WHERE THE SAME CONCERNS MY COUNTRY. - THE LOYAL ORDER OF MOOSE - AND WOMEN OF THE MOOSE - STAND FIRST AND FOREMOST FOR LOYALTY -.

(Rap 1)

INSTALLING REGENT, I PRESENT THE GAVEL TO YOU TO CONDUCT OUR INSTALLATION CEREMONY.

Installing Chairman returns to her chair. Installing Regent proceeds to the podium.

INSTALLING REGENT:

THANK YOU INSTALLING CHAIRMAN _____ (Name) _____. IT IS A PRIVILEGE TO INSTALL THESE OFFICERS, APPOINTED OFFICERS AND CHAIRMEN.

FRIENDS, FAITHFULNESS TO DUTY AND UNSELFISH DEVOTION TO THE AIMS AND PURPOSES OF THE WOMEN OF THE MOOSE ARE QUALITIES THAT HAVE EVER BEEN PRESENT IN THOSE WHO HAVE SERVED THIS CHAPTER AS ITS OFFICERS, APPOINTED OFFICERS AND CHAIRMEN. THOSE WHO NOW RETIRE FROM OFFICIAL DUTY HAVE MET THEIR RESPONSIBILITIES WITH COURAGE AND INTEGRITY AND WILL CONTINUE AS TRUSTED ADVISERS TO THEIR SUCCESSORS. IT IS THE DESIRE OF THIS CHAPTER TO PAY TRIBUTE TO ITS RETIRING OFFICERS, APPOINTED OFFICERS AND CHAIRMEN FOR SERVICES WHICH NO MATERIAL GIFTS CAN MEASURE.

(Pause)

RETIRING OFFICERS, APPOINTED OFFICERS AND CHAIRMEN, PLEASE RISE. (Pause)

CO-WORKERS, ON BEHALF OF _____ (Name) _____ CHAPTER, I GIVE YOU GRATEFUL THANKS FOR SERVICES YOU HAVE SO FAITHFULLY PERFORMED DURING THE PAST YEAR AND FOR THE CONTRIBUTIONS YOU HAVE MADE TO FURTHER THE CAUSE WE LOVE. THIS CHAPTER WILL CONTINUE TO INCREASE IN SERVICE TO THE MOOSE FRATERNITY BY THE CONTRIBUTION OF YOUR EFFORTS. WE HOPE THAT

THE BEST OF YOUR EXPERIENCE MAY ALWAYS BE AVAILABLE TO THOSE WHO ASK YOUR ADVICE AND THAT YOUR ENCOURAGEMENT WILL ALWAYS BE GIVEN TO THOSE WHO SEEK TO DO THEIR DUTY. THANK YOU, YOU MAY BE SEATED.

(Pause)

INSTALLING REGENT:

SENIOR REGENT, HAVE THE OFFICERS, APPOINTED OFFICERS AND CHAIRMEN PRESENT FOR INSTALLATION BEEN DULY ELECTED AND APPOINTED?

Retiring Senior Regent stands.

RETIRING SENIOR REGENT:

INSTALLING REGENT, THEY HAVE.

Retiring Senior Regent is seated.

INSTALLING REGENT:

THE SUCCESS OF A CHAPTER YEAR DEPENDS GREATLY ON THE SERVICES OF THE CHAPTER DEVELOPMENT COMMITTEE CHAIRMEN. IT IS MY PLEASURE TO INTRODUCE THE CO-WORKERS WHO HAVE ACCEPTED THE RESPONSIBILITIES OF SERVICE AS CHAPTER DEVELOPMENT COMMITTEE CHAIRMEN FOR THE ENSUING YEAR. WHEN YOUR NAME IS ANNOUNCED, PLEASE RISE AND REMAIN STANDING.

- MEMBERSHIP/RETENTION CHAIRMAN** (Name) _____
- PUBLICITY CHAIRMAN** (Name) _____
- YOUTH INVOLVEMENT CHAIRMAN** (Name) _____
- MOOSEHEART/MOOSEHAVEN CHAIRMAN** (Name) _____
- COMMUNITY SERVICE CHAIRMAN** (Name) _____
- EDUCATIONAL ADVANCEMENT CHAIRMAN** (Name) _____
- FAMILY INVOLVEMENT CHAIRMAN** (Name) _____
- MOOSE CHARITIES CHAIRMAN** (Name) _____
- HEALTH AWARENESS CHAIRMAN** (Name) _____

(Pause)

INSTALLING GUIDE, PLEASE TAKE YOUR PLACE AT THE

ALTAR.

Installing Guide proceeds directly to her position at the center of the altar as shown in Diagram 6.b.

INSTALLING REGENT:

CHAPTER DEVELOPMENT COMMITTEE CHAIRMEN, PLEASE PROCEED TO YOUR PLACES AT THE ALTAR.

Chairmen proceed as shown in Diagram 6.b. Beginning with the chairmen in the back row, they take their places in a semi-circle between the podium and the altar, facing the audience. The front row follows.

