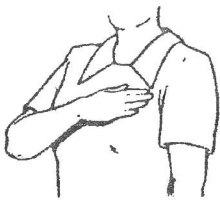


Understanding Auxiliary Traditions

WELCOME! We know that when you first join our Auxiliary it can be overwhelming. We want you to have this guide to help you learn about our Ritual and the meaning of the things we do. Please ask us if you have any questions. Thank you for becoming a part of our cause: **To aid and assist America's heroes, OUR VETERANS.**

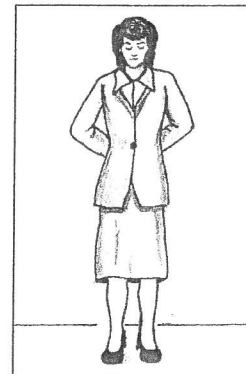
SALUTE



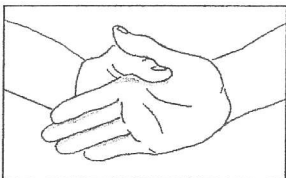
- ★ During our Ritualistic meeting, the President will say "Salute" when the flags enter and leave the room, as well as when we say the Pledge of Allegiance and sing the national anthem. Salute the Flag by placing the palm of the right hand flat over the heart.
- ★ During Auxiliary meetings, the heart salute shall be used at all times where salute is used.
- ★ When the Flag is displayed AND the national anthem is played and/or sung, all present should face the Flag and salute.
- ★ When the Flag **IS NOT** displayed and the national anthem is played and/or sung, all present should face the music and salute.
- ★ A member who is also a veteran may use the **military salute**.

ATTENTION

- ★ Attention in the Ladies Auxiliary VFW means hands at side, head up with eyes looking straight ahead.



PARADE REST



- ★ The left foot is moved slightly to the side while bringing the arms to the small of the back. Clasp the left thumb in the right hand. The head is bowed slightly during the prayer.

RAPS OF THE GAVEL

One rap of gavel – Attention
Two raps of gavel – Arise
Three raps of gavel – Be seated

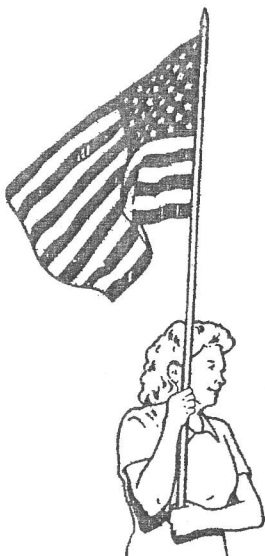


SACRED AREA OF THE FLOOR

- ★ Members will not cross between the President's station and the altar except as the Ritual directs. This is considered sacred ground symbolizing where our comrades who have answered the final roll call are at rest.
- ★ During floor work ceremonies, the Flags shall be borne at attention. When placing Flags, eagles shall face the assembly. Members should stand when the Flag(s) is moving.

OTHER TRADITIONS

- ★ The Color Bearers' Flags shall be held at attention with the right hand above on the flagstaff, left hand on a level with the right elbow with left arm across the waist as shown on the left.



- ★ The Color Bearers carrying the Flags do not sing or recite the pledge to the Flag. They always place the Flags in stands before sitting down. Stands must be placed at the right of the Color Bearers' chairs.
- ★ When Officers (including Color Bearers, Flag Bearer and Banner Bearer) vacate their stations, but remain in the room, the chair does not have to be filled by another member.
- ★ The members will remain seated while the Chaplain opens and closes the Bible, provided the colors are **not** at the Altar. However, whenever the Chaplain is opening or closing the Bible, everyone should STOP all movement and talking.
- ★ An Auxiliary may offer to hold Memorial Services for a deceased member by contacting the family without waiting for a request from the family. Any part of the service that may conflict with any religious belief may be omitted or changed.
- ★ Officers should not read aloud the notes in the lightface type in the Ritual.
- ★ The Patriotic Instructor's Flag shall be placed on the floor level at all times and to the RIGHT of the presiding Officer, between the President's and Secretary's stations.
- ★ On entering the meeting room after the Auxiliary is in session, members will show their membership card to the Guard and proceed directly to a seat. The Guard never leaves her position at the door while the Auxiliary is in session, unless relieved by someone appointed by the presiding Officer to fill her station.
- ★ All remarks must be addressed to the President and not by one member to another. A member wishing to address the President, will rise and say "Madam President," but shall not speak further until she has been recognized by the President.
- ★ Making motions is your right as a member. To make a motion, you should stand and be recognized then proceed with "I move...."
- ★ When the Secretary calls the roll, Officers will stand when their name is called and remain standing until roll call is completed.
- ★ The POW/MIA flag may be posted prior to the meeting. If posted, this flag is placed to the right of the Banner.