

AMERICAN LEGION ETIQUETTE GUIDE

1. THE CEREMONIAL SERVICES OF THE AMERICAN LEGION MUST BE CONDUCTED WITH THE SOLEMNITY BEFITTING THE DIGNITY OF THE ORGANIZATION
2. NO ONE SHALL BE ADMITTED DURING OPENING, INITIATION, OR CLOSING CEREMONIES OF A POST MEETING
3. COMRADES SHALL BE CAREFUL NEVER TO PASS BETWEEN THE FLAGS AND STATION OF THE COMMANDER
4. A MEMBER ENTERING THE HALL AFTER THE MEETING HAS BEGUN SHALL ADVANCE TO THE CENTER OF THE ROOM, SALUTE THE COLORS AND BE SEATED
5. A MEMBER DESIRING TO BE EXCUSED FROM THE HALL WHILE THE MEETING IS IN PROGRESS SHALL ADVANCE TO THE CENTER OF THE ROOM, SALUTE THE COLORS, AND THEN LEAVE.
6. THE NATIONAL COLORS AND POST FLAG, WHEN IN POSITION, SHALL BE IN POSITION AT EITHER SIDE AND JUST IN ADVANCE OF THE COMMANDER'S STATION; THE NATIONAL COLORS ON THE RIGHT OF THE COMMANDER, THE POST COLORS ON THE LEFT WHEN FACING THE AUDIENCE, EVEN THOUGH THE COMMANDER IS ON THE PLATFORM AND THE FLAGS ARE POSTED AT GROUND LEVEL.
7. EACH OFFICER SHALL BE EQUIPPED WITH THE OFFICIAL OVERSEAS CAP AND PROPER OFFICIAL BADGE OF THE RESPECTIVE OFFICE.
8. LEGIONNAIRES STANDING IN SILENT TRIBUTE IN MEMORY OF DEPARTED COMRADES DURING MEETINGS OR CEREMONIES WILL FACE THE FLAG OF OUR COUNTRY FOR A PERIOD OF SIXTY SECONDS AS A TRIBUTE TO OUR COMRADES WHO HAVE PASSED ON AND IN HONOR OF THOSE NOW SERVING IN THE ARMED FORCES.

WEARING THE LEGION CAP

1. THE LEGION CAP, UNIFORM OR REGALIA SHOULD BE WORN BY ITS MEMBERS ONLY WHEN IN ATTENDANCE AT AN OFFICAL LEGION MEETINGS OR CEREMONIES OR AS AN OFFICAL GUESTS AT PATRIOTIC OR OTHER CIVIL FUNCTIONS OR BY INDIVIDUALS WHEN OFFICALLY REPRESENTING THE POST ON PUBLIC OCCASSIONS. FOR ALL CEREMONIES, THE UNIFORMS ADOPTED BY THE DEPARTMENT ARE RECOMMENDED, HOWEVER, AN OFFICAL AMERICAN LEGION CAP, DARK BLUE OR BLACK CIVILIAN COAT, LIGHT BROWNN OF GRAY TRUOSERS, WHITE SHIRT, NAVY BLUE TIE, BLACK SHOES AND SOCKS MAKE AN ATTRACTIVE UNIFORM. A LEGIONNAIRE IS CONSIDERED TO BE IN UNIFORM IF WEARING AN OFFICAL AMERICAN LEGION CAP. THEREFORE, IT IS NOT PROPER TO WEAR THE CAP WHILE EATING A MEAL AT AN OFFICAL AMERICAN LEGION OR CIVIC LUNCHEON OR DINNER.
2. THE CAP SHALL BE WORN IN A PLACE OF WORSHIP ONLY BY THE GUARD OF HONOR, COLOR GUARD AND COMMANDER OF THE SAME WHILE MARCHING ORDER OR STANDING GUARD. WHEN RETURNED TO AND SEATED IN PEWS, THE CAP SHOULD BE REMOVED.
3. LEGION POSTS MARCHING IN FORMATION INTO A PLACE OF WORSHIP SHOULD UNCOVER AT THE DOOR, HOLD THE CAP WITH THE RIGHT HAND OVER THE HEART UNTIL THE ARRIVAL IN THE PEWS AND COMMANDED TO TAKE SEATS, REMAINING UNCOVERED FOR THE ENTIRE SERVICE. AT THE CLOSE OF THE SERVICE, UPON COMMAND, THE POST SHALL RISE, THE MEMBERS HOLDING THE CAP WITH THE RIGHT HAND OVER THE HEART, WILL MARCH OUT OF THE PLACE OF WORSHIP AND RECOVER AFTER MARCHING THROUGH THE DOOR.
4. LEGIONNAIRES NOT IN FORMATION WILL UNCOVER UPON ENTERING THE PLACE OF WORSHIP AND REMAIN UNCOVERED DURING THE ENTIRE SERVICE AND WILL RE-COVER AFTER LEAVING THE PLACE OF WORSHIP.
5. AT THE GRAVESITE THE CAP SHOULD BE HELD IN THE RIGHT HAND OVER THE HEART DURING THE ENTIRE SERVICE.
6. IN LEGION MEETINGS, THE CAP SHOULD BE WORN EXCEPT DURING MOMENTS OF THE PLEDGE OF ALLEGIANCE, PRAYER, AND WHEN STANDING IN SILENT REVERANCE IN MEMORY OF DEPARTED COMRADES, WHEN THE CAP SHOULD BE HELD IN THE RIGHT HAND OVER THE HEART.
7. A LEGIONNAIRE WEARING THE CAP SHOULD BEHAVE IN PROPER ACCORDANCE AS TO SALUTES THE SAME AS IF THE MEMBER WAS WEARING THE MILITARY UNIFORM. IF NOT WEARING THE LEGION CAP, THE ORDINARY RULES OF ETIQUETTE FOR CIVILIAN DRESS SHOULD BE OBSERVED.
8. LEGIONNAIRES WISHING TO ATTACH DECORATIONS AND/OR OTHER OFFICAL INSIGNIA TO THEIR CAPS ARE ADVISED TO FOLLOW THE EXCERPTS OF THE NATIONAL EXECUTIVE COMMITTEE RESOLUTION ON THIS SUBJECT.