POST MEETING RITUAL

1 RAP OF GAVEL (ATTENTION)

- The officers will take their respective stations.
- All persons not members of the VFW will kindly retire, and the Guard will please close the door.
- By the power and authority vested in me, I am about to open this meeting of (Your post name and number) for transaction of any business that may lawfully come before it.

2 RAPS OF GAVEL (STAND)

- Officer of the Day, satisfy yourself that all present are entitled to remain. (Officer of the Day checks all VFW members and guests for ID card.)
- All Rise and prepare to salute the colors.
- Attention.
- Present Arms (hand salute)
- Two
- Uncover.
- Comrade Chaplain, will you please lead us in the Opening Prayer.
  Chaplain leads prayer, when Chaplain is DONE, CONTINUE
- Cover.
- Comrades, you will join me in the Pledge of Allegiance to the Flag
  Of the United States of America.
- I PLEDGE ALLEGIANCE TO THE FLAG, OF THE UNITED STATES OF AMERICA, AND TO THE REPUBLIC FOR WHICH IT STANDS, ONE NATION UNDER GOD, INDIVISIBLE, WITH LIBERTY AND JUSTICE FOR ALL.

1 RAP OF GAVEL (SIT)
• Comrades, we are assembled again to transact business of mutual benefit.
• Do not let jealousies or trivial personalities influence our deliberations.
• Let us uphold always the obligations of unselfish comradeship and loyalty to our organization and to the government of the United States of America.
• I now declare (Your post name and number) duly opened for the transaction of business.

• Guard. Will you admit any in waiting who may be worthy.

2 RAPS OF THE GAVEL (STAND)

• LET US ALL RECITE THE VFW CONGRESSIONAL CHARTER, REPEAT AFTER ME

The Purpose Of This Corporation Shall Be:

Fraternal, Patriotic,
Historical, Charitable
And Educational;
To Preserve And Strengthen Comradeship
Among Its Members;
To Assist Worthy Comrades;
To Perpetuate The Memory
And History Of Our Dead,
And To Assist Their Widows And Orphans;
To Maintain True Allegiance
To The Government Of The United States Of America,
And Fidelity To Its Constitution And Laws;
To Foster True Patriotism;
To Maintain And Extend
The Institutions Of American Freedom;
And To Preserve And Defend
The United States From All Her Enemies.
1 RAP OF GAVEL (SIT)

- Introduce guests (Introduce highest ranking to lowest ranking)
- Roll Call of Officers.
- Quartermaster, Are there any membership applications?
- Motion to accept new members.
- Reading of the Minutes of the last meeting.
- Are there any alterations or corrections to the minutes?
- If not, the minutes will stand approved as read.
- Quartermaster’s Report of Receipts and Disbursements.

A MOTION IS NEEDED TO ACCEPT THE REPORT SUBJECT TO AUDIT.

- Reading of the bills (QM reads any bills)

A MOTION IS NEEDED TO PAY THE BILLS

- Reading of Communications (QM)
- Report of the Service Officer
- Service Officer & All Committee Reports
- “Is there a Comrade or a Family member of a Comrade in distress?”(Read 3 Times)

2 RAPS OF THE GAVEL (STAND)

- Comrade Chaplain, will you ask Divine blessings upon our National Home?
- Uncover - Chaplain lead prayer. When finished resume. - Cover

1 RAP OF GAVEL (SIT)
• Unfinished Business.

• New Business

• Good of the Order (Guests to speak, Highest ranking officer speaks last. After the highest ranking officer speaks, the meeting is done, no one else speaks).

• There being no further business, we will have our closing ceremony.

**2 RAPS OF GAVEL (STAND)**

• Comrade Chaplain, you will deliver the closing prayer.

  Chaplain delivers closing prayer.

• Cover

• Attention

• Salute the Colors

• Two

• Comrades, I now declare this business session of *(Your Post Name and Number.)* closed. Our next regular meeting will be on ______________.