

ROUND TABLE AUXILIARY MEETING OUTLINE: _____, 2021

President: Please turn off your cell phones or put them on vibrate.

ONE RAP (Attention)

President: We welcome all members and guests. All are reminded that only members of this Auxiliary may participate in discussion and voting. Madam Guard, close the doors and allow no one to enter until the opening ceremonies have been concluded.

Guard: Yes, Mister/Madam President.

President: Madam Conductress, satisfy yourself that all present are entitled to remain.

TWO RAPS (All stand up – once card is shown, member sits down)

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 member standing. Those who have not paid their current dues will be required to pay said dues or leave the meeting room.*

President: Madam Secretary, please call the roll of Officers. *(Each Officer stands as called).*

TWO RAPS (Everyone else stands up)

President: Chaplain will now offer the opening prayer. Parade Rest. *(Chaplain reverently opens the Bible and recites the prayer)*

OPENING PRAYER

ALL: Amen

President: Attention! 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.

THREE RAPS (All sit down)

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

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

President: Madam Secretary, do we have any applications for membership?

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(Secretary reads names of applicants: Investigating Committee members announce the candidate's eligibility and voting follows – if the candidate is accepted, the Secretary notifies him/her later to appear for initiation.)

President: We will now have the presentation of the Minutes of the previous meeting. *(Secretary reads.)* 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. *(Secretary reads.)*

President: 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.

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

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| ▲ Chaplain | ▲ Veterans and Family Support |
| ▲ Americanism/Patriotic Instructor | ▲ Auxiliary Community Outreach |
| ▲ Buddy Poppy / National Home | ▲ Historian / Media Relations |
| ▲ Hospital | ▲ Legislative |
| ▲ Membership | ▲ Mentoring for Leadership |
| ▲ Scholarships | ▲ Youth Activities |
| ▲ Audit Report (as appropriate) | |

President: Is there any other business to come before this meeting? *(this includes draping of the Charter – page 91, new member initiation – page 78, elections - page 42, new motions to spend money, etc. If there are bills, the Trustees need to state they have been examined and move that they be paid).*

President: Is there anything further to come before this meeting? If not, this concludes our business. Chaplain, please offer the closing prayer.

TWO RAPS (All stand up)

President: Parade Rest.

CLOSING PRAYER
ALL: AMEN *(Chaplain closes the Bible)*

President: ATTENTION! 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 held _____
_____ *(date, time, and location).*