

## APPENDIX 3

# 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 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 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