

Sons of The American Legion - Detachment of New York

PROTOCOL GUIDE



INTRODUCTION

The following pages inside the Detachment Protocol Guide will serve as a guide to assist our members who have taken offices in the various level of our organization. You will find it is divided into four sections. The sections are the Squadron, County, District and Detachment levels of the Sons of The American Legion. One thing you will notice is that the County section is written up differently than the others. The reason for this is that the counties serve as a main liaison between the Detachment and the Squadrons. This would include all Department County Joint visitations and voting at the annual Detachment Convention such as amendments to the Detachment Constitution and By-Laws up to including the election of the new Detachment elected officers.

The Squadron, District and Detachment pages of the Protocol Guide serve as a guide to our officers as what is expected of these individuals as they assume the leadership roles within our organization. These guidelines do not cover everything that is expected of both our elected and appointed officers but serves as a valuable tool to assist these individuals with there duties of the offices that they hold.

Enjoy your term as an officer in the Sons of The American Legion and always remember to fulfill the expectations of your office in the Squadron, County, District or Detachment levels of the Sons of The American Legion. As always you must remember that you are not just representing yourself but the entire membership of the Detachment of New York as you carry out your duties. Congratulations to all who have assumed leadership roles your time and dedication are sincerely appreciated.

SQUADRON

- **Commander** - The Commander presides over all meetings. He should attend all functions within his County. This would include Department County Visitations, American Legion Family gatherings, Military Balls; attend County Meetings in his District and also get members of the squadron involved in attending these functions as well as attending National Commanders Visit and Department visitations. The Squadron Commander is responsible of communicating information from county and district meetings back to the squadron members. Finally the Squadron Commander is responsible for the success of all programs and undertakings that his squadron participates in. Also the commander should instruct each member as to the proper dress code for attending the functions and if necessary check with county the commander on proper attire.

- **Vice Commanders** - Be prepared to fill in for the Squadron Commander in the Commanders absence. This would include Squadron Meetings, Department County Visitations and Squadron functions. Inform the members of any news and requirements for your Squadron and the Detachment. This would include resolutions that have been passed, awards that may have been won, etc. Assist with the membership in your squadron. This is very important to make sure our membership continue to grow. Be visible. Attend all function within your Squadron such as Department County Visitations, Homecomings. It is important to show the American Legion Family that the Sons of The American Legion are here to assist the American Legion and the American Legion Auxiliary at all times.
- **Adjutant** - Communicate with all the Officers in your Squadron as well as the Counties. You are the main source of communication in your Squadron. Work closely with the Commander and assist him with an agenda for all Squadron meetings. Keep yourself informed of any information and or changes that may come from the Detachment, District or Count. Keep accurate records of all Squadron meetings and have them ready at all meetings for review.
- **Chaplain** - Be prepared at all times to send out appropriate cards to members of your Squadron who are ill or sympathy cards to members families who have passed away. This should be not only for members of the Sons of The American Legion but to the American legion Family as well. Keep yourself available to conduct memorial services within your Squadron or to assist with services in case of the passing of one of our members.
- **Historian** - You are the person responsible to keep the history of your Squadron. Take pictures of events in your Squadron; gather newspaper clippings of any functions that your Squadron participates in. Keep an accurate account and history of your Squadron. Make a yearly scrapbook of events. Make yourself available to fulfill these duties at all American Legion Family functions. Your efforts will be appreciated and be very useful for the Squadron in the years to come to tell what your Squadron has accomplished.
- **Sgt-At-Arms** - The Sgt.-At-Arms should make himself available to the Commander at all times during a meeting. He is responsible to make sure that the meeting runs smoothly and is free of any disturbances from the floor. He is the keeper of the Flags and should make sure the meeting room is set up in a favorable manner to conduct business of the Squadron. He is the main contact person between any guests and the Commander that want to approach the membership and to escort guests to the head table for the purpose of addressing the membership or to receive any citations given out by the Squadron.

