

# **MARINE CORPS LEAGUE**

## **AUXILIARY**



## **RITUAL**



# RITUAL of the MARINE CORPS LEAGUE AUXILIARY

It was the purpose of the Ritual Committee in compiling this book to give to the membership of the Marine Corps League Auxiliary proper procedure for the opening and closing of meetings; conduct of initiations and installations, as well as funeral and memorial ceremonies befitting our departed members and Marines.

Introduced at the National Staff Meeting, Arlington, Virginia, February 18, 1984, this Ritual was adopted by a unanimous vote of the National Staff.

Officers and members are asked to study their parts carefully so that when a ceremony is to be conducted it will be with the dignity befitting the Marine Corps League Auxiliary.

The Ritual, in compliance with our Bylaws and Administrative Procedures, has been updated over the years. This current copy was submitted and approved at National Convention, Charleston, West Virginia, August 2014.

*Ruth S. Moyle, PNP, Chair*

*Jackie Hunter, National President*

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*Carol Smith, National Judge Advocate*

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# TABLE OF CONTENTS

Manual of Instructions	5
Regular Assembly Ritual	10
Draping of Charter	10 - 11
Initiation	14
Ritual of Installation	18
Burial Service	21
Memorial Service for Members	22 - 23
Memorial Service of Deceased Marines	24
Diagrams	26 - 31
Escort of Officers	32
Charter Presentation	32 - 33
Flag Presentation	33 - 34
Miscellaneous Instructions	34 - 37

# **MANUAL OF INSTRUCTIONS**

## ***“HOW TO RESPECT AND DISPLAY OUR FLAG”***

On August 7, 1976, President Gerald Ford signed Public Law 94-344 making the new flag code official. Changes in that law allow the flag to be displayed on a twenty-four (24) hour basis provided an all-weather flag is displayed and properly illuminated during the hours of darkness. How to place the flag in relation to an audience is clarified. The code specifies it should hold the position of superior prominence in advance of the audience and in the position of honor at the clergyman's or speaker's right as he faces the audience. This rule applies regardless of whether it is on a platform or at floor level.

NOTE: This is in accordance with the national flag code.

## **SALUTE**

- (a) Raise the right hand until tip of forefinger touches the lower part of forehead above the right eye, thumb and fingers extended and joined, arm and elbow in line with shoulder, hand and wrist straight, drop the arm quickly to the side in a snappy military salute.
- (b) Heart Salute – Raise right hand, place flat over heart, fingers together; drop quickly as above.
- (c) During the ceremony of hoisting and lowering the Flag or when the Flag is passing in parade or review or when Colors are posted or retired at assemblies, those present in Auxiliary uniforms shall render the military salute as stated in (a).
- (d) Members who are not in Auxiliary uniform shall use the heart salute (b).
- (e) Members in Auxiliary caps with a MCLA logo, collared shirt and nice slacks or skirt are now considered in full uniform and use (a).

- (f) The Auxiliary Flag Bearers while holding the Flags, or the Chaplain while attending at the Altar, never salute.

### **PLEDGE OF ALLEGIANCE**

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all".

### **CODE OF GAVEL**

1 Rap	Rise
2 Raps	Be Seated

### **ARTICLES NECESSARY FOR MEETINGS AND OTHER SERVICES**

United States Flag, Auxiliary Banner, Bible, Gavel, Charter, Altar Cloth, Drape for Charter, Books (as required by the Bylaws) for the following: Membership, Minutes, Treasurer's Books, History and Attendance Register. For Initiation Ceremony, pictures of actual symbols of Globe, Anchor, Eagle, Star and United States Flag.

### **SONGS**

"The Marine's Hymn" – "God Bless America" – Star Spangled Banner"

### **MARCH MUSIC**

"Semper Fidelis" – "Stars and Stripes Forever"

### **PRAYER**

(Music Optional)

Heads bowed in Prayer – "Dear Lord and Father of Mankind"

### **PROTOCOL**

Used at Unit, Department or National level.

## ADVANCEMENT OF GUESTS

1 – Guests should be met at door of meeting room by (Distinguished Guest Chairman) an Officer or Member and seated until time of his/her appearance. If early, then officer remains with guest until time of appearance.

