



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

Unit officers shall be installed immediately following their election or as soon thereafter as possible.

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 and all officers-elect should be seated in a reserved section, preferably near the front of the room.

In this simplified ceremony only the Installing Office, Unit President and Sergeant-at-Arms officiate, but an Installing team, stations for each officer, obligations given by outgoing officers, 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 call the roll of officers-elect of this Unit.”

They, as their names are called, in order of rank, beginning with the president-elect, will either line up in the rear of the room or step forward forming a line before the Installing Officer. 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 familiarize yourself with the duties of your respective offices as given in the Unit Handbook. Always remember that the welfare and success of this Unit depend upon you. Therefore, I would remind you of the obligation which every American Legion Auxiliary member assumes — the obligation of preserving the integrity of The American Legion and the American Legion Auxiliary, contributing to the aims and purposes of our organization, the ideals of Justice, Freedom, Democracy and Loyalty.

“You will now raise your right hand and repeat after me: ‘I, _____, promise to preform faithfully all the duties of the office I am about to assume; 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.’

“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.

“CHAPLAIN, you are the spiritual leader of the Unit and have been chosen to conduct all religious services. It is expected that you will so dignify your office that your example will be followed by all fellow members.

“HISTORIAN, you are responsible for the compiling and preserving of the records of this Unit. The lamp of recorded experience will do much to guide the footsteps of those who follow.

“TREASURER, your office is one of trust. You are responsible for this year’s budget and for payment of all authorized obligations. Guard well your trust!

“SECRETARY, your duties are those of administration and the promptness and discretion with which you meet your responsibilities will contribute to the success of this Unit.

“SECOND VICE PRESIDENT, into your helpful hands is placed the responsibility of assisting the Vice President and President in all their duties. You will always be alert to apply the teachings of freedom to the proceedings of this Unit.

“VICE PRESIDENT, to you is given the active cooperation with the President for the development of the Unit program. In the absence of the President you will be prepared to assume the duties of her office. Your office carries with it the teachings of Justice. Always remember that *true* Justice is the guiding Star of Life.

“PRESIDENT, great trust has been reposed in you by your election to the highest office within this Unit. And as you assume the duties of the President of _____ Unit of the American Legion Auxiliary, I charge you to carry constantly in your mind the obligation which is yours, that of upholding the four great principles expressed in the Preamble to the Constitution: Justice, Freedom, Democracy and Loyalty.

“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.”

Installing Officer requests the new officers and Executive Committee to turn and face the audience. 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:

“Almighty God and Father of all mankind, we seek Thy presence at this installation of our newly elected officers. May we ask Thy blessing on them and Thy guidance during the coming year. Make them aware of their responsibilities, both to Thee and to our country. Create in them a desire to foster the ideals of Justice, Freedom, Democracy and Loyalty so that the American Legion Auxiliary may accomplish its share of building a better world. This we ask in Thy name. Amen.”

One rap of the gavel to seat members.

INSTALLING OFFICER:

“Will the Sergeant-at-Arms please conduct the President and Junior Past President to their stations on the platform and the other officers to their seats.

“JUNIOR PAST PRESIDENT, you have come to the close of your administration. You have been loyal to this Unit and led it courageously. 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.”

“To you, as the new PRESIDENT of Unit _____, Department of _____, I present to you this gavel, your symbol of authority. May you use it with discretion in the best interests of this Unit.”