INSTALLING REGENT:

CHAIRMEN, TO YOU HAS BEEN ENTRUSTED SPECIAL OBLIGATIONS ACCORDING TO OUR PROGRAM. IT IS YOUR DUTY TO PRESENT AND CARRY OUT PLANS FOR A COMMITTEE ACTIVITY NIGHT, HOLD MONTHLY COMMITTEE MEETINGS, SPONSOR A FUND-RAISING PROJECT TO BENEFIT MOOSEHEART, MOOSEHAVEN AND THE CHAPTER, PREPARE REQUIRED REPORTS AS SET FORTH IN THE GENERAL LAWS OF THE WOMEN OF THE MOOSE AND HELP INCREASE THE MEMBERSHIP OF OUR CHAPTER. YOU WILL USE YOUR ENDEAVORS TO KEEP MEMBERS INTERESTED IN THE ACTIVITIES OF THE CHAPTER THROUGH PARTICIPATION.

(Pause)

INSTALLING GUIDE, YOU MAY INVEST THE CHAPTER DEVELOPMENT COMMITTEE CHAIRMEN WITH THE EMBLEMS OF THEIR POSITIONS.

Installing Guide picks up emblem/medallion from altar, turning to her right to invest Appointees, beginning with Health Awareness Chairman and continuing through the Membership/Retention Chairman. Each Appointee approaches Installing Guide who invests her with her emblem/medallion and returns to position in semi-circle.

INSTALLING GUIDE PLEASE ESCORT THE CHAPTER DEVELOPMENT COMMITTEE CHAIRMEN TO THEIR CHAIRS.

Chairmen turn to their right and follow the Installing Guide back to their chairs. When all are in place, they are seated. Installing Guide returns to altar as shown in Diagram 6.c.

INSTALLING REGENT:

OUR CHAPTER DEPENDS ON EXPERIENCED CO-WORKERS TO SERVE AS CHAIRMEN OF THE STANDING COMMITTEES. THE STANDING COMMITTEES ARE RESPONSIBLE FOR ORGANIZING ACTIVITIES FOR THE ADVANCED DEGREE HOLDERS OF THE CHAPTER.

INSTALLING REGENT:

IT IS MY PLEASURE TO INTRODUCE THE CO-WORKERS WHO HAVE ACCEPTED THE RESPONSIBILITIES OF SERVICE AS STANDING COMMITTEE CHAIRMEN FOR THE ENSUING YEAR. WHEN YOUR NAME IS ANNOUNCED, PLEASE RISE AND REMAIN STANDING.

ACADEMY OF FRIENDSHIP CHAIRMAN _____ (Name) _____

COLLEGE OF REGENTS CHAIRMAN _____ (Name) _____

STAR RECORDER CHAIRMAN _____ (Name) _____

(Pause)

CHAIRMEN, PLEASE PROCEED TO YOUR PLACES AT THE ALTAR.

Chairmen proceed as shown in Diagram 6.d.

CHAIRMEN, TO YOU HAS BEEN ENTRUSTED SPECIAL OBLIGATIONS ACCORDING TO OUR PROGRAM. IT IS YOUR DUTY TO PRESENT AND CARRY OUT PLANS FOR A COMMITTEE ACTIVITY NIGHT, HOLD MONTHLY COMMITTEE MEETINGS, SPONSOR FUND-RAISING PROJECTS TO BENEFIT OUR TWIN CITIES AS WELL AS THE CHAPTER, PREPARE REQUIRED REPORTS AS SET FORTH IN THE GENERAL LAWS OF THE WOMEN OF THE MOOSE AND HELP INCREASE THE MEMBERSHIP OF OUR CHAPTER. YOU WILL USE YOUR TALENTS AND EXPERIENCE TO KEEP MEMBERS INTERESTED IN THE ACTIVITIES OF THE CHAPTER THROUGH PARTICIPATION.

HARMONY AND UNDERSTANDING ARE KEY TO THE SUCCESS OF EVERY CHAPTER. YOUR WILLINGNESS TO ACCEPT AND PROMOTE ALL PROGRAMS AND PROCEDURES SET FORTH BY THE WOMEN OF THE MOOSE WILL INSPIRE CO-WORKERS TO FOLLOW IN YOUR FOOTSTEPS.

(Pause)

INSTALLING REGENT:

INSTALLING GUIDE, YOU MAY INVEST THE STANDING COMMITTEE CHAIRMEN WITH THE EMBLEMS OF THEIR POSITIONS.

Installing Guide picks up emblem/medallion from altar, turning to her left to invest Appointees, beginning with Star Recorder Chairman. Each Appointee approaches Installing Guide who invests her with her emblem/medallion and returns to position in semi-circle.

INSTALLING REGENT:

INSTALLING GUIDE, PLEASE ESCORT THE STANDING COMMITTEE CHAIRMEN TO THEIR CHAIRS.

Chairmen turn left and follow Installing Guide back to their chairs. When all are in place, they are seated. Installing Guide returns to her place at the altar as shown in Diagram 6.d.

INSTALLING REGENT:

IT IS MY PLEASURE TO READ THE NAMES OF THE APPOINTED OFFICERS TO BE INSTALLED. WHEN YOUR NAME IS ANNOUNCED, PLEASE RISE AND REMAIN STANDING.