**NOTE:** Never leave guest to remain alone! It is wise to use Past Presidents as escorts.

2 – Captain of the Guard advances guest ONLY on command from the Chair – on her right.

3 – Guests should be advised in writing of the following: dress code, hour, time, place, length of speech required (if needed) and given printed program (if available).

4 – Guest seating – see Page 32

OUTSIDE SPEAKERS –When outside speakers are engaged; they should be given recompense as agreed upon, as soon as possible following the speaker's departure from the podium.

**NOTE:** A podium/lectern should ALWAYS be provided.  
Members should remain in position until guest/officer has been escorted from room.

## RANK AND PRECEDENT

- NATIONAL –
1. National President
  2. Past National President – year served, starting with earliest
  3. National Senior Vice President
  4. National Junior Vice President
  5. National Division Vice Presidents
  6. National Judge Advocate
  7. National Appointed Officers

DEPARTMENT -

8. Department President
9. Past Department Presidents – year served, starting with earliest
10. Department Senior Vice President
11. Department Junior Vice President
12. Department Division/District/Zone Vice President
13. Department Judge Advocate
14. Department Appointed Officers

#### UNIT -

15. Unit President
16. Past Unit Presidents – year served, starting with earliest
17. Unit Senior Vice President
18. Unit Junior Vice President
19. Unit Judge Advocate
20. Unit Secretary/Treasurer or Unit Treasurer and Unit Secretary
21. Unit Appointed Officers

### **GENERAL INSTRUCTIONS**

1. When a member desires to enter the meeting room while meeting is in session, she shall knock at the door, show membership card/official Department or National Badge to Guard, enter room quietly and seat herself in the nearest seat.
2. No member may be admitted/leave while a report is in progress nor a speaker is on the floor.
3. If necessary to depart the room, member will request permission of the Captain of the Guard, then retire via nearest exit without disruption to the meeting.
4. No one shall pass in front of Altar. The space between the Altar and the rostrum is known as HALLOWED GROUND, and can only be trespassed upon by the Chaplain, President or anyone required to step into that space to initiate new members or install new officers. In other words, during a meeting, no steps must be taken in that space unless required for conducting ritualistic work. (See Diagram “C” – page 28)



5. All remarks must be addressed to the President, and not by one member directly to another. A member wishing to be recognized shall rise and say "Madam President" but shall not speak further until recognized by the President. After speaking, she shall be seated.
6. The gavel is the emblem of authority and must be obeyed.
7. The Bible is to be opened at the twenty-third (23<sup>rd</sup>) Psalm for formal meetings/sessions.
8. The Bible is to remain open when a member of the Marine Corps League enters on official business or to address the Marine Corps League Auxiliary.
9. The Bible is to be closed should it be necessary to conduct cash transactions during a formal meeting.
10. Chaplain takes three (3) steps back; still facing rostrum, then turns and goes to her station (See Diagram "D" – page 29).

*NOTE:* Members stand at "Parade Rest" (hands clasped behind back, at waist during prayer, if physically able).

Members drop arms to side for ATTENTION

11. Officers shall be required to make themselves familiar with the duties of their offices.
12. Whenever possible, officers and members shall wear regulation caps in proper manner, straight (center) of forehead two (2) inches above the eyebrows. EXCEPTION: Caps are not worn with evening dress.
13. No civilian hats – no smoking – no alcoholic beverages in meeting room during sessions.
14. **PROPER ATTIRE**  
National officers shall follow the National Uniform and Regalia Code. See the Administrative Procedures and Enclosures.

Department and Unit officers may wear approved National uniform, but requirements of proper attire are set by each Department or Unit.

*NOTE:* Only the approved National uniform(s) are recognized at National Convention.

## **REGULAR ASSEMBLY RITUAL**

### Section 1

**OPENING CEREMONIES:** Officers march as explained in Manual of Instructions. (See Diagram “B” – page 27).

**MUSIC:** “Semper Fidelis” or “Stars & Stripes Forever” (optional)

*PRESIDENT:* Officers will take their respective stations and the meeting will come to order. (Two raps of gavel after officers are in position – all are seated).

