



ETIQUETTES  
and  
PROTOCOLS

**First things first.**

**What is the difference  
between Etiquette and  
Protocol**

**The difference is Etiquette involves the rules of politeness and compassion among people in a social setting while Protocol comprises the set of rules associated with formalities, ceremonial events and official occasions.**

**Discussion**

# ETIQUETTE



**Let's talk about a couple of the American Legion Etiquettes.**

# 1. Legion Hat etiquette

## Male and Female Members

### A. Hat markings:

1. The left side
2. The right side

Names or nicknames of individual members  
cannot be on hat



**The left side is reserved only for the Legion Emblem, City, County, District, or State lettering! NOTHING ELSE!!**

**The right side lettering restricted to:**

**Name of Post or Officer title**

**Cap insignias or badges (for Past or Present Officers)**

**Consecutive membership insignia, membership stars,  
and/or authorized Legion or Military decorations**

## 2. Wear:

A Member is considered to be in uniform if wearing an official Legion Uniform Hat.

Male Members:

A. Place of Worship

B. Legion Meetings



**Therefore, it is not proper to wear the hat while eating a meal at an official Legion or civic luncheon or dinner.**

**A. Worn only by Guard of Honor, Color Guard and Commander of same while in marching order or standing guard. When returned**

**To seats the hat should be removed.**

**B. The hat should be worn except during moments of the Pledge of Allegiance, prayer, POW/MIA Ceremony and when standing in silent reverence in Memory of departed comrades. At which times the hat will be held with right hand over the heart.**

When placing the hat on a surface (a Table) the American Legion Emblem **MUST** always be facing up.

When placing your hand over your heart, insert your right hand into the hat and hold it with the American Legion Emblem facing out



## Female Members of the Legion

Should wear their hat in the manner  
prescribed for female personnel of the  
Armed Services



**They are not required to remove their hats in a Place of worship unless prescribed by the Place of worship.**

**Discussion: Can any one else tell me when a female Legion member is not required to remove their cover?**

# Legion Protocols



**We would be here all day talking about all the Legion Protocols. So let us talk about only a few in regards to Legion meetings. Most Legion Protocols are found in the Legion Officer's Guide**



## Flag Protocols at a Legion Meeting

The American Flag will always be placed to the right (the audiences left).

When entering a room or approaching the flag one should salute the Colors and should avoid breaking the flag's field



**The flag's field: the area in front and between the American flag and the Legion flag and between the American flag and the audience. You should always try to pass on the right of the American flag and behind it.**

**Discussion:**

## Meeting Protocols

American Legion Officer's Guide and Manual of Ceremonies and The Department of Virginia Manual of Protocol

District and Department Officers

a. By Invitation Only

Introduction of Guests at your meeting

a. following the opening ceremonies

Guest Speakers

a. allowed to speak if invited.



**Meeting should be run IAW the American Legion Officers Guide. Available to download at [WWW.Mylegion.org](http://WWW.Mylegion.org) and The Dept Of Va. Protocol manual**

**District and Department should only attend Post or District meetings after receiving an invitation.**

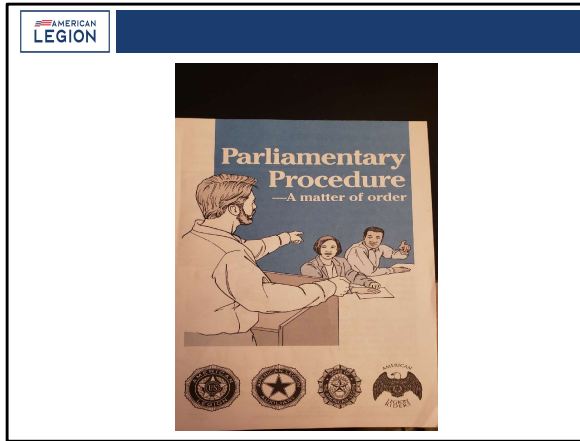
**Guests should be introduced immediately following the meeting's opening ceremony and call to order.**

**Guest should be allowed to speak immediately following their induction. Most Department and District Officers will depart the meeting after their speech. If the Department Commander is present they will be allowed to speak first followed by others in order of Command.**

1. Always follow your Post or District By-laws when conducting a meeting.
2. Parliamentary Procedures

**Remember your By-Laws must always be followed.**

**Parliamentary Procedures you should always have a copy with you to keep your meetings organized, efficient and on track.**



**This pamphlet is available on line at [WWW.Mylegion.org](http://WWW.Mylegion.org)**

## REMEMBER!!

Your membership is the American Legion and must  
be allowed to have their say.  
(within proper protocol)

**WHEN IN DOUBT ALWAYS  
REFER TO THE AMERICAN  
LEGION OFFICERS GUIDE  
AND MANUAL OF  
CERMONIES**



Questions?

