

## Regular Squadron Meeting Checklist

### Preparation Prior to Meeting

**Meeting Materials:**

- Meeting Agenda
- Meeting Minutes to be Approved
- Membership Report
- Financial Report
- Officer Reports
- Initiation Materials (if needed)
- Sick Call & Relief List

**Room Set-Up:**

- POW MIA Chair & Visuals placed
- Tables arranged for appropriate seating
- Flags placed, (stanchions and flag bases)



### 1 Regular Squadron Meeting Script

*The Squadron Commander shall announce that the meeting is about to open. Officers shall take their stations. American Legion Post members acting as Advisors will take their places among the membership. Cell phone off or in airplane mode.*

**Squadron Commander**

***The Squadron Commander will seat the membership with one rap of the gavel and doors of the meeting place shall be closed by the Sergeant-at-Arms.***

*The Adjutant shall proceed through those present, and after the membership cards have been examined, shall return to the station of the Squadron Commander, where he shall report, giving the names of visitors, if there are any, and their post and squadron name and number as they are being introduced.*

**Squadron Commander**

***The Commander gives three raps of the gavel and all present shall stand at attention.***

**Squadron Commander**

***Salute.*** *The membership shall continue to stand at attention and render salute while the flags are being advanced and placed in position.*

**Squadron Commander**

***Commander shall give the command “Two” to end the salute.***

**Squadron Commander**

***“The Chaplain will invoke the blessing of God.”*** *(Commander gives the order to “Please Uncover”, members present remove their caps.)*

*In place of the following prayer, the Chaplain may deliver one of his own in the same general tenors.*

**Squadron Chaplain  
Meeting Prayer**

*“Almighty God, Father of mankind and Judge over nations, we pray Thee to guide our work in this meeting and in all our days. Send thy peace of our Nation and all Nations. Hasten the fulfillment of Thy promise of peace that shall have no end. We pray for those who serve the people and guard the public welfare, that by Thy blessings they may be enabled to discharge their duties honestly and well. We pray for our comrades, that by Thy help they may observe the strictest Justice, keep alight the fires of Freedom, strive earnestly for the spirit of Democracy and preserve untarnished our loyalty to our Country and to Thee. Especially do we ask Thy blessing and comfort to those defenders of our Nation on sick beds in hospitals and elsewhere who are suffering mental and physical disabilities. Cheer them and bring back to them the blessings of health and happiness.*”

Continued > **2 Regular Squadron Meeting Script**

Squadron Chaplain  
Meeting Prayer

Finally, O God of Mercy, we remember lovingly before Thee our departed comrades and those of our fathers who receive with Thee the reward of life everlasting. May their splendid example of patriotism and sacrifice guide us in our duty to our God and Country now and forevermore, AMEN.”

Squadron Commander

**“In memory of our departed comrades and the comrades of our fathers, let us stand in silence. Please remain uncovered”**

A Moment of Silence

*(Squadron remains standing and stands in silence for 30 seconds.) Following the silence the Commander proceeds with the POW / MIA Empty Chair Ceremony.*

Squadron Commander

“Resolution 288, adopted at the 67<sup>th</sup> National Convention, of The American Legion and Resolution N.C. 2-94, adopted at the 23<sup>rd</sup> 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, as 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.

Squadron Commander

**“Please remain uncovered as we recite the Pledge of Allegiance.”**

The Pledge of Allegiance  
by all members present

“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.”

Squadron Commander

**“Please Recover”**

Preamble to the  
Constitution of the  
Sons of The American Legion  
by all members present

*Following the Pledge of Allegiance, the Squadron Commander will lead the Squadron in reciting the Preamble to the Constitution of the Sons of The American Legion.*

*“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 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 the Great 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 of the great principles for which The American Legion stands*

*and to assist in carrying on for God and Country.”*

Squadron Commander

***One rap of the gavel by the Commander will seat the members.***

Continued > **3 Regular Squadron Meeting Script**

**Squadron Commander** ▶ “I now declare this meeting of Squadron. \_\_\_\_\_, Detachment of \_\_\_\_\_, regularly convened. Let the record show the time is \_\_\_ : \_\_\_ p.m.  
Please proceed with the roll call of officers.

**Sr. Vice Commander or Adjutant Roll Call - Quorum?** ▶ *Roll call of officers by ranking from list.* (Officers are one of the following: present, excused absence, not present or squadron everlasting)

- Order of Business** ▶ 1. Reading of minutes of previous meeting.  
**Reports Given** ▶ 2. Membership  
**Motions made, seconded, and vote to accept each report recorded** ▶ 3. Financial Report & Adjutant  
▶ 4. Sunday Breakfast Report  
▶ 5. Committee reports /additional Officer Reports  
▶ 6. Sick call and relief

**Continuing Motions or New Motions made, seconded with discussion period.**

*~~~~~*  
**State the final motion for clarity, call for vote to accept each motion.**

- ▶ A. Unfinished & Continuing Business.  
▶ B. Balloting on applications. (Additional Scripting in SAL Handbook)  
▶ C. Initiation of candidates. (Additional Scripting in SAL Handbook)  
▶ D. New Business and Correspondence.  
▶ E. For the Good of the Sons.
1. *The membership shall be permitted to make any suggestions of any kind, character or description, except for religion or partisan politics.*
  2. *Any activity that requires the action of or expenditure of funds by S.A.L. will require re-opening the “New Business” section at which time motions may be made, discussed and voted.*
  3. *After the issue is resolved or tabled, the meeting will resume section E. For the Good of the Sons.*

**Squadron Commander** “Is there any further business to come before the members?” (repeat three times)  
 “If not, the Squadron Chaplain will lead us in the closing prayer.”  
**“Please uncover.”**  
*The Commander shall give three raps of the gavel, and membership shall arise, uncover, and stand in silence.*

**Squadron Chaplain** “Our dear Heavenly Father, may we become better Sons of The American Legion, as we learn and teach by words and deeds, the principles of Justice, Freedom, Democracy and Loyalty. Be with us until we meet again. AMEN.”

**Squadron 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 Son 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.”

**Squadron Commander** **“Hand salute”** (Colors are retired, as the Color Bearers reach the rear of the meeting hall, the command “two” is given by the Commander.)

**Squadron Commander** ▶ “Let the record show the time is \_\_\_ : \_\_\_ p.m. I now declare this meeting of The Sons of The American Legion Squadron \_\_\_\_\_, Detachment of \_\_\_\_\_ adjourned.  
**Squadron Commander** **The Commander gives one rap of the gavel.**