

## **Ritual of Installation**

The Installing Officer rises and inquires of Detachment (Department or National) Commandant.

**INSTALLING OFFICER:** Before installing the newly elected Officers (and/or appointed Officers) of the ... Detachment (Dept of...: the National Board of Trustees) I wish to make certain inquiries. Have you the Charter of the ... Detachment (Department or Marine Corps League) in its proper place?

**COMMANDANT:** We have, Sir.

**INSTALLING OFFICER:** Have the dues of the newly elected Officers been paid and have the annual dues for each of them been forwarded to the proper offices?

**COMMANDANT:** They have, Sir.

**INSTALLING OFFICER:** Have each of the incoming Officers been duly and properly elected?

**COMMANDANT:** They have, Sir.

**INSTALLING OFFICER:** Sgt. at Arms, you will report. (The Sgt. at Arms, reports, salutes and says)

**SGT AT ARMS:** Installing Officer, Sir, the Sgt. at Arms reports.

**INSTALLING OFFICER:** You will present the newly elected officers (and/or appointed officers) for installation.

**SGT AT ARMS:** Aye, aye, Sir.

**\*In case of an Installing Officer or Commandant being a female-should be addressed as MADAM or MADAM COMMANDANT, as appropriate.**

*(The Sgt. at Arms forms the newly elected officers before the Altar with the Commandant-elect in the center with other Officers evenly divided on either side and reports).*

**SGT AT ARMS:** Installing Officer, sir, I present to you, the newly elected Officers of the ... Detachment (Dept. of ..) or National Board of Trustees), who desire to be qualified, obligated and installed into office.

**INSTALLING OFFICER:** Newly elected Officers, you have been chosen by your fellow Marines to lead them during the coming year. By their vote, your fellow Marines have indicated their faith and trust in your zeal, ability and integrity and their belief that you will by earnest, honest and faithful discharge of your various duties and responsibilities vindicate their faith and trust. You should at once acquaint yourself with the laws of the Marine Corps League, the Department and Detachment. In addition, you should acquire a complete working knowledge of the requirements of your particular office. Keep ever in mind the purposes of the League, so conducting yourself as to exemplify those purposes in everything you do in your official capacity. Especially be vigilant to respect and honor your deceased brothers in arms and to assist and protect your fellow Marines and their families. Never neglect an opportunity to advance the interests and welfare of the League and your Detachment. When your tour of duty has been completed, may it with justice be said that you helped to win the respect of the public for the League and your Detachment (Department or National Board of Trustees) and the admiration and gratitude of your fellow Marines.

The Oath you are about to take cannot, in any way, conflict with any political or religious views you may entertain. In view of this assurance and considering what you have heretofore heard, are you willing to accept the oath of office? If so answer- I am.

**INSTALLING OFFICER:** (Raps gavel twice, to call all to a standing position) You will raise your right hand and repeat after me, using your own name where I use mine.

OATH, I,...do solemnly swear or affirm ... that I will bear true allegiance ... to the United States of America ... and to the Marine Corps League...That I will enforce and uphold ... and will myself obey ... the laws of the League ...I shall ever bear in mind...the purposes, for which ... and the principles upon which ... the Marine Corps League ... and the ... Detachment (Department or League) ... were founded ...I will subordinate myself ... to the best interests ... of my fellow Marines...and the Marine Corps League...and will ... never personally benefit... at the expense of the League ... or my Detachment (Department of League).. in the slightest degree ... At the termination ... of my tour of duty ...I will surrender my office ... to my duly elected ...

or appointed successor. .. accounting for any property ... that may have been entrusted ... to my care or custody ... All this I solemnly swear or affirm...so help me, God.

**INSTALLING OFFICER:** Thank you, you may lower your hands. Sgt. at Arms, you will escort the officers, with the exception of the Commandant, to their posts (Seats) (Raps gavel once, to seat members)

**INSTALLING OFFICER:** Commandant, Sir, upon you reposes the highest and most important responsibility that can rest upon any officer of the Marine Corps League.\* (The Detachment is the most important unit in the League, for it is composed of the membership, which is the very heart of the League. Without the Detachment, the other units of the League would have no reason for existence. The life and growth of the League begins in the Detachment.)

