

## INSTRUCTIONS FOR A SMALL MEETING (have regular ritual available to consult)

Needed: Bible, flag (any size), and members to fill offices of President, Chaplain, Patriotic Instructor, Secretary/Treasurer. Members will wear their badges and follow normal procedure of saluting when rising during the meeting.

President: One rap to open meeting, assign needed officers, if not present.

Three raps, all stand, ask Chaplain to open the bible and for Divine Blessing (p. 11). Direct Patriotic Instructor to hold flag for salute, remain standing for recital of American Creed (p. 14). One rap to seat all.

Secretary notes officers present in roll book and is asked to read minutes of previous meeting. Collection is taken. These coins, etc. can be used for a special project or the general treasury.

President asks if there are any applications or approved applicants present. If so, use pages 28-29 to give oath of obligation and as much of the initiation service as officers are available. Conclude with President presenting membership badge (p. 35).

President asks for information on illness or distress in the family of a Son of a Union Veteran or Sister of the Order. If a member has passed away, Chaplain drapes the Charter in her memory.

President then asks for Committee report, unfinished business, followed by new business including notices, bills or communications. Members may also then bring up any new business. When a motion is made, it must be seconded, the President calls for the "question" (when members can discuss the motion), and on the call for a vote, use the uplifted right hand to signify approval or disapproval.

Treasurer is asked for total of receipts of the meeting and President asks if anyone has anything else to offer for the Good of the Order. (If Auxiliary has members offer short papers on Civil War history, i.e. stories of women who contributed to the war effort, etc., this can be done at this time.)

President asks Chaplain to attend the altar and give the closing prayer (p. 20) (three raps) after which she uses closing statement at top of page 21, then declares meeting closed. (One rap)