

## **OFFICER INSTALLATION**

This impressive ceremony can be adapted for use by the chapter in installing new officers. However, since it should be a standardized and formal ceremony, it is given in full detail.

**Staging.** Place a table in the center of the stage. Place four lighted candles on it in diamond-shaped formation to represent the four points of the DECA diamond. If possible, use a floral centerpiece representing DECA's colors-blue and gold. Display the DECA banner prominently, either in the background or across the front of the table. If your chapter does not have a banner, be sure some method is used to display the chapter colors prominently. Place the American flag stage left, the State flag stage right.

Officers should sit from left to right in this order: President, Vice President, Secretary, Treasurer, Reporter, and Parliamentarian.

**Music.** If at all possible, it is very effective to have a pianist playing "America the Beautiful" as the officers take their places. Music may be played softly at both the beginning and the end of the ceremonies.

**Ceremony.** The outgoing president speaks first, "Fellow members of the DECA Student Organization, it my pleasure at this time to present your new officers-duly elected and entrusted with the administration of this organization during the coming year. Will each of our incoming officers please stand when called upon and face his or her predecessor for induction into office."

The outgoing president calls upon the president-elect to step forward and address him or her concerning the duties and responsibilities of the office in this manner: "Mr. or Ms. president-elect, you have been chosen by the chapter members of this chapter of the DECA Student Organization to lead this association for the following year. In electing you president, we have indicated our faith in your qualities of leadership, responsibility, diplomacy, and intelligence, and hereby entrust you with the future administration of the chapter."

"As president, you will preside over all the meetings of this chapter and will be responsible for our progress during the coming year. We will look to your leadership in all endeavors. If you are willing to accept this responsibility, please raise your right hand and repeat after me:

"I understand fully the honor and responsibilities which have come to me as president of this chapter of the DECA Student Organization and do solemnly and sincerely promise to accept and fulfill these responsibilities to the best of my ability."

The retiring president then shakes hands with the president-elect and presents him or her with the gavel handle first. The new president then returns to his or her chair. Each outgoing officer is then called upon by the president to induct his or her successor. (Though their speeches are essentially the same, they are given below as a guide.)

Retiring vice president: "You, (name of the incoming vice president), have been chosen as vice president of this chapter of the DECA Student Organization by your fellow workers. Thus, they have demonstrated their confidence in your ability to assume the leadership of this organization in the president's absence. It shall be your duty to assist the president whenever called upon to do so and to serve as chairman of all meetings of this chapter in the absence of the president. If you are willing to assume these responsibilities, please raise your right hand and repeat after me this pledge: "I understand fully the responsibilities of the office of the vice president and hereby promise to accept and fulfill these responsibilities to the best of my ability." The retiring vice president then shakes hands with the incoming vice president and returns to his or her chair.

Retiring secretary: "You (name of the incoming secretary), have been chosen by your fellow members as secretary of this chapter of the DECA Student Organization. As secretary, you will be responsible for the records of this organization and the keeping of accurate minutes. You will also be called upon to carry on all official correspondence. You will keep an accurate list of members and furnish members with membership cards. You should provide the president or his or her substitute with a written agenda for each meeting, and if possible, with a list of committees. If you are willing to accept these responsibilities, please raise your right hand and repeat after me: "I understand fully the responsibilities of the office of secretary and hereby promise to accept and fulfill these responsibilities to the best of my ability." The retiring secretary shakes hands and incoming secretary then takes his or her proper place.

Retiring reporter: "You, (name of the incoming reporter), have been chosen by your fellow members as reporter of this chapter. You will be responsible for gathering chapter news and reporting it to the local paper, to our state association, and to the national headquarters of the DECA Student Organization for possible use in our national publications. It should also be considered as part of your duties to provide continuity between previous, present, and future events of importance in the life of your chapter to pass on to your successor at the end of your term. If you are willing to assume the responsibilities of this office, please raise your right hand and repeat after me: "I understand fully the responsibilities of the reporter and hereby promise to accept and fulfill these responsibilities to the best of my ability." The retiring reporter then shakes hands and takes his or her proper place.

**Retiring historian:** "You, (name of the incoming historian), have been chosen by your fellow members as historian of this chapter. You will be responsible for preparing a historical report of our program of work for presentation at local and state functions. If you are willing to assume the responsibilities of this office, please raise your right hand and repeat after me: "I understand fully the responsibilities of the reporter and hereby promise to accept and fulfill these responsibilities to the best of my ability." The historians shake hands and take their proper places.

