

---

## 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 *or appointed* will terminate upon the date of installation of your Department Commander. I have been selected by the Commander-elect, in accordance with the National Bylaws, to install your newly elected *and appointed* officers. Have the officers for the ensuing year been duly elected *or appointed*?

**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. The Bylaws prescribe you must, within thirty (30) days of election or appointment, submit to the Adjutant for their 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 *elected and appointed officers*.

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

(Officers to be installed are placed behind the altar, facing the Commander's station. Retiring Commander, if not reelected, or the aide-de-camp takes position before altar, *facing the officers to be installed*. *Elected and appointed officers* will salute the retiring Commander, the Commander acknowledging same. The retiring Commander 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 *elected and appointed officers* are in proper position to receive the obligation.

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

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

**Installing Officer:** *Elected and appointed officers* 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 Bylaws and Ritual—of the Veterans of Foreign Wars of the United States—together with the Bylaws 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 true comrade—and a member 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 *Your* blessings upon these, our Comrades, who now become fellow officers. We *ask You*, O Lord, who *is* ever present among us, grant wisdom to them, so that in their deliberations they continue to favor *You*, our glorious Country and to better our organization. May *Your* strength sustain them. May *Your* power preserve them. May *Your* 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 Bylaws 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.

(Or installing officers may elaborate by calling each newly installed officer individually and instructing them 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 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 Bylaws.

**Installing Officer:** Comrade Judge Advocate, you are the legal assistant and adviser 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 this 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 Ritual 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 Bylaws.

(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 Bylaws, 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 Bylaws.

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.

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.)

---

## INSTALLATION OF DISTRICT 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 *or appointed* will terminate upon the date of installation of your Department Commander. I have been selected by the Commander-elect, in accordance with the National Bylaws, to install your newly elected *and appointed* officers. Have the officers for the ensuing year been duly elected *or appointed*?

**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 Bylaws prescribe you must, within thirty (30) days of election or appointment, submit to the Adjutant for their 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 District 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 *elected and appointed officers*.

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

(Officers to be installed are placed behind the altar, facing the Commander's station. Retiring Commander, if not re-elected, or the aide-de-camp takes position before the altar, facing the *officers to be installed*. *Elected and appointed officers* will salute the retiring Commander (or aide-de-camp) and be acknowledged with the same in return. The retiring Commander (or aide-de-camp) will then about-face and salute the installing officer who will return the salute. The retiring Commander or aide-de-camp reports):

**Retiring Commander or Aide:** Comrade, the *elected and appointed officers* are in proper position to receive the obligation.

(Salutes are exchanged and the retiring Commander or aide-de-camp takes station to the left and slightly to the rear of the installing officer.)

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

**Installing Officer:** *Elected and appointed officers of District \_\_\_\_\_ of the Department of \_\_\_\_\_ 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 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 Bylaws and Ritual--of the Veterans of Foreign Wars of the United States--together with the Bylaws 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 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 true comrade--and a member 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 *Your* blessings upon these, our Comrades, who now become fellow officers. We *ask You*, O Lord, who *is* ever present among us, grant wisdom to them, so that in their deliberations they continue to favor *You*, our glorious Country and to better our organization. May *Your* strength sustain them. May *Your* power preserve them. May *Your* hand protect them in the faithful and fruitful performance of their duties. Amen.

**Installing Officer:** As you were! Comrade Retiring Commander (or aide-de-camp) 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 Bylaws 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.

(Or installing officers may elaborate by calling each newly installed officer individually and instructing them 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 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 Bylaws 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 officer are prescribed in detail in the Bylaws.

**Installing Officer:** Comrade Adjutant, it shall be your duty to serve as the official corresponding officer of the District. The duties of your office are prescribed in detail in the Bylaws.

**Installing Officer:** Comrade Judge Advocate, you are the legal assistant and adviser to the Commander and District in all legal matters pertaining to this organization and to assist Post Judge Advocates. You shall perform such other duties incident to your office as the Bylaws may require.



**Installing Officer:** Comrade Chaplain, the members of this District look to you for spiritual and inspirational guidance. It will be your duty to visit and comfort the sick and disabled members of the District and to perform such other duties as may be required of you by the Bylaws and Ritual of this organization.

**Installing Officer:** Comrade Surgeon, it will be your duty to promote and direct health programs for the benefit of the District and to assist Post Surgeons. You shall perform such other duties in the District as are incident to our office.

