

AUXILIARY PRESIDENT MONTHLY MEETING OUTLINE

Call to Order: Date: _____ Time _____ AM PM

Inspection of Dues Cards by the Conductress – Number present _____

Roll Call: Name substitutes of Officers that fail to respond to Roll Call

Presentation of Colors and Ritualistic Opening

Guests: Ask Department Officers, if any, to retire. Escort with colors, Department Officers & District President. District President is to be escorted first and alone when make Official Visit (Inspection).

Names and office

Reading and referring of Petitions for Membership.

Candidate

Investigating Committee

Report of Investigating Committee _____

Voting on Candidates _____

Initiation

Reading of Minutes of the previous meeting

Corrections _____

Approved _____

Presentation of official and other communications – (National, Department, District, etc)

Michigan Connection No. _____

Treasurer's Report Balance brought forward \$ _____ Receipts \$ _____

Disbursements \$ _____ Balance on hand this meeting \$ _____

Presentations of Bills: Total amount \$ _____

Introduction of Guests: Department Chairmen and other guests

Reports of Committees, Standing and Special:

Veterans and Family Support

Americanism/Patriotic Instructor

Camp Trotter

Hospital

Legislative

Membership

Scholarships

Youth Activities

Audit Report

Motion by _____ Seconded by _____

Other Reports _____

UNFINISHED BUSINESS

NEW BUSINESS

Charter Draped:

Election of Officers

Report of Trustees and action thereon

Trustee _____ Seconded _____ Action _____

Suggestions for the Good of the Order (Instructions by Patriotic Instructor, and new members and guests should be invited to speak at this time)

Closing Ceremonies:

Date of next meeting _____