

CABRILLO CIVIC CLUBS OF CALIFORNIA, INC.

STATE COUNCIL INSTALLATION

As we ring down the curtain on another year and another Convention and before we wish the Officers-Elect our best, we must pause for a moment to pay tribute to a great slate of officers who carried us through the last year and who truly came out on top with flying colors. We do hope each of you experienced great satisfaction in carrying out your duties. We now extend our thanks and appreciation in the form of applause.

Installing Marshals are an important part of our Installation and today so capably functioning in this capacity 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. You know and we know the State Marshal has many more tasks and plays a most important role. The seating arrangements of any meetings must rank as one of your more important responsibilities. 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 Historian Elect**

STATE HISTORIAN

As State Historian your duties are defined quite clearly in the Constitution & Bylaws. The name Historian implies your duties of which is accumulation of information and pertinent data relative to the Cabrillo Civic Clubs. May I interject at this time that each of us as members are delegated to procure and forward to the Historian all materials deemed relevant to our past and future. Your rapport with Subordinate clubs must be one of your prime duties. All records should be available to any members at any time. We wish you well and know your efforts will be tremendous if we as members give you the assistance and cooperation due your office. Congratulations and successful communications.

**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 and may you enjoy much success in your position.

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

STATE SECRETARY

The old cliché was never more true than it is in the case of the Cabrillo Civic Clubs of California. I once again repeat, find a good organization that is forging ahead and with that organization you will find a top notch 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. You shall within one week after your term expires deliver to your successor in office all of the books, papers, property & funds of the State Council in your possession. The Secretary & Treasurer work hand in hand with our system and financial records should be in balance. The method used by each are different, however, the final totals should be identical and the two shall meet to confirm the totals reciprocate. We congratulate you on your election.

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. The people you serve are the greatest in the world. If you are unfamiliar with any aspect of presiding, now is the time to take note and endeavor to prepare yourself. Attendance to all State Board meetings, Conventions and Committee meetings is the key to keeping yourself completely informed at all times. Specific duties shall be delegated to you and most assuredly you will be of great assistance to many people. We will be very proud to have you representing us for the next 3 years and may you be equally proud to serve. 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 an assistant. One year from this date, you will be the person of the hour. The 1st Vice President, through tradition and past practice is the State Membership Chairperson. 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. Your duties are too numerous to mention, but 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 escort our First Lady/Man to the side of the State President. May I present to you our new First Lady/Man. Marshals will you please escort the First Lady/Man back to her/his seat and 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 and the First Lady/Man a most enjoyable and successful year.

Congratulations to you both!

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