COUNTY

- **County Meetings** - Some county organizations meet on a monthly basis while others may meet every other month or possibly less often. In any case, it is suggested that county organizations consider rotating their meeting locations amongst the various Squadron's Post Homes. This is the most equitable method and will also increase awareness and interest in the county organization
- **County Correspondence** - The county adjutant needs to be certain that information is relayed down to the various squadrons regarding county projects, meeting notices, meeting minutes and other items of interest, along with information received from the district organization

- **Detachment Convention** - Votes are cast by county at the Detachment Convention; therefore it is important that at the county convention, the delegates from each county to Detachment Convention are selected. Representation needs to be in accordance with the provisions of the Detachment Constitution and By Laws and the county adjutant will forward the Delegate Registration Form with payment for all county delegates to Detachment Headquarters. At the Detachment Convention the Delegation Chairman is usually the outgoing County Commander who will tally the votes from his county, call for and preside over county caucuses, and perform other such duties germane to the office
- **County Visitations** - County organizations of The American Legion host a visit each year by the Department Commander of The American Legion, usually accompanied by the Department President and the Detachment Commander. The County Sons of The American Legion Commander should be in contact with his counterpart in The American Legion to offer any assistance. Information regarding the upcoming Visitation should be forwarded to the various Squadrons to encourage attendance by the membership and provide for an opportunity for the Squadrons to personally present a donation to the Commander. The County Commander is expected to accompany the Detachment Commander during his visit to the county.

DISTRICT

- **Commander** - The Commander presides over all meetings. He should attend all functions within his District. This would include Department County Visitations, American Legion Family gathering's, attend County Meetings in his District along with the regularly scheduled meetings of the Detachment Executive Committee. At the Detachment executive meetings the District Commander is a voting member of the Detachment Executive Committee. The District Commander should be present at Homecomings for the District Homecomings for both the District American Legion Commander and the District American Legion Auxiliary President. Also he should be at the Detachment Commander's Homecoming. The District Commander is responsible of following the communications from the Detachment to the Counties in his District. Finally the District Commander is responsible for the success of all programs and undertakings that his district participates in.
- **Vice Commanders** - Be prepared to fill in for the District Commander in the Commanders absence. This would include District Meetings, Department County Visitations and Detachment Executive meetings. Make regular visits to the counties that you are assigned to in your District. Inform the counties of any news and requirements for your District and the Detachment. This would include resolutions that have been passed, awards that may have been won, etc. Assist with the membership in your assigned areas. This very important to make sure our membership continues to grow. Be visible. Attend all function with in your District such as Department County Visitations, Homecomings. It is important to show the American Legion Family that the Sons of The American Legion are here to assist the American Legion and the American Legion Auxiliary at all times.
- **Adjutant** - Communicate with all the Officers in your District as well as the Counties and Squadrons. You are the main source of communication in your District. Work closely with the Commander and assist him with an agenda for all District meetings. Keep yourself informed of any information and or changes that may come from the Detachment Executive Committee. Keep accurate records of all District meetings and send the minutes or communications to the Counties and the Squadrons in a timely basis.

- **Chaplain** - Be prepared at all times to send out appropriate cards to members of your District who are ill or sympathy cards to members families who have passed away. This should be not only for members of the Sons of The American Legion but to the American legion Family as well. Keep yourself available to conduct memorial services with in your District or to assist with services in case of the passing of one of our members.
- **Historian** - You are the person responsible to keep the history of your District. Take pictures of events in your District; gather newspaper clippings of any functions that your District participates in. Keep an accurate account and history of your District. Make a yearly scrapbook of events. Make your self available to fulfill these duties at all American Legion Family functions. Your efforts will be appreciated and be very useful for the District in the years to come to tell what your District has accomplished.
- **Sgt.-At-Arms** - The Sgt.-At-Arms should make himself available to the Commander at all times during a meeting. He is responsible to make sure that the meeting runs smoothly and is free of any disturbances from the floor. He is the keeper of the Flags and should make sure the meeting room is set up in a favorable manner to conduct business of the District. He is the main contact person between any guests and the Commander that want to approach the head table to speak to the membership and to escort guests to the head table for the purpose of addressing the membership or to receive any citations given out by the District.