*PRESIDENT:* Captain of the Guard, you will advance the Colors. (Gives one rap of gavel – all rise – Colors are advanced. (See Diagram “F” – Page 31).

*PRESIDENT:* Chaplain, you will advance to the Altar and give the opening prayer. (Chaplain leaves her station, advances to Altar, direct from her station. When reaching the Altar, she opens the Bible to the 23<sup>rd</sup> Psalm and proceeds with the prayer.)

*CHAPLAIN:* (Opening prayer) Our Father who art in heaven, we bow our heads and ask Thy blessing on this Assembly. Grant us the grace to be loyal to our cause and to each other. Help us to practice the spirit of fraternal love. We pray for Thy blessing for our Marines. May the hearts of those who love them and miss their daily presence be cheered. May we be encouraged by the memory of their lives, to go forward to better works, to a truer and nobler loyalty, to a greater usefulness to our country and those we promised to aid. Enlighten our understanding and bless our efforts, we ask in Thy name. Amen. (Chaplain takes 3 steps back, turns and returns to her station.)

**EXCEPTION:** If Charter is to be draped, she takes 3 steps back, waits until called upon by the President.

## **DRAPING CHARTER FOR DECEASED MEMBER(S)**

*PRESIDENT:* “Members, it is our duty as members of this Auxiliary to honor the memory of (one/those) who (has/have) passed from our midst. Let us drape our Charter. Captain of the Guard, you will place the Charter on a chair in front of the rostrum.”

*PRESIDENT:* “Chaplain, you will please place the drape over the Charter.” (She does so, then steps to the right of the Charter and faces the Assembly.)

*PRESIDENT:* “Members, you will bow your heads in a moment of silent prayer in tribute to our departed member(s). OPTIONAL: An appropriate prayer or poem may be read by the Chaplain. If this is done, then immediately following the prayer/poem, the Chaplain takes three (3) steps back, turns and returns to her station.

*PRESIDENT:* “This concludes our service; the Charter shall remain draped for thirty (30) days.”

*PRESIDENT:* (One rap of gavel- all stand) “ATTENTION!” Captain of the Guard, Post the Colors.” (She directs placing of Colors.) See Diagram “F” – Page 31. U.S. Flag on right of Banner in marching; and on President’s right when posted. Banner to President’s left. Color and Banner Bearer return to center aisle where Captain of the Guard is waiting. All retire to back of room and take their seats.

*PRESIDENT:* “The Americanism Chairman will lead us in the Pledge to the Flag.” (Members in Auxiliary uniform shall give the military salute, all others the heart salute. On completion of the Pledge, the President calls “TWO” and all drop their hands simultaneously.)

*PRESIDENT:* (All still standing) “We will sing one verse of our National Anthem.” (Optional)

*PRESIDENT:* (2 raps of the gavel - all seated) “Senior Vice President, what is the purpose of this Auxiliary?”

*SR. VICE PRESIDENT:* (standing) “The purpose of this Auxiliary is to band together in comradeship the members of this Auxiliary, and to create a bond of comradeship between this Auxiliary and the Marine Corps and the Marine Corps League.” (Seats herself)

*PRESIDENT:* “Junior Vice President, who are eligible for membership in this Auxiliary?”

*JR. VICE PRESIDENT:* (standing) “Those eligible for membership in this Auxiliary are the Wives, Widows, Mothers, Stepmothers, Sisters, Daughters, Stepdaughters, Grandmothers, Granddaughters, Daughters-in-Law, Aunts, Nieces, Mothers-in-Law and Sisters-in-Law of a Marine, FMF Corpsman or FMF Navy Chaplain eligible to belong to the Marine Corps League, Women Marines and Associate Members.” (Seats herself)

*PRESIDENT:* “Then let us be ever mindful of the glorious and inspiring traditions of the United States Marine Corps, and the great debt of gratitude that we, as citizens, owe to our veterans for their patriotism and achievements; to hold sacred the memories of those who sacrificed their lives that the ideals and principles of this Republic should not perish; to maintain true allegiance to the Government of the United States and to our Flag; to foster love of honesty, loyalty and truth, and reverence for our God, our Country, and our Home. I now declare the \_\_\_\_\_ Unit (Department or National Assembly) Marine Corps League Auxiliary, open for such business as may properly come before it.”

