

TRADITIONAL MEETING (with floor work)

AUXILIARY/DISTRICT ORDER OF BUSINESS

1. Opening Ceremonies
2. Escort and Introduction of National and or/Department Officers
3. Roll Call of Auxiliaries (*District only*)
4. Reading and Referring of Applications for Membership
 - a. Report of Investigating Committee
 - b. Voting on Candidates
 - c. Initiation
5. Presentation of Minutes and Official and Other Communications
6. Treasurer's Report
7. Presentation of Bills
8. Introduction of Guests, who are Not Escorted
9. Reports of Committees, Standing and Special
10. Unfinished Business
11. New Business
12. Report of Trustees and Action Thereon
13. Suggestions for the Good of the Order
13. Closing Ceremonies

1. Auxiliaries/District Opening Ceremonies

If an Officer is unable to be present, he/she should notify the President. The President shall then appoint a member to fill his/her station before the meeting begins.

President gives one (1) rap.

One (1) 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 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 (2) raps

The Conductor/Conductress will examine each member's dues card, assisted as directed by the President. Those found in possession of the official Auxiliary membership dues card for the current calendar year may be seated. Conductor/Conductress then advances to the Altar. This may be omitted if the Guard had already checked dues cards at the door.

Conductor/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 Assistant Conductor/Conductress assists, Conductor/Conductress checks those to the Presidents right; Assistant Conductor/Conductress, those to the President's left.

President instructs the 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, you will call the roll of Officers.

At the command of the President to call the roll, both Secretary and Conductor/Conductress rise. The Secretary calls the title and name of each Officer, who will rise and remain standing until all have been called. The Conductor/Conductress responds "present" or "absent." President announces pro tem Officers.

President: Color Bearers, secure and present the colors.
(See Floor Plan 2)

When the Color Bearers are directed to secure and present the Colors, the Conductor/Conductress, Patriotic Instructor, Flag and Banner Bearers and four Color Bearers will rise together and proceed from their stations to the rear of the Altar, keeping in line with each other. The Patriotic Instructor waits until the Color Bearers, conductor/Conductress, flag Bearer and Banner Bearer are in line with his/her station; then proceeds with the other five (5) Officers, towards the Senior vice-President's station.

After Color Bearers 3 and 4 rise, 3 takes a step to the right, and 4 a step to the left, and remain standing in that position until the other Officers are in line with them, facing the President. Color Bearers 1 and 2 pause in front of color Bearers' 3 and 4 chairs, about face, facing the President. All advance to the rear of the Alter in a straight line.

(See Floor Plan 3)

Conductor/Conductress: **About face, march.**

All retire---double file—to the anteroom, led by Color Bearers 3 and 4, then Conductor/Conductress and Patriotic Instructor, Flag Bearer and Banner Bearer--- followed by color Bearers 1 and 2. Upon wishing to enter, the Conductor/Conductress will summon the Guard who announces:

Guard: **Mister/Madam President, the Colors.**

Two (2) raps.

President: You will admit them. Salute!

Members will hold this salute until the Flags are posted.

(See Floor Plan 4)

Upon entering with the Colors, Color Bearers 1 and 2 lead, double file, followed by the conductor/Conductress and Patriotic Instructor, Flag Bearer and Banner Bearer, and Color Bearers 3 and 4. All march toward the President's station, the Conductor/Conductress gives command:

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

The Patriotic Instructor places the Flag with the eagle facing the assembly, steps back one (1) pace, salutes the Flag using Heart Salute or Military Salute (veterans), does an about face and takes his/her place in line of officers beside the Conductor/Conductress and faces the President.

When the Patriotic Instructor is back in position with line of Officers, the Flag Bearer and Banner Bearer place the Flag and Banner in the stands at the same time. After the Flag Bearer places Flag in stand, he/she steps back one (1) pace, salutes the Flag, using Heart Salute or Military Salute (veterans). Both about face and proceed directly to their stations. After placement of Flag and Banner, the President gives command:

President: Attention!

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

Conductor/Conductress, Color Bearers and Patriotic Instructor march to position in front of the Senior Vice-President's station and proceed to the Altar.

The Chaplain leaves his/her station as the Color Bearers pass the station of the Junior Vice-President, meets Conductor/Conductress and Patriotic Instructor at the Senior Vice President's station and proceeds to the Altar between the Conductor/Conductress and Patriotic Instructor. Color Bearers 1 and 2 separate, left and right. The Conductor/Conductress takes a position to the left of the Chaplain and the Patriotic Instructor takes a position beside Color Bearer's 3 and 4 then step to a position beside Color Bearers 1 and 2. All stand in a straight line facing the President. The Chaplain takes one (1) step forward, reverently opens the Bible and places it in the center of the Altar.