ASSISTANT GUIDE _____ (Name) _____

GUIDE _____ (Name) _____

INSTALLING REGENT:

APPOINTED OFFICERS, PLEASE PROCEED TO YOUR PLACES AT THE ALTAR.

Appointed Officers proceed as shown in Diagram 6.e.

CO-WORKERS _____ (Name) _____ AND _____ (Name) _____, AS GUIDE AND ASSISTANT GUIDE, TO YOU BELONGS THE HONOR OF ESCORTING HONORED MEMBERS OF THE CHAPTER AND ASSISTING IN THE PREPARATION OF THE MEETING ROOM. THE PARAPHERNALIA AND OTHER PROPERTY OF THE CHAPTER WILL BE ENTRUSTED TO YOUR KEEPING. THE COURTESY AND EFFICIENCY WITH WHICH YOU PERFORM YOUR DUTIES WILL BE OF GREAT VALUE IN THE ADVANCEMENT OF THE CHAPTER AND IN PROMOTING FRIENDLINESS AMONG THE MEMBERS.

PRIOR TO THE CHAPTER MEETING, YOU WILL ATTEND THE CHAPTER DOOR(S) AND ALLOW ONLY THOSE WHO

ARE ELIGIBLE TO ENTER. YOU WILL CHECK MEMBERSHIP CARDS OF ALL CO-WORKERS WHO ENTER THE CHAPTER ROOM TO ENSURE THEY ARE IN GOOD STANDING. YOU SHALL PERFORM ANY OTHER DUTIES AS REQUESTED BY THE SENIOR REGENT.

INSTALLING GUIDE, PLEASE INVEST THE APPOINTED OFFICERS WITH THE EMBLEMS OF THEIR OFFICE.

Installing Guide picks up emblem/medallion from altar, turning to her left to invest Appointees, beginning with the Guide. Each Appointee approaches Installing Guide who invests her with her emblem/medallion and returns to position in semi-circle.

INSTALLING REGENT:

INSTALLING GUIDE, PLEASE ESCORT THE APPOINTED OFFICERS TO THEIR CHAIRS.

Appointed Officers turn left and follow Installing Guide back to their chairs as shown in Diagram 6.e. When all are in place, they are seated.

Installing Guide proceeds to her place to escort the Elected Officers as shown in Diagram 6.f.

INSTALLING REGENT:

IT IS MY HONOR TO ANNOUNCE THE NAMES OF THE CO-WORKERS WHO WILL SERVE AS THE BOARD OF OFFICERS OF OUR CHAPTER. WHEN YOUR NAME IS ANNOUNCED, PLEASE RISE AND REMAIN STANDING.

SENIOR REGENT	_____ (Name)
JUNIOR GRADUATE REGENT	_____ (Name)
JUNIOR REGENT	_____ (Name)
CHAPLAIN	_____ (Name)
SECRETARY/TREASURER	_____ (Name)
RECORDER	_____ (Name)

LET US CONGRATULATE THEM WITH A ROUND OF APPLAUSE.

(Pause for applause.)

THANK YOU, YOU MAY BE SEATED.

INSTALLING REGENT:

INSTALLING GUIDE, YOU WILL PRESENT AT THE ALTAR THE CO-WORKERS WHO HAVE PLEDGED THEMSELVES TO SERVE THIS CHAPTER AS OFFICERS. PLEASE PROCEED.

Installing Guide proceeds. Recorder-Elect and Installing Guide proceed to their places at the altar. Installing Guide takes one (1) step back after presenting officer as shown in Diagram 6.f. **Repeat as necessary for all Officers.**

INSTALLING GUIDE:

INSTALLING REGENT, I HAVE THE PLEASURE OF PRESENTING CO-WORKER _____ (Name) _____, WHO HAS BEEN ELECTED RECORDER FOR THE ENSUING YEAR.

INSTALLING REGENT:

RECORDER, YOUR DUTIES REQUIRE THAT YOU KEEP THE CHAPTER MEMBERSHIP AND FINANCIAL RECORDS IN SUCH MANNER AS MAY BE REQUIRED BY WOMEN OF THE MOOSE HEADQUARTERS.

YOU SHALL SIGN ALL DOCUMENTS AND PAPERS THAT REQUIRE THE RECORDER'S SIGNATURE, AFFIX THE SEAL OF THE CHAPTER WHEN REQUIRED, AS WELL AS ISSUE AND SIGN ALL CHECKS.

YOUR ELECTION SIGNIFIES THE CO-WORKERS OF YOUR CHAPTER HAVE CONFIDENCE IN YOUR HONESTY, INTEGRITY AND ABILITY.

TOGETHER WITH THE SENIOR REGENT AND SECRETARY/TREASURER, YOU SHALL BE CUSTODIAN OF, AND RESPONSIBLE FOR, ALL SECURITIES AND VALUABLE PAPERS. YOU SHALL PRINT ALL BULLETINS AND EMAILS RECEIVED FROM WOMEN OF THE MOOSE HEADQUARTERS AND MOOSE INTERNATIONAL AND GIVE THEM TO THE SECRETARY/TREASURER FOR HER TO READ AT THE MEETINGS.

