

Installation of Officers Auxiliaries/Districts/County Councils

(Reference page 41 of the National Bylaws and Ritual)

TWO RAPS

President

The Installing Officer is present for the purpose of installing the Officers of this Auxiliary.

Madam Conductor/Conductress will you please escort the Installing Officer to this station.

TWO RAPS

President -

I have the honor of presenting _____, who has been chosen to install the Officers of this Auxiliary. As a member of the Auxiliary to the Veterans of Foreign Wars of the United States, we extend to you, a cordial welcome. I have the honor to turn over to you, the command of this Auxiliary.

THREE RAPS

Installing Officer -

Ladies and Gentlemen, the purpose of my presence here being fully understood, we will proceed at once with our duties.

Madam/Mister President, have all the Officers been elected or appointed for the ensuing year?

President -

They have.

Installing Officer -

Mister/Madam President, have the books of the Treasurer been audited and a report made of same?

President -

They have.

Installing Officer - **Mister/Madam President, is the office of Treasurer bonded?**

President - **It is.**

Installing Officer - **Mister/Madam Secretary, you will read the names of the Officers for the ensuing year commencing with the President. As your names are read, you will please rise.**

Mister/Madam Installing Conductor/Conductresses (and Assistant Conductor/Conductress) you will escort the Officers to the Altar.

Installing Conductress **Mister/Madam Installing Officer, all Officers are in position to receive the obligation.**

Installing Officer: **Mister/Madam President-Elect before administering to you the obligation, it will be necessary to remind you of some of the duties of your office and to ask you to promise to perform the same to the best of your ability. It shall be your duty:**

To have charge of the charter and other property of the Auxiliary; keep them safely and at the end of your term of office, deliver them either to your successor, the National President or his/her representative;

To have general supervision over the Officers of this Auxiliary with a view to the faithful performance of their duties;

To exact obedience to the Bylaws of the National Auxiliary;

To pay due respect to the National and Department Officers or their representatives;

To be firm in the discharge of y our duties, but strive to promote harmony in the meetings and advance the

interests of our organization by being kind and courteous to all our members.

Are you willing to promise on your word of honor to perform these duties faithfully?

President-Elect: I am

Installing Officer: Officers, you have been chosen to fill important offices in this Auxiliary and it is necessary that the duties of your office be intelligently and faithful discharged. Are you willing to assume the duties of the office to which you have been chosen and do you promise to perform the same to the best of your ability?

Officers - I do.

Installing Officer - You will raise your right hand and repeat after me, the Officers' obligation.

TWO RAPS

Installing Officer - In presence of the members-----of this organization here assembled----I do solemnly promise-----on my sacred honor-----to perform faithfully, strictly and impartially-----all the duties of the office-----upon which I am about to enter. I will at the end of my term of office-----or sooner if so ordered by proper authority-----surrender immediately ----- to only duly authorized person or persons ----- all records, money or other properties---- of this organization in my possession ----- or under my control. I do so promise.

Let us pray.

Dear God, may we feel Thy nearness, as we bow our heads and ask Thy blessing upon those who have assumed office in this great organization. Make them

conscious of the responsibilities they have assumed. Give them courage, strength and a will to forego personal ambitions and strive only to serve others. Guide and direct our hearts and minds so that we may better serve Thee and the Veterans of Foreign Wars. Amen.

THREE RAPS

Installing Officer -

Mister/Madam Installing Conductor/Conductress you will escort the President to this station.

Mister/Madam Installing Conductor/Conductress you will escort the Officers to their respective stations. The newly installed Officers will remain standing.

Installing Conductress:

Madam Installing Officer, the Officers are at their respective stations.

Installing Officer:

Thank you, Mister/Madam Installing Conductors/Conductress and Assistant Conductor/Conductress. You are dismissed.

Mister/Madam Sr Vice President – It shall be your duty to assist the President in preserving order and in his/her absence to preside over the meeting. Learn well the duties of his/her office, so that in his/her absence you may feel yourself confident to take his/her place.

Mister/Madam Jr Vice President – It shall be your duty to assist the President and Sr Vice President in the discharge of their duties and in the absence of both, to preside over the meeting.

Mister/Madam Secretary – In appointing you as Secretary of this Auxiliary, the President has shown that he/she has confidence in your ability to assist him/her. You shall keep a true record of the proceedings of this Auxiliary and attend to all matters of correspondence under the direction of the

President. You shall perform such other duties as the Bylaws may require.

Mister/Madam Treasurer – It shall be your duty to be sole custodian of all funds and securities belonging to the Auxiliary. You shall keep a record of each member and notify promptly all members in arrears. You shall give receipts for all money received and shall pay out money approved at stated meetings. You shall render at each meeting an itemized statement of receipts and expenditures, and perform such other duties as the Bylaws require.

Mister/Madam Chaplain – The sacred duties of your office are in themselves a solemn obligation. You shall obligate new members and perform such other duties as the Ritual directs, and by your own life and conduct, prove a bright example to your Brothers/Sisters.

Mister/Madam Conductress – It shall be your duty at the opening of each meeting to see that all those present are entitled to remain; assist in the floor work ceremonies and at initiation. As the first impression on a stranger is made by you, you should be familiar with all our workings so that the impression may be a good one.

Mister/Madam Guard – You shall guard the doors, and by your watchfulness, see that only those eligible enter.

Mister/Madam Trustees – It shall be your duty to carefully audit the books and records of the Secretary and Treasurer and perform such other duties as may be necessary.

Mister/Madam Color Bearers, Flag Bearer and Banner Bearer, it shall be your duty to take care of

the Colors and Banner at the Auxiliary meetings and perform such other duties as the President directs.

Mister/Madam Historian – It shall be your duty to keep a written record of the history of your Auxiliary. A pictorial record may be kept for the Auxiliary President

Mister/Madam Patriotic Instructor – You have been appointed to this high office to teach patriotism and good citizenship to the people of our country; to assist in the floor work ceremonies and perform such other duties as the Ritual may require.

Mister/Madam Musician – Yours is an important office. It shall be your duty to be present at every meeting before the meeting is called to order, so that you may assist the President in opening the meeting; in conducting the initiation work and in closing the meeting. Your prompt attendance will be appreciated by the President and Auxiliary members.

Mister/Madam Soloist – It shall be your duty to lead the members in the National anthem, the songs for the Draping of the Charter and the Memorial Services.

Madam President - You have been elected to the highest office in this Auxiliary and many responsibilities will rest on you, but the fact that you have been elected by the members of this Auxiliary indicates they have confidence in your ability and integrity, and they feel assured, you will strictly and impartially discharge all the duties incumbent upon you. As President, it shall be your duty:

To preside at all meetings; to appoint all Officers and Committees not otherwise provided for and to see that the Officers of this Auxiliary perform their respective duties in a proper manner.

Installing Officer -

I now present you with this gavel, your emblem of authority; use it firmly but with discretion, and remember the President is expected to set a good example. The success of this Auxiliary for the coming year depends in a great measure upon your wise conduct of its affairs.

Brothers and Sisters, I now present to you the Officers of your choice. I counsel you to aid them in the performance of their duties and with your help, this term of office will be successful. I commend all to cherish the principles upon which our organization was founded and with the Officers you have chosen, I trust these principles will be carried out. I wish to extend the best wishes of the National Organization for the success of

_____.

By the power vested in me, I now declare the Officers of _____ duly installed for the term to which they have been elected or appointed.

ONE RAP