

DEPARTMENT SERGEANT-AT-ARMS INSTRUCTIONS

Article I – General Information

1. You shall be responsible for the Colors.
2. It is your responsibility to remind the members of the correct uniform and hat.
3. You shall study flag etiquette as prescribed in the Manual and shall promote the proper respect for the flag at all times.

Article II – Posting the Colors, Ceremonies and Escorting

1. You are the responsible person in charge of the flags at any meetings or ceremonies. Appoint Color Bearers whenever needed to carry flags and to properly post them. Consult the Auxiliary Manual for Auxiliary ceremonial duties.
2. The flags should be posted at all meetings by using either a small tabletop set or the full-size set.
3. If the small set is used, you will carry them yourself to the front of the room and place in front of the President with the American flag to her right.
4. When posting the full-size Colors, upon command from the President to do so, you will come forward to the front of the rostrum, face the Color Bearers and command "Color Bearers Attention, Forward March". The Color Bearers will then advance the Colors, being sure the American Flag will pass the marchers right. Upon arriving at the front of the room, you will then say, "Post Colors". The American Flag will then pass to the left of the President and in front of the Banner, and the Banner will pass to the right where they are placed in the stands. The American Flag will now be on the left as it faces the assembly and the Banner will be on the right.
5. When retiring the Colors, you will come forward and face the Color Bearers and command, "Color Bearers Attention, Forward March". When they get to the front of the room you will say "retire Colors". They will remove the flags and step back one step. You then command "Right and Left, Forward March". You make an about face and lead them to the back of the room.
6. You are responsible for escorting distinguished guests into a meeting or on the Convention floor. Your position should be on the right side of the person being escorted. If the guest is female, you offer her your left arm. If the guest is male, you place your left hand under his right elbow. You then walk them to the rostrum.
7. If you post the Auxiliary Colors at another organization's function, advise your Local Americanism Officer so credit may be taken on her Americanism report.

8. Check with the Department Chaplain prior to the Fall Conference and the Department Convention to see if you will be needed to escort any Officers at the Memorial Services. If escorting, you must be in uniform.

Article III – Meetings

1. You shall make sure that you have appropriate equipment as well as adequate tables and chairs for members and guests at a meeting. Try to avoid placing any chairs behind the head table.
2. You are the “Keeper of the door(s)” during SEC meetings and Convention sessions. You are to station yourself near the door(s) except when answering calls, delivering messages, and distributing or collecting items needed to/from the Officers and any others in attendance. If there is a second set of doors, you will assign a page to cover them, if needed.
3. You will assist the President in keeping order during the meetings and shall perform any other duties requested by her.
4. For Fall & Spring SEC meetings, you will prepare three (3) folders with a complete list of Officers attached to the front of each. You will prepare another folder with a complete list of the VAVS/MVH Representatives attached to the front. As the Officers arrive, each will hand you her Activity report. One copy of the Officer’s report goes into each folder. Place a checkmark next to the name of each Officer from whom you receive a report. This checkmark is vital so the Secretary will know at a glance of any Officer who did not submit a report. The 4th copy of any report goes into the VAVS/MVH Representative folder which will be turned over to the Hospital Officer. One (1) each of the other folders go to the Department President, Department Executive Secretary and Department Parliamentarian.
5. At Department Convention, be sure to have each Auxiliary number on individual slips of paper as they will be used to draw the voting order. During elections, when needed, you shall record the number of votes from each Local on a blackboard, whiteboard or poster paper set up in front of the meeting room.

Article IV – Awards

1. After the traveling awards are passed out at the Department Convention, you must obtain a signed receipt from each winning Auxiliary, put it in the awards book and turn it over to the Honor & Awards Chairman before the close of the Convention.
2. The Sergeant-at-Arms must notify all Auxiliaries having traveling awards to return them in time to be presented at the Department Convention. Local Auxiliaries are

responsible for any award in their possession from the time of receipt until it is returned to Convention. When returning an award by mail, be sure it is packed carefully, and the package is insured.

3. You must check in the traveling awards when they are returned from the Local Auxiliaries at Department Convention. Report to the Honors & Awards Chairman any award which may need repair.