

**DUNDALK POST #38 AMERICAN LEGION**  
**HONOR GUARD**  
**RULES AND REGULATIONS**

(Revised as of 9-11-19)

**FORWARD**

The honor guard of Dundalk Post #38, American Legion, is a guard of honor formed within the Post. Said Guard constituting a select and hand picked group of members – members who are qualified to take and give orders intelligently in every respect – Honor Guard Members who believe in their country, their constitution, their flag, democracy and the ideals of the American Legion in its highest tradition. Said Honor Guard turning out for parades, funerals and civic affairs of both the city and the state, for the good of its country and henceforth for the good of the American Legion. A select group of members trained for any emergency in time of peace or war and to help their fellow citizens in time of distress or disaster.

It is indeed an honor and a privilege to be a member of such an outstanding organization – a group exemplifying the highest traditions in military and peacetime operations. An organization working as a unit and casting aside petty and personal differences for the good of the American Legion.

Any organization, like a chain, is no stronger than its weakest link. Therefore, be it resolved that for the good of the American Legion, Post, and Honor Guard, the following rules and regulations, as set forth herein, will be strictly observed and enforced in their entirety. And be it further resolved, that in the event that I miss (3) consecutive meetings, parades, or functions, in which ever order they may fall without notification, that I shall be considered to be dropped from the roll of Dundalk Post #38 Honor Guard. The only exceptions to the above rules will be sickness, work schedules, other Legion business or at the discretion of the Board of Directors, consisting of the three senior officers of the Honor Guard. In the event that I cannot be present at Honor Guard meetings, drill, parades or special functions required of the members of the Honor Guard, it will be my duty to report this by either phone call, email, regular meeting or through an Honor Guard Officer sufficiently in advance to guarantee proper functioning of the

Honor Guard. The receiving Officer shall respond in a timely manner acknowledging the members correspondence as receipt of message.

## **DUNDALK POST #38 AMERICAN LEGION**

### **HONOR GUARD** **RULES AND REGULATIONS**

1. The second Wednesday of the month will be regular meeting night at the Post home and fourth Wednesday of the month will be drill nights. The meeting and Drill will commence at 7:00 P.M. **SHARP.**
2. At meetings, courtesy will be extended to the Speaker on the floor at all times. Any member wishing recognition of the Chair (Captain of the Honor Guard) may receive same by raising right hand.
3. Any grievances will be settled at the regular business meeting (second Wednesday) in an orderly fashion.
4. All acceptances of parades or special functions are to be made by a majority vote of the Honor Guard members present at the regular meeting or drill night.
5. Obey implicitly all orders of the Captain, or acting Captain, of the Honor Guard to the letter, during Honor Guard functions.
6. Prompt attendance is essential at assembly for parades, special functions, and all regular formations of the Honor Guard at all times predetermined by the Captain of the guard.
7. No drinking to excess before parades or functions. (also after events while still in uniform.)
8. All gear must be kept clean.
9. Each member shall be directly, financially responsible for all gear entrusted to his /her possession until checked in to Quartermaster. Receipt will be given on borrowed items from other guard members.
10. All gear is to be restored to a designated place after all parades and functions as per the Quartermaster's instructions.
11. All Honor Guard members will conduct themselves properly at all times out of respect to their uniform which represents the American Legion, the Post, and the Honor Guard.
12. Violation of the above rules and regulations will be accountable to the Board of Directors of the Honor Guard and the disposition of such violations will be ruled on by that board; their action being final. The Board of Directors will consist of the three senior officers of the

- Honor Guard (Captain, Lieutenant, and Quartermaster Sergeant) and decisions will be based on the majority of the vote of the three.
13. No intoxicating drinks during Honor Guard business or drill meetings unless waived by presider after vote.
  14. Post functions hold first call on services of the Honor Guard.
  15. A special business or drill meeting of the Honor Guard can be called at any time at the discretion of the Captain of the Honor Guard with proper notification of all guard members.
  16. Members of the Honor Guard shall be limited to holding one position or office within the Honor Guard in one year.
  17. Members will assess \$15.00 annually due by January 31st. The money shall be placed into the Honor Guard General Fund. (Blue Box)
  18. Flower Fund is to be at a maximum of \$100.00 at all times.
  19. Probation is 120 days. After 120 days Honor Guard Members will vote on the new member. Majority vote of members present. Probationary member shall attend meetings, Drills and Honor Guard Functions regardless of uniform status or probationary status. Uniforms will be issued after 90 days if possible. Each perspective candidate will go through two phases. First phase will be completing 60 days probationary period at which time a preliminary vote will be held by Honor Guard Members in good standing. Second phase will be after another 60 days at which time voting will take place to finalize membership. At which time new members will then be issued membership. New members are required to purchase a Service Cap, Oxfords (Black Dress Shoes) and Laced Black Military
  20. Honor Guard Services cannot be done for Nonhonor Guard Members. Services can be performed for current Honor Guard Members and Past Commanders.
  21. The above Rules and Regulations can be changed.

**MEMBER:** Having read and thoroughly understanding the forgoing rules and regulations of the Honor Guard, I do hereby, on my Honor as a member of the American Legion, agree to accept and obey to the best of my ability, the said rules and regulations in their entirety for the good of my County, Post, and Honor Guard.