

CABRILLO CIVIC CLUBS OF CALIFORNIA, INC.

INSTALLATION OF A SUBORDINATE CABRILLO CIVIC CLUB

Good evening, I am _____(name) _____(office)
and your Installing Officer for this evening.

Ladies and Gentlemen:

At this time, I am proud to introduce the Installing Marshals for this
very honorable occasion _____(name) & _____(name)

Will you please present yourselves before me.

Mr. & Mrs. Marshal you have been selected to assist me with the
installation of the Officers and Directors of Cabrillo Civic Club #_____.

Will you please face the assembly.

Will the incoming Board of Directors and Officers elect please stand.

You have been chosen by the members of your club to guide them
through the coming year. You may occasionally reflect on the
operations of the previous officers, so that their accomplishments
may be used as a guide in your planned activities for the coming year.

Everyone is looking to you for leadership and your personal
commitment to the State Council and to Cabrillo Civic Club #_____.

(Administer Oath of Office)

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

and _____ Cabrillo Civic Club # _____

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 Marshal
Elect**

MARSHAL

May I say to you as Marshal you hold a very important position in your club. You shall be ready to carry out any and all instructions of the President.

You are the keeper of the club banner and flags.

You are responsible for maintaining proper order and decorum at all club meetings.

You shall see that all club visitors are properly greeted & introduced.

Many times the smooth running of a meeting depends upon the efficiency of the Marshal.

May I congratulate you.

Mr. and Mrs. Marshal, please escort the Marshal to (his/her) seat and present before me the Treasurer Elect.

TREASURER

You are in charge of keeping the clubs books and financials records.

You are the recipient of all funds of the club and shall deposit, record and disperse such funds as directed by the Club officers and

Directors and prepare accurate records that shall be readily available to those members so entitled.

The fact that the members have elected you for this most important position is in itself a great testimony of their confidence in your integrity, conscientiousness and trustworthy judgment. We can all be sure you will always merit the confidence and trust that your club's members have placed in you.

I congratulate you and wish you well.

Mr. & Mrs. Marshal please escort the Treasurer to (his/her) seat and present before me the Financial Secretary Elect.

FINANCIAL SECRETARY

You have a great obligation as Financial Secretary.

You are responsible for all the clubs' membership records and membership rosters.

You are obligated to keep accurate records of all members and always be ready to make known the total number of members in the club to those members so entitled.

You are responsible for issuing membership cards and other duties as assigned to you by the President.

Your job is not an easy one, however, I am sure by the fact that the members have chosen you for this important task, merits the confidence your club has placed in you.

I congratulate you.

Mr. & Mrs. Marshal please escort the Financial Secretary to (his/her) seat and present before me the Recording Secretary Elect.

RECORDING SECRETARY

I need not remind you of the importance of the position you are about to undertake.

You must keep proper records and minutes of all proceedings.

It demands a great deal of care and many long hours of hard work.

However, your reward at the end of your term will be the knowledge that your club has a complete and proper record of everything that has transpired during your duration in this office.

I am sure that your club members were very wise to choose you.

My congratulations to you.

Mr. & Mrs. Marshal please escort the Recording Secretary to (his/her) seat and present before me the Second Vice President Elect.

SECOND VICE PRESIDENT

Your year as Second Vice President is to watch and learn.

You will assist the President in any way possible.

You may be assigned the task of keeping the rules and guidelines manual up to date and many other tasks.

You will preside over all meetings in the absence of the President and the First Vice President.

This year is your opportunity to show that you are capable of handling any task which may be assigned to you by the President.

Watch and learn well.

Congratulations.

Mr. & Mrs. Marshal please escort the Second Vice President to (his/her) seat and present before me the First Vice President Elect.

FIRST VICE PRESIDENT

Yours is the office which leads to the Presidency.

It carries with it greater obligations and may require much extra time and attention.

It is your duty to work closely with the President and to be familiar with all activities of your club, assisting the President in every possible way.

You should be familiar with all of the duties of the President as you will preside over the meetings during the President's absence.

You should take the lead in securing new members for your club.

I congratulate you.

Mr. & Mrs. Marshal please escort the First Vice President to (his/her) seat and present before me the President Elect.

PRESIDENT

May I be the first to congratulate you!

You are the recipient of the highest office within the _____

Cabrillo Civic Club #_____.

You would not have received this high honor had you not enjoyed the great respect and esteem of all of your club.

Having achieved this position, you have been given the privilege of being the presiding officer for the coming year.

You have sworn to maintain and uphold the Constitution & Bylaws of the State Council and _____ Cabrillo Civic Club #_____.

In the year ahead you may have some trials and tribulations, but with the help of your officers, your Board of Directors and your members, you will finish your year, proud of the job you will have done.

This will be a better organization for having had you as its President.

Again, my congratulations!

Mr. & Mrs. Marshal will you escort the President around the room and then return (him/her) to me.

Mr. & Mrs. Marshal will you leave the President with me and escort the Junior Past President before me.

OUTGOING OFFICE OF PRESIDENT

Mr. & Mrs. Marshal I thank you for your assistance during this Installation and I now relieve you of your duties as Installing Marshals and thank you for a fine job!

Please join me in giving them a big hand!

(Mr./Mrs.) Junior Past President, in giving up your office, your duties are not yet finished and probably never will be. During your term of office you became your club's leader and set certain examples and precedents.

The fact that you have held the office of President, makes you one of the club's most valuable members.

At all times your experience should be made available to those who follow.

May the enthusiasm and drive that motivated you as President continue working toward the ideals and goals of the State Council and

_____ Cabrillo Civic Club #_____. As Junior Past

President, you are relieved of the responsibility of President.

PASSING THE GAVEL

This gavel is the symbol of your authority.

Guard it well for it is the evidence of our trust in you.

Use it always with consideration of what is best for your club and the great organization of which your club is a vital part.

I know you will give it your best and earn the trust and confidence of your club.

I now declare the Officers and Board of Directors of _____

Cabrillo Civic Club #_____ duly installed and it is my distinct pleasure and privilege to present to you your new President for 20_____.