FOLLOWING YOUR TERM OF OFFICE, ALL BOOKS, MONIES, RECORDS, PARAPHERNALIA AND EQUIPMENT WHICH YOU HAVE IN YOUR POSSESSION SHALL BE TURNED OVER TO YOUR SUCCESSOR.

INSTALLING GUIDE, YOU WILL INVEST THE RECORDER WITH THE EMBLEM OF HER OFFICE AND ESCORT HER TO HER CHAIR.

HER CHAIR.

Installing Guide escorts Recorder to her chair by circling the altar. When Recorder has reached her chair, Installing Guide returns to front row to escort next Officer. **Repeat as necessary for all Officers, (Diagram 6.f).**

INSTALLING GUIDE:

INSTALLING REGENT, I HAVE THE PLEASURE OF PRESENTING CO-WORKER _____ (Name) _____, WHO HAS BEEN ELECTED SECRETARY/TREASURER FOR THE ENSUING YEAR.

INSTALLING REGENT:

SECRETARY/TREASURER, YOUR DUTIES REQUIRE THAT YOU KEEP AN ACCURATE RECORD OF ALL PROCEEDINGS OF THE CHAPTER MEETINGS AS REQUIRED IN THE GENERAL LAWS OF THE WOMEN OF THE MOOSE. YOU SHALL BE RESPONSIBLE FOR WRITING ALL CHAPTER CORRESPONDENCE OVER THE SIGNATURES OF THE BOARD OF OFFICERS, READ ALL NECESSARY CORRESPONDENCE AND PRESERVE SAME IN THE PERMANENT CHAPTER FILES.

FOLLOWING YOUR TERM OF OFFICE, ALL BOOKS, RECORDS, CORRESPONDENCE AND PAPERS WHICH YOU HAVE IN YOUR POSSESSION SHALL BE TURNED OVER TO YOUR SUCCESSOR.

INSTALLING GUIDE, YOU WILL INVEST THE SECRETARY/TREASURER WITH THE EMBLEM OF HER OFFICE AND ESCORT HER TO HER CHAIR.

INSTALLING GUIDE:

INSTALLING REGENT, I HAVE THE PLEASURE OF PRESENTING CO-WORKER _____ (Name) _____, WHO HAS BEEN ELECTED CHAPLAIN FOR THE ENSUING YEAR.

INSTALLING REGENT:

CO-WORKER, YOU HAVE BEEN GIVEN THE SACRED DUTY OF LEADING THE CHAPTER IN DEVOTIONAL EXERCISES. WE LOOK TO YOU TO HELP US REMEMBER THE VOWS WE HAVE TAKEN. UPON THE DEATH OF A CO-WORKER, IT WILL BE YOUR RESPONSIBILITY TO SUPERVISE THE FUNERAL CEREMONY, WHEN REQUESTED BY HER FAMILY.

INSTALLING REGENT:

YOUR DUTIES SHALL ALSO REQUIRE YOU TO VISIT THE SICK, DISABLED AND DISTRESSED WHENEVER POSSIBLE AND MAKE A FULL REPORT TO THE CHAPTER AT EACH MEETING.

MAY YOU ALWAYS ENDEAVOR TO REFLECT A REVERENT EXAMPLE OF KINDNESS, PATIENCE AND TOLERANCE THAT WILL BE A CONSTANT INSPIRATION TO ALL. MAY YOUR BELIEF IN A SUPREME BEING SERVE AS A GUIDE TO YOUR FEET AND A LIGHT ON YOUR PATHWAY.

INSTALLING GUIDE, YOU WILL INVEST THE CHAPLAIN WITH THE EMBLEM OF HER OFFICE AND ESCORT HER TO HER CHAIR.

INSTALLING GUIDE:

INSTALLING REGENT, I HAVE THE PLEASURE OF PRESENTING CO-WORKER _____ (Name) _____, WHO HAS BEEN ELECTED JUNIOR REGENT FOR THE ENSUING YEAR.

CO-WORKER, IN YOUR POSITION AS JUNIOR REGENT, YOU WILL STAND READY AT ALL TIMES TO ASSIST THE SENIOR REGENT IN HER EXECUTIVE DUTIES.

IT SHALL BE YOUR DUTY TO BE CURRENT WITH ALL RULES, REGULATIONS AND PROCEDURES. YOU SHALL PRESIDE OVER THE CHAPTER AND BOARD MEETINGS WHEN THE SENIOR REGENT IS UNABLE TO ATTEND.

YOUR ELECTION AS JUNIOR REGENT INDICATES THAT YOUR CO-WORKERS HAVE FOUND IN YOU THE QUALITIES OF WISE LEADERSHIP AND A WILLINGNESS TO SERVE.

INSTALLING GUIDE, YOU WILL INVEST THE JUNIOR REGENT WITH THE EMBLEM OF HER OFFICE AND ESCORT HER TO HER CHAIR.

INSTALLING GUIDE:

INSTALLING REGENT, I HAVE THE PLEASURE OF PRESENTING CO-WORKER _____ (Name) _____, WHO WILL SERVE AS JUNIOR GRADUATE REGENT FOR THE ENSUING YEAR.