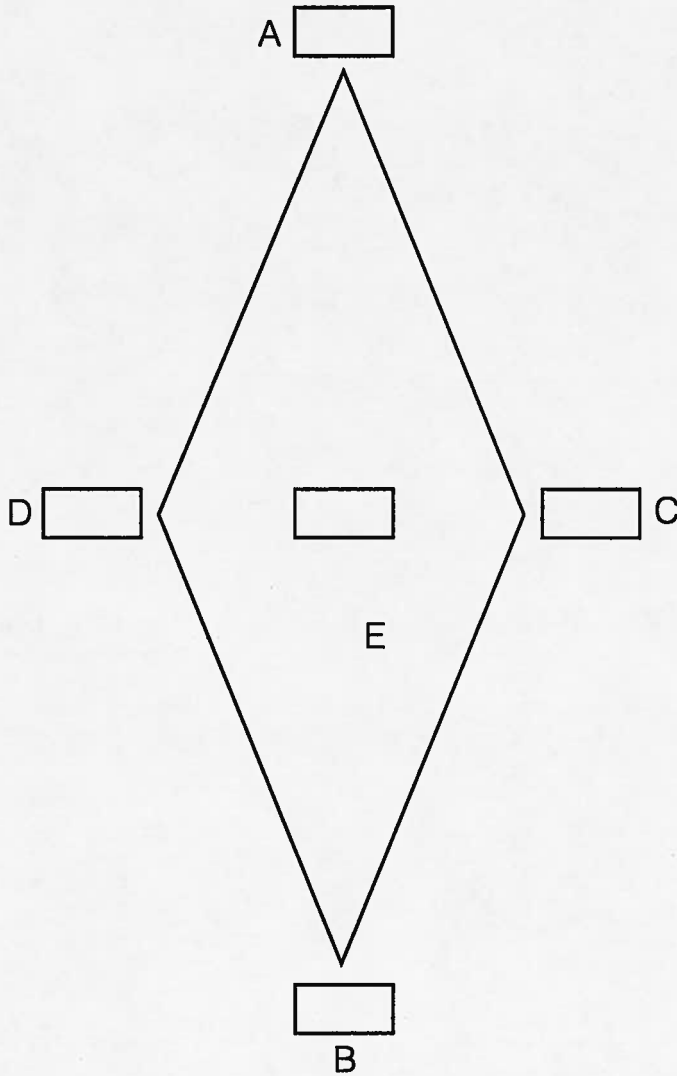
**Retiring parliamentarian:** "You, (name of the incoming parliamentarian), have been chosen by your fellow members as parliamentarian of the chapter. You should be well versed in *Roberts Rules of Order, Revised*, and be able to settle all questions of parliamentary procedure as they arise. If you are willing to assume the responsibilities of this office, please raise your right hand and repeat after me: "I understand fully the responsibilities of the parliamentarian and hereby promise to accept and fulfill these responsibilities to the best of my ability." The incoming and outgoing parliamentarians shake hands and take their proper places.

**Retiring chaplain:** "You, (name of the incoming chaplain), have been chosen by your fellow members as chaplain of the chapter. You will be in charge of devotional exercises at each chapter meeting and should be available, as necessary, to promote the general welfare of DECA. If you are willing to assume the responsibilities of this office, please raise your right hand and repeat after me: "I understand fully the responsibilities of the chaplain and hereby promise to accept and fulfill these responsibilities to the best of my ability." The chaplains shake hands and take their proper places.

## HOW TO STAGE THE INITIATION CEREMONY

The initiation ceremony offers the local chapter an opportunity to draw attention to its fundamental philosophies. It can be conducted at night with parents, school officials, and merchants attending; at school assemblies; in the privacy of a "members only" meeting; or jointly with a neighboring chapter.

The ceremony is adaptable either to a stage, or to the center of a large room, with the audience seated around the outer area. The diagram shows the positions of the participants.



A diamond is formed with tables that have blue and gold crepe paper streamers hanging from the top of the tables.

The table at the top point of the diamond (A) is the president's table and it should be draped with a white sheet. A lighted candle should be placed at each end. If available, a "stand-up" emblem may stand in the center of the table, or a DECA banner may be hung behind the table.

A rostrum should be placed at each of the three remaining points of the diamond (B, C, and D). Music stands can be used if necessary.

The center table (E) should be draped with a white sheet. It should contain at least one lighted candle with sufficient candles for the lighting ceremony arranged around the top.

The ceremonial team is composed of the pledge master, president, vice president, and two speakers. The pledge master is often the chapter sponsor, but another person can be appointed if desired.