President: The Chaplain will now offer the opening prayer.

Conductor/Conductress: **Color Bearers, Altar position.**

When the Chaplain is directed to offer the opening prayer, Color Bearers proceed to each side of the Altar, led by Color Bearers 3 and 4, followed by Color Bearers 1 and 2 and turn toward the Altar, holding Flags upright, not obstructing the view of the Chaplain, remaining in that position during the prayer. Chaplain assumes position of Parade Rest.

President: Parade Rest.

OPENING PRAYER

Chaplain: **Dear God, we thank Thee for the great privilege Thou has bestowed upon us to again allow us to assemble in this meeting. We pray and beg of Thee to keep us, Thy servants, from temptation, to keep us in health and strengthen us in spirit so that we may perform our duties to our Brothers, Sisters and Comrades. Bless we ask Thee, the families of all departed Comrades and help us to realize our duties toward them and toward the Veterans of Foreign Wars. Amen.**

All: **Amen**

The Chaplain takes one (1) step back in line with Officers.

President: Attention!

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

Color Bearers proceed to the rear of the Altar in line with Conductor/Conductress. Color Bearers 1 and 3 turn right; Color Bearers 2 and 4 right face. All Color Bearers will be facing the Senior Vice-President's station.

Conductor/Conductress: **About Face.**

This brings Color Bearer's facing President's station. All remain standing in that position until directed to take their stations.

Patriotic Instructor: **Let us be ever mindful of our duties as members of the 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: You will salute and give pledge to the Flag.

Heart Salute or Military Salute (veterans). All rise and face Patriotic instructor's 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.

Emphasis is given to the words in Capital letters.

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

Heart Salute or Military Salute (Veterans) is used any time the National Anthem is played or sung.

***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!

(See Floor Plan 5)

The Conductor/Conductress, Chaplain and Patriotic Instructor about face, Color Bearers 1 and 3 left face, Color Bearers 2 and 4 right face and all moving at the same time. Color Bearers 1 and 2 march to a point even with their chairs and make a sharp turn towards their stations; Color Bearers 3 and 4 march to a point even with their chairs and make a sharp toward their stations; all remain standing in front of and facing their chairs. The Chaplain and Patriotic Instructor leave the Altar at the same time with the Conductor/Conductress proceeding toward the Senior Vice-President's station, where the Patriotic Instructor takes one (1) additional step past the Chaplain, placing him/her on the Chaplain's right. They left turn and after passing beyond Color Bearer 4 the left turn and proceed to their stations. When the Conductor/Conductress reaches a point beyond Color Bearer 3's chair he/she makes a right turn and proceeds toward his/her station. When he/she is even with the Altar, he/she gives the command.

Conductor/Conductress: Color Bearers, about face!

The Color Bearers place Flags immediately.

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 NATIONAL AND/OR DEPARTMENT OFFICERS

- A. Escort through Aisle of Honor Commander-in-Chief or National President, alone, with Bible open. (There is no Aisle of Honor without the Colors.)
- B. Escort to the President's station by Conductor/Conductress and Asst. Conductor/Conductress (if necessary).
- C. The following to be escorted into meeting at the **same time** and presented in order as listed:
 - National Elected Officers
 - Past National Presidents
 - National District Council Members and National Appointed Officers
 - National Ambassadors and National Chairman

Department President is to be escorted **first** and **alone** when making Official Visit.

Past Department Presidents, All visiting Department Presidents and Department Officers.

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

All National officers and Past National Presidents are to be seated to the immediate right of the presiding Officer.

At the time of the Official Visit of Department President, he/she shall be seated to the immediate right of the presiding officer. His/her official representative shall be accorded the same courtesies.

All Department officers are to be seated to the immediate left of the presiding Officer.

3. ROLL CALL OF AUXILIARIES (District only)

Items 4, 4a, 4b, and 4c are for Auxiliary Order of Business only.

4. 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 applicants.

4a. REPORT OF INVESTIGATING COMMITTEE

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

The committee will recommend election or rejection in accordance with Section 102 of the National Bylaws.

4b. VOTING ON CANDIDATES

Follow the procedure set forth in Section 103 of the National Bylaws.

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 (themselves) for initiation at the proper time.

