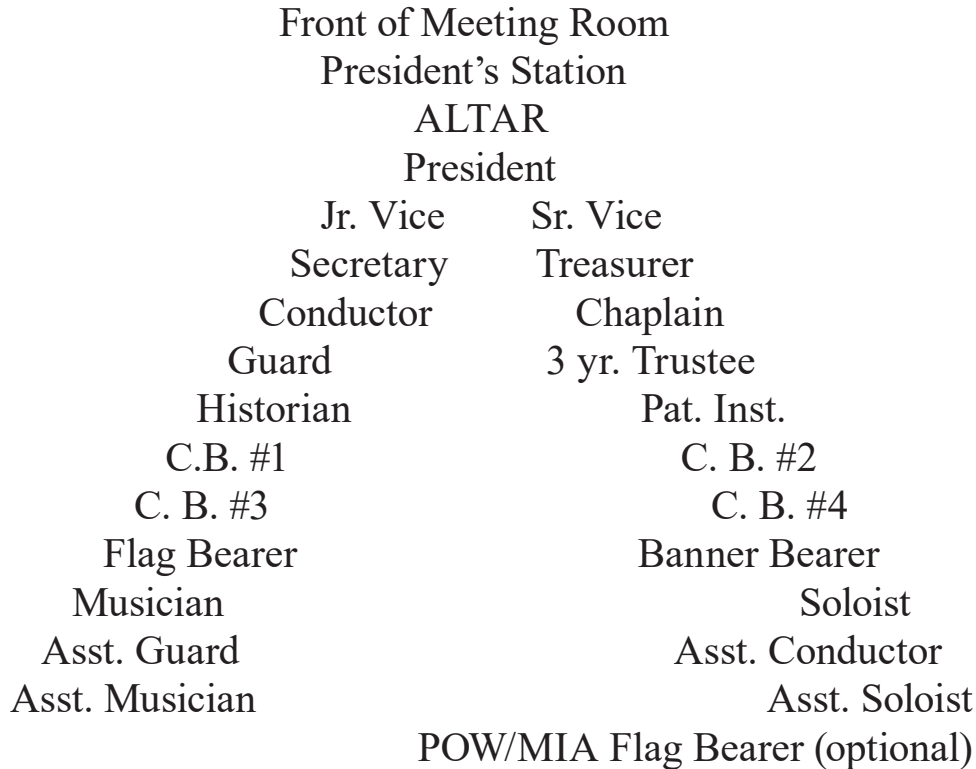


INSTALLATIONS OF OFFICERS AUXILIARIES/DISTRICTS

(The following Diagram is the lineup of Officers for the Installation.)



Auxiliary/District
Meetings

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

Mister/Madam Conductor, escort the Installing Officer to this station.

Two (2) raps.

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

Three (3) raps.

Installing Officer will then take President's station, the President stepping to the left.

Installing Officer: **Ladies and gentlemen, the purpose of my visit being fully understood we will proceed at once with our duties.**

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

President: **They have.**

Installing Officer: **Have all dues for this Auxiliary been duly forwarded as required?**

President: **They have.**

Installing Officer: **Mister/Madam President, have the books of the Secretary and Treasurer been audited and a report made of same?**

President: **They have.**

Installing Officer: **Mister/Madam President, has the office of Treasurer been bonded?**

President: **It has.**

Installing Officer: **Mister/Madam Secretary you will read the names of the Officers for the ensuing year commencing with the President. As your name is called, you will please rise. Chairmen are not to be installed.**

Installing Officer: **Mister/Madam Conductor (and Assistant Conductor, you will escort the Officers to the Altar.**

If any of the retiring Officers are among those to be installed, they will vacate their stations. These stations need NOT be filled as long as Officers are in the room. When all Officers are in position at the Altar, Installing Officer will give two (2) raps, then proceed directly between Color Bearers 1 and 2 to position in front of the Altar.

Conductor: 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 their 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 your 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 your Auxiliary. It is necessary that the duties of your position be intelligently and faithfully 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-Elect: I do.

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

In the 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.

Installing Officer returns to their station.

Three (3) raps.

Installing Officer: **Mister/Madam Conductor, you will escort the President to this station.**

Mister/Madam Conductor-and Assistant Conductor, you will escort the Officers to their respective stations. Officers remain standing until your charge is given.

Conductor: **Mister/Madam Installing Officer, the Officers are at their respective stations.**

Installing Officer: **Thank you, Mister/Madam Conductor and Assistant Conductor. You are dismissed.**

Installing Officer (Optional): I will dispense with the reading of the Officers' Duties and proceed directly to the Duties of the President. Officers you will acquaint yourself with your duties.

Installing Officer: Mister/Madam Senior Vice-President—It shall be your duty to assist the President in preserving order and in their absence to preside over the meeting. Learn well the duties of their office, so that in their absence you may feel yourself confident to take their place.

Mister/Madam Junior Vice-President—It shall be your duty to assist the President and Senior 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 they have confidence in your ability to assist them. 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 and Sisters.

Mister/Madam Conductor—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, Banner Bearer and POW/MIA Flag 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.

(Resume Installation here, if other Officers' Duties were omitted.)

Mister/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 the 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.

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

One (1) rap.