

OPENING AND CLOSING CEREMONY

NOTE: *Information in italics is for direction and is not read.*

At the prescribed time for the meeting, the president assumes his/her position behind the rostrum in front center of the room. Other officers are seated to the left and right of the president in a slightly arched line. They are seated in this order, from the president's left to right: vice-president, treasurer, secretary, president, reporter, and sergeant-at-arms.

PHYSICAL ARRANGEMENT OF MEETING ROOM

(Officers are facing the audience)

U.S. Flag						State Flag
Sgt.-at-Arms	Reporter	President	<i>[Podium]</i>	Secretary	Treasurer	Vice Pres.
		<i>Chapter or State Banner (Optional)</i>				
Audience						

OPENING CEREMONY

President: *(Raps gavel twice)* "The meeting will please come to order. Mr./Ms. Sergeant-at-Arms, are all officers in their places?"

Sergeant-at-Arms: *(If all are present)* "They are, Mr./Ms. President."
(If not all present) "No Mr./Ms. President, the (list missing officers) are not present."

President: *(Raps three times for assembly to rise)* "Mr./Ms. Sergeant-at-Arms, please lead the assembly in the Pledge to the Flag of the United States of America."

Sergeant-at-Arms: "Please remember, the phrase, **One Nation Under God**, is meant to be said without a pause." *(Leads the assembly in the pledge.)*

President: *(Raps once and assembly is seated)* "Mr./Ms. Secretary, will you please call the roll."

Secretary: "Mr./Ms. Sergeant-at-Arms."

Sergeant-at-Arms: "Present. The symbol of my office is the **Hearty Handshake** *(officer points to symbol)*, and it is my responsibility to see that the assembly is comfortable and properly welcomed. It is also my duty to serve as doorkeeper for this organization."

Secretary: "Mr./Ms. Reporter."

Reporter: "Present. The symbol of my office is the **Beacon Tower** *(officer points to symbol)*, and it is my duty to see that our school, community, and national association have a complete report of our organization's activities."

Secretary: "Mr./Ms. President."

President: "Present. The symbol of my office is the **Gavel** (*officer points to symbol*). The duties vested in me by my office are to preside at all regular and special meetings of this organization and to promote cooperation in carrying out the activities and work of our organization." "Mr./Ms. Secretary."

Secretary: "Present. The symbol of my office is the **Pen** (*officer points to symbol*), and it is my responsibility to see that accurate and proper records are kept of all business and correspondence of this association." "Mr./Ms. Treasurer."

Treasurer: "Present. The symbol of my office is a **Balanced Budget** (*officer points to symbol*), and it is the duty of my office to keep accurate records of all funds and see that our financial obligations are met promptly."

Secretary: "Mr./Ms. Vice President."

Vice President: "Present. The symbol of my office is a **Star** (*officer points to symbol*), and it is the duty of my office to see that we always have a strong membership, a good work program, and are alert to the welfare of our chapter."

Secretary: "Mr./Ms. President, all officers are present and in their places."

President: "Mr./Ms. Sergeant-at-Arms, do we have guests present?"

Sergeant-at-Arms: (*if yes, introduce guest(s); if not*) "No, Mr./Ms. President."

President: "Mr./Ms. Secretary, we are ready to transact our business." (*Rap gavel once for assembly to be seated.*)

(Officers dispose of assigned business items following the suggested order of business).

CLOSING CEREMONY

President: (*Raps three times; assembly rises*) "Mr./Ms. Secretary, will you please read the TSA Creed?"

Secretary: (*Reads the TSA Creed*)

President: "Will the assembly repeat the TSA Motto after me?" (*Motto is spoken*) "Does anyone know of any reason why this assembly should not adjourn; if not, I will entertain a motion to adjourn." (*Following motion to adjourn*), "I now declare this meeting adjourned until a special meeting is called or until our next regular meeting." (*Raps once with gavel*).