



INSTALLATION OF CLUB OFFICERS AND DIRECTORS

This installation ceremony is often performed by a current or former district officer, but may also be performed by a former club president or a Zonta International representative.

The Zonta Club of _____ has completed another year of service to the community and to the world. We are all proud of these accomplishments and turn now to the year ahead _____. Will the officers and directors of the club for the coming year please come forward?

Director of the club. your duties are many, and they are important. You will actively participate in all club board meetings. It is important that you attend them regularly, and that you be punctual in doing so. All matters presented at these board meetings are to be carefully and seriously considered. Board decisions are to be made according to the merit of the question with consideration of the governing documents of this club and for the benefit of the entire club membership. You have been elected to an honorable and responsible position. Your work will reflect upon this club, this club's relationship to the community, to the district and to Zonta International. Do you accept this responsibility? If so, please say I do.

Secretary. Will the secretary, please step forward? It will be your duty as secretary to keep a complete record of the proceedings of all meetings of this club and to keep an upto-date list of the club membership. You will be expected to furnish pertinent information to committees upon request and will serve as the custodian of all club records, except the treasurer's. You will also be responsible for such correspondence as may be required for the smooth operation of the club. Do you so pledge? If the club has both a recording and a corresponding secretary, install the corresponding secretary first and then the recording secretary. Comment on their specific duties as they are outlined in the Zonta Club Manual. ► Zonta International Club Manual under Governance/Manuals on the website

Treasurer. Will the treasurer, please step forward? It is your duty as treasurer to have custody of all funds, to make monthly reports to the club board of directors, and to make an annual financial report to the club at its annual meeting. Additionally, it is your responsibility to make timely payment of dues to Zonta International, the district and the area (if applicable) and to perform such other duties as may pertain to the finances of the club. Do you so pledge?

Vice President. Will the vice president, , please step forward? Your duties are special, for they are designated by the president. In addition, in case of the inability of the president to perform the responsibilities of office, it is your duty to preside and carry on the administrative obligations of the president. Do you so pledge? If a club has both a 1st and a 2nd vice president, install the 1st vice president first and thereafter the 2nd Vice President.

President _____ has been elected to lead this club as its president. Will you please step forward? It is your duty to preside at all meetings of the club and board of directors in a manner protecting the rights of each member, to administer the matters of the club in a proper manner, exercising good judgment, and to provide leadership to the Zonta club. If you pledge to fulfill these responsibilities, please say, I do. In presenting you with this gavel, I also give to you the responsibilities and privileges of the office of president. In presenting you with this president's pin, I also give you a tangible symbol of your commitment to the Zonta club of and Zonta International.

Members of the Zonta Club of _____ do you pledge yourselves to cooperate with these newly installed officers? If so please say, We do. Congratulations and best wishes to you, officers and members.

Many clubs present a Zonta gift, a Zonta rose or other token of appreciation to each new officer as that person takes the pledge of office. SECTION TWELVE – INDUCTION CEREMONY Protocol Manual August 2017 23 SECTION TWELVE – I