

Squadron



Meeting Agenda/Script

Commander announces:

1. The meeting is about to start
2. For all officers to take their seats

- **One Rap of the gavel Shall seat those present**
- **Master-At-Arms or Sgt-At-Arms shall secure doors**
- **Three (3) raps of gavel All stand at attention**
- **Posting of Colors**
 - (Commander) *“The colors being in place Hand Salute Two”*
- **Remove Caps POW/MIA Empty Chair Ceremony** (Commander)

“Resolution 288, adopted at the 67th National Convention, 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 World War II, the Korean War, and the Vietnam War. (Accordingly, at this time the Vice-Commander will place the POW/MIA Flag on the Empty Chair) – 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 for this vital endeavor.”

- **Remove Caps** *Blue Star Banner Ceremony* (Commander)

“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 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. Sergeant-At-Arms, place the Blue Star Service Banner.”

- **Remove Caps** *Invocation* (Chaplain)
- **Remove Caps** *Pledge of Allegiance* (Vice-Commander)
- **Cover** *“Sons” Preamble* (Commander)

“Proud possessors of a priceless heritage, we male descendants of Veterans of the Great Wars, associate ourselves together as Sons Of The American Legion for the following purposes:

- *To uphold and defend the Constitution of the United States of American;*
- *To maintain law and order;*
- *To foster and perpetuate a true spirit of Americanism;*
- *To preserve the memories of our former members and the association of our members and our forefathers in the Great Wars;*
- *To inculcate a sense of individual obligation to the Community, State and Nation;*
- *To combat the autocracy of both classes and 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 of the great principles for which The American Legion stands, and to assist in carrying on for God and Country.”*

- **One (1) rap of gavel Shall seat members**
- (Commander) *“I now declare this meeting of The Sons Of The American Legion, Squadron _____, Detachment of Kansas, regularly convened.”*
- Roll Call to determine if Quorum is present. (Adjutant)
- Reading of minutes from previous meeting. (Adjutant)
- Introduction of Guests and New Members. (Commander)
- Finance Report. (Finance Officer)
- Committee Reports
 - a. Children & Youth Report
 - b. Children’s Miracle Network Report
 - c. VA&R Report
 - d. Americanism Report
 - e. Public Relations
 - f. Community Service Report
 - g. Membership Report
 - h. Golf Report
 - i. Scholarship Report
 - j. Legislative Report
 - k. Constitution & By-laws Report
 - l. Website Report
 - m. Homeland Security Report
 - n. Detachment Commanders Advisors Report
- Unfinished Business
- New Business / Correspondence
- Election of Squadron Officers (If applicable)
 - a) Commander
 - b) Adjutant
 - c) Vice Commander
 - d) Sgt-at-Arms
 - e) Finance Officer
 - f) Chaplain (appointed)
 - g) Historian (appointed)

- Installation of Officers (If applicable)
- For the Good of The Sons Of The American Legion
- Time & Place
- (Commander) *“Is there any other business to come before this meeting?”*
- (Commander) *“If not, the Chaplain will lead us in the Benediction.”*
- **Three (3) raps of the gavel All meeting attendees stand**
- **Remove Caps Benediction** (Chaplain)
- (Commander) *“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.”*
- **Cover Retire “Colors”**
- (Commander) *“The Colors being in Place Hand Salute Two”*
- (Commander) *“I now declare this meeting of The Sons Of The American Legion, Squadron _____, Detachment of Kansas, adjourned.”*
- **One (1) rap of gavel Meeting is official adjourned.**