**\*To be used only in a Detachment installation-when installing Department and National Officers omit all words in parentheses.**

Yours is a primary and compelling responsibility indeed.

Hold constantly before the eyes of your fellow Marines the great principles for which the League strives. Lead and govern fairly and impartially. Strike quickly to prevent political, sectarian or other improper debate, in your meetings. Strive to promote harmonious interest and effort among your fellow Marines.

Be alert in supervising the work of your officers. Require them to constantly bear in mind the obligation of their oath. Nevertheless, exercise a kindly attitude in all you say and do. Be quick to praise and cautious to admonish. To you is given the opportunity of so administering the affairs of the Detachment (substitute Department or League as appropriate) that it can and will improve in interest, work and growth.

Call upon your Staff of Officers for assistance and advice and with their help formulate a progressive program for your term of office.

Do not accept your office lightly, conduct yourself with the determination that the end of your tour of duty will mark a task well done. I congratulate you, Commandant, Sir.

**INSTALLING-OFFICER:** Sgt. at Arms, you will escort the Commandant to this post.

**INSTALLING OFFICER:** Fellow Marines, I present to you the Officers you have chosen. I congratulate you on your selections and venture the opinion that they have been well made. Allow me to admonish you that you cannot now stand aside and expect your officers to guide the destinies of this Detachment (Department or

League, as appropriate) or to ensure its growth, success and welfare. It is your duty to assist them in every way possible and to discharge your assignments cheerfully and well. Help your officers make this Detachment (Dept. or League) an organization which the Marine Corps League and your community will respect and honor.

**INSTALLING OFFICER:** Sgt. at Arms, proclaim the officers of the ...Detachment/Department of..., Marine Corps League, to be duly installed into office.

**SGT AT ARMS:** By direction and authority of the Installing Officer, I proclaim the officers of the ...Detachment/Department of..., Marine Corps League, duly installed into office.

**CHAPLAIN:** (Uncover) Heavenly Father, Supreme Commandant, we beseech Thee to bless these newly installed officers of the Marine Corps League, so they may serve with as much benefit and credit to themselves as they have already served as United States Marines in our beloved Corps. Grant, O Heavenly Father, that their guidance in our deliberations prove beneficial for a prosperous term of office. Make us, each one of us, ever mindful of our motto "Semper Fidelis" and may our whole aim be-Thy will be done. Amen.

**INSTALLING OFFICER:** Again, my congratulations to you. (As you say this shake his right hand and as you continue speaking, hand him the gavel from your left hand to his). I present to you, Sir Commandant, this gavel as an emblem of your authority and responsibility. I trust you will always use it discreetly and wisely.

(At this time if desired, the following Change of Command Ceremony may be performed)

**INSTALLING OFFICER:** Jr. Past Commandant, you may now perform the last duty of your post.

**JR. PAST COMMANDANT:** Sgt. at Arms, center the colors. All rise, please.

**SGT AT ARMS:** Aye, aye, Sir.

(At this time, the Commandant-elect and the Jr. Past Commandant march to the center and in front of the podium).

When the League Colors are brought forward by the Sgt. at Arms, both Commandants salute the colors and remain facing the colors. The Sgt. at Arms steps to the front of the Jr. Past Commandant and presents him the colors. The Sgt. at

Arms then gives a hand salute and steps back. The Commandants face each other, and then the Jr. Past Commandant presents the colors to the Commandant-elect. Both Commandants then face to the front, and the Sgt. at Arms gives a hand salute, and the colors are given back to him by the Commandant-elect.

**SGT AT ARMS:** Aye, aye, Sir.

Upon this command, both Commandants return to their posts, and the Commandant-elect conducts the rest of the meeting.

**COMMANDANT ELECT:** You may be seated. The ceremony is completed.