

CABRILLO CIVIC CLUBS OF CALIFORNIA, INC.

STATE COUNCIL INSTALLATION

As we bring to a close another year and Convention and before we wish the Officers-Elect our best, we must thank the State Officers who carried us through the last year. We hope each of you experienced great satisfaction in carrying out your duties. Let us show our thanks and appreciation with a round of applause.

May I present to you the Installing Marshals

_____ & _____. Now if you both will come forward and position yourselves on either side of the podium, we will begin.

District Governors and State Directors are appointed by the Subordinate clubs for which they serve and recommended for acceptance by the State Council. We consider them as elected officers and treat them as such.

Will the incoming District Governors and State Directors please come forward and stand between the Installing Marshals.

OATH OF OFFICE

Do you all accept the office for which you have been chosen? If so, please answer, "I do".

Will you please raise your right hand and repeat after me.....

I (state your name),

in the presence of God

do solemnly promise

to maintain and uphold

the Constitution & Bylaws and Rules & Regulations

of the Cabrillo Civic Clubs of California

I further promise to perform the duties

of the office to which I have been elected

to the best of my ability.

(Please be seated)

Mr. & Mrs. Marshal, will you please present before me the

State Marshal-Elect

STATE MARSHAL

As per the Constitution & Bylaws of our organization, the State Marshal shall keep order at all meetings and conventions. You shall perform such other matters as may be assigned to you by the State President or State Board of Directors. Prior to all meetings, inquire of the State President for special instructions. It is your duty to keep in good repair, all flags, banners and equipment entrusted to your care and safe keeping. In many instances, being elected as State Marshal begins the ascent to the office of State President.

Congratulations!

Mr. & Mrs. Marshal, will you please present before me the

State Treasurer-Elect

STATE TREASURER

The State Treasurer shall be the recipient of funds of the State Council and shall deposit, record and disperse such funds as ordered by the State Council and/or the State Board of Directors, shall prepare accurate records which shall be readily available to those members so entitled. All checks dispersed shall have two signatures, State President, State Treasurer or State Secretary. All records, books and files shall require an annual audit. You shall perform such duties as the State Council and State Board of Directors may require.

Congratulations.

Mr. & Mrs. Marshal, will you please present before me the

State Secretary-Elect

STATE SECRETARY

You shall be the custodian of all records, books, files and Seal of the State Council & such other data of the Subordinate clubs as may be ordered. All records of the State Council shall be kept by the Secretary in appropriate books and files. You shall surrender to the State President, the Board of Directors and the State Council such reports as they may deem necessary. You shall promptly transmit to the State Treasurer funds, fees or dues belonging to the State Council and shall perform such other duties as the State Council & the Board of Directors may confer upon you. You shall also act as Secretary to the Board of Directors.

Congratulations.

**Mr. & Mrs. Marshal, will you please present before me the
State 2nd Vice President-Elect**

STATE 2nd VICE PRESIDENT

Now is the time to make a vow to yourself to the best of your ability you will strive to prepare yourself for the year _____. Make plans and assess the entire structure of our civic organization with the thought in mind that there may be a new and better way of administering our business. You will be assisting 2 State Presidents prior to your reign. You shall watch their every move and procedure, evaluating their performance. The next 3 years will most likely be the most outstanding and memorable years of your life. If you are unfamiliar with any aspect of presiding, now is the time to take note and endeavor to prepare yourself. Attendance of all State Board meetings, Conventions and Committee meetings is the key to keeping yourself completely informed at all times. Thank you for your desire to ascend to our top office. Congratulations and I wish you much success!

**Mr. & Mrs. Marshal, will you please present before me the
State 1st Vice President-Elect**

STATE 1ST VICE PRESIDENT

You now stand on the threshold of the Presidential reign. You have one year to occupy the position of assistant. In addition to being prepared to preside over the meetings in the absence of the State President, oversight in promoting a growing Membership is your foremost responsibility. We look forward to hearing your good ideas as to methods to increase Membership.

Congratulations!

**Mr. & Mrs. Marshal, will you please present before me the
State President-Elect**

STATE PRESIDENT

Your primary duty is to preside at all State Board of Director meetings and State Convention. You shall preserve order there-in, enforce the Constitution and Bylaws of the State Council and Subordinate clubs. You shall appoint all Standing Committees and such Special Committees as deemed advisable. With the help and support of all the membership, I look forward to another wonderful year of Cabrillo. Congratulations and may you have safe travels!

Will the Installing Marshals please present to me the Jr. State President to complete the ceremony.

PASSING THE GAVEL

**We ask Jr. State President _____ to
relinquish the last item of his/her executive office, the gavel.**

Presenting the gavel to your successor traditionally signifies the transfer of power from one to the other. It is also emblematic of the authority and right to act officially in the capacity and, office of the State President. Used with authority, firmness, decision, and utmost conviction, it becomes a most important tool to better carry out your executive duties. Traditionally, the handshake is the moment you become State President accepting the gavel. We here assembled wish you a most enjoyable and successful year.

Congratulations!

Mr. & Mrs. Marshal will you please escort the newly installed State President around the room and return him/her to his seat.

With a round of applause for our Installing Marshals, we dismiss them and thank them for a fine performance!

CONCLUSION

In conclusion, I must mention the fact that the Cabrillo Civic Clubs of California, Inc. in the Constitution and Bylaws refrained from providing an Oath of Office. We must then assume that each of you accepting responsibilities as State Officers this date, are fully qualified for the position and will to the best of your ability, comply with the Constitution and Bylaws of the Cabrillo Civic Clubs of California, Inc.

This concludes the Installation ceremony.