

**AMVETS Ladies Auxiliary Department of Michigan**

**LOCAL SGT-AT-ARMS INSTRUCTIONS**

**2020-2021**

**#1 The Sgt-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-a-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.**

Last reviewed by Becky Kovach, Dept. Sgt-at-Arms, 4/2020