INSTALLING REGENT:

CO-WORKER, THE TITLE OF JUNIOR GRADUATE REGENT

INSTALLING REGENT:

SIGNIFIES THAT YOU HAVE SERVED THIS CHAPTER IN ITS HIGHEST OFFICE AND, FROM THE EXPERIENCE YOU HAVE GAINED, YOU BRING WISDOM AND UNDERSTANDING TO YOUR NEW POSITION. OFFICERS AND MEMBERS LOOK TO YOU FOR ADVICE. COUNSEL ALWAYS FOR THE GOOD OF THE CHAPTER.

WE HAVE CONFIDENCE THAT YOU WILL FULFILL YOUR DUTIES OF OFFICE AND, AT THE END OF YOUR TERM, QUALIFY TO RECEIVE YOUR PAST REGENT'S CARD.

INSTALLING GUIDE, YOU WILL INVEST THE JUNIOR GRADUATE REGENT WITH THE EMBLEM OF HER OFFICE AND ESCORT HER TO HER CHAIR.

INSTALLING GUIDE:

INSTALLING REGENT, I HAVE THE PLEASURE OF PRESENTING CO-WORKER _____(Name)_____, WHO HAS BEEN ELECTED SENIOR REGENT OF THIS CHAPTER.

INSTALLING REGENT:

CO-WORKER, AS SENIOR REGENT YOU ARE THE PRESIDING OFFICER OF THE CHAPTER. YOU HAVE RECEIVED THE HIGHEST HONOR AND, WITH IT, YOU HAVE RECEIVED A GREAT RESPONSIBILITY.

YOU ARE RESPONSIBLE FOR ALL EXECUTIVE FUNCTIONS AND SHALL PERFORM ALL OTHER DUTIES REQUIRED IN THE GENERAL LAWS OF THE WOMEN OF THE MOOSE.

IT IS YOUR DUTY TO FOLLOW AND ENFORCE THE RULES, REGULATIONS AND PROCEDURES OF THE WOMEN OF THE MOOSE AS LISTED IN THE GENERAL LAWS AND MEETING PROCEDURES AND AGENDAS.

YOU HAVE THE OPPORTUNITY TO LEAD THE CO-WORKERS IN SERVICE TO MANKIND THROUGH MEMBERSHIP BUILDING AND THE CARRYING OF MOOSEHEART STANDARDS INTO OUR HOMES AND COMMUNITIES.

WORKING IN HARMONY AND UNITY WITH ALL MEMBERS ENSURES THAT A BURDEN HEAVY TO ONE IS BORNE LIGHTLY BY MANY. MAY YOUR YEAR AS SENIOR REGENT BE CROWNED WITH SUCCESS AND MAY THE CHAPTER EARN THE AWARD OF ACHIEVEMENT.

INSTALLING REGENT:

THE GAVEL IS YOUR SYMBOL OF AUTHORITY. LET YOUR USE OF IT BE FAIR AND IMPARTIAL TO EVERY CHAPTER MEMBER.

INSTALLING GUIDE, INVEST THE SENIOR REGENT WITH THE EMBLEM OF HER OFFICE AND ESCORT HER TO HER CHAIR.

(Rap 2)

Everyone remains standing until incoming Senior Regent is at her chair.

After Senior Regent is seated, Installing Guide will proceed to her chair.

(Rap 1)

INSTALLING REGENT:

TO THE OFFICERS, APPOINTED OFFICERS AND CHAIRMEN, WE OFFER OUR HEARTFELT CONGRATULATIONS!

AS LEADERS OF THIS CHAPTER, THE WOMEN OF THE MOOSE PROGRAM PROVIDES OPPORTUNITIES FOR PERSONAL GROWTH. IT ENABLES MEMBERS TO ATTAIN HONORS AND DEGREES AS RECOGNITION OF SERVICES RENDERED TO THEIR CHAPTERS. YOU ARE ENCOURAGED TO ATTEND THE ANNUAL TRAINING SESSIONS THAT MAY ALSO BE A REQUIREMENT OF YOUR RESPECTIVE OFFICE.

ADDITIONAL KNOWLEDGE MAY BE GAINED BY ATTENDING THE ANNUAL AND MIDYEAR CONFERENCES. BY TAKING ADVANTAGE OF THE MANY EDUCATIONAL OFFERINGS, YOU WILL HAVE A BETTER UNDERSTANDING OF THE OPPORTUNITIES AVAILABLE TO YOU AND A WORKING KNOWLEDGE OF THE QUALIFICATIONS FOR THE VARIOUS AWARDS, HONORS AND DEGREES.

YOU SHALL ALSO PERFORM ALL OTHER DUTIES REQUIRED IN THE GENERAL LAWS OF THE WOMEN OF THE MOOSE AND AS REQUESTED BY THE SENIOR REGENT.

OFFICERS, APPOINTED OFFICERS AND CHAIRMEN, PLEASE RISE.

(Pause)

INSTALLING REGENT:

PLEASE RAISE YOUR RIGHT HAND AND REPEAT THE FOLLOWING OBLIGATION AFTER ME.