**Installing Officer:** Comrade Inspector, it will be your responsibility to ensure that each Post in the District is inspected in accordance with the Department Bylaws or as directed. You shall perform such other duties as may be incident to the office or as required by the Bylaws of this organization.

**Installing Officer:** Comrade Chief of Staff, it shall be your duty to assist the District Commander in the performance of their duties as to perform such actions as may be incident to the office or as required by the Bylaws of this organization.

**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 Bylaws.

**Installing Officer:** Comrade 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 Bylaws, audit the books of the Adjutant and Quartermaster. Comrade Commander, it will further be your obligation to see that the Quartermaster is bonded in accordance with the National Bylaws.

Much of the success of this District 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 Bylaws and Ritual.

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 District\_\_\_\_\_, Department of\_\_\_\_\_, Veterans of Foreign Wars of the United States, I proclaim the officers duly installed for the ensuing year.

(Business resumed.)

---

## INSTALLATION OF OFFICERS

(National or Department)

---

Room or stage to be arranged as shown by Plate No. 5 on page 66.

Care should be taken to substitute the words "department" for "national," "Commander" for "Commander-in-Chief" and eliminate "General" in officers' titles at department installations.

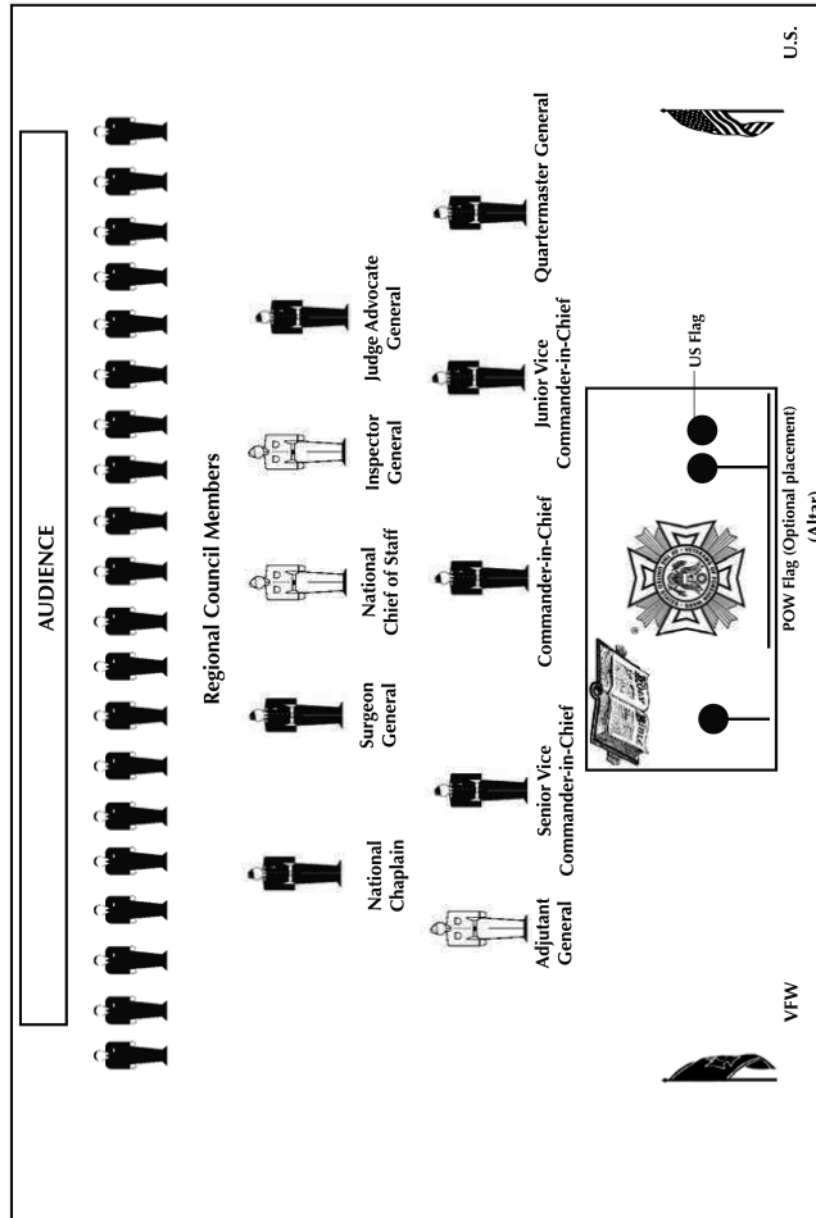
The installing officer at national installations shall be a National Council Officer or Past Commander-in-Chief. At department installations, the installing officer shall be a national officer, a Past Department Commander, a Department Council Officer or Department Commander named by the Commander-elect.

