



Alumnae Panhellenic Officer Installation Ceremony

This is a general outline that each Alumnae Panhellenic may adapt for your own use. Please note, the officer duties may be made more specific by quoting from your bylaws; however, the ceremony is best kept simple.

To the officers:

You have been honored with the responsibility of serving the [area] Alumnae Panhellenic Association for the coming year. As officers, you are empowered to act for the membership on many matters. To act wisely and well, you need to be familiar with the requirements of this organization as set forth by the National Panhellenic Conference and by the [area] Alumnae Panhellenic Association. Your actions must be in accordance with the best interests not only of the membership of this Alumnae Panhellenic but of all NPC members.

You are charged to accept your duties with a willing spirit and unselfish interest, to perform your prescribed duties promptly and with sincerity of purpose and to support the high purposes of this organization. For it is by the conduct of its officers, who are the chosen representatives of the members, that an organization is judged.

To the president:

The office of president is the highest office this Alumnae Panhellenic can confer upon a member. The members will look to you for wise counsel and leadership. You are responsible for the administration of the [area] Alumnae Panhellenic Association and for reports to NPC. It is your particular duty to keep the membership informed on all matters concerning the welfare of the Alumnae Panhellenic. Do you promise to fulfill these duties to the best of your ability?

(Answer: I do.)

To the vice president:

The vice president of the [area] Alumnae Panhellenic Association is required to perform the duties of the president in the event of her absence or inability to serve. Do you promise to perform such duties to the best of your ability?

(Answer: I do.)

To the secretary:

The secretary of the [area] Alumnae Panhellenic Association reports on all meetings of the executive board and the general association, keeping all records and attending to all correspondence. Do you accept the responsibility of performing these duties to the best of your ability?

(Answer: I do.)

To the treasurer:

The treasurer of the [area] Alumnae Panhellenic Association is responsible for an accurate accounting of all receipts and disbursements, collecting all dues and keeping an accurate record of the membership. Do you promise to fulfill these duties to the best of your ability?

(Answer: I do.)

To the members:

Do you, the members of the [area] Alumnae Panhellenic Association, pledge to these women, your new officers, your wholehearted support in carrying out their assigned duties?

(Answer: We do.)

Therefore, as installing officer, I declare that these women are duly installed as officers of the [area] Alumnae Panhellenic Association.

To the members:

Please join me in reciting the Panhellenic Creed.

We, as Fraternity Women, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.