

TRADITIONAL AUXILIARY MEETING OUTLINE

Updated 4/1/2016-page 19 in the Ritual

PLEASE TURN OFF YOUR CELL PHONES OR PUT THEM ON VIBRATE.

1. OPENING CEREMONIES

ONE RAP

President: This Auxiliary Meeting is called to order. The Officers will take their respective stations. All persons not members of the Veterans of Foreign Wars Auxiliary will kindly retire.

President: Mister/Madam Guard, close the doors and allow no one to enter until the opening services have been concluded.

Guard: Mister/Madam President, your orders have been obeyed.

President: Mister Conductor/Madam Conductress (and Assistant Conductor/Conductress), satisfy yourself that all present are entitled to remain.

TWO RAPS

Conductor/Conductress: Mister/Madam President, I find all, except those standing, in possession of the official membership dues card for the current calendar year.

If someone is standing: President instructs the Treasurer to determine the status of members standing. Those who have not paid their current dues will be required to pay or leave the meeting room.

President: Mister/Madam Secretary, you will call the roll of Officers.

THREE RAPS

President: Color Bearers, secure and present to colors.

Conductor/Conductress: About face, march.

Guard: Mister/Madam President, the colors.

TWO RAPS

President: You will admit them. Salute!

Conductor/Conductress: Two's (2), right face!

After placement of Flag and Banner, the President gives command:

President: Attention!

Conductor/Conductress: Two's (2), left, march!

After the Chaplain reverently opens the bible:

President: The Chaplain will now offer the opening prayer.

Conductor/Conductress: Color Bearers, Altar position.

President: Parade Rest.

OPENING PRAYER

ALL: Amen

President: Attention!

Conductor/Conductress: Color Bearers, right and left face, forward march!

Conductor/Conductress: About face.

Patriotic Instructor: Let us be ever mindful of our duties as members of the Veterans of Foreign Wars of the United States Auxiliary, to see that our Flag is never desecrated and to teach the people of our land what this means and to see that all are instructed in the pledge to the Flag.

President: You will salute and give pledge to the Flag.

I PLEDGE ALLEGIANCE to the Flag of the United States of America and to the Republic for which it stands, (pause) one nation under God (pause) INDIVISIBLE (pause) with LIBERTY and JUSTICE FOR ALL.

President: We will now sing the National Anthem, SALUTE!

*Oh, say, can you see by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming?
Whose broad stripes and bright stars thru' the perilous fight,
O'er the ramparts we watch'd were so gallantly streaming;*

*And the rockets' red glare, the bombs bursting in air,
Gave proof thru' the night that our Flag was still there.
Oh say, does that star spangled banner yet wave
O'er the land of the free, and the home of the brave?*

President: Attention!

Brothers and Sisters, by dispensation of Divine Providence, we have been permitted to assemble again in this room and I trust that the business transacted here will be for our mutual pleasure and benefit. Remember the duty we owe one another and if we thus carry out daily the lessons and principles taught in this Auxiliary room, our country will be better that we have existed. Let all our actions be for the greater glory of our cause.

President: Officers, take your stations.

Conductor/Conductress: Color Bearers, right and left face, march!

Conductor/Conductress: Color Bearers, about face!

THREE RAPS

President: I now declare this Auxiliary meeting open for the transaction of such business as may properly come before it. Mister/Madam Guard, admit any member who may be in waiting.

2. ESCORT AND INTRODUCTION OF NATIONAL AND/OR DEPARTMENT OFFICERS *(See page 26 for further instructions)*

President: Mister/Madam Conductress, you will retire and escort our _____ into the room.

TWO RAPS

Guard: Mister/Madam President, the Conductress with our Department Representative.

President: Let's give our _____ a big welcome to our Auxiliary.

(If you have any National Officers or Chairmen, other Department Officers, Past Department Presidents, OR Current District Presidents from other districts to escort, ask your Conductress to retire and escort your other guests into the room. Then introduce your first guest. If there is no one to escort after the Department Representative, then introduce your Representative.

THREE RAPS

3. READING AND REFERRING OF APPLICATIONS FOR MEMBERSHIP

President: Mister/Madam Secretary, do we have any applications for membership?

(Secretary reads names of applicants.)

4. REPORT OF INVESTIGATING COMMITTEE

President: We will now have the report of the investigating committee.

5. VOTING ON CANDIDATES

President: If there is no objection, we will have a voice vote to accept this candidate.

President: Mister/Madam Secretary, you will notify the applicant (or applicants) to present him/herself for initiation at the proper time.

6. INITIATION *(See page 70 for Member Initiation)*

7-8. PRESENTATION OF MINUTES AND OFFICIAL AND OTHER COMMUNICATIONS *(Manner of presentation is by the vote of the Auxiliary)*

President: We will now have the presentation of the minutes of the previous meeting.

Are there any corrections? If NONE ----The Minutes will stand approved as read.

If corrected ---The minutes stand approved as corrected.

President: We will now have the presentation of official and other communications by the Secretary.

9. TREASURER'S REPORT

President: Mister/Madam Treasurer, please present the Treasurer's Report.

President: Is there any discussion pertaining to the Treasurer's report? If not, the Treasurer's Report will be filed subject to audit.

10. PRESENTATION OF BILLS

President: We will now have the presentation of any bills.

(Bills read by the Secretary)

11. INTRODUCTION OF GUESTS, WHO ARE NOT ESCORTED:

(Department Chairman, members from other Districts or states, State Commander's Wife.) (Get this down on paper before the meeting.)

_____	_____
_____	_____
_____	_____
_____	_____

12. REPORTS OF COMMITTEES, STANDING AND SPECIAL

President: Reports of Committees, standing and special, is the next business in order.

Veteran and Family Support		Legislative	
Americanism/Patriotic Instructor		Membership	
Camp Trotter		Scholarships	
Hospital		Youth Activities	
(Any special committees)			

AUDIT REPORT

Given by the trustees and is the only report accepted by motion.

13. UNFINISHED BUSINESS

President: Next we will have Unfinished Business.

14. NEW BUSINESS

President: The next order of Business is New Business.

(Under new Business - Draping of Charter, Election Officers, etc.) Nominations and Elections of Officers are outlined on pages 34 to 40 in the ritual.

15. REPORT OF TRUSTEES

President: We will now have the Report of Trustees.

Trustee: We have examined the bills and move that they be paid.

16. SUGGESTIONS FOR THE GOOD OF THE ORDER

(The Department Representative and other guests should be invited to speak at this time.)

17. CLOSING CEREMONIES

President: Is there anything further to come before this meeting? (Pause)
If not, this concludes our business. Officers, present yourselves at the Altar for the closing ceremonies.

TWO RAPS

Conductor/Conductress: Color Bearers, Altar position.

President: Parade Rest!

CLOSING PRAYER

ALL: AMEN (Chaplain closes the Bible)

President: ATTENTION!

Conductor/Conductress: Color Bearers, right and left face, forward march!

Conductor/Conductress: About face.

President: We are about to leave this Auxiliary room. Let us endeavor to so regulate our conduct that it will bring honor to our organization. I now declare this meeting closed with the retiring of the Colors. The next meeting will be _____.

Conductor/Conductress: About face, march.

Conductor/Conductress: Two's (2), right face!

The Patriotic Instructor steps forward, salutes the Flag. As he/she salutes, President gives command:

President: Salute!

Conductor/Conductress: Two's (2) left, march.

President: Attention!

ONE RAP

(The President will give one rap to indicate adjournment)

Meeting adjourned at: _____