An aide-de-camp shall be appointed by the installing officer, and shall hold office only during the installation.

**Commander:** We will now proceed with the installation of officers.

**Commander:** Department Chief of Staff, you will escort the installing officer to a position on my right. (Two raps.)

## Plate No. 5



**NATIONAL OR DEPARTMENT INSTALLATIONS.** Positions indicated are for installation of National officers on a platform. Titles to be adjusted to Department ceremony. (See page 60).

**Department Chief of Staff:** (Salutes.) Comrade Commander, I have the honor to present Comrade (title\_\_\_\_\_and name\_\_\_\_\_), who has been officially appointed the installing officer.

(Installing officer and Commander exchange salutes.)

**Installing Officer:** Comrade Commander, the term for which you and your subordinate officers were elected or appointed has now expired. It is my duty to ascertain the following. Have officers for the ensuing year been duly elected?

**Commander:** They have.

**Installing Officer:** Have the books of the Adjutant and the Quartermaster been examined and approved by the Department Council of Administration?

**Commander:** They have.

**Installing Officer:** Does the Adjutant have on file proof of eligibility for all officers to be installed during this installation?

**Commander:** The Adjutant has.

**Installing Officer:** I would remind any officer not having proof of eligibility on file and not being installed at this time that the Bylaws prescribe you must, within thirty (30) days of election or appointment, submit to the Adjutant for their file a copy of your proof of eligibility.

**Installing Officer:** Are the funds in the hands of the Quartermaster and ready to be turned over to their successor when duly installed?

**Commander:** They are.

**Installing Officer:** Have you the Charter in your possession?

**Commander:** I have.

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

**Installing Officer:** Past Commander (name\_\_\_\_\_), you have now been relieved of your duties as Commander of this

organization. It is proper to remind you that in assuming the chair of Past Commander it will be your duty and privilege to counsel and otherwise assist your successor through the experiences you have gained during your term of office. You will now station yourself at my right.

(Both salute.)

**Installing Officer:** Department Aide-de-Camp, you will now present the *elected and appointed officers* to the altar, as the Adjutant reads the list of officers to be installed.

(Aide-de-camp escorts each *elected and appointed officer*, except the Commander-elect, to the altar, according to rank.)

**Aide-de-Camp:** Comrade Installing Officer of the Department Convention, Veterans of Foreign Wars of the United States, the *elected and appointed officers* are in proper position for installation.

(Upon approach of the installing officer, *elected and appointed officers* salute. Installing officer takes position at the altar, faces *elected and appointed officers*, returns salute.)

**Installing Officer:** Department *elected and appointed officers* of the Veterans of Foreign Wars of the United States, I will 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 Bylaws and Ritual -- of the Veterans of Foreign Wars of the United States. 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 true comrade -- and a member 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 *Your* blessings upon these, our Comrades, who now become fellow officers. *We ask You*, O Lord, who *is* ever present among us, grant wisdom to them, so that in their deliberations they continue to favor *You*, our glorious Country and to better our organization. May *Your* strength sustain them. May *Your* power preserve them. May *Your* hand protect them in the faithful and fruitful performance of their duties. Amen.

**Installing Officer:** As you were! Department Aide-de-Camp, you will now escort the officers to their respective stations.

(Outgoing officers will salute the incoming officers and surrender their stations. Officers will remain standing. One rap of the gavel.)

**Installing Officer:** Department Officers of the Veterans of Foreign Wars of the United States, you now occupy the position of honor to which your comrades have elected you. Learn well the responsibilities entrusted to you so that you may intelligently discharge the duties you are to undertake.

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

(Or installing officer 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, by your counsel and otherwise. In their absence or disability you should be prepared to assume the duties of their office.

**Installing Officer:** Comrade Junior Vice Commander, it will be

your duty to assist the Commander and the Senior Vice Commander by your counsel and otherwise.

**Installing Officer:** Department Council Officers, it will be your duty to attend all regularly called meetings of the Department Council of Administration.

Actions by Council of Administration members on questions of vital importance to the Veterans of Foreign Wars of the United States require careful deliberation, wisdom and good judgment. You should learn thoroughly all provisions of the Bylaws and Ritual, so that you may render proper decisions.

