

Appendix 6: Installation of Club Officers

While there is no required ceremony for installing officers, your club may wish to establish one that honors the new officers and acknowledges the efforts and accomplishments of the outgoing officers. The following suggested outline for the installation of new officers can be adapted as needed.

1. Farewell comments 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 business-like 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 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.

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 symbolic of the transfer of the club's administration.

9. New president's address