4c. INITIATION (*See page 78 for member Initiation.*)

5. 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 will stand approved as corrected.

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

6. TREASURER'S REPORT (*Manner of presentation is by the vote of the Auxiliary.*)

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

The Treasurer gives the report of the previous meeting.

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

Bills to be read by the Secretary, then Conductor/Conductress takes the bills to Trustees for approval.

8. INTRODUCTION OF GUESTS, WHO ARE NOT ESCORTED

- A. Department Chairman of Standing committees to be recognized from the floor.
- B. Other member guests to recognized from the floor.
- C. Introduce non-member guests. (*Any non-member guest shall not be allowed to enter the room until the Treasurer's Report and Presentation of Bills has concluded.*)

9. REPORTS OF COMMITTEES, STANDING AND SPECIAL

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

Call on all committees, including Program Chairman.

The Audit Report is called for after each quarterly audit and is the ONLY REPORT accepted by motion.

10. UNFINISHED BUSINESS

President: Next we will have Unfinished Business.

The Secretary should be prepared to remind the President of any unfinished business.

11. NEW BUSINESS

President: The next order of Business is New Business.

Under New Business---Draping of Charter, Election of Officers, etc.

Nominations and Elections of Officers are outlined on pages 42 to 48. Voting is clarified in Section 805 of the National Bylaws.

12. REPORT OF TRUSTEES

President: We will now have the Report of Trustees. (*Motion is required for payment of bills*)

13. SUGGESTIONS FOR THE GOOD OF THE ORDER

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

Instructions by Patriotic Instructor; new members and guests should be invited to speak at this time.

14. 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 (2) raps

When directed to present themselves at the Altar, the Conductor/ Conductress and Chaplain advance to the Altar. When in line at Altar, Chaplain takes one (1) step forward and then offers the closing prayer.

Conductor/Conductress: **Color Bearers, Altar position.**

The Chaplain pauses until Color Bearers have assumed Altar position as for opening prayer.

President: Parade Rest!

CLOSING PRAYER

Chaplain: **Heavenly Father, the hour has now come when we must separate; commit us to Thy tender mercy and care. We thank Thee for Thy many blessings and beg of Thee to preserve our Auxiliary. Help us to make it one of faithfulness, charity and true patriotism. May the grace, mercy, peace and blessing of God the Father be with each and every one of us. Amen**

ALL: **Amen**

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

Color Bearers proceed to the rear of the Altar in line with Conductress. Color Bearers 1 and 3 turn right; Color Bearers 2 and 4 turn left; Color Bearers 1 and 3 left face and Color Bearers 2 and 4 right face--- All Color Bearers will be facing the Senior Vice-President's station.

Conductor/Conductress: **About face.**

(The Chaplain closes the Bible)

The Chaplain takes one (1) step back into line with Officers.

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 _____.

The date of the next meeting will be the cue for the conductor/Conductress to give his/her command.

Conductor/Conductress: **About face, march.**

(See Floor Plan 6)

Color Bearers 3 and 4 lead, followed by Conductor/conductress and Chaplain; then Color Bearers 1 and 2 double file, march toward the Senior Vice-President's station where the Chaplain takes one (1) additional step past the Conductor/Conductress. All turn left and proceed toward the Chaplain's station, where he/she resumes his/her position. The Patriotic Instructor joins the Conductor/Conductress and all march to a position in front of the President's station. (The POW/MIA flag may remain in the room.)

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

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

President: Salute!

The Patriotic Instructor takes the Flag from the stand, does and about face and proceeds to position at the right of the conductor/Conductress, facing the President. When the Patriotic Instructor is in position, the Flag Bearer step forward from their stations. Flag Bearer salutes the Flag. The Flag Bearer and the Banner Bearer secure the Flag and Banner from the stands at the same time. The Flag Bearer and Banner Bearer should turn and face each other; then right and left face and advance to the center of line towards each other, hesitating in front of Patriotic Instructor and Color Bearer 2. Flag Bearer steps in line facing the Patriotic Instructor. Immediately, Flag Bearer does a left face and Banner Bearer does a right face, all facing the President's station.

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

All return to double file and march past the Junior Vice-President's station to the door if on right side of room; if door is on left side of room, they march in front of the Senior Vice-President's station and out of the room---without further orders.

The members shall hold the salute until the order is given to return to attention.

President: Attention!

As soon as the Colors are off the floor, the President will give one (1) rap to indicate adjournment.

One (1) rap.