

Auxiliary Meeting Agenda

1. OPENING CEREMONIES

President gives one (1) rap of gavel.

President: We welcome all members and guests. All are reminded that only members of this Auxiliary may participate in discussion and voting.

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

Guard: Yes, Madam President.

President: Mister/Madam Conductor, satisfy yourself that all present are entitled to remain. **Two (2) raps.**

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

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

President: Officers, present yourselves at the Altar for the Opening Services. **Two (2) raps.**

President: Chaplain will now offer the opening prayer.

President: Parade Rest.

OPENING PRAYER

Chaplain: As we gather here today as members of the VFW Auxiliary, we pray that we are ever mindful of opportunities to render our services to veterans. Guide us in our deliberations that we may make sound decisions for our Auxiliary. Amen.

All: Amen.

President: Attention!

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, one nation under GOD, INDIVISIBLE, with LIBERTY and JUSTICE FOR ALL.

President: Attention!

President: We have been permitted to assemble again in this room and I trust that the business transacted here will be for our mutual benefit. Remember the duty we owe one another and if we 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 bring honor to our cause.

President: Officers, please return to your stations. **Three (3) 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 GUESTS

District President is to be brought in **first and alone** when making Official Visit as a representative of the Department President.

President: Mister/Madam Conductor, please escort _____ to my station.

3. READING AND REFERRING OF APPLICATIONS FOR MEMBERSHIP

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

Secretary: Mister/Madam President, we have (or don't have). Secretary reads names of applicant(s) if any.

3a. REPORT OF INVESTIGATING COMMITTEE

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

3b. VOTING ON CANDIDATES

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

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

3c. INITIATION (Optional)

4. PRESENTATION OF MINUTES

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 will stand approved as corrected.

5. PRESENTATION OF OFFICIAL AND OTHER COMMUNICATIONS

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

6. 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.

7. PRESENTATION OF BILLS

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

8. INTRODUCTION OF GUESTS

Introduce any guests (not being escorted) to be recognized from the floor

9. REPORTS OF COMMITTEES

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

- Veterans & Family Support
- President's Report
- Any other chairman
- Audit (motion required)

10. UNFINISHED BUSINESS

President: Next we will have Unfinished Business.

11. NEW BUSINESS

President: The next order of Business is New Business.

- Any action on Correspondence
- Election of Officers (annually)

12. REPORT OF TRUSTEES

President: We will now have the Report of Trustees and action thereon. (Motion required.)

13. SUGGESTIONS FOR THE GOOD OF THE ORDER

President: Are there any Suggestions for the Good of the Organization

14. CLOSING CEREMONIES

President: Is there anything further to come before this meeting?
(Pause)

If not, this concludes our business. Officers, please present yourselves at the Altar for the closing ceremonies. **Two (2) raps.**

President: Parade rest!

CLOSING PRAYER

Chaplain: We are thankful to come together for the good of our veterans. We pray for strength to continue to strive to serve others. Please bless us in our work until we meet again. Amen.

All: Amen.

President: Attention!

President: I would like to remind us all of our purpose as an Auxiliary, which is to serve veterans and their families. Let each of us treat one another with respect and kindness at all times. I now declare this meeting closed. The next meeting will be held on _____.

One (1) rap.