(If there are distinguished guests or visitors, they are to be introduced by the President at this time. Refer to page 7 and 8 for procedure.)

*PRESIDENT:* “We will now proceed with the regular order of business.”

1 – ROLL CALL OF OFFICERS: (Secretary Calls roll of officers. Captain of the Guard (standing) answers for all. Officers rise and remain standing. President gives 2 raps of gavel after roll call is completed and all take their seats.

*PRESIDENT:* GUARD, you may admit any member(s) waiting to enter. (Outer Guard goes to door and admits member(s). If none, she states, “There are none, Madam President.”)

## 2 – READING OF MINUTES OF PREVIOUS MEETING

*PRESIDENT:* (After reading of Minutes) “Are there any errors, omissions or corrections?” (If no response, she states) “Hearing none, the Minutes stand approved as read/sent out.” Raps gavel.

3 – READING OF BILLS: (Read by Secretary as supplied by Treasurer)

*PRESIDENT:* (Refers bills to audit committee for action)

4 – TREASURER’S REPORT

*PRESIDENT:* “You have heard the Treasurer’s Report and it will be filed for audit.”

5 – AUDITOR’S REPORT (Department and Unit)

6 – CHAPLAIN’S REPORT

7 – READING OF APPLICATIONS FOR MEMBERSHIP: (by Jr. Vice President)

8 – APPROVAL ON APPLICATIONS FOR MEMBERSHIP: (vote)

9 – INITIATION OF NEW MEMBER(S)

10– MEMBERS REPORTED SICK OR IN DISTRESS

11- READING OF COMMUNICATIONS (motions/action taken)

12- REPORT OF COMMITTEES

- a. Standing
- b. Otherwise

13- UNFINISHED BUSINESS

14- NEW BUSINESS

15- GOOD OF ORDER

16 – CLOSING CEREMONIES

*PRESIDENT:* “There being no further business to come before this Unit (Department or National Assembly) we will proceed to close.” (1 rap of gavel) “All rise.”

*PRESIDENT:* (OPTIONAL) "Please join together in singing the first verse of The Marine's Hymn."

*PRESIDENT:* "Chaplain, advance to the Altar and give the closing prayer."

*CHAPLAIN:* (Closing Prayer) "Prevent us, O Eternal God from losing faith, deliver us from all petty things. As the time comes for us to part, grant O God, that we may be brought together again in health and in peace and may we find our eternal reward by the love of our cause and the humanity we serve. Amen." (All members join in saying "Amen.") Chaplain closes the Bible. Chaplain takes 3 steps back, turns and returns to her station.

*PRESIDENT:* (Optional) "All will join in singing "God Bless America."

*PRESIDENT:* "Captain of the Guard, you will retire the Colors."

*PRESIDENT:* "Members, we are about to part, each to go their various ways. Let us carry with us the motto of our beloved Auxiliary, "Semper Fidelis," (All repeat in unison) "Always faithful, and abiding by its simplicity may we be better fitted to carry the tasks of daily life."

*PRESIDENT:* "Members, I now declare the \_\_\_\_\_ Unit (Department/National Assembly), Marine Corps League Auxiliary, closed to reopen again on \_\_\_\_\_." (One rap of gavel)

## **INITIATION**

### Section 2

*PRESIDENT:* "Captain of the Guard." (Captain of the Guard rises, salutes.)

*PRESIDENT:* "Retire to the ante room and ascertain if there are any candidates for membership in waiting." (Captain of the Guard returns, salutes, and states: "Madam President, I find the following applicant(s)." (Gives names)

*PRESIDENT:* "Treasurer, have these applicants met with requirements of your office?"

*TREASURER:* "They have."

*PRESIDENT:* “Captain of the Guard, you will retire and escort the candidates to the Altar.” (She does so)

*CAPTAIN OF THE GUARD:* (saluting) “Madam President, before this Altar are duly qualified candidates who seek membership in this Auxiliary.”

