



## INSTALLATION

*The installing officer shall call upon the sergeant-at-arms to bring forward the officers to be installed.*

**Installing Officer:** “Sergeant-at-arms, bring before me the newly elected officers of this Chapter.”

*The sergeant-at-arms brings each newly elected officer to the front, facing the station of the Director. In order of rank, i.e., Director, Assistant Director, Secretary, Treasurer, Chaplain, Historian, Safety Officer, Road Captain and Sergeant-at-arms. After all are standing in place, with the new commander to the right of the installing officer, the acting sergeant-at-arms salutes and addresses the commander.*

**Sergeant-at-Arms:** “I present to you the newly elected officers of this Chapter whose eligibility records for membership in The American Legion Riders have been duly checked and authenticated.”

**Installing Officer:** “My comrades, you have been chosen by your comrades to fill the various offices of The American Legion Riders of \_\_\_\_\_. You will, I know, vindicate the trust that has been reposed in you, and fulfill in every way the obligations, which that trust entails. You shall at once familiarize yourselves with the duties of your particular offices, and you shall proceed upon those duties in the same spirit of devotion and endeavor, which characterized that service out of which arose The American Legion and its program, The American Legion Riders. You must know the welfare and success of this Chapter depends largely on you; and you must also know upon your shoulders equally rests the burden of preserving the integrity of The American Legion Riders. You must protect its good name before the people of the United States. You must exalt it in their eyes. You must make them know as we know its purposes and its policy. Ever remember the tolerant spirit that animates its members. There is no rank among us, for each serves as an equal; and all strive toward the same goal, which is the realization in the life of the Republic of the ideals of Justice, Freedom, Democracy and Loyalty. Ever remember the cardinal purposes of The American Legion and The American Legion Riders are the rehabilitation of our disabled comrades; the care of the dependents of those who have answered the final call, and of those who are now suffering the ravages of wounds, disease and want; rightful education of the children of our Country, and devoted service to the community, state and nation.

“You will raise your right hands and repeat after me, giving your names: ‘I, \_\_\_\_\_, do solemnly pledge myself to perform faithfully and impartially the duties of the office in The American Legion Riders I am about to assume, and I further pledge I am not a member of, and do not subscribe to the principles of any groups opposed to our form of government.’”

**Sergeant-at-Arms:** “You are the sentinel, the outer guard of this Chapter. You will assist the Chapter Director to ensure all rules that are set forth in the constitution and by laws are followed and adhered to. You shall maintain order at all Chapter activities. You will learn the identity of, and introduce to the Director, all visiting comrades and guests of the Chapter. You are responsible that no one shall remain a stranger in our midst. Be ready at all times to assist your Director. Into your hands is given charge of the stand of colors which you will properly display at all Chapter meetings and on ceremonial occasions.”

**Road Captain:** “You will coordinate all Chapter tours, runs, activities, and events; lead the Chapter in formation riding or parades; arouse interest in activities; enforce all rules of safe motorcycle operation and group riding and perform such other duties or chair such committees as may be from time to time assigned by the Director or Chapter Executive Committee.”

**Safety Officer:** “You will work closely with the road captain and sergeant-at-arms to maximize the safety of all participants at all events. The safety officer may also prepare and present safety training or present a safety tip to the membership at every regular meeting, and assist the road captain and treasurer with event planning and event insurance issues.

**Historian:** “Your office is an important one. You are to relate to the public a positive image of the American Legion Rider Program. You are to inform, enlighten, and educate the public of our beliefs, events and goals as well as to provide reliable sources of information relating to veterans’ issues. To you is given the responsibility of preserving and compiling the records of this Chapter. The future can only be judged by the past. Be mindful the lamp of recorded experience may do much in guiding the footsteps of those who follow. Ever remember that without the recorded history of this Chapter, its policies and accomplishments will be a blank to the ones who come after we are gone.”

