

WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.

INSTALLATION OF OFFICERS SUGGESTED INSTALLATION CEREMONY

Installing new officers is a very important procedure in Club operations and has a very special significance to both the newly elected officers and to members. It is necessary to do some pre-planning to insure a flawless ceremony. Some suggestions follow to help you with this process.

PRE-PLANNING

The incumbent President needs to:

1. Set the date for the installation and notify the Region President as soon as it is known.
2. Make arrangements for an installing official. This can be one of your Region Officers, an International Officer (if they can attend), a Past Unit Officer, or a member who is skilled as a speaker or presenter.
3. Make sure that a Past President's decal, pennant and flag have been ordered far enough in advance and are ready for presentation.
4. Make sure that new 3 slot milk-white badges with blue name, unit, and position inserts are ready for the incoming President and First Lady or First Mate.
5. Make sure that new 3 slot clear badges with white name, Unit, and position inserts are ready for all other incoming officers and Trustees/Directors.
6. Make sure that the President's gavel is available at the Installation Ceremony.
7. Discuss the final decisions about the installation procedures with your Installing Official so that he/she is informed.

INSTALLATION

The Installing Official can use the following remarks and oaths of office or modify them as needed to conform to Unit traditions and/or procedures.

Opening Remarks:

"Installing your newly elected Unit Officers is an integral part of an annual 'Club Renewal Process'. It is a time when Unit Club Leadership is passed from your current officers to a new set of officers eager to place their plans into action. It is also a time when the accomplishments of your present officers are recognized and thanks for a 'job well done' are extended. This ceremony is the beginning of a new year of fun and fellowship for everyone, so let's continue the ceremony."

OATHS OF OFFICE

(suggested wording may be modified to fit Unit procedures and/or traditions):

President:

_____, you have been elected President of the Unit. Through the election process, members have demonstrated their faith in your leadership and ability to carry out the duties of the highest office of your Unit. They have recognized your loyalty to the aims and purposes of WBCCI and your dedication to upholding the Constitution and Bylaws of your Unit and WBCCI. You will carry out your duties through the volunteer help of the Unit Executive Board and Committees who will look to you for guidance. All members pledge their support.

Do you accept this responsibility and promise to fulfil to the best of ability the duties of President? If so, answer, "I do".

Vice Presidents: (all may be installed at the same time)

_____, you have been elected Vice President(s) of the Unit. Members have chosen you for this high office knowing you have the ability to fulfil the duties of the office which includes assuming the duties of President in his/her absence. You will work closely with the President and individual members for the benefit of the Club. As a member of the Executive Board, you will be making decisions that affect the future of your Unit that must be consistent with Policies contained in the WBCCI Blue Book. Study the Blue Book well so your decisions will be in the best interests of all members.

Do you accept this responsibility and promise to fulfil to the best of ability the duties of Vice President? If so, answer, "I do".

Recording Secretary:

_____, you have been elected Recording Secretary of the Unit. Members have chosen you for this important office whose duties include recording and transcribing minutes of all Executive Board and General Meetings of the Unit. You are the custodian of these important records of actions, decisions and policies of your Unit and are to make them available to Officers and Members at all times. You are to check attendance at meetings and report to the President if a quorum is or is not present. As a member of the Executive Board, you will be contributing to decisions that affect your Club, so should become familiar with the WBCCI Blue Book.

Do you accept this responsibility and promise to fulfil to the best of ability the duties of Recording Secretary? If so, answer, "I do".

Corresponding Secretary:

_____, you have been elected Corresponding Secretary of the Unit. Members have chosen you for this important office whose duties include providing prompt and courteous response to all communications with members and International Headquarters. You are to maintain files of this correspondence and make it available to the Unit when needed. You will work closely with the Treasurer in the collection of dues and maintaining an accurate roster of members. You will work with the President in the preparation and mailing of Unit Newsletters to communicate with the members. As a member of the Executive Board, you will be contributing to decisions that affect your Club, so you should become familiar with the WBOCI Blue Books.

Do you accept this responsibility and promise to fulfil to the best of your ability the duties of Corresponding Secretary? If so, answer, "I do".

Treasurer:

_____, you have been elected Treasurer of the Unit. Members have chosen you to be the guardian of the Unit's finances, to collect, disburse and maintain accurate records of these transactions. You will prepare a monthly report of the Unit finances and present these reports at each regular meeting. You will assist International Headquarters in collection and forwarding of WBCCI dues. At the end of your term of office, you submit the accounting books to an Audit Committee. As a member of the Executive Board, you will be contributing to decisions that affect your Club so you should become familiar with the WBOCI Blue Book.

Do you accept this responsibility and promise to fulfil to the best of your ability the duties of Treasurer? If so, answer, "I do".

Trustees/Directors:

_____, you have been elected to serve as Trustee/Director of the Unit. Members have chosen you to serve on the Executive Board of your Unit. This Board is the administrative authority of your Unit and all fiscal and policy decisions are reviewed and approved by this body. You will need to become familiar with the WBCCI Blue Book to insure that Executive Board decisions are made within these policies for the benefit of all members. The Executive Board is also responsible for general supervision of all Officers and Committees. Yours is a very important position in the Club and requires your full participation.

Do you accept this responsibility and promise to fulfil to the best of your ability the duties of Trustee/Director? If so, answer, "I do".

Region Vice-Presidents:

_____, you have been elected vice president(s) of Region _____. Members have demonstrated their faith in your leadership and ability to carry out the duties of this office. Recognizing your loyalty to the aims and purposes of our great organization and your dedication to upholding the Constitution and Bylaws of WBCCI, do you promise to fulfil to the best of your ability the duties of Region Vice President? If so, please answer "I do."

CLOSING REMARKS

(Installing Official turns to members)

“In accordance with the Constitution and Bylaws of the _____ Unit, these members have been elected and installed as officers to lead the Unit during the next year. As members of the Executive Board, they will work closely with International Headquarters, Region Executive Committee and Board, Unit Committees, Unit Members and each other on behalf of the Unit and International Club for the benefit of all.”

“It is only right and fitting that we, as members of the Unit of WBCCI, pledge our full support to these new Officers in every way to accomplish the purpose of our Club as outlined in our Constitution.”

“Will all members please rise.”

“Do you, as members of the Unit of WBCCI, pledge your full support to our new Officers in the fulfilment of their official responsibilities?” If so, answer, "I do. Please be seated."

(Installing Official turns to new officers). "Please accept my wholehearted congratulations to each of you. May your term of office be one of deep satisfaction and provide you with the knowledge of a job well done. Thank you for permitting me to be your installing official. It was an honor.”

"Mister/Madame President, welcome to your new office!"

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