

AMVETS Ladies Auxiliary Department of Michigan
LOCAL SERGEANT-AT-ARMS INSTRUCTIONS
2025-2026

#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:

- Post the colors at every meeting
- Lead the Pledge of Allegiance to the Flag
- See that the meeting room is in order with tables and/or chairs for all members and guests
- Be the keeper of the door during meetings and deliver messages
- Escort guests to the rostrum and introduce new members to the membership
- Distribute and collect ballots during elections. Give ballot to the Board of Tellers
- Maintain order during meetings
- Promote respect for the Flag at all times
- Have a good knowledge of flag etiquette, AMVETS Auxiliary ceremonies and the correct way to wear the AMVETS Ladies Auxiliary Official Uniform. This information can be found in the Auxiliary Manual on the National website, <https://amvetsaux.org> under Publications.

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

#4 Procedures for Escorting Distinguished Guests

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

#5 Procedure for Posting the Colors (Small Flags)

- On the command of the President to “Post Colors“, the Sergeant-at-Arms comes forward with the flag set in both hands
- She places the stand in front of the President with the American Flag on the President’s right

- The Sergeant-at-Arms steps back, salutes the flag, says “Auxiliary, Hand Salute” and then leads the Pledge of Allegiance
- With permission of the President and the body, the Sergeant-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)

- On command of the President to “Retire the Colors“, the Sergeant-at-Arms comes forward, steps one step back from the flags
- She then salutes the colors and says, “Auxiliary Hand Salute”
- She then takes the flag stand in both hands and walks to the back of the room
- If the flags are placed in front before the start of the meeting, the Sergeant-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:

- ‘Hand Salute’ 6-10 paces before the American Flag reaches you
- Drop your hand 6-10 paces after the American Flag passes you
- ‘Hand Salute’ upon command
- Drop your hand upon the “Two” command
- Your hand is placed flat over your heart - fingers together and thumb pointing up
- Your right elbow is at a comfortable right angle to your body - not down by your side or sticking out like a weapon

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| <ul style="list-style-type: none"> • Reviewed and Revised by the Department Parliamentarian April 2025 |
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