

# THE CLAYTON E. MONEYMAKER AMERICAN LEGION POST 237

## DEPARTMENT OF ALABAMA

### STANDARD OPERATING PROCEDURES

#### SERGEANT-AT-ARMS

August 27, 2024

**Purpose:** Provide Post 237 Executive Committee and the membership knowledge of the duties and responsibilities of the Sergeant-At-Arms of The Clayton E. Moneymaker American Legion Post 237, Department of Alabama.

**Scope:** This SOP applies to **most** of the facets of the duties and responsibilities of the Sergeant-At-Arms of The Clayton E. Moneymaker American Legion Post 237, Department of Alabama. However, it is not all encompassing as there may be situations and emergencies that arise that require immediate attention that are not spelled out in the American Legion Officers Guide, Robert's Rules of Order, or the Constitution and By-Laws of the Clayton E. Moneymaker American Legion Post 237, Department of Alabama.

**Authority:** Robert's Rules of Order (current editions dated as revised to apply), American Legion Officers Guide, and the Constitution and By-Laws of the Clayton E. Moneymaker American Legion Post 237, Department of Alabama, dated November 21, 2022.

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## **References:**

The American Legion 2024 Officer's Guide

The Constitution and By-Laws of the Clayton E. Moneymaker American Legion Post 237, Department of Alabama, dated November 21, 2022,

Robert's Rules of Order. Newly Revised 12<sup>th</sup> ed., Copyright and dated September 2020

**IF AT ANYTIME THIS DOCUMENT CONFLICTS WITH THE CONSTITUTION AND BY-LAWS, THEN THE CONSTITUTION AND BY-LAWS TAKE PRECEDENCE.**

### **A. INTRODUCTION:**

1. Shall preserve order at all meetings.
2. Shall serve as Post color bearer.
3. Shall perform other such duties as may be assigned by the Commander.

### **B. PREPARATION FOR MEETINGS:**

1. Arrange the meeting hall.
  2. Place name placards on tables at the appropriate officer's seats.
  3. Place bell and gavel on the podium for the Commander.
  4. Place and prepare sign-in book with current date of meeting.
  5. Have the black cloth for draping the Constitution and the POW/MIA table
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6. Check that discount tokens for social quarters are on hand for end of meeting drawings for attendance

7. Pass out copies of the Preamble to the Constitution for members to review or use during the meeting.

8. Make sure doors are closed/ all non-members without business leave the hall

9. Make sure no one has any alcoholic beverages within the hall.

**C. POW/MIA CHAIR:**

1. Recover cap if necessary.

2. When requested by the Commander, salute the Commander and then National Colors

3. March with the POW/MIA cloth out onto the floor in front of the podium to the lone chair.

4. Place the cloth on the back of the chair facing toward the membership.

5. Take one step back and solemnly salute the lone chair.

6. Salute the National Colors and then march back to seat.

**D. NEW MEMBER ACCEPTANCE VOTE:**

1. When requested by the Commander, salute the Commander and then the National Colors.

2. Gather all new members or transfers present that are to be voted on by the membership and take them outside of the meeting hall to wait.

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3. After the membership has voted, bring all accepted members back into the hall and ask anyone not accepted to wait outside the hall until the meeting is closed.

**E. POST EVERLASTING:**

1. During the Post Everlasting ceremony, when requested by the Commander, salute the Commander and then the National Colors.
2. Using the black cloth, drape the Charter or the closest part of the Charter before the ceremony begins.
3. Return to table and rejoin the ceremony.

**F. END OF MEETING:**

1. Administer the attendance social tokens after attendance drawings
2. Retrieve all items that were used during the meeting and store away appropriately.

**G. POST COLOR BEARER:**

1. Consult with the Post Honor Guard to assist at ceremonies/events.
2. Refer to the Post Honor Guard procedures for Color Guard support or to the Color Guard procedures prescribed in the 2024 American Legion Officer's Guide.

**H. OTHER DUTIES:**

Consult with the Commander on any additional duties.

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