

DISTRICT MEETING OUTLINE
(without floor work)

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

ONE RAP

District President gives welcome and INTRODUCES the Hosting President.

Start the District Meeting after welcome.

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

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

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

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

TWO RAPS

Conductress and Assistant 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:** Is there someone from this (or these) member's auxiliary that can vouch for her. (Anyone can vouch; it does not need to be the Treasurer any more.) If no one is from their Auxiliary, then a motion is needed to allow the sister to remain.*

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

THREE RAPS

President: Mister/Madam Secretary, you will call the Roll of Past Dept. Presidents and Past District Presidents

President: Officers present yourselves at the Alter for the Opening Services.

TWO RAPS

President: Chaplain will now offer the opening prayer.

President: Parade Rest.

OPENING PRAYER

ALL: Amen

President: Attention!

Patriotic Instructor: Let us be ever mindful of our duties as members of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States, 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: Members, 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!

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, take your stations.

THREE RAPS

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

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

TWO RAPS

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

President: Let's give our Dept. President or Dept. Representative a big welcome to our District.

(If you have other Dept. Officers or Past Dept. 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 Dept. Representative, , then introduce your Representative.

THREE RAPS

INTRODUCTION OF GUEST:

(Dept. Chairman, other members from other Districts or states, State Commanders Wife.) (Get this down on paper before the meeting.)

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

President: We will now have the presentation of 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: 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.

THE NEXT ORDER OF BUSINESS IS THE PRESENTATION OF BILLS.
(Bills read by the Secretary)

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

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

Veteran and Family Support		Hospital	
Americanism/Patriotic Instructor		Legislative	
Auxiliary Community Outreach		Membership	
Buddy Poppy/ National Home		Mentoring for Leadership	
Chief of Staff		Scholarships	
Historian /Media Relations		Youth / Camp Trotter	
		(Any special committees)	

AUDIT REPORT

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

UNFINISHED BUSINESS:

President: We will now have Unfinished Business.

NEW BUSINESS:

President: We will now move to New Business.

(Under new Business - Draping of Charter, Election Officers, etc.)

REMARKS FROM DEPT. REPRESENTATIVE AND OTHER GUESTS

At the conclusion of New Business, ask your Dept. Representative to speak. After her, all other guest(s).

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.

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

President: Parade Rest!

CLOSING PRAYER

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 to reopen at the sound of the gavel.

ONE RAP

(The President will give one rap to indicate adjournment)

Meeting adjourned at: _____