

INSTALLATION OF DISTRICT OFFICERS

(Installation comes under the head of new business. The District Commander should call the installing officer to the chair and remain standing while being questioned.)

Installing Officer: Comrade District Commander, the term for which you and your subordinate officers were elected will terminate upon the date of installation of your Department Commander. I have been selected by the District Commander-elect, in accordance with the National By-Laws, to install your newly elected officers. Have the officers for the ensuing year been duly elected?

District Commander: They have.

Installing Officer: Comrade Adjutant, do you have on file proof of eligibility for all officers to be installed during this installation?

District Adjutant: I have.

Installing Officer: I would remind any officer not having proof of eligibility on file and not being installed at this time that the By-Laws prescribe you must, within sixty (60) days of election or appointment, submit to the Adjutant for his file a copy of your proof of eligibility.

Installing Officer: Have you the Charter in your possession?

District Commander: I have.

Installing Officer: You will now surrender the gavel to me.
(Commander relinquishes the gavel to the installing officer.)

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Installing Officer: Comrade District Commander, your duties as presiding officer of this District will terminate following the Department Convention. It is proper to remind you that, when you assume the chair of past district commander, it will be your duty to assist your successor with all the counsel and experience you have gained during your term of office. I now invite you to assist me in the installation ceremonies by presenting at the alter the officers-elect.

(If the Commander is to succeed himself the installing officer will appoint a past officer as aide-de-camp to assist him.)

(Officers to be installed are placed in a semi-circle behind the alter, facing the Commander's station. Retiring Commander, if not re-elected, or the aide-de-camp takes position before alter, facing semi-circle. Officers-elect will salute him, he acknowledging same. He will then about-face and salute the installing officer, who will return same. The retiring commander or aide reports):

Retiring Commander or Aide: Sir, the officers-elect are in proper position to receive the obligation.

(Salutes are exchanged and he takes station to the left and slightly to the rear of the installing officer.)

(Installing officer raps twice, advances to the alter.)

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Installing Officer: Officers-elect of District _____, Veterans of Foreign Wars of the United States, I will now administer to you the officers' obligation.

You will raise your right hand, touch the flag of our country with your left hand and repeat after me:

OFFICERS' OBLIGATION

I do hereby solemnly promise – that I will faithfully discharge to the best of my ability – the duties of the office to which I have been elected or appointed – according to the By-Laws and Ritual of the Veterans of Foreign Wars of the United States – together with the By-Laws of this District. I solemnly promise – that at the close of the term to which I have been elected or appointed – or sooner if so ordered by proper authority – I will surrender immediately – to only the duly authorized person or persons – all records, money or other properties of this organization – in my possession or under my control. All this I freely promise – upon my honor as a loyal citizen of our great republic. So help me God.

Installing Officer: As you were! Parade rest.

PRAYER

Retiring or Acting Chaplain: Almighty God, our Guide and Divine Protector, give Thy blessings upon these, our Comrades, who now become fellow officers. We beseech Thee, O Lord, who art ever present amongst us, grant wisdom unto them, so that in their deliberations they continue to favor Thee, our glorious Country and to better our organization. May Thy strength sustain them. May Thy power preserve them. May Thy hand protect them in the faithful and fruitful performance of their duties.
AMEN.

Installing Officer: As you were! Comrade Retiring Commander (or Aide) you will now conduct the officers to their stations.

(Officers remain standing, (one rap of the gavel). Outgoing officers salute incoming officers and surrender stations.)

Installing Officer: Comrade Retiring Commander, you may assume your station *(Left of Commander.)* Officers, you now occupy the positions of honor to which your comrades have elected you; the duties of which you will assume. Learn well the responsibilities entrusted to you so that you may intelligently discharge the duties you are to undertake.

The By-Laws and Ritual of our organization prescribe in detail the duties of your offices. By virtue of the confidence placed in you, through your election, we assume that you will acquaint yourselves thoroughly with your duties.

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(Or installing officers may elaborate by calling each newly installed officer individually and instructing him briefly, as follows):

Installation Officer: Comrade Senior Vice Commander, it will be your duty to assist the Commander in preserving order, to preside in the absence of the Commander and to perform such other duties as may be required by our laws and Ritual.

Installing Officer: Comrade Junior Vice Commander, it will be your duty to assist the Commander, and Senior Vice Commander in preserving order, to preside in their absence, and perform such other duties as may be required of you by our laws and Ritual.

Installing Officer: Comrade Quartermaster, it will be your duty to take charge of and accurately account for the funds of this District. The duties of your office are prescribed in detail in the By-Laws.

Installing Officer: Comrade District Advocate, you are the legal assistant and advisor to the Commander and District in all legal matters pertaining to this organization. You shall perform such other duties incident to your office as the laws may require.

Installing Officer: Comrade Chaplain, the members of this District look to you for spiritual and inspiration guidance. You shall be chairman of the District visiting committee. It will be your duty to visit and comfort the sick and disabled member of the District and to perform such other duties as may be required of you by the laws and Ritual of this organization.

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Installing Officer: Comrade Surgeon, you shall be chairman of the health committee. It will be your duty to promote and direct health programs for the benefit of District members and the community. You shall perform such other duties in the District as are incident to your office.

Installing Officer: Comrade District Trustees, it will be your duty to make correct audits and reports of the District records as prescribed by the VFW By-Laws.

(Rapping gavel twice and addressing the newly installed District Commander, installing officer then says):

Installing Officer: Comrade District Commander, this District will be placed in your charge upon the date of installation of your Department Commander, immediately following the Department Convention.

It will be your responsibility to see that the Trustees, in accordance with the National By-Laws, audit the books of the Adjutant Quartermaster.

Comrade Commander, it will further be your obligation to see that the Quartermaster is bonded in accordance with the National By-Laws.

Much of the success of this District will depend on you. Guard well its interests, so that you may fill your high office acceptably.

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It will be necessary that you study carefully the principals of this organization, since it will be your duty to enforce its laws, rules and Ritual.

The Charter of this District will be placed in your charge at the time you assume office. You will be personally responsible for its safety until such time as your successor is elected and properly installed.

I present you with this gavel, the emblem of authority. Upon assuming office you will use it firmly, but with discretion.
(Presents gavel.)

Comrade District Commander, District Commander-elect, officers and members of District _____, Veterans of Foreign Wars of the United States, I proclaim the officers duly installed for the ensuing year.

(Business resumed).