

**AMVETS Ladies Auxiliary Department of Michigan**  
**LOCAL SGT-AT-ARMS INSTRUCTIONS**  
**2024-2025**

**#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:**

- **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 the 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.**

**#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**

- **The Sgt.-At-Arms is on the right side of the person she is escorting or assisting.**
- **With a female guest, the Sgt.-At-Arms offers her left arm and escorts her to the rostrum.**
- **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)**

- On the command of the President to “Post Colors“, the Sgt-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 Sgt-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 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)**

- On command of the President to “Retire the Colors“, the Sgt-AtArms comes forward, steps one step back from the flags.
- She then salutes the colors and says, “Auxiliary Hand Salute”.
- She then takes the flags and 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 Sgt.AtArms 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.