*PRESIDENT:* “Candidates, there have been Marines in the history of this country since Colonial Days. Their glory and achievements read like a storybook. They have been, and always will be an inspiration to all Americans who strive to live up to the ideals for which these men have lived and died. Belonging to these men of the Marine Corps have been women, attached to them by blood and family ties, who have taken their places beside these Marines in life and have fitted themselves, in their own ways, to be worthy of association with the Marine Corps. They stand for the best in womanhood. Not all women have the privilege of serving in time of war on the battlefield, but many have served their country well, giving the best in womanhood, wifehood and motherhood, caring for the home, the sick and wounded.

We, the Wives, Widows, Mothers, Stepmothers, Sisters, Daughters, Stepdaughters, Grandmothers, Granddaughters, Daughters-in-Law, Aunts, Nieces, Mothers-in-Law and Sisters-in-Law of honorably discharged Marines, FMF Corpsmen or FMF Navy Chaplains or of men now serving in the United States Marine Corps or as FMF Corpsmen or FMF Navy Chaplains, Women Marines and Associate Members fully aware of the patriotism of the American women in the past, have banded ourselves together to aid, in our woman’s way, the carrying out of traditions of the Marine Corps, and the ideals and purposes which it represents. The symbol of the Marine Corps is the Globe, Anchor and Eagle. The symbol of our Auxiliary is the same, with said symbol placed on a star whose rays shine out underneath. The motto of the Marine Corps is “Semper Fidelis”, which translated means “Always Faithful”. With these thoughts in mind, I now command you to the various officers who will portray to you some of the thoughts connected with the aforesaid symbol.” (When officers’ titles are called, they shall advance to the Altar, position themselves between the Altar and President’s station, facing the applicant. This is the only time officers are allowed to stand between the President’s station and the Altar.)

*PRESIDENT:* “The Senior Vice President.”

*SENIOR VICE PRESIDENT:* “Candidates, you see before you the Globe (holds this in her hand) standing for the world. This part of the emblem tells you that under our flag, in all climes under all skies, in any part of the world where they are needed to protect this flag of ours or the interests of Americans, you have found and will always find the United States Marines. The winds of the world are in their faces and the salts of the seven seas. Land, Sea and Sky, these Marines of ours are there when and where needed.”

*PRESIDENT:* “The Junior Vice President.”

*JUNIOR VICE PRESIDENT:* “Here you find the anchor, which, in the Marine Corps emblem, with its entwining ropes typifies the association of the United States Navy. The anchor stands for security and steadfastness of the Marine Corps service on land and on sea, in time of emergencies or in trouble, and in peace.”

*PRESIDENT:* “The Judge Advocate”

*JUDGE ADVOCATE:* “You see at this station the bald eagle, which has long been the symbol of war and power, a true American bird, enfolding his wings of the world, typifying might, power and defiance, eager to fight for freedom, truly a symbol of the Marine Corps.”

*PRESIDENT:* “The Chaplain”

*CHAPLAIN:* “Here you see the star, which is the symbol of hope, so truly connected with our colors, royal blue and gold, which, in our Auxiliary, surrounds the Marine Corps emblem. The star to represent the heavenly guidance to our Marines, on which these lonely men and women on watch have gazed, in all climes, knowing that these same stars are shining down on loved ones back home.”

*PRESIDENT:* “The Historian”

*HISTORIAN:* “Before you, you see the Stars and Stripes (holds out a small American Flag), the symbol of Old Glory, for which these Marines have fought and died, the Flag of our Country, theirs, yours and mine, the Star Spangled Banner, always free – always standing for freedom and freedom’s rights. Long may she wave and always must each of us be grateful that we have the right to



live under this flag, and please God, if necessary, to die for it. Let us live to be worthy citizens, recognizing that these stripes – red for heroes' blood, white for purity and blue for truth, honesty and sincerity – with the stars representing our States, mean that we are a free people, under God's grace, and dedicate our lives to these principles of truth, honor and sincerity – keeping ourselves "Always Faithful".