IN THE PRESENCE OF ALMIGHTY GOD - AND THESE WITNESSES - I SOLEMNLY PLEDGE UPON MY HONOR - TO PERFORM WILLINGLY AND FAITHFULLY - THE DUTIES OF THE POSITION - WHICH I HAVE ACCEPTED. - I WILL STRIVE EARNESTLY - TO BE WORTHY - OF YOUR TRUST AND CONFIDENCE. - I WILL PRACTICE THE PRECEPTS - OF THE WOMEN OF THE MOOSE - AND TRY TO LIVE - SO THAT MY EXAMPLE - WILL BE WORTHY OF EMULATION.

THANK YOU. YOU MAY LOWER YOUR HAND AND BE SEATED.

(Pause)

CO-WORKERS, THESE OFFICERS, APPOINTED OFFICERS AND CHAIRMEN WHOM I HAVE JUST INSTALLED HAVE PROMISED TO DEDICATE THEMSELVES TO THE WORK OF THE WOMEN OF THE MOOSE.

THEY RECOGNIZE THE RESPONSIBILITY ENTRUSTED TO THEM. MAY THEIR LIVES AND YOURS BE DEDICATED TO SERVICE.

BY VIRTUE OF THE POWER VESTED IN ME AS A QUALIFIED INSTALLING REGENT, THESE OFFICERS, APPOINTED OFFICERS AND CHAIRMEN OF _____ (Name) CHAPTER ARE NOW DECLARED DULY INSTALLED FOR THE ENSUING YEAR.

(Pause)

MY FRIENDS, NO ONE EVER FILLS THE OFFICE OF SENIOR REGENT WITHOUT ESTABLISHING HERSELF IN THE HEARTS OF MANY CO-WORKERS. THEIR GOOD WISHES FOLLOW HER INTO HER NEW OFFICE AS JUNIOR GRADUATE REGENT. IT IS MY PLEASURE TO INVITE THE JUNIOR GRADUATE REGENT TO COME TO THE PODIUM TO ADDRESS YOU.

(Pause)

Continue when new Junior Graduate Regent is at podium.

CO-WORKERS AND FRIENDS, I PRESENT JUNIOR GRADU-

ATE REGENT _____ (Name) _____ .

Installing Regent returns to her chair and is seated.

After the new Junior Graduate Regent addresses the assembly she continues with...

NEW JUNIOR GRADUATE REGENT:

MEMBERS, I PRESENT OUR SENIOR REGENT.

(Rap 2)

When new Senior Regent is at the podium, proceed with...

THE SIGN OF FAITH IS MADE BY RAISING YOUR RIGHT HAND SHOULDER HIGH WITH PALM OUTWARD, WITH FINGERS TOGETHER. LET US EXTEND THE SIGN OF FAITH TO OUR NEW SENIOR REGENT. (Give Sign)

(Rap 1)

SENIOR REGENT, I PRESENT TO YOU THE GAVEL, WHICH IS THE SYMBOL OF YOUR OFFICE.

NEW SENIOR REGENT:

THANK YOU, JUNIOR GRADUATE REGENT _____ (Name) _____ .

New Junior Graduate Regent returns to her chair and is seated. The new Senior Regent will address the assembly. At this time she will also introduce the Special Chairmen appointed for the ensuing year (if applicable). Upon completion of her address, she returns the gavel to the Installing Chairman.

NEW SENIOR REGENT:

INSTALLING CHAIRMAN, I RETURN THE GAVEL TO YOU FOR THE REMAINDER OF THE PROGRAM.

New Senior Regent returns to her chair and is seated. Installing Chairman will present remaining program and announcements, if any, and then proceeds.

INSTALLING CHAIRMAN:

PLEASE RISE AS THE INSTALLING CHAPLAIN OFFERS THE CLOSING PRAYER.

Installing Chaplain proceeds to altar in same manner as in beginning of program, offers prayer, closes Bible and returns to chair and is seated..

INSTALLING CHAPLAIN:

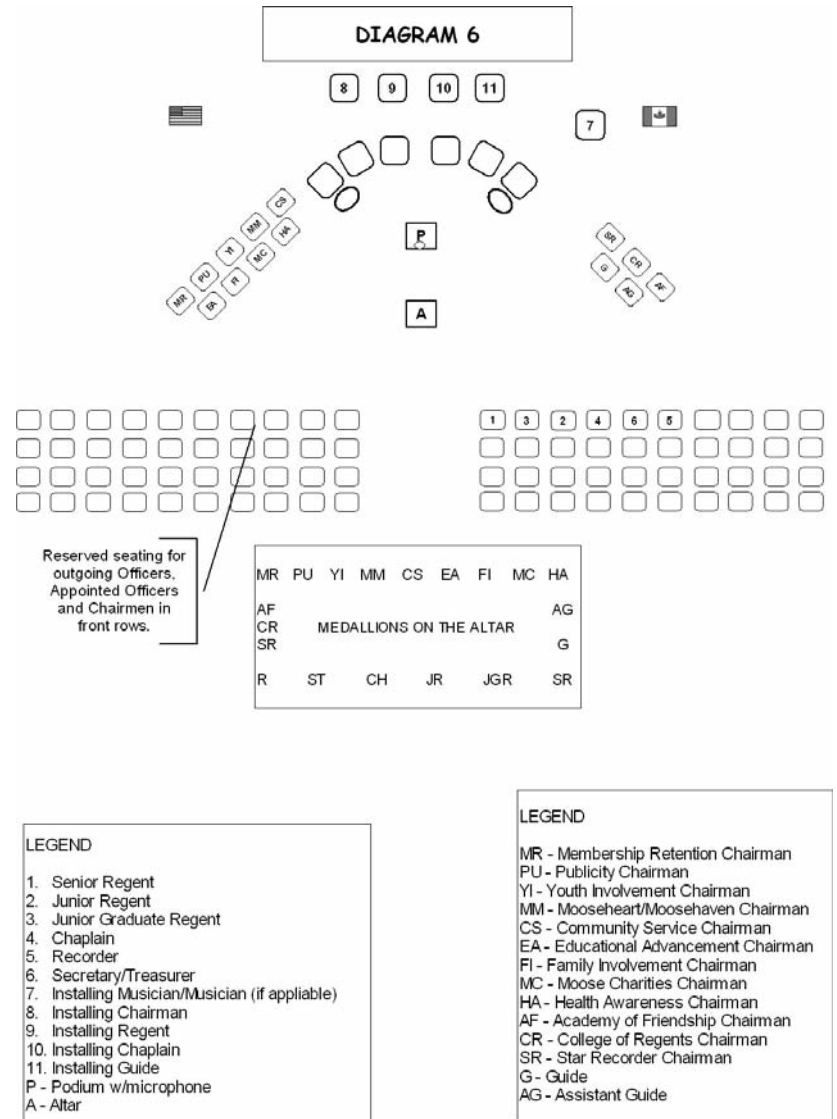
OUR HEAVENLY FATHER, WE GIVE THANKS TO THEE FOR THE PRIVILEGE OF MEETING TOGETHER. WE ASK YOUR BLESSINGS ON THIS GROUP OF DEDICATED CO-WORKERS. MAY WE FACE THE TASKS OF THE NEW YEAR WITH FAITH THAT WE SHALL FEEL THE TOUCH OF THY GUIDING HAND, HOPE FOR THE SUCCESSFUL ACCOMPLISHMENTS OF OUR DUTIES AND CHARITY IN OUR HEARTS FOR ALL MANKIND. WE PRAY FOR THE RICH REWARDS OF THY BLESSING. BE NEAR US, NOW AND ALWAYS.

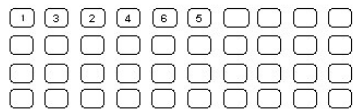
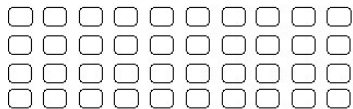
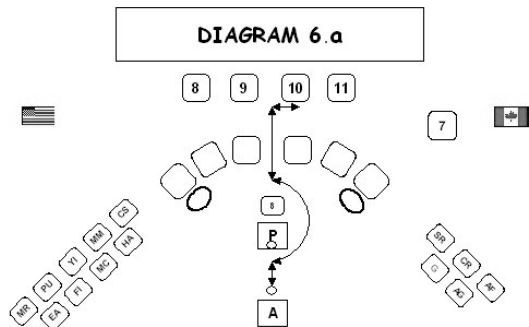
AMEN.

INSTALLING CHAIRMAN:

(Rap 1)

THIS BRINGS OUR INSTALLATION TO A CLOSE. WE THANK EACH OF YOU FOR ATTENDING THIS MEMORABLE OCCASION FOR THE NEWLY INSTALLED CO-WORKERS. OUR FRATERNAL GOOD WISHES GO WITH YOU.



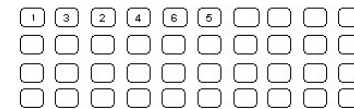
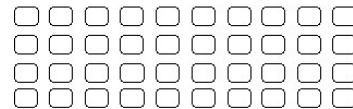
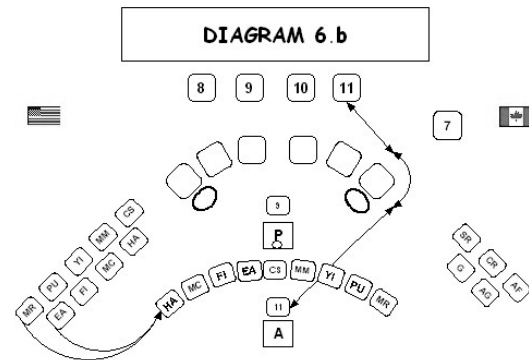


LEGEND

1. Senior Regent
2. Junior Regent
3. Junior Graduate Regent
4. Chaplain
5. Recorder
6. Secretary/Treasurer
7. Installing Musician/Musician (if applicable)
8. Installing Chairman
9. Installing Regent
10. Installing Chaplain
11. Installing Guide
- P - Podium w/microphone
- A - Altar

LEGEND

MR - Membership Retention Chairman
 PU - Publicity Chairman
 YI - Youth Involvement Chairman
 MM - Mooseheart/Moosehaven Chairman
 CS - Community Service Chairman
 EA - Educational Advancement Chairman
 FI - Family Involvement Chairman
 MC - Moose Charities Chairman
 HA - Health Awareness Chairman
 AF - Academy of Friendship Chairman
 CR - College of Regents Chairman
 SR - Star Recorder Chairman
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DIAGRAM 6.c

