

# Officer Installation Guidelines

## National By-Laws and Administrative Procedures

B/L Sect 530 – Election, Installation of Officers.

Each detachment shall hold an ANNUAL ELECTION of Officers between October 1 and May 15:

- (a) Installation must be conducted NO LATER THAN THE LAST DAY OF THE MONTH SUBSEQUENT to the election.
- (b) Report of Officers and Installation must be forwarded to National Headquarters, the Division Vice-Commandant, and the Department Adjutant within (15) days of the Installation
- (c) Notwithstanding the above, Report of Officers and installation must be received at National Headquarters no later than June 30 each year. (AP Sect 620 applies).

B/L Sect 535 – Default.

A detachment which is in default of monies from any source due National and such debt has not been satisfied as required by Sect 105 (c) or fails to report it's detachment's Report of Officers and Installation as of June 30 prior to the National Convention such fact shall be reported to the National Convention Credentials Committee, such detachment and its Officers will NOT be recognized on the floor of the National Convention.

A/P Sect 620 – Installation of Detachment Officers.

- (a) The Detachment Commandant Elect shall select an Installing Officer of his/her choice. Such information shall be forwarded to the Department Commandant.
- (b) The Installing Officer must be the National Commandant, an Elected National Officer, a Past National Commandant, the Department Commandant, an Elected Department Officer, a Past Department Commandant, the Detachment Commandant, or a Past Detachment Commandant.
- (c) It shall be the responsibility of the Installing Officer to sign, date, and forward the Report of Officer Installation within the time frame specified in Article Five (5) of the National By-Laws. (See Enclosure Five (5) "Report of Officer Installation" form).