**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Squadron #\_\_\_\_\_\_\_\_**

**Sons of The American Legion**

**Detachment of Wisconsin**

**Regular meeting**

***Opening:***

***Rap gavel once:***

**The meeting will come to order.**

***Rap gavel 3 times***

**All rise.**

***Salute to the colors:***

**With the colors of our country and the POW/MIA flag in place.**

**Hand salute…two.**

***\*\*\*or…if processing in the colors:***

***The color bearers will advance the flag of our country.***

***Hand salute…two.***

***(colors advanced, hold salute till in place)***

***Opening prayer:***

**The chaplain will give the opening prayer.**

***(prayer)***

***Moment of silence:***

**In memory of our dead, let us stand in silence.**

***POW/MIA empty chair ceremony:***

**Resolution 288, adopted at the 67th national convention of The American Legion, and resolution NC 2-94, adopted at the 23rd national convention of the sons of The American Legion, calls for designating a POW/MIA empty chair at all official meetings of the sons of The American Legion, as a physical symbol of the thousands of American POW/MIA's still unaccounted for from all wars and conflicts involving the United States of America. This is a reminder for all of us to spare no effort to secure the release of any American prisoners from captivity, the repatriation of the remains of those who died bravely in defense of liberty, and a full accounting of those missing. Let us rededicate ourselves to this vital endeavor!” Sergeant-at-arms, “place the POW/MIA flag on the empty chair.”**

***Sergeant-at-arms walks slowly down the aisle and places the flag.***

***Blue star banner ceremony:***

**Resolution nc 2-03, adopted at the 32nd national convention of the sons of The American Legion calls for displaying of the blue star service banner at all meetings of the sons of The American Legion as a symbol of our support of all the military personnel serving this great country. Let us never forget that every day these individuals are protecting our liberty. Our blue star service banner is in place. (gesture to your left).**

***Pledge of allegiance:***

**You will join me in reciting the pledge of allegiance. *(you could ask any member to lead the pledge)***

**Uncover…*say the pledge*…cover**

***Preamble:***

**You will join me in reciting the Preamble to the Constitution of the Sons of The American Legion:**

**“proud possessors of a priceless heritage, we male descendants of the veterans of all wars, associate ourselves together as the “Sons of The American Legion” for the following purposes:**

**To uphold and defend the constitution of the United states of America;**

**To maintain law and order;**

**To foster and perpetuate a true spirit of Americanism;**

**To preserve the memories of our former members and the associations of our members and our forefathers in all wars;**

**To inculcate a sense of individual obligation to the community, state and nation;**

**To combat the autocracy of both the classes and the masses;**

**To make right the master of might;**

**To promote peace and good will on earth;**

**To safeguard and transmit to posterity the principles of justice, freedom and democracy;**

**To consecrate and sanctify our friendship by our devotion to mutual helpfulness;**

**To adopt in letter and spirit all the great principles for which The American Legion stands and to assist in carrying on for god and country.”**

***One rap of the gavel seats the members:***

**I now declare this meeting of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ squadron #\_\_\_\_\_\_\_\_\_, Detachment of Wisconsin, regularly convened.**

**Order of business:**

***Roll call:***

**The adjutant will call the roll.**

***(Adjutant calls roll of officers, counts number of members in attendance, determines if quorum is present, announces result to the commander)***

***Minutes:***

**Will the Adjutant read the minutes of the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ meeting?**

**Are there any corrections?**

**Hearing none, the minutes are approved as read. *(ronr (11th ed.) P 354-355)***

***Or: You have received a printed copy of the minutes of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ meeting.***

***Are there any corrections?***

***Hearing none, the minutes are approved as printed. (ronr (11th ed.) P 354-355)***

***Or: if there are corrections:***

***hearing no further corrections, the minutes are approved as corrected. (ronr (11th ed.) P 354-355)***

***Finance report:***

**Will the Finance officer give the finance report?**

**Are there any questions? If not, the report will be filed for audit.**

***Correspondence:***

**Will the Adjutant read any correspondence?**

***Officer reports:***

***Committee reports: standing committees:***

***Committee reports: special committees:***

***Sick call reports:***

***(note: the commander responds to the report presented by saying, “if there are no objections, we will accept the report as presented”. It is not necessary to have a motion to accept a report of a committee or officer unless it contains an action to be taken. Then the person giving the report would say, “I move to ……….” The commander would then ask for a second to the motion, restate it, ask for discussion, call for the vote, aye or nay, and announce the result.***

***Unfinished business:***

***(the expression “old business” should be avoided, since it may incorrectly suggest the further consideration of matters that have been finally disposed of. [ronr (11th ed) p 358])***

***New business:***

***Good of the Sons of The American Legion:***

**Are there any announcements?**

***Closing ceremony:***

**Is there any other business to come before this meeting?**

**If not, the chaplain will offer the closing prayer.**

***Rap gavel 3 times:***

**All rise**

***(prayer)***

***Closing:***

**Till we meet again let us remember that our obligation to our country can only be fulfilled by the faithful performance of all duties of citizenship. Let service to the community, state and nation be ever a main objective of the Sons of The American Legion. Let us ever be watchful of the honor of our country, The American Legion, our organization and ourselves, that nothing shall swerve us from the path of justice, freedom, loyalty and democracy.**

***Salute to the colors:***

**With the colors of our country in place, hand salute…two.**

***Or: if colors were posted, retirement of the colors:***

***The color bearers will retire the flag of our country.***

***Hand salute…two.***

***(colors retired, hold salute till colors reach rear of the room)***

**I now declare this meeting of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ squadron #\_\_\_\_\_\_\_\_\_\_\_\_\_, sons of The American Legion, Detachment of Wisconsin adjourned.**

***Rap gavel once.***

**Sons of The American Legion**

**Squadron regular meeting**

**Call to order**

**Opening ceremonies:**

**Salute to the colors**

**Opening prayer**

**Moment of silence**

**POW/MIA ceremony**

**Blue star banner ceremony**

**Pledge of allegiance**

**Preamble**

**Order of business:**

**Roll call**

**Minutes**

**Finance report**

**Correspondence**

**Officer reports**

**Committee reports**

**Standing committees**

**Special committees**

**Sick call report**

**Unfinished business**

**New business**

**Good of the Sons of The American Legion (announcements)**

**Closing ceremonies:**

**Closing prayer**

**Salute to the colors**

**Commander’s charge**

**Adjournment**