*PRESIDENT:* "In these ceremonies, we have attempted to show you the ideals for which we are pledged, and the achievements for which we must always be grateful. Hearing them, are you ready to take the oath of membership?" (Hearing an answer in the affirmative, the President raps once, members stand – then the President advances to the Altar and says, "Raise your right hand, place your left hand over your heart, and repeat after me, using your name where I use mine."

*OBLIGATION:* "I (name), in the presence of Almighty God and the members here assembled, do, of my own free will and accord, solemnly pledge, promise and swear, that I will comply with all the laws and regulations of this Auxiliary – and that I will ever be loyal thereto. I will never propose for membership anyone whom I know to be unworthy or ineligible. I will bear true allegiance to the government of the United States, and to our Flag and fidelity to its Constitution and Laws. All this I promise, on my honor, so help me God, and keep me faithful."

*PRESIDENT:* "Lower your hands." (President retires to her station)

*PRESIDENT:* "Chaplain, you will advance and give the prayer of initiation." (Chaplain advances to position between the President's station and Altar, facing the applicant(s).)

*CHAPLAIN:* "O Heavenly Father, we ask Thy blessing on these (or this), our new member(s). Grant that the ties between us may always be strong and true and that we always have a mutual, constant charity among ourselves. Grant us the grace to always practice a spirit of pure fellowship with one another. Grant also, O God, that they and we may be spared for a useful life, to the honor and glory of Thy Holy Name. Amen."

*PRESIDENT:* "We welcome you into the Auxiliary, as member(s) with membership rights and privileges as provided in the Bylaws. I hope that you will always find your association with us to be everything you had hoped for. Captain

of the Guard, you will escort our new member(s) to the Secretary's station to sign the attendance book."

*PRESIDENT:* (Introduces the new member(s) to the Assembly): Captain of the Guard, you will escort the new member(s) to seats."

### **INSTALLATION CEREMONY** **FOR** **NATIONAL, STATE AND UNIT OFFICERS**

#### Section 3

*RETIRING PRESIDENT:* Call meeting to order. "Will the Chaplain advance to the Altar and open the Bible?" The Pledge of Allegiance follows. Announces name of Installing Officers; Installing Officer, Installing Guard and Installing Chaplain, who rise as they are announced.

*RETIRING PRESIDENT:* "Installing Guard, please escort the Installing Officer to the rostrum." (She does so). "Installing Officer, I present to you the gavel, the emblem of your authority."

*INSTALLING OFFICER* (to Retiring President): "Have the Officers of (Unit, Department or National) been duly elected and appointed, in accordance with our Bylaws?"

*RETIRING PRESIDENT:* "They have."

*INSTALLING OFFICER:* "There are three (3) things which are required to constitute the Legal procedure of this Organization – the Charter, the United States Flag and the Bible. Are they present in this room?"

*RETIRING PRESIDENT:* "They are."

*INSTALLING OFFICER:* "Are the Officers to be installed, all members in good standing with all dues and obligations paid?"

*RETIRING PRESIDENT:* "They are." (Then retires to her seat)

*INSTALLING OFFICER:* "Installing Guard, you will read the names of the Officers elect. Officers, as your name is called, present yourself to the Altar with the President in the center." (Installing Guard calls roll.)

*INSTALLING GUARD:* "Madam Installing Officer, before the Altar are the duly elected (Unit, Department or National) Offices for the ensuing year, ready to be installed."

*INSTALLING OFFICER* (to Officers): "The fact that you have been elected by the members to responsible (Unit, Department or National) offices, indicates they have great faith in your integrity and ability, and that they feel assured you will strictly and impartially discharge all duties incumbent upon you; council true allegiance to the Government of the United States; to the Marine Corps League and the Marine Corps League Auxiliary. Knowing some of the duties and responsibilities awaiting you, are you ready to be obligated to their faithful performance?" (All answer, "I am".) "The President-elect will remain at ease. All other officers will place their left hand over the heart, raise the right hand and repeat after me, using your name where I use mine. I \_\_\_\_\_ before the members here assembled, do solemnly promise that I will assist the \_\_\_\_\_ (Unit, Department or National) President, to the best of my ability in performing the duties of my office. I will attend all meetings when called upon to do so, and perform all duties required of me; care for all property given into my care, and relinquish same upon demand from proper authority and do all in my power to promote harmony and good will. All this I most solemnly promise."

