



Post and District Meeting Order Training Handbook

Pennsylvania Training Instruction 2025 – 2026



Veterans of Foreign Wars of the United States

June 2025

Post Order of Business

Commander: **(One Rap of the gavel for Attention)** The Officers will take their respective stations. All persons not members of the VFW will kindly retire, and the guard will close the doors.

Commander: By the power and authority vested in me, I am about to open **Post Name**, **Post Number** for the transaction of any business that may lawfully come before it. **(Two Raps of the Gavel).**

Commander: Officer of the Day, satisfy yourself that all present are entitled to remain – *(Check all members cards to make sure they are current).*

Officer of the day: All present are entitled to remain.

Commander: All Rise, **Attention, Present Arms, Order Arms**, Comrade Chaplain, we will now have the opening prayer. **Uncover, Parade Rest.**

Chaplain: Opens the Bible

Commander: Cover

Commander: Attention, Comrades, you will now join me in the Pledge of Allegiance to the flag of the United States of America.

Commander: **Please be seated!**

Commander: Comrades, we are assembled again to transact business of mutual benefit. Don't let petty jealousy 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 **Post Name**, **Post Number** duly opened for the transaction of business. Guard, you will admit any in waiting who may be worthy.

Commander: Address any Honored Guests in the room. **(One Rap of the gavel for order)**

Commander: Comrades, please join me in the reading of Section 230102 of the Congressional Charter. Required by the National By-Laws – Section 1004 page 112.

(Please have enough copies for your members present)

The purpose of this corporation shall be fraternal, patriotic, historical, charitable; 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 surviving spouses and orphans; to maintain true allegiance to the Government of the United States, 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 enemies.

Commander:

Roll Call of Officers:

Reading, referring, membership applications.

Report of Investigating Committee.

Reading of minutes in detail. (Motion to approve the minutes and second. All in favor? Abstain?) Motion passed.

Quartermaster's Report in detail. (Motion to approve the minutes and second. All in favor? Abstain?) Motion passed.

Reading of bills in detail.

Report of Service Officer

Is there a Comrade or a family of a Comrade in Distress? **(Three Times one gavel rap each time)**

Report of all Committees:

Safety:

Voice of Democracy

Patriot's Pen:

Youth Activities:

Buddy Poppies:

Membership:

And any other committees that your post has.

(Two Raps of the Gavel) All Rise. Uncover, Parade Rest. Comrade Chaplain, you will ask Divine blessings upon our National Home for Children.

Attention, Cover and please be seated

Commander: Unfinished Business. (All unfinished business must be brought up to the membership).

Commander: New Business / Communications? (Any new business that has to be brought up and may require a vote by the membership).

Good of the Order

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

Commander: Comrade Chaplain, you will deliver the closing prayer. **Uncover, Parade Rest.**

Chaplain: Closes the Bible.

Commander: Attention, Cover, Facing the flag of our nation. Present Arms, Order Arms.

Comrades, I now declare this business session of **Post Name, Post Number** closed. Our next meeting will be _____.

District Order of Business

Commander: (One Rap of the gavel for Attention) The Officers will take their respective stations. All persons not members of the VFW will kindly retire, and the guard will close the doors.

Commander: By the power and authority vested in me, I am about to open **District Number** for the transaction of any business that may lawfully come before it. (Two Raps of the Gavel).

Commander: Officer of the Day, satisfy yourself that all present are entitled to remain – (*Check all members cards to make sure they are current*).

Officer of the day: All present are entitled to remain.

Commander: All Rise, Attention, Present Arms, Order Arms, Comrade Chaplain, we will now have the opening prayer. **Uncover, Parade Rest.**

Chaplain: Opens the Bible

Commander: Cover

Commander: Attention, Comrades, you will now join me in the Pledge of Allegiance to the flag of the United States of America.

Commander: Please be seated!

Commander: Comrades, we are assembled again to transact business of mutual benefit. Don't let petty jealousy 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 **District Number** duly opened for the transaction of business. Guard, you will admit any in waiting who may be worthy.

Commander: Address any Honored Guests in the room. (One Rap of the gavel for order)

Commander: Read Section 230102 of the Congressional Charter. (It is strongly Suggested by not mandatory by the National By-Laws. It is up to your District).

The purpose of this corporation shall be fraternal, patriotic, historical, charitable; 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 surviving spouses and orphans; to maintain true allegiance to the Government of the United States, 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 enemies.

Commander:

Roll Call of Officers:

Roll Call of Post: (Make sure they all signed in).

Reading of minutes in detail. (Motion to approve the minutes and second. All in favor? Abstain?) Motion passed.

Quartermaster's Report in detail. (Motion to approve the minutes and second. All in favor? Abstain?) Motion passed.

Reading of bills in detail.

Report of Service Officer

Is there a Comrade or a family of a Comrade in Distress? (**Three Times one gavel rap each time**)

Report of all Committees:

Safety:

Voice of Democracy:

Patriot's Pen:

Youth Activities:

Buddy Poppies:

Citizenship/Education:

Community Service:

Homeless Veterans:

Membership:

And any other committees for your District.

(Two Raps of the Gavel) All Rise. Uncover, Parade Rest. Comrade Chaplain, you will ask Divine blessings upon our National Home for Children.

Attention, Cover and please be seated

Commander: Unfinished Business. (All unfinished business must be brought up to the membership).

Commander: New Business / Communications? (Any new business that has to be brought up and may require a vote by the membership. (Motion to approve the minutes and second. All in favor? Abstain?) Motion passed.

Good of the Order

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

Commander: Comrade Chaplain, you will deliver the closing prayer. **Uncover, Parade Rest.**

Chaplain: Closes the Bible.

Commander: Attention, Cover, Facing the flag of our nation. Present Arms, Order Arms.

Comrades, I now declare this business session of **District Number** closed. Our next meeting will be _____.

***Thank you for your service to our Nation, and all you do for the VFW
and in your communities!***

Any question, please contact Department HQ at 717-234-7927

(Name) VFW POST (Number) Home Association
(Address of Canteen)

President (Name) opened the canteen meeting on (Day, Month, Year) at (Time) with (Number) members present.

Roll call of officers.

Did everyone sign in?

Secretary (Name) read the minutes from the meeting of (Day, Month, Year).

The treasurer (Name) reads the following Active and Auxiliary applications for approval.

Minutes must reflect: Date of application - Name of member – Date of application – Must be voted on.

Treasurer (Name) read the following Social applications for approval.

Minutes must reflect: Date of application - Name of member – Date of application – Must be voted on.

The Canteen Treasurer (Name) gave a report on the canteen's finances.

Note any Home Association business that needs to be brought to the attention of the Post for further action.

There being no further business, the meeting adjourned at (Time).

APPROVED AS CORRECTED

(Name), RECORDING SECRETARY