



Installation of Officers  
Long Form  
From the *Manual of Ceremonies*

All officers shall, after their election and at the earliest opportunity thereafter, be installed in the following manner:

The Installing Office for a Unit installation shall be a past Unit President, past or present District President, Department or National officer.

A list of the Unit officers-elect should be prepared in advance for the Sergeant-at-Arms. All members of the installation team should be at their respective stations as shown in the Manual of Ceremonies, and each team member shall be given a card on which should be copied her “charge” to the newly elected officer. Pins, badges and ribbons may be used to make the ceremony as elaborate as the Unit desires.

**UNIT PRESIDENT**

**“We shall now proceed with the installation of officers. The Sergeant-at-Arms shall present the Installing Officer.”**

*Sergeant-at-Arms conducts the Installing Officer to the platform. Unit President makes a short introduction as to the name, office and past services to the Auxiliary of the distinguished guest.*

**INSTALLING OFFICER**

**“Sergeant-at-Arms, you will bring before me the officers-elect of this Unit.”**

*They, as their names are called, in order of rank (i.e. President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Executive Committee, and Sergeant-at-Arms) will form a line facing the President’s station. If the Unit desires to use a procession, the pianist will play appropriate music for the marching.*

**SERGEANT-AT-ARMS**

**“Madam Installing Officer, I present to you the officers-elect of this Unit.”**

## **INSTALLING OFFICER**

**“You have been chosen to fill the various offices of this Unit. You will, I know, vindicate the trust that has been reposed in you, and fulfill in every way the obligations which that trust entails. You will familiarize yourselves with the duties your respective offices carry with them. Ever remember that the welfare and success of this Unit depend upon you; and upon your shoulders rest the burden of preserving the integrity of the American Legion Auxiliary. You must protect its good name before the people of the United States, and at all times endeavor to have them understand its policy and its purpose. Always remember the tolerant spirit of the American Legion Auxiliary. Allow no distinction of class or creed to appear among its members. There is no rank among us, for each serves as the equal of her fellow member, and all strive toward the same goal, which is the realization in the life of the Republic of the ideals of Justice, Freedom, Democracy and Loyalty.**

**“You will now raise your right hand and repeat after me, giving your name: ‘I, \_\_\_\_\_, promise to preform faithfully all the duties of the office I am about to assume; and I further pledge that I am not a member of and do not subscribe to the principles of any group opposed to our form of government.’**

*After the obligation of new officers, the Installing Officer shall address the Sergeant-at-Arms.*

## **INSTALLING OFFICER**

**“Sergeant-at-Arms, conduct the new officers to their respective stations.”**

*The Acting or Retiring Sergeant-at-Arms escorts each officer elect to her respective station, starting with the elected Sergeant-at-Arms and ending with the President. The Sergeant-at-Arms will conduct the Sergeant-at-Arms elect to the station of the Sergeant-at-Arms and when arrived at that station will address the elected Sergeant-at-Arms as follows:*

## **ACTING SERGEANT-AT-ARMS**

**“You are responsible for order at all Unit meetings; for the advancement and retirement of the colors and for their proper care; for courtesies to guests and such other duties as may be assigned to you; for regular attendance at meetings and cooperation with the President.”**

*The Sergeant-at-Arms next conducts the Historian to her station.*

*The Acting Historian then charges her.*

## **ACTING HISTORIAN**

**“Your office is an important one. To you is given the responsible for preserving and compiling the records of this Unit. The future can only be judged by the past. Be**

**mindful that the lamp of recorded experience may do much in guiding the footsteps of those who follow.”**

*The Sergeant-at-Arms then escorts the Chaplain to the right of the President.*

*The Acting Chaplain then charges her.*

#### **ACTING CHAPLAIN**

**“To you is given the spiritual leadership of this Unit. You will, I know, lend dignity and respect to your office. You will recite the invocation at all Units meetings, and perform such other duties as will come within your office as the spiritual leader.”**

*The Sergeant-at-Arms then conducts the Treasurer to the left of the President’s station.*

#### **ACTING TREASURER**

**“ You are the keeper of all monies and, with you, rests the financial policy of this Unit. You are responsible for the year’s budget, and the payment of all obligations when correct authorization has been given for such payment. Your election to this office signifies that the members of this Unit have reposed in your implicit trust.”**

*The Sergeant-at-Arms next escorts the Secretary to her desk and the Acting Secretary charges her as follows:*