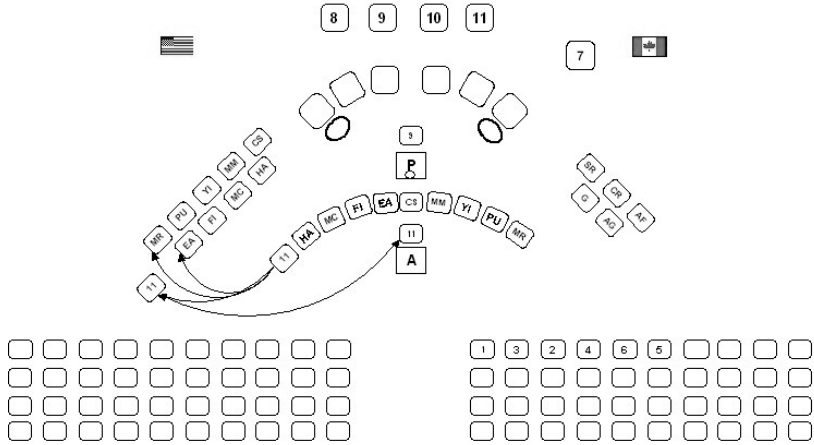
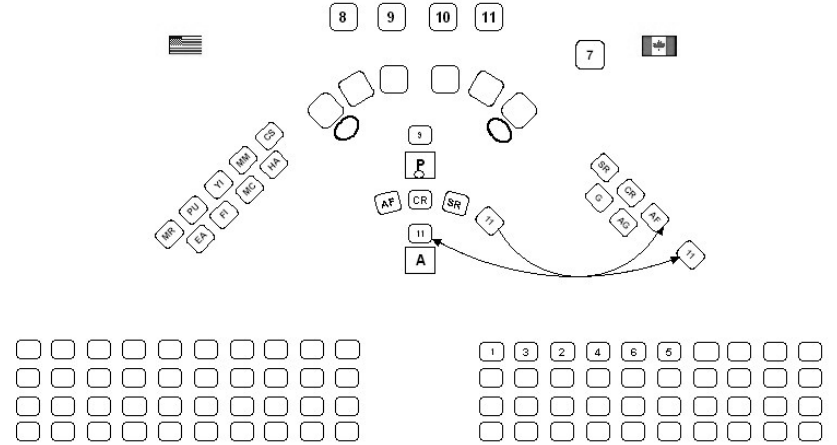


DIAGRAM 6.d



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- 6. Secretary/Treasurer
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- 8. Installing Chairman
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- 11. Installing Guide
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- A - Altar

LEGEND

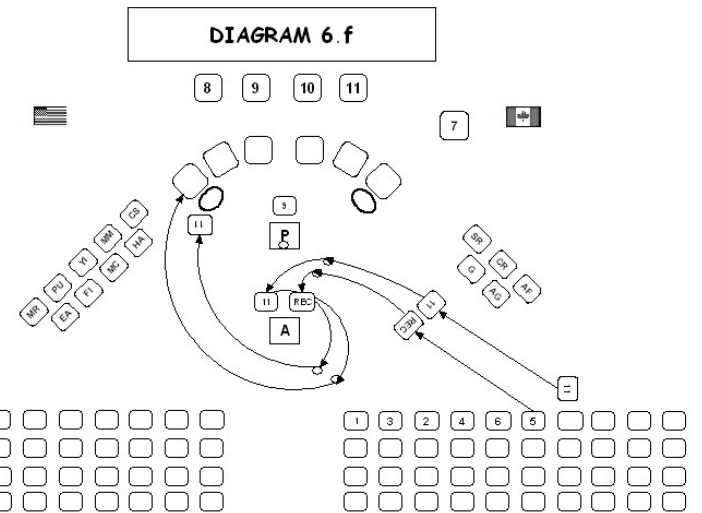
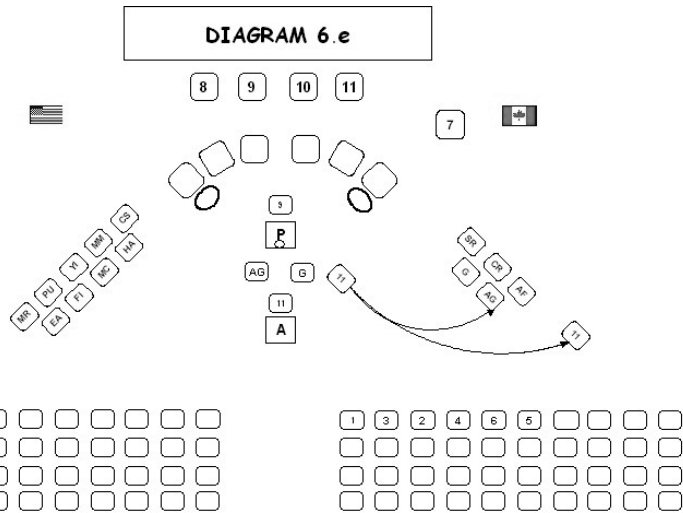
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