

Veterans of Foreign Wars Department of New Mexico

Auxiliary _____

New Member Booklet

Welcome to the _____. We are excited you decided to join our group.

This booklet was designed to help you understand the procedures of our meetings and any other important information to help you feel important.

Please make sure we have your e-mail and contact information. On the Department Auxiliary website, www.vfwauxnm.org, you will find information that the Department is passing to all the Auxiliaries in the state of New Mexico. You will also find a Members Only section, log in with your Auxiliary member number and the password is your last name. Please remember to give the Department time to get you entered into the website.

On the National Auxiliary website, www.vfwauxiliary.org, you will find all the resources to assist training manuals, necessary forms, VFW Auxiliary Magazine, National event schedules and the VFW Auxiliary Online Academy webinars. You can also sign up for the VFW Auxiliary e-newsletter at the website.

MALTA which is an important website which is for auxiliary members only. This is a useful site you can find all the forms, your membership card, officers, training, (if you are an annual member) you are able to pay your annual dues directly, and so much more.

Go to malta.vfwauxiliary.org and register. You will need your membership number found at the top right-hand corner of your card and a password consisting of 8 characters (1 capital, 1 number, and 1 symbol). Follow the directions on the screen.

You can purchase the current National Bylaws and Ritual handbook also known as the Podium Edition Bylaws and Ritual handbook at the VFW Store, www.vfwstaore.org. This is a more detailed book for most of your answers you may have about this organization. It also has the outline for the meetings so you know what is going on at the meetings. Digital versions are also available. PLEASE ask members for assistance.

Important Information

Officers

President: _____	contact: _____
Sr. Vice Pres: _____	contact: _____
Jr. Vice Pres: _____	contact: _____
Treasurer: _____	contact: _____
Secretary: _____	contact: _____
Chaplain: _____	contact: _____
Conductor: _____	contact: _____
Guard: _____	contact: _____
Chaplain: _____	contact: _____
Patriotic Inst. _____	contact: _____
Trustee 1 year: _____	contact: _____
Trustee 2 year: _____	contact: _____
Trustee 3 year: _____	contact: _____

President - Elected – Conducts the meetings and is addressed as Mister/Madam President.

Sr. Vice President - Elected – Assists President or presides in absence of President.

Jr. Vice President - Elected – Assists President and Sr. Vice, presides in their absence.

Treasurer - Elected – Takes care of all money and funds plus more responsibilities.

Secretary – Appointed – Keeps meeting notes plus more responsibilities.

Chaplain – Elected – Conducts opening/closing prayers and welfare of members/Veterans.

Conductor/tress – Elected – Sees the meeting is set up properly and helps with attendance.

Guard – Elected – Keeps the order and makes sure only members are in attendance.

Patriotic Instructor – Appointed – Conducts pledge to flag and other patriotic duties.

Trustee 1 year – Elected – Audits Treasurer and Secretary books.

Trustee 2 year – Elected – Audits Treasurer and Secretary books.

Trustee 3 year – Elected – Audits Treasurer and Secretary books.

Committees/Programs

Membership	Americanism	Youth	Scholarship	Legislative
Buddy Poppy/National Home		Historian/Media		Hospital
Extension & Revitalization		Veterans and Family Support		
Auxiliary Outreach		Presidents Special Project		

Meeting Information

Our meetings are held on the _____. Please try to come at least five to ten minutes prior.

No alcoholic beverages are permitted in the meeting room, but you may have water, tea, or carbonated drinks.

As you enter, please sign the attendance sheet on the front table.

Having a notepad and pen is helpful so you can be ready for discussion for any ideas you may want to present and jotting down events or upcoming programs.

Please be respectful when a sister or brother is presenting an idea or discussing a topic without interruption. We want everyone to have a say in our meetings.

Meeting Protocol

Rap of Gavel

One Rap – Attention – Quiet

Two Raps – Rise – Stand up, feet together, arms by your sides.

Three Raps – Be seated

Heart Salute – Rise up, feet together, right hand flat over your heart

Parade Rest – Left foot moves slightly away from right foot. Bring arms to the swell of your back. Place the left thumb in palm of the right hand. Head bowed during prayer.

Please remember that not all members are physically able to stand at Attention or Parade Rest.

Opening Prayer

Traditional

Chaplain: Dear God, we thank Thee for the great privilege Thou has bestowed upon us to assemble in this meeting. We pray and beg Thee to keep us, Thy servants, from temptation, to keep us in health and strengthen us in spirit so that we may perform our duties to our Brothers, Sisters, Comrades. Bless we ask Thee, the families of all departed Comrades and help us to realize our duties toward them and toward the Veterans of Foreign Wars. Amen.

Contemporary

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.

****IMPORTANT** – When the Bible is “open”, **STOP** what you are doing and remain still, also **NEVER** walk between the Bible and the officer’s table.**

Pledge of Allegiance

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 in capital letters words).

Meeting Agenda

****Silence phone before meeting begins****

- Welcome all members and guests
- Guard secures doors to allow no one in until opening ceremony is completed.
- Conductress/tor checks membership cards (Stand upon Presidents rap of the gavel and sit after card has been approved).
- Roll call of officers by secretary
- Opening Ceremony (Officers will present themselves to the altar).
- Chaplain will offer the opening prayer
- Patriotic Instructor will lead members in the Pledge.
- President opens meeting.
- Guard allows anyone waiting to enter meeting.

- Applications for new members.
- Secretary will read minutes of previous meeting.
- Treasurer will read the Treasurer's report.
- Presentation of bills.
- Report of Committees.
- Unfinished business
- New business (Draping of Charter if we have a passing of a member)
- Report of Trustees
- Suggestions for the Good of the Order
- Closing Ceremonies

Closing Ceremonies

Officers present themselves at the alter for closing ceremonies.

Stand and parade rest.

Closing Prayer – Traditional

Chaplain: Heavenly Father, the hour has now come when we must separate; commit us to Thy tender mercy and care. We thank Thee and Thy many blessings and beg of Thee to preserve our Auxiliary. Help us to make it one of faithfulness, charity and true patriotism May the grace, mercy, peace and blessing of God the Father be with each and every one of us. Amen

Closing Prayer – Contemporary

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.

Draping of the Charter

Conductor/tress

It is my solemn duty to drape our charter in memory of our beloved Brother/Sister (name) who went to his/her Heavenly home on (date of death).

Recite as a group:

Nearer My God to Thee

Nearer to Thee

Even though it be a cross

That raiseth me

Still all my son shall be
Nearer my God to Thee
Nearer my God to Thee
Nearer to Thee

Parade rest and chaplain says a prayer.