

CONTEMPORARY MEETING

(Floor work is optional with this version. If floor work is performed, it shall be as directed in the Traditional Meeting).

AUXILIARY ORDER OF BUSINESS

1. Opening Ceremonies
2. 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 (*optional*)
5. Presentation of Minutes and Official and Other Communications
6. Treasurer's Report of Previous Meeting
7. Presentation of Bills
8. Introduction of Guests
9. Reports of Committees, Standing and Special
10. Unfinished Business
11. New Business (*May include Draping of Charter, Elections/Installation of Officers, etc.*)
12. Report of Trustees and Action Thereon
13. Suggestions for the Good of the Order
14. Closing Ceremonies

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, Mister/Madam President.**

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

Two (2) raps.

The Conductor will examine each member's dues card, assisted as directed by the President unless the Guard has already done so. Those found in possession of the official Auxiliary membership dues card for the current calendar year may be seated. Conductor then advances to the Altar.

Conductor (and Assistant Conductor: **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 assists, Conductor checks those to the President's right; Assistant Conductor checks those to the President's left.

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 the Officers.**

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

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

Two (2) raps.

At the command of the President, the Conductor, Chaplain and Patriotic Instructor rise and advance to rear of Altar. Once in a straight line, the Chaplain takes one step forward, reverently opens the Bible and places it in the center of the Altar.

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.**

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

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.**

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.)

(Optional) 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 haled at the twilight's last gleaming?
Whose broad stripes and bright stars thru' the perilous fight,
O're 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're 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.**

The Conductor, Chaplain and Patriotic Instructor about face and process to 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 AUXILIARY/DISTRICT

- A. The Conductor brings in the current Commander-in-Chief or National President via the Aisle of Honor (*See page 5, Escorting Guests. The Aisle of Honor is to be used only for the current Commander-in-Chief or National President.*)

B. The following are to be brought 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 Chairmen

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

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

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

3. ROLL CALL OF AUXILIARIES *(District only)*

Items 4, 4a, 4b and 4 c 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 applicant(s).

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 themselves for initiation at the proper time.

4c. INITIATION *(Optional. 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 by 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

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

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

8. INTRODUCTION OF GUESTS

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

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, they shall be seated to the immediate right of the presiding Officer. Their official representative shall be accorded the same courtesies.

9. REPORTS OF COMMITTEES

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

Call on all committees, including Program Chairmen.

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.**

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?**

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

Two (2) raps.

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

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.**

The Chaplain closes the Bible.

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

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 _____.**

The President gives one (1) rap to indicate adjournment.