**Chaplain:** “You shall be charged with the spiritual welfare of the Chapter comrades and will offer divine but nonsectarian service in the event of dedications, funerals, public functions, etc., and adhere to such ceremonial rituals as are recommended by the National or Department headquarters from time to time. You will, I know, lend dignity and respect to your office. You should be in close confidence with the Director and the other officers of this Chapter, and should attend all meetings of the Chapter. You should be ready upon occasion to take your part in the initiation of new members, the dedication of halls, monuments or colors, and the funeral services for a comrade. All such ceremonies are made more commemorative by the use of our ritual. Into your keeping we place the spirit of comradeship of this Chapter. May harmony and unity prevail.”

**Treasurer:** “You are the keeper of the moneys and in you is reposed the financial policy of the Chapter. To you is given charge of the year’s budget and to you is given the duty of the payment of all obligations when proper authorization has been given for such payment. Your position is an important one, demanding integrity and honesty. Your election to this office signifies your comrades have implicit trust in you. Guard well that trust.”

**Secretary:** “My comrade, you shall have charge of and keep a full and correct record of all proceedings of all meetings, and keep such records as the Chapter may require under direction of the Director. You have been chosen to assist in the wise and effective administration of the Director’s office and to serve not only your fellow Legion Riders, but also those whose relationship to our organization has led them to look to us for guidance and relief. You will find your duties many, varied and, at times, taxing of your crowded hours and resources. The successful accomplishment of our program depends, to a great extent, upon you and your performance of the duties of your office.”

**Assistant Director:** “To you is given the responsibility of an active cooperation between yourself and the Director. You shall assume and discharge the duties of the office of Director in the absence or disability of, or when called upon by, the Director.

**Installing Officer (to retiring Director):**

“My comrade, you have just completed a year of impressive service to The American Legion and to The American Legion Riders. The record of your Chapter indicates a quality of that service.

“Through your earnest performance of the duties of leadership, you have truly justified the great trust which your comrades reposed in you.

“Although the mantle of leadership is now being passed to another, a great responsibility remains with you. You possess a great wealth of knowledge gained through your leadership experience. Place this wisdom at the disposal of your successors in order that your comrades may benefit there from. Through your station maintain the principle of ‘Freedom’ within this Chapter.

“On behalf of the American Legion Riders, Department of Vermont, I thank you for the splendid service you have rendered The American Legion And The American Legion Riders.

**To the Director:** “It shall be the duty of the Director to preside at all meetings of the Organization and to have general supervision over the business and affairs of the Organization. You shall be the chief executive officer of the Organization. To you is entrusted the very important duty of teaching and protecting the cardinal principles of The American Legion Riders throughout your entire Chapter. To you is entrusted supervision of the duties of all other officers of this Chapter. Loyalty to your Chapter, to its membership, to the state and to the national organization, are obligations which you now assume. You are more than the presiding officer for meetings. You are guided by the constitution and by the decisions of the Chapter as a body, yet the responsibility for the success of the year’s program is largely on your shoulders. You must initiate and carry through programs to completion. You must thoroughly familiarize yourself with the policies and traditions of your Chapter and of The American Legion. By your

sincere acceptance and earnest performance of these duties, may the great trust, which your comrades have reposed in you, be justified. To you, I extend the congratulations of the department, and I wish you well as you assume the responsibilities of your office.”

**Commander:** “The chaplain will offer prayer.”

**Chaplain:** “O, God of Might, Wisdom and Justice, through Whom authority is rightly administered, assist with Thy spirit of counsel and fortitude these newly installed officers. May they accept the challenge of their oath. Impress upon each the importance of the duties as well as the honors of their office. May they know the value of working together with Thee. Lead them in the problems that will confront them, keeping them ever mindful of the great heritage preserved by our comrades, living and departed. Vouchsafe unto them wisdom and protecting care throughout the year. AMEN.”

*Installing officer seats membership with one rap of the gavel. Newly elected officers please rise.*

**Installing Officer:** “My comrades, I present you the officers of your choice. I congratulate you on the selections you have made. You have chosen them to guide the destinies of this Chapter, now it is your duty to aid them in every way. Help them keep The American Legion and The American Legion Riders free organizations of free men and women, faithful to their principles and ideals.”

*The gavel is handed to the new commander and the installing officer takes a seat. New commander then seats the newly elected officers with one rap of the gavel.*