

## **INSTALLATION OF POST OFFICERS**

(INSTALLATION COMES UNDER THE HEAD OF NEW BUSINESS. THE COMMANDER SHOULD CALL THE INSTALLING OFFICER TO THE CHAIR AND REMAIN STANDING WHILE BEING QUESTIONED.)

**INSTALLING OFFICER:** COMRADE 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 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?

**COMMANDER:** THEY HAVE.

**INSTALLING OFFICER:** COMRADE ADJUTANT, DO YOU HAVE ON FILE PROOF OF ELIGIBILITY FOR ALL OFFICERS TO BE INSTALLED DURING THIS INSTALLATION?

**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 THIRTY (30) 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?

**COMMANDER:** I HAVE.

**INSTALLING OFFICER:**

YOU WILL NOW SURRENDER THE GAVEL TO ME. (COMMANDER RELINQUISHES THE GAVEL TO THE INSTALLING OFFICER.)

**INSTALLING OFFICER:** COMRADE COMMANDER, YOUR DUTIES AS PRESIDING OFFICER OF THIS POST WILL TERMINATE FOLLOWING THE DEPARTMENT CONVENTION. IT IS PROPER TO REMIND YOU THAT, WHEN YOU ASSUME THE CHAIR OF PAST 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 ALTAR 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 ALTAR, FACING THE COMMANDER'S STATION. RETIRING COMMANDER, IF NOT REELECTED, 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 ALTAR.)

**INSTALLING OFFICER:** OFFICERS-ELECT OF \_\_\_\_\_ POST NO. \_\_\_\_\_ 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 POST. 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, OH 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.**

**INSTALLING OFFICER:**

BY VIRTUE OF THE CONFIDENCE PLACED IN YOU, THROUGH YOUR ELECTION, WE ASSUME THAT YOU WILL ACQUAINT YOURSELVES THOROUGHLY WITH YOUR DUTIES. (OR INSTALLING OFFICERS MAY ELABORATE BY CALLING EACH NEWLY INSTALLED OFFICER INDIVIDUALLY AND INSTRUCTING HIM BRIEFLY, AS FOLLOWS):

**INSTALLING 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 SENIOR VICE COMMANDER, IT WILL BE YOUR DUTY TO ASSIST THE COMMANDER IN PRESERVING ORDER, TO PRESIDE IN THE ABSENCE OF THECOMMANDER 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 POST. THE DUTIES OF YOUR OFFICE ARE PRESCRIBED IN DETAIL IN THE BY-LAWS.

**INSTALLING OFFICER:** COMRADE POST ADVOCATE, YOU ARE THE LEGAL ASSISTANT AND ADVISOR TO THE COMMANDER AND POST 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 THE POST LOOK TO YOU FOR SPIRITUAL AND INSPIRATIONAL GUIDANCE. YOU SHALL BE CHAIRMAN OF THE POST VISITING COMMITTEE. IT WILL BE YOUR DUTY TO VISIT AND COMFORT THE SICK AND DISABLED MEMBERS OF THE POST AND TO PERFORM SUCH OTHER DUTIES AS MAY BE REQUIRED OF YOU BY THE LAWS AND RITUALS OF THIS ORGANIZATION.

**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 POST MEMBERS AND THE COMMUNITY. YOU SHALL PERFORM SUCH OTHER DUTIES IN THE POST AS ARE INCIDENT TO YOUR OFFICE.

**INSTALLING OFFICER:** COMRADE POST TRUSTEES, IT WILL BE YOUR DUTY TO MAKE CORRECT AUDITS AND REPORTS OF THE POST RECORDS AS PRESCRIBED BY THE VFW BY-LAWS.(RAPPING GAVEL TWICE AND ADDRESSING THE NEWLY INSTALLED COMMANDER, INSTALLING OFFICER THEN SAYS):

**INSTALLING OFFICER:** COMRADE COMMANDER, THIS POST 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, AND CANTEEN OR CLUB MANAGER. 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 POST WILL DEPEND ON YOU. GUARD WELL ITS INTERESTS, SO THAT YOU MAY FILL YOUR HIGH OFFICE ACCEPTABLY. IT WILL BE NECESSARY THAT YOU STUDY CAREFULLY THE PRINCIPLES OF THIS ORGANIZATION, SINCE IT WILL BE YOUR DUTY TO ENFORCE ITS LAWS, RULES AND RITUAL. THE CHARTER OF THIS POST 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.

**INSTALLING OFFICER CONTINUED:** I PRESENT YOU WITH THIS GAVEL, THE EMBLEM OF AUTHORITY. UPON ASSUMING OFFICE YOU WILL USE IT FIRMLY, BUT WITH DISCRETION. (PRESENTS GAVEL.) COMRADE COMMANDER, COMMANDER-ELECT, OFFICERS AND MEMBERS OF \_\_\_\_\_ POST NO. \_\_\_\_\_, VETERANS OF FOREIGN WARS OF THE UNITED STATES, I PROCLAIM THE OFFICERS DULY INSTALLED FOR THE ENSUING YEAR.

**(BUSINESS RESUMED)**