

DISTRICT MEETING OUTLINE
TRADITIONAL (with floor work)
(Revised 3/15/19 – Pages 19-33 in the Ritual)

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

ONE RAP

President: We will now retire for the Cross of Malta.

*After everyone is in their station **RAP GAVEL THREE TIMES.***

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

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

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

TWO RAPS

Conductress/Conductor and Assist Conductress/Conductor: 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: Madam Secretary/Mister Secretary, you will call the roll of District Officers.

THREE RAPS TO SEAT THEM

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

THREE RAPS TO SEAT THEM

President: Chaplain will now offer the opening prayer.

Conductress: Color Bearers, Altar position.

President: Parade Rest.

OPENING PRAYER

ALL: Amen

President: Attention!

Conductress/Conductor: Color Bearers, Right and Left Face, Forward March!

Conductress/Conductor: About Face.

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.

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!

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.

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

Conductress/Conductor: Color Bearers about face.

THREE RAPS

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

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

TWO RAPS

Guard: Madam President, the Conductress/Conductor with the colors and 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, leave your Conductress/Conductor and Color Bearers standing at the Altar. Then introduce your first guest, if there is no one to escort after the Dept.

Representative, seat your Conductress/Conductor and Color Bearers, then introduce your Representative.

President: Madam Conductress/ Mister Conductor, with the Colors you will retire and escort our other guest(s).

OR

President: Officers take your station.

THREE RAPS

INTRODUCTION OF GUESTS:

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

_____	_____
_____	_____
_____	_____
_____	_____

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

President: We will now have the reading 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: The next business in order is 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.

President: The next order of business is the presentation of bills.

President: The next business in order is reading of official and other communications by the Secretary.

President: The next business in order is reports of committees, standing and special.

Veteran and Family Support		Membership	
Americanism/Patriotic Instructor		Mentoring for Leadership	
“Buddy” ® Poppy/VFW National Home		Scholarships	
Historian/Media Relations		Youth Activities/CampTrotter	
Hospital			
Legislative		(Any special committee)	

AUDIT REPORT

President: We will now have the Audit Report.

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

UNFINISHED BUSINESS

President: The next business in order is Unfinished business.

NEW BUSINESS

President: The next business in order is New Business.

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

REPORT OF TRUSTEES

President: The next business in order is Report of Trustees and action thereon.

Trustee: We have examined the bills and move that they be paid.

SUGGESTIONS FOR THE GOOD OF THE ORDER

(The Department Representative is invited to speak FIRST. You may then invite other guests to speak. This is also where a candidate for Department or National Office is invited to speak.)

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

Conductress: Altar position.

President: Parade Rest!

CLOSING PRAYER

ALL: AMEN

President: ATTENTION!

Conductress/Conductor: Color Bearers, right and left face.

Conductress/Conductor: About face.

President: We are about to leave this Auxiliary room. Let us endeavor to so regulate our conduct that it will reflect credit on ourselves and bring honor to our organization. I now declare this meeting closed with the retiring of the colors to reopen at the sound of the gavel.

Conductress/Conductor: About Face.

Conductress/Conductor: Two's right face.

As soon as the Patriotic Instructor picks up her flag you give the command

President: SALUTE!

Conductress/Conductor: Twos' Left, March.

As soon as the Colors have left the room

President: ATTENTION!

ONE RAP OF THE GAVEL

Meeting Adjourned: _____