

**AMVETS Ladies Auxiliary
Department of Michigan**
LOCAL SGT-AT-ARMS INSTRUCTIONS

#1 The Sergeant-At-Arms is the custodian of the colors. She is responsible for transporting them to all meetings and ceremonies where they are required.

#2 The Sergeant-At-Arms shall:

- A. Post the colors at every meeting.
- B. Lead the Pledge of Allegiance to the Flag.
- C. See that the meeting room is in order with tables and/or chairs for all members and guests.
- D. Be the keeper of the door during meetings and deliver messages.
- E. Escort guests to the rostrum and introduce new members to the membership.
- F. Distribute and collect the ballots during elections. Give ballots to the Board of Tellers.
- G. Maintain order during meetings.
- H. Promote respect for the Flag at all times.
- I. Have a good knowledge of flag etiquette, AMVETS Auxiliary ceremonies and the correct way to wear the AMVETS Ladies Auxiliary Official Uniform.

#3 Wear the AMVETS Ladies Auxiliary Official Uniform when participating in ceremonies and carrying out her duties at meetings.

#4 Procedures for Escorting Distinguished Guests

- A. The Sgt.-At-Arms is on the right side of the person she is escorting or assisting.
- B. With a female guest, the Sgt.-At-Arms offers her left arm and escorts her to the rostrum.
- C. With a male guest, the Sgt.-At-Arms places her left hand under his right elbow and assists him to the rostrum.

#5 Procedure for Posting the Colors (Small Flags)

- A. On the command of the President to "Post Colors", the Sgt-At-Arms comes forward with the flag set in both hands.
- B. She places the stand in front of the President with the American Flag on the President's right.

- C. The Sgt-At-Arms steps back, salutes the flag, says "Auxiliary, Hand Salute" and then leads the Pledge of Allegiance.
- D. With permission of the President and the body, the Sgt-At-Arms may place the flags in front of the President's seat before the start of the meeting. She will lead the Pledge on command of the President.

#6 Procedure for Retiring the Colors (Small Flags)

- A. On command of the President to "Retire the Colors", the Sgt-At-Arms comes forward, steps one step back from the flags.
- B. She then salutes the colors and says "Auxiliary Hand Salute".
- C. She then takes the flags and stand in both hands and walks to the back of the room.
- D. If the flags are placed in front before the start of the meeting, the Sgt.-At-Arms may stay in her place, salute the Colors and say, "Auxiliary, Hand salute" - "Two".

#7 Teach your Auxiliary the proper way of saluting the Colors:

- A. 'Hand Salute' 6-10 paces before the American Flag reaches you
- B. Drop your hand 6-10 paces after the American Flag passes you
- C. 'Hand Salute' upon command
- D. Drop your hand upon the "Two" command.
- E. Your hand is placed flat over your heart - fingers together and thumb pointing up.
- F. Your right elbow is at a comfortable right angle to your body - not down by your side or sticking out like a weapon.