

BELLS

Bells have been used for ceremonial purposes since 800 B.C. Bells summon people to worship, announce weddings, evening curfews, and warn ships at sea of approaching dangers. Bells ring to announce important events such as the end of the old year and the beginning of the new. Tonight bells will symbolize the beginning of a new club for the _____ Women's Club. Your officers will assume positions of leadership not only in your club, but in your community. These bells should serve to remind you, the members and officers, of your responsibility to support your leaders in the coming year. These bells will call you to serve your club, your community, and your federation. It is time to ring in the bells of this administration.

PARLIAMENTARIAN, _____, as Parliamentarian your main responsibility is to guide your club in the orderly procedure of each meeting. Never be domineering, but be fair and firm. Remember to always temper Robert's Rules with good common sense. With this bell, you are installed as Parliamentarian of the _____ Women's Club.

CORRESPONDING SECRETARY, _____, as Corresponding Secretary, it will be your responsibility to promptly answer all correspondence requiring replies. Please remember that your letters will be a reflection of your club. With this bell, I install you as Corresponding Secretary of the _____ Women's Club.

HISTORIAN, _____, as Historian, your bell tolls with the responsibility of preserving the press reports, articles of accomplishment, pictures and records in a scrapbook for the _____ Women's Club. In time, this book will become the history of this club preserved for posterity. With this bell, I install you as Historian of the _____ Women's Club.

TREASURER, _____, we are told that bells ring to announce important events. Your bell as treasurer will toll when the dues of the _____ Women's Club are due. Collect these dues and monies of this club and guard them well. Not everyone can be a treasurer. You must be a combination of accuracy and dependability. With this bell, I install you as Treasurer of the _____ Women's Club.

RECORDING SECRETARY, _____, your bell rings with the duty of watching the proceedings of this club and making a complete record. Your reports and minutes constitute the club's history. With this bell, I install you as Secretary of the _____ Women's Club.

VICE PRESIDENT, _____, your bell must be in time with your President. You must be ready to assist her in performing her obligations. As Program Chairman, it is your duty to bring programs that inform and inspire. With this bell, I install you as Vice President of the _____ Women's Club.

PRESIDENT ELECT, _____, during this administration, you will be the understudy of the President. I need not remind you that yours is a responsible position. You will serve as presiding officer in the absence of the President. It is your duty to uphold excellence in programs, implementing the purpose and tradition of the _____ Women's Club. You should be your presidents strongest ally and it is your job to lighten her burden in any way necessary. With this bell, I install you as President Elect of the _____ Women's Club.

PRESIDENT. _____, you are ringing federation bells when you accept this office as President of the _____ Women's Club. You will preside at all meetings, council with other officers and cooperate with LFWC and it's members. To ring the Federation bells, you will be pulling strings of graciousness, tactfulness, consideration and enthusiasm. You must be willing to listen as well as lead. Above all, be interested in the harmony and progress of this club. As I present this bell, I install you the President of the _____ Women's Club.

I close this installation with words by Oscar Hammerstein:

*"A bell is not a bell until you ring it,
A song is not a song until you sing it,
Love is not put in your heart to stay,
Love is not love until you give it away."*

