

# Information Guide

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## Election & Installation of Officers Report of Installation

Updated: 12/5/2025

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### **Election & Installation of Officers**

- ◆ Each detachment shall hold an annual election and installation of officers between September 1 and May 15.
- ◆ Installation must be conducted no later than the last day of the month that follows the month in which the election occurred.
- ◆ Please plan elections and installations in accordance with National's Bylaws section 940.
- ◆ The installing officer must be one of the following:
  - a. the National Commandant,
  - b. an elected National Officer,
  - c. a Past National Commandant,
  - d. the Department Commandant,
  - e. an elected Department Officer,
  - f. a past Department Commandant,
  - g. the outgoing Detachment Commandant or
  - h. a past Detachment Commandant.

### **Report of Installation (ROI)**

- ◆ The Report of Installation (ROI) must be submitted to the **Department Adjutant** within fourteen (14) days of the installation.
- ◆ The installing officer cannot be an officer on the ROI unless it is the Jr. Past Commandant.
- ◆ Only those officers physically present for the installation may be listed on the ROI. If an officer is not present, that officer must be installed at a later date, and an amended ROI must be submitted.
- ◆ A detachment is NOT in good standing if this report is not received.

### **Change of Officer(s)**

If there is a change in any officer(s) position, the new officer(s) must be installed in accordance with National's Administrative Procedures and an amended Report of Installation (ROI) must be submitted for the officer position(s) that changed.