DETACHMENT

- **Commander** - The Commander presides over all meetings of the Detachment. The Detachment Commander is the Number One Public Relations person for the Detachment and must present himself in a professional manner at all times. The Detachment Commander is responsible for the success or failure of all programs of his Detachment. He must nominate individuals for all non-elected offices, committees and commission vacancies. Said nomination shall be subject to confirmation by the DEC. His travel responsibilities include: Department County visitations (as invited), Fall and Spring NEC Meeting, Washington Conference and National Convention. He must make himself available to his membership to assist the membership of his Detachment in any way that the members may need.
- **Vice-Commanders** – The Vice-commanders shall be prepared to fill in for the Detachment Commander in the Commander's absence, including at visitations or meetings. Each Vice-commander shall make regular visits to his assigned District, informing the districts of new information (including resolutions, awards, or other items from the Detachment or National level) and to assist with membership. Membership is very important to make sure our membership continues to grow. Vice-commanders must be visible and attend all functions within your assigned Districts such as Department County Visitations and Homecomings. It is important to show the American Legion Family that the Sons of The American Legion are here to assist The American Legion and The American Legion Auxiliary at all times.
- **Adjutant** – The Adjutant and his assistants shall communicate with all the Officers and Chairman in the Detachment as well as the Districts, Counties and Squadrons. They are the main source of communication in the Detachment, working closely with the Commander and assisting him with the agenda for all Detachment meetings. The Adjutant shall maintain records of the Detachment and all Detachment meetings and act as a liaison between the Detachment, Department and the National Organization. He shall supervise any Assistant Adjutants and utilize them to fulfill his duties. The

Adjutant shall work closely with the Detachment web master. He will provide the web master with materiel to be posted on the web site and approve the content of postings.

- **Chaplain** – The Chaplain shall be prepared at all times to send out appropriate cards to members of the Detachment who are ill or sympathy cards to members families who have passed away. This should be not only for members of the Sons of The American Legion but for The American Legion Family as well. He shall be available to conduct memorial services within the Detachment and to assist with services in case of the passing of a member.
- **Historian** – The Historian is the person responsible for keeping the history of the Detachment; taking pictures of events in the Detachment, gathering newspaper clippings of any functions that your Detachment participates in, keeping an accurate account and history of the Detachment and making a yearly scrapbook of events. The Historian shall be available to fulfill these duties at all functions of The American Legion Family. Through the Historian's efforts it will be possible to appreciate the Detachment's accomplishment in years to come.
- **Sgt.-At-Arms** - The Sgt.-At-Arms should be available to the Commander at all times during meetings. He is responsible to make sure that the meetings run smoothly and are free from disturbances. He is the keeper of the Flags and should make sure the meeting room is set up in a favorable manner to conduct the business of the Detachment. He is the main contact person between any guests and the Commander and shall escort guests to the head table for the purpose of addressing the membership or to receive any citations given out by the Detachment. He shall supervise any Assistant Sgt.-At-Arms and utilize them to fulfill his duties.
- **Judge Advocate** – The Judge Advocate shall act as parliamentarian at all meetings of the Detachment or DEC. He shall assist the Commander, Adjutant, Districts, Counties or Squadrons in issues pertaining to parliamentary process, member discipline or other legal issues. He shall review and approve or reject all Constitution and By-laws changes form Squadrons, Counties or Districts and forward them to the Department Judge Advocate for processing. He shall act as a liaison to the office of the National Judge Advocate of The American Legion on all issue pertaining to tax exempt status of Squadrons or their sponsoring Posts.

July 3, 2008

Approved by the D.E.C. July 16, 2008