

Formal Student Chapter Ceremony

A formal chartering ceremony may be held to launch your chapter. When the student chapter has been notified its approval, the student chapter officers, advisor, and/or sponsors may plan the following:

- Date of Charter Presentation
- Time of Presentation
- Location of Presentation
- Speakers

Below are some suggestions to consider when planning your chartering ceremony.

1. Include a brief history of how and why the chapter got started.
2. Invite prospective members, spouses and friends, and also college or university officials (deans, department chair and president).
3. Publicity should be done through releases prepared for local media, including campus and community newspapers, radio stations, and television stations
4. A formal installation of the new officers is appropriate as part of the chartering ceremony.

Officer Installation Ceremony

PRESIDENT OATH & CHARGE OF OFFICE

(Officer's name), please rise and approach the podium.

You have been elected president of the (school name) Student Chapter of the Center for the Public Trust. It will be your duty to preside at meetings, to abide by the chapter bylaws, and to function in every respect as your chapter's chief executive officer. As president, you will guide the officers in developing the chapter's goals and objectives. You will become familiar with the chapter bylaws. (Officer's name), you should at all times be watchful for activities, projects and programs which could benefit your chapter, its members, or the SCPT as a whole. Ultimately, the success of this organization rests in your hands.

(Officer's name), do you agree to abide by the SCPT bylaws? (answer "I do.") Please raise your right hand and take the oath of office.

REPEAT AFTER ME: In the presence of honored guests and the members here assembled, (repeat) I, (officer's name), do solemnly promise and pledge (repeat) to faithfully execute the duties of president of (school name) Student Center for the Public Trust to the best of my knowledge and ability, (repeat) and to further the goals and objectives of this organization. (repeat) Furthermore, I will act with the utmost integrity and pursue all activities in an ethical manner. (repeat)

On behalf of the (school name) Student Center for the Public Trust, I hereby install you as president for the current school year. Congratulations.

VICE PRESIDENT OATH & CHARGE OF OFFICE

(Officer's name), please rise and approach the podium.

You have been elected Vice President of the (school name) Student Chapter of the Center for the Public Trust. It will be your duty to preside over chapter meetings in the president's absence and to oversee the functioning of all chapter committees.

You should become familiar with the SCPT bylaws. (Officer's name), you should at all times be watchful for activities, projects and programs which could benefit your chapter, its members, or the SCPT as a whole. As Vice President, you will work closely with the president to ensure the success of this chapter. (Officer's name), do you agree to abide by the SCPT bylaws? (answer "I do.") Please raise your right hand and take the oath of office.

REPEAT AFTER ME: In the presence of honored guests and the members here assembled, (repeat) I, (officer's name), do solemnly promise and pledge (repeat) to faithfully execute the duties of vice-president of (chapter name) student chapter (repeat) to the best of my knowledge and ability, (repeat), and to further the goals and objectives of this organization. (repeat.) Furthermore, I will act with the utmost integrity and pursue all activities in an ethical manner. (repeat)

On behalf of the Student Center for the Public Trust, I hereby install you as vice-president of (chapter name) student chapter. Congratulations.

OTHER OFFICERS

Secretary

(Officer's name), please rise and approach the podium.

You have been elected secretary of the (school name) Student Center for the Public Trust. It will be your duty to record the minutes of all meetings, to conduct the chapter's correspondence, and to keep accurate membership records.

Your work will help the chapter to project a professional image to the national CPT office and to the business and university communities.

Are you ready to take the oath of office as secretary?

REPEAT AFTER ME: In the presence of this company here assembled, (repeat) I (officer's name), do solemnly promise and pledge (repeat) to faithfully discharge the duties of secretary (repeat) to the best of my knowledge and ability. Furthermore, I will act with the utmost integrity and pursue all activities in an ethical manner. (repeat)

Congratulations on your election.

Treasurer

(Officer's name), please rise and approach the podium.

You have been elected treasurer of the (school name) Student Center for the Public Trust. It will be your duty to be the custodian of the chapter's funds, to keep accurate accounting records, and to give regular reports regarding the chapter's financial status. In addition, you will be responsible for collecting all dues or chapter fees from the membership. You will assist the other officers in preparing an annual budget and in preparing special funding requests. Your books and accounts shall be open and available at all times for inspection.

Are you ready to take the oath of office as treasurer?

REPEAT AFTER ME. In the presence of this company here assembled, (repeat) I (officer's name), do solemnly promise and pledge (repeat) to faithfully and honestly discharge the duties of treasurer (repeat) to the best of my knowledge and ability. Furthermore, I will act with the utmost integrity and pursue all activities in an ethical manner. (repeat)

Congratulations on your election.

(For other officers not listed here, use the format for the offices of secretary and treasurer, but substitute the officer title and duties of office as appropriate.)