



**Sons of
The American Legion**

DETACHMENT OF _____

SQUADRON

COMMANDER

ADJUTANT

Ceremony For Regular Meetings

(Bold-face type below indicates the Commander speaking)

1. Opening - one rap of gavel
(seat those present, American Legion post members acting as supervisors will take their places among the membership and have the Sergeant-at-Arms close doors of meeting hall). See SAL Squadron Handbook – “Ceremony for Regular Meetings”.
2. Three raps of gavel (all those present will stand).
3. **“The Color Bearer(s) (or Sergeant-at-Arms) will advance the Colors.”**
“HAND SALUTE! TWO!”
4. **“The Chaplain will invoke the blessing of God”**. All in attendance will remain standing with their cap removed and placed over their heart from the opening prayer, through the POW/MIA ceremony and concluding with the Pledge of Allegiance”.
(Female Legionnaires, if present and who are guests, if applicable are afforded the opportunity to leave their cap on during the Pledge of Allegiance, POW/MIA ceremony, while standing in silent reverence in memory of departed comrades, and prayer. See 2015 Post Officers Guide, p. 42, #8)
5. **“The Chaplain will offer prayer.”** See SAL Squadron Handbook – Ceremony for Regular Meetings and designated prayer. Additional prayers – optional, if needed.
6. **“In memory of our departed comrades and the comrades of our fathers or veteran parent, let us stand in silence”**. Squadron remains standing and in silence for 30 seconds.
7. **POW/MIA Empty Chair Ceremony “Resolution 288, adopted at the 67th National Convention of The American Legion, and Resolution “NC 2-94”, adopted at the 23rd National Convention of the Sons of The American Legion, calls for designating a POW/MIA Empty Chair at all official meetings of the Sons of The American Legion, as a physical symbol of the thousands of American POW/MIA’s still unaccounted for from all wars and conflicts involving the United States of America. This is a reminder for all of us to spare no effort to secure the release of any American prisoners from captivity, the repatriation of the remains of those who died bravely in defense of liberty, and a full accounting of those missing. Let us rededicate ourselves to this vital endeavor”**.
8. **Sergeant-at-Arms - “Place the POW/MIA flag on the empty chair”**. The sergeant-at-arms or other designated individual approaches the empty chair carrying a folded POW/MIA flag. Upon reaching the empty chair he reverently unfolds and drapes the flag over the empty chair with the crest facing the membership.
9. **“We will now recite the Pledge of Allegiance. I pledge allegiance, to the Flag, of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all”**.

Recover.

10. Following the Pledge of Allegiance, the squadron commander will lead the membership in reciting the Preamble to the Constitution of the Sons of The American Legion. **“Recite in unison the preamble to our Constitution”.**

Proud possessors of a priceless heritage, we male descendants of veterans of the Great Wars, associate ourselves together as “Sons of The American Legion” for the following purposes: To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a true spirit of Americanism; to preserve the memories of our former members and the associations of our forefathers in the Great Wars; to inculcate a sense of individual obligation to the Community, State and Nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and good will on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to consecrate and sanctify our friendship by our devotion to mutual helpfulness; to adopt in letter and spirit all the great principles for which The American Legion stands; and to assist in carrying on for God and Country.

11. One rap of gavel to seat the members.

12. **“I now declare _____ Squadron Number _____
Detachment of _____ regularly convened”.**

13. Suggested Order Of Business:

- a. Roll Call of Officers to determine if quorum is present
- b. Reading of minutes of previous meeting (vote on adoption)
- c. Reading of minutes of previous Executive Committee Meeting (vote on adoption)
- d. Sick call and relief
- e. Unfinished Business
- f. Balloting on applications
- g. Initiation of candidates
- h. Committee Reports:
- i. New business (and correspondence)
- j. The good of the Sons of The American Legion. (The membership shall be permitted to make any suggestions of any kind, character or description, save of religion or partisan politics) No motions.