You should keep informed on all policies and activities of our organization and serve the Veterans of Foreign Wars of the United States to the best of your ability.

**Installing Officer:** Comrade Quartermaster, it is your duty to take charge of the funds of this organization. Guard them well. You will also be in charge of the supply department. See that all authorized supplies are on hand and that a profit is made on them.

**Installing Officer:** Comrade Judge Advocate, you are our legal adviser. As such you must familiarize yourself with all provisions of the Congressional Charter, Bylaws and Ritual so that you shall be competent to render advice and opinions to the Commander.

**Installing Officer:** Comrade Surgeon, your duties are those of your profession, for benefit of our organization, as prescribed by the Bylaws.

**Installing Officer:** Comrade Department Chaplain, we look to you for spiritual and inspirational guidance. You will assist the Post Chaplains and you will have charge of our memorial services. Make your service an inspiring example for all our comrades.

**Installing Officer:** Department Aide-de-Camp, you will present members of the National Council of Administration at the altar.

(After council members are at the altar, installing officer raps gavel twice.)

**Installing Officer:** Department Aide-de-Camp, you will now escort the Commander-elect to the altar.

(Commander-elect is placed directly in front of the council members, facing the installing officer.)

**Aide-de-Camp:** (Salutes.) Comrade Installing Officer of the Department Convention, Veterans of Foreign Wars of the United States, I present Comrade Commander-elect (name). (Commander-elect and installing officer exchange salutes.)

**Installing Officer:** Comrade Commander-elect (name), before administering your obligation, it is proper to remind you of certain duties.

You will be held personally responsible for the Charter of this organization, and at the end of your term of office you will deliver it to the officer appointed to install your successor.

It is your duty to see that all Department officers perform their duties to the best of their ability. You shall keep yourself informed on all proposed legislation which may affect the welfare of potential and actual comrades of this organization. Strive for adoption of only those measures which will be beneficial.

You will be required to devote all of your time to the many duties of your office. You are expected to make a special study of the Bylaws and Ritual of this organization so that you may render firm and impartial decisions on important questions referred to you.

As Commander you will be regarded by your comrades and by the general public as typifying wise and vigorous leadership in the Veterans of Foreign Wars of the United States.

May all your efforts and accomplishments bring credit to your administration and to our organization.

Comrade \_\_\_\_\_ are you willing and ready to assume your solemn obligation?



**Commander-elect:** (Answers.)

**Installing Officer:** You will raise your right hand, touch the flag of our country with your left hand, give your name as I touch your hand and repeat after me:

### **COMMANDER'S OBLIGATION**

In the presence of Almighty God -- and the officers and delegates of this order here assembled -- I, \_\_\_\_\_ do hereby solemnly promise -- that I will faithfully discharge to the best of my ability -- the duties of the office of Department Commander -- of the Veterans of Foreign Wars of the United States to which I have been elected -- in accordance with the Bylaws and Ritual -- of the Veterans of Foreign Wars of the United States. I solemnly promise -- that at the close of the term to which I have been elected -- or sooner if so ordered by proper authority -- I will surrender immediately -- to only the duly authorized person or persons -- the National Charter -- all records, money and other properties of this organization -- in my possession or under my control. I do further solemnly promise -- that I will be fair and impartial in my actions toward all comrades -- and I will always strive to promote the best interests of the Veterans of Foreign Wars of the United States. So help me God.

**Installing Officer:** As you were! Council Officers, you will resume your stations. Department Aide-de-Camp, you will escort the Commander to their station.

(Immediate Past Commander and Commander exchange salutes, Past Commander then takes station to the left of newly installed Commander.)

**Installing Officer:** Comrade Commander, I now place in your possession our Charter. Also I present you with this gavel, which is the emblem of your authority, use it firmly, but with discretion.

(Presents gavel.)

**Installing Officer:** All Department Officers, you will stretch forth your right hand (palm up) and repeat after me:

Comrade Commander (name \_\_\_\_\_), to you I  
pledge my sincere allegiance.

**Installing Officer:** (Salutes.) Comrade Commander, officers  
and delegates of the Veterans of Foreign Wars of the United  
States, I now proclaim the Department officers duly installed  
and this organization in working order for the ensuing year.

(Installing officer salutes and retires. Newly installed Commander  
raps gavel once. Business is resumed.)