

Sample taken from *President's Manual of Procedure*, pg 23.

INSTALLATION OF CLUB OFFICERS

The following suggested agenda for the installation of officers can be adapted as needed.

1. Remarks from outgoing president (presider)
2. Outgoing officers and directors thanked
3. Continuing directors and officers acknowledged
4. New president installed

Oath for the president

I, _____, as president of the Rotary Club of _____ will, to the best of my ability, administer the duties of the office of president in a businesslike manner and in accordance with the club's constitution and bylaws.

5. Presentation of past president pin to outgoing president
6. Installation of incoming officers and directors

Oath for officers and directors

I, _____, do accept and understand the charges of the office to which I am elected and will work with diligence for the betterment of the club.

7. Introduction of committee chairs
8. Passing of the gavel

Outgoing president

I hereby declare the new officers and directors installed and give President _____ the gavel as a symbol of the transfer of the club's administration.

9. New president's address

The following samples were taken from:
Club and District Administration,
Rotary International,
1560 Sherman Avenue, Evanston, Illinois 60201 USA
Telephone: (847)-866-3000; Fax: (847)-866-3072
Dated: 1999

Sample 1:

Oath for the President: I, _____, do solemnly pledge that I will faithfully execute the office of president of the Rotary Club of _____ and that I will to the best of my ability support the district governor and Rotary International and that I will uphold the constitution and bylaws of this club.

Oath for the Officers and Directors: I, _____, do solemnly pledge that I will fulfill the duties of my office in the Rotary Club of _____ to the best of my ability, that I will support President _____, and will abide by our club's constitution and bylaws.

Sample 2:

Outgoing President to the New Officers and Directors: You have been selected by the members of this club to guide its affairs during the coming year. You have been entrusted with an important responsibility that will help shape our club's future.

Outgoing President to Incoming President: _____, you have been elected to the office of president of the Rotary Club of _____ by its members. It is an expression of their confidence in your leadership. I now have the pleasure of presenting this gavel as emblematic of your office.

Incoming President to Outgoing Officers and Directors: Though you are retiring from the administration of our club, your continued active involvement in the club is extremely important. Thank you for serving.

Sample 3:

To the Incoming Officers and Directors: You have been elected to the important positions in the administration of the Rotary Club of _____. This is an indication of our esteem and confidence in all of you. We also believe you will uphold the high traditions of our club, that you will give the best of your executive ability to the furtherance of the interest of our club and the carrying forward of the Object of Rotary.

Will you fulfill the responsibilities of your offices to the best of your ability and in accordance with the constitutional documents of this club?

Answer: I will.

Outgoing President: I hereby declare the new officers and directors installed and give to President _____ the gavel as symbolic of the transfer of the club's administration.

Sample 4:

Oath for the President: I, _____, as president of the Rotary Club of _____, will, to the best of my ability, administer the duties of the office of president in a business-like manner and in accordance with the club's constitution and bylaws.

Oath for the Officers and Directors: I, _____, do accept and understand the charges of the office to which I am elected and will work with diligence for the betterment of the club.