

**American Legion Auxiliary  
Protocol**

AMERICAN LEGION  
AUXILIARY

---

---

---


---

---

---

---

---



**Ribbons and Pins**

<p><b>Ribbons</b></p> <ul style="list-style-type: none"> <li>• The sash ribbon is worn by various officers on all levels, past &amp; present</li> <li>• The sash is worn on formal occasions, never over a topcoat but may be worn over a suit coat</li> <li>• The sash is worn over the right shoulder and under the left arm</li> <li>• No pins or decorations should be affixed to the sash and it should hang crossed and secured by an invisible fastening on the underside</li> </ul>	<p><b>Pins</b></p> <ul style="list-style-type: none"> <li>• The pin should be worn on the left side, over the heart</li> <li>• Members are encouraged to wear the pin of the current office or the highest office held by the member</li> <li>• If a corsage is worn, it should be worn on the left side, above the Auxiliary pin since the corsage is considered a part of the dress once in place</li> <li>• If a flag pin is worn, it should be worn on the left side, above and to the left of the Auxiliary pin (as seen as another)</li> </ul>
---	--

AMERICAN LEGION  
AUXILIARY

---

---

---


---

---

---

---

---



**Protocol for  
The Presiding Officer (The Chair)**

<ul style="list-style-type: none"> <li>• Prepare and follow an agenda</li> <li>• Start and end the meeting on time</li> <li>• Conduct yourself professionally</li> <li>• Demonstrate knowledge and understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Be prepared to assist chairmen, if needed</li> <li>• Recognize and give credit to chairman or committee responsible for the meeting</li> <li>• Lead the applause for the person coming to the podium to speak</li> <li>• Show special courtesies to PNP and PDP to honor their service</li> </ul>
---	--

AMERICAN LEGION  
AUXILIARY

---

---

---


---

---

---

---

---



### Protocol for Members

- Arrive on time for the meeting
- Dress appropriately for the event
- Bring agenda, paper & pen
- Be mindful of & follow designated seating
- Make eye contact 80-90% of the time to show you are paying attention
- Be courteous to speakers by not texting, crocheting or carrying on personal conversations, etc.
- Rise and wait for recognition from the chair when you wish to speak
- When addressing a vice president or vice chairman who is presiding in place of the president or chairman, use the title president or chairman
- Speak to the chair not to other members
- Be brief and keep to the subject when speaking

AMERICAN LEGION  
AUXILIARY

---

---

---

---

---


---

---

---

---

---



### Protocol for Delegates

- Plan to attend all sessions
- Be on time & in the proper seating area
- Study the call & discuss issues with unit members
- Take part in the discussion
- Be prepared to vote
- Report back to your unit after the meeting

AMERICAN LEGION  
AUXILIARY

---

---

---

---

---


---

---

---

---

---



### Protocol for Guests

#### Invitations

- A written invitation should be sent to all guests who will speak or participate at a function of your department, district, county or unit
- The invitation should include **type of meeting**, attire for the event, **what's expected of the speaker**, date, time and location of the event, and **travel information**

#### Reception Line

- The President or chairman heads the line
- The guest of honor is next to the President, to her left
- Other guests follow according to rank
- Each person in the reception line repeats to the person next in line the name of the person just greeted
- The reception line should be kept short

AMERICAN LEGION  
AUXILIARY

---

---

---

---

---


---

---

---

---

---



**Protocol for Guests (continued)**

**Advancement of Officers & Guests**

- Past Department Presidents precede the current officers in the processional, officers follow according to rank of their office
- The Department President is last in line preceded by the National Executive Committeewoman

**Escorting**

- Double line escorting has the Assistant Sgt. At Arms on the left and the Sgt. At Arms on the right, followed by the Distinguished Guest Chairman on the left and the Distinguished Guest on her right
- Single line escorting has Sgt. At Arms, Distinguished Guest Chairman, Distinguished Guest, and Assistant Sgt. At Arms
- The person escorting the guest takes the guest's left arm in her right arm

AMERICAN LEGION  
AUXILIARY

---

---

---

---

---


---

---

---

---

---



**Protocol for Guests (continued)**

**Introductions**

- Guests of honor are always introduced by the Department President or presiding officer
- In making introductions, it is a general rule to introduce elected officers before appointed officers or chairmen
- If the guests or head table officers are each to say a few words, then recognize the lowest ranking guest or officer first & go up the line
- It is appropriate to state a specific maximum speaking time allotted for each person

**Seating**

- The presiding officer is always at the center of the head table or to the right of the podium
- The guest of honor is seated to the right of the presiding officer
- At a business session, it is customary to have the parliamentarian seated to the immediate right of the presiding officer
- Other guests or officers are seated right, left, right, etc. of the presiding officer, according to rank

AMERICAN LEGION  
AUXILIARY

---

---

---

---

---


---

---

---

---

---



**Protocol for Guests (continued)**

**Corsage**

- While corsages are a tradition in many departments, it is not a requirement
- If corsages are to be worn, there should be enough for everyone at the head table
- If corsages are to be worn, a designated person should present the corsages to head table members before the start of the meeting

**Gifts**

- Gifts for the guests of honor should pack easily
- Room gifts such as water and fruit are always welcome

AMERICAN LEGION  
AUXILIARY

---

---

---

---

---


---

---

---

---

---



**Why We Don't Walk Between the Colors**

- Many departments and units observe this custom that is fairly unique to The American Legion Family
- The custom is that the space between the United States Flag and the flags posted across from them and the space between the podium and the flags is considered hallowed ground meant to honor and respect our departed
- This custom is observed while the meeting is in session
- It is not in the U. S. Flag Code

AMERICAN LEGION  
**AUXILIARY**

---

---

---

---

---

---

---

---