#### **ACTING SECRETARY**

**“To you is given the greatest number of duties of any officer of this Unit. Your duties are administrative. You occupy an important position around which all the activities of the Unit revolve. Your cooperation with the President will determine a large measure of success of her administration.”**

*If your Unit prescribes for a Corresponding Secretary, you shall use the following:*

*The Sergeant-at-Arms conducts the Corresponding Secretary to the right of the Secretary or Recording Secretary.*

#### **ACTING CORRESPONDING SECRETARY**

**“The character and policy of the Unit is given great opportunity for expression from your mind and hand. The promptness and discretion with which you meet your responsibilities will reflect the efficiency of your office. Promptness will tend to establish efficiency. Discretion will make and retain friends for the American Legion Auxiliary.”**

*The Sergeant-at-Arms conducts the Second Vice President to her station.*

### **ACTING SECOND VICE PRESIDENT**

**“Your office carries with it the teachings of Freedom. In the War of the Revolution, Freedom was won for people of the United States; in the World Wars, Freedom was the torch that led our men through the darkness of the conflict; and again Freedom will be the torch which will lead us to victory. You will be ever alert to apply the principles of Freedom in proceedings of this Unit.”**

*The Sergeant-at-Arms next conducts the First Vice President to her station.*

### **ACTING FIRST VICE PRESIDENT**

**“To you is given the co-responsibility with the President for the complete development of your Unit Program. You should attend all meetings, and in the absence of the President, be prepared to assume the duties of her office. Your office carries with it the responsibility of expounding the principles of Justice. True Justice makes no distinction of persons. Justice recognizes neither high or low, rich or poor, the classes nor the masses. Justice is the guiding star of life, and upon it rests the future of our nation.”**

*The Sergeant-at-Arms conducts the President to her station.*

### **ACTING PRESIDENT**

**“Great trust has been reposed in you by your election to the highest office this Unit can bestow. To you is entrusted the supervision of the duties of all officers. To you is entrusted the responsibility for the success of this year’s program. To you is entrusted the sacred duty of upholding the four great principles expressed in the Preamble to our Constitution; Justice, Freedom, Democracy and Loyalty. Ever remember that Loyalty is one of the first virtues of a soldier, and Loyalty to country and self is the basis of true Americanism. I place this ribbon upon you and pin over your heart the insignia of President, and place in your possession the Constitution and Bylaws, Unit Handbook and Manual of Ceremonies of the American Legion Auxiliary.”**

*Charge to all members of the Executive Committee.*

### **INSTALLING OFFICER**

**“Executive Committee, as members you have been entrusted with the responsibility to manage and govern this Unit between meetings or, at the call of the President, make decisions. Use this trust wisely.”**

*The Sergeant-at-Arms conducts the retiring President to her station.*

### **ACTING JUNIOR PAST PRESIDENT**

**“You have come to the close of your administration. It has been a rewarding adventure for you and a glorious one for this Unit. You have led us fearlessly, courageously, and nobly. As you retire from this office, be assured that you take with you the respect and appreciation of the members. I pin over your heart the insignia of Past President. May**

**you always wear it with pride and happy memories of your service as Unit President.”**

*Installing Officer requests the new officers to stand as she addresses the members.  
Three raps of the gavel for members to stand.*

**INSTALLING OFFICER:**

**“I congratulate this Unit upon the officers you have chosen. I have charged them with a serious responsibility and in turn, I charge you likewise. Will every member of this Unit raise her right hand and repeat after me?**

**“I solemnly promise to renew my pledge of service to the American Legion Auxiliary and to give wholehearted support to these Unit Officers.”**

**CHAPLAIN:**

**“Heavenly Father, we ask that Thou will give wisdom and understanding to these newly elected officers of the American Legion Auxiliary. Bless and encourage them in Thine own special way. Guide them as they lead us in our program of service. May the assume their offices with determined and loyal hearts to fulfill their obligations to our organization.**

**“We pray that the American Legion Auxiliary may be worthy of being used by Thee is giving moral and spiritual leadership to the great enterprise of building an organization that has for its purpose service to our fellow man and to Thee. In Thy Holy name we pray. Amen.”**

*One rap of the gavel to seat members. Installing Officer presents gavel to President,  
and says:*

**INSTALLING OFFICER:**

**“To you, as the new President of Unit \_\_\_\_\_, Department of \_\_\_\_\_, I present to you this gavel, your symbol of authority. May you use it firmly but never in an unjust manner, for the members are required to yield willing obedience to its every command.”**

*She hands the gavel to the new President and the Installing Officers takes a seat.*