The parts are usually read from scripts, but are obviously more effective when recited from memory. Spotlights and backgrounds are commonly used for effect.

### **SUGGESTED INITIATION CEREMONY**

*President:* The \_\_\_\_\_ Chapter of the DECA Student Organization is now in session. The purpose of our meeting is to receive into our organization a number of new members. These candidates have been under the direction of the pledge master who will now report the result of his or her instruction.

*Pledge Master:* Mr. (or Ms.) President, it is a pleasure to report that all candidates have met the conditions for membership in our chapter. I certify to you that each is satisfactorily completing at least one semester of school work and has maintained a cooperative attitude on all matters pertaining to chapter membership.

*President:* You have heard the report of the pledge master. Let us proceed with the ceremony.

*Pledge Master:* The candidates who have so qualified for membership are (read the list of names).

*President:* You are about to take an important step. Your qualifications have been examined, and you have been recommended for membership in our organization. This is an important occasion for you and for us. It is one which we shall all cherish in memory because it focuses our attention on thoughts and purposes which are central in our lives.

***Vice President:*** Our organization exists because it has a high purpose to which all who belong commit themselves. This purpose is eightfold:

- To develop leadership characteristics
- To develop a greater understanding of our free, competitive enterprise system
- To participate in civic and/or community activities
- To develop high ethical standards in personal and business relationships
- To develop a greater awareness of career opportunities in marketing and distribution
- To develop an appreciation of the responsibilities of citizenship
- To develop social and business etiquette
- To develop self-confidence and/or self-acceptance

These purposes determine the character of our chapter activities. In social, professional, civic, and benevolent activities, we further develop the sense of friendship and unity which permits us to help and encourage one another in the pursuit of our common ideals.

***President:*** In view of this statement of the purpose of the DECA Student Organization, will you accept the responsibilities and obligations of membership in our organization, and receive the meaning of symbols by which we express to one another our common purpose?

***Candidates:*** We will.

***Vice President:*** The basic design of our insignia is the diamond. This signifies value—the value we feel we are bestowing through the field of distribution.

***First Speaker:*** The first point of the diamond represents vocational understanding. The marketing education graduate is prepared to take his or her place in the world with a thorough understanding of the services which he or she is rendering and the opportunity for further development.

***Second Speaker:*** The second point of the diamond represents civic consciousness. The marketing education student understands the obligation to his or her community and the need for making the community a better place to live.

**First Speaker:** The third point represents social intelligence. The marketing education student has an opportunity to develop social graces through the many social events which the chapter plans during the year.

**Second Speaker:** The fourth point represents leadership development. The marketing education student has an opportunity to participate in many activities which teach him or her to assume responsibilities both as a leader and as a follower.

**Vice President:** The colors of this organization are blue and gold.

**First Speaker:** Blue suggests sincerity. It suggests that we should be true to ourselves, and since it is the color of the heavens above us, it encourages us to reach upward.

**Second Speaker:** Gold suggests to us the crowning success which comes to those who live wisely and usefully. We are all seekers of success, not only because of the material wealth which it brings, but because of the satisfaction which we derive from it. It is a good thing for a man or a woman to know that he or she has worked well.

**Vice President:** You are now prepared to take the vows of membership in our organization. As you repeat these vows, think of the meaning of the words you say and resolve to do your best to live by them. Please repeat after me:

*"I solemnly pledge myself to carry out to the best of my ability all of the duties and responsibilities of membership in the DECA Student Organization. I fully accept the purposes of this organization, and promise to uphold its ideals in my personal life and in my business activities. I realize the importance of working cooperatively. I will so conduct myself that I shall reflect honor upon the organization, and I will at all times endeavor to maintain high standards of personal integrity."*

As a symbol of your induction into our organization, will you now please take your places in the diamond, where your fellow members will light your candles as a token of your acceptance.

(Pause).

I now declare you to be a member of the \_\_\_\_\_ Chapter of the DECA Student Organization, with all rights and privileges of membership. Let us repeat in unison the DECA creed.

## **DECA Creed**

I believe in the future which I am planning for myself in the field of marketing and management, and in the opportunities which my vocation offers.

I believe in fulfilling the highest measure of service to my vocation, my fellow beings, my country, and my God—that by so doing, I will be rewarded with personal satisfaction and material wealth.

I believe in the democratic philosophies of private enterprise and competition, and in the freedoms of this nation—that these philosophies allow for the fullest development of my individual abilities.

I believe that by doing my best to live according to these high principles, I will be of greater service both to myself and to mankind.