

CONTEMPORARY AUXILIARY MEETING OUTLINE

(No floor work is done with this version.)

Updated 7/20/2020-page 10 in the Ritual

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

1. OPENING CEREMONIES

ONE RAP

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, close the doors and allow no one to enter until the opening ceremonies have been concluded.

Guard: Yes, Mister/Madam President.

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 Treasurer to determine the status of members standing. Those who have not paid their current dues will be required to pay said dues or leave the meeting room.

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

President: Officers, present yourselves at the Altar for the Opening Services.

TWO (2) RAPS

After the Chaplain reverently opens the bible:

President: Chaplain will now offer the opening prayer. 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.

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, (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!

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 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. BRINGING IN AND INTRODUCTION OF GUESTS

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

(District President, when making her official visit, will be escorted first and alone. If you have any National Officers or Chairmen, other Department Officers or Chairmen, or Past Department Presidents, or District Presidents from other Districts, 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.

_____	_____
_____	_____
_____	_____
_____	_____

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

(Department Chairman, members from other Districts or states, and non-Auxiliary guest). (Get this down on paper before the meeting.)

_____	_____
_____	_____
_____	_____
_____	_____

12. REPORTS OF COMMITTEES

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

Veteran and Family Support		Media Relations	
Americanism/Patriotic Instructor		Membership	
Auxiliary Community Outreach		Mentoring	
Buddy® Poppy/National Home		Scholarships	
Chief of Staff		Youth Activities/Camp Trotter	
Hospital			
Legislative			
(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 and action thereon.

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, please present yourselves at the Altar for the closing ceremonies.

TWO 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.

ALL: AMEN (Chaplain closes the Bible)

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 _____. **ONE RAP**

Meeting adjourned at: _____