Closing Ceremony. The Sons of The American Legion meetings shall be closed in the following manner:

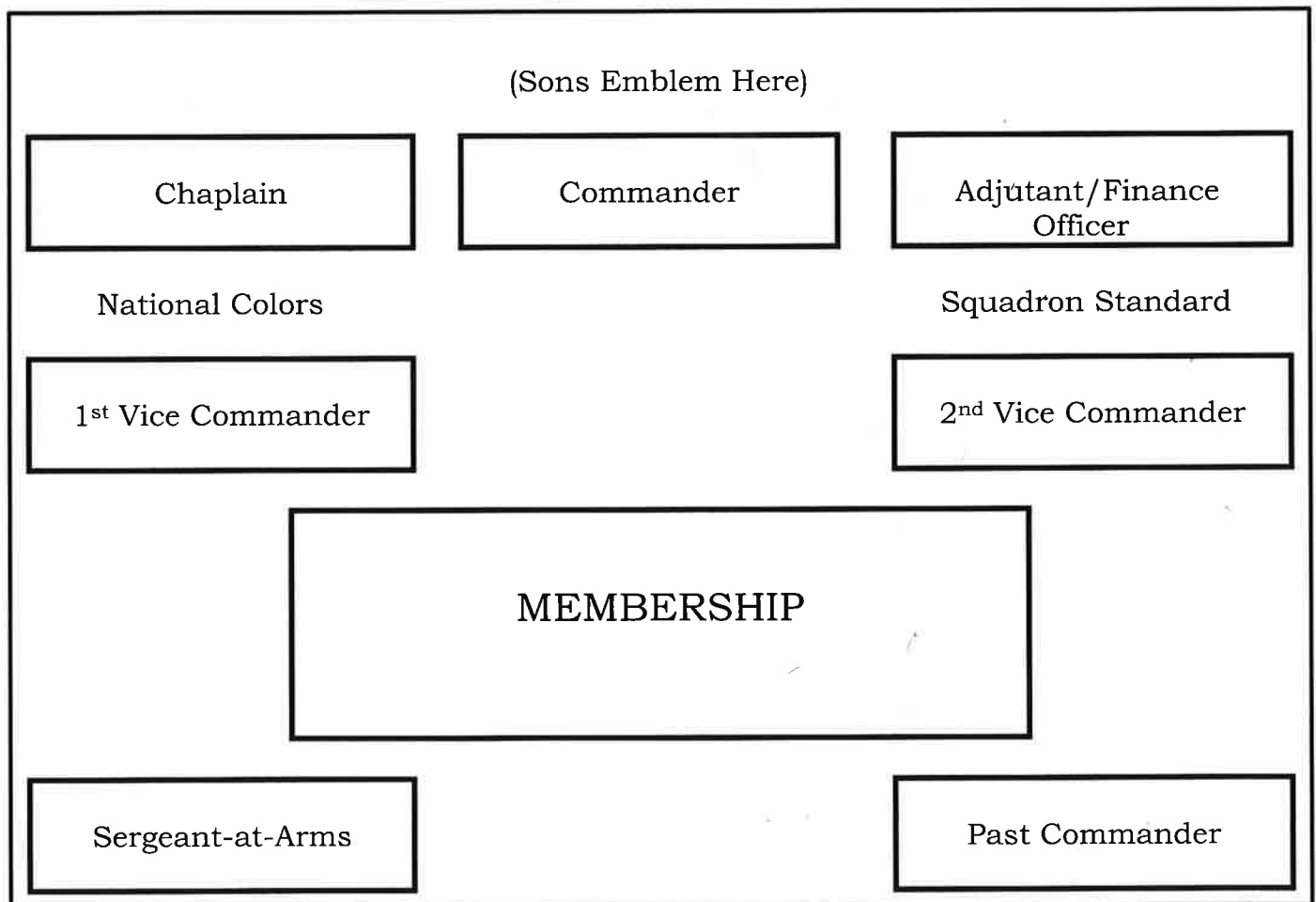
14. **“Is there any further business to come before the meeting? If not, the Squadron Chaplain will lead us in the closing prayer”.**

15. **Three raps of gavel.** (Membership shall rise and uncover, standing in silence with their right hand over heart). Squadron Chaplain – See SAL Squadron Handbook – Ceremony of Meetings for designated closing prayer.

Recover. Commander’s Charge

16. "Till we meet again let us remember that our obligation to our Country can be fulfilled only by the faithful performance of all duties of citizenship. Let service to the community, state and nation be ever a main objective of the Sons of The American Legion and its members. Let us be ever watchful of the honor of our Country, our organization and ourselves, that nothing shall swerve us from the path of Justice, Freedom and Democracy".
17. "The Color Bearer(s) will retire the Flag of Our Country and the membership will stand to salute".
"HAND SALUTE! TWO!"
18. "I now declare this meeting of _____ Squadron Number _____ Sons of The American Legion, Detachment of _____ adjourned".
19. One rap of gavel.

Plan of Squadron Meeting Room



This arrangement of a meeting room is especially functional for the conducting of regular squadron meetings. This plan permits the squadron a great amount of flexibility in arrangement to meet the squadron's particular needs and/or adapt to any physical limitations. Note: This is a suggested guide.