*INSTALLING OFFICER:* "Lower your hands and stand at ease. President-elect, are you ready to be obligated as (Unit, Department or National) President of this organization?"

*PRESIDENT-ELECT:* "I am".

*INSTALLING OFFICER:* "Place your left hand over your heart, raise your right hand, and repeat after me, using your name where I use mine. In the presence of Almighty God, and the members here assembled, I \_\_\_\_\_ do solemnly promise to do everything in my power, to carry out the duties of my office as (Unit, Department or National) President. I will preside at all meetings, perform all duties required of me, carry out the Bylaws, care for all property entrusted to me and turn same over to proper authority at the close of my term of office. All this I most solemnly promise, upon my honor." Lower your hand.

*INSTALLING OFFICER:* “Installing Chaplain – Advance to the Altar and give the Prayer of Installation.” (One rap of gavel for all to rise.)

*INSTALLING CHAPLAIN* (at Altar): “Heavenly Father, as we gather here (today, this afternoon, this evening), we ask for Thy blessing on those assembled. We pray for Thy guidance of these our (Unit, Department or National) Officers, for the coming year. May peace and harmony prevail and the year be one of advancement for the Marine Corps League Auxiliary. We especially ask for Thy guidance and care for our (Unit, Department or National) President. May she have the fullest in co-operation from her officers and from each member of our Auxiliary. All of which we ask for Thy namesake. Amen.” (Chaplain retires)

*INSTALLING OFFICER* (2 raps of gavel – for all to be seated): “Installing Guard, you will direct the officers to be seated, and escort the (Unit, Department or National) President to the rostrum.” (Guard does so)

“Madam (Unit, Department or National) President, your duties will at times be hard and exceedingly trying. Execute them without fear, with firmness, and without favor. Uphold always the Bylaws of the Marine Corps League Auxiliary, and assist in all ways to promote the welfare of the United States Marine Corps and the Marine Corps League. And now, by the power in me vested as Installing Officer (one rap of gavel) I hereby declare the Officers of this (Unit, Department or National) body Marine Corps League Auxiliary, duly installed and ready to proceed with the duties of their respective offices.”

“Madam (Unit, Department or National) President I now present to you the Gavel, the emblem of your authority. Use it wisely but firmly in carrying out the Bylaws of the Marine Corps League Auxiliary (relinquishes gavel). And may I wish for you a most successful year in your term of office.”

INSTALLING GUARD SHOULD BE AVAILABLE TO ESCORT THE INSTALLING OFFICER TO HER SEAT.

*NEWLY ELECTED PRESIDENT:* (Extends her thanks to the Installing Team. Then asks the Retired President to step forward to pin on her Past President’s Pin, who in turn then pins on the newly installed President, the Pin of her office. (Caps may be given at this time also.)

(*PRESIDENT*: Addresses the assembly. Outlines some plans? Make presentations? Whatever she deems necessary. Turns the rostrum over to the Master of Ceremonies or summon next person on agenda to the rostrum. (Then retires to her seat)

AGAIN – INSTALLING GUARD SHOULD BE AVAILABLE TO ESCORT THE PRESIDENT TO HER SEAT.

### **BURIAL SERVICE AT HOME** **OR FUNERAL HOME**

#### Section 4

NEVER have burial service for Auxiliary member, unless same is requested. American Flag may be placed at head and Auxiliary banner at foot of casket.

Members quietly gather in room near casket. Auxiliary caps should be worn. (Head of casket – President and Captain of the Guard; foot of casket, Chaplain and Senior Vice President).

*PRESIDENT*: “We are gathered here together as members of \_\_\_\_ Unit, Marine Corps League Auxiliary, to do last honors to our departed member \_\_\_\_\_ who has departed our midst and sleeps the deep slumber of peace, having answered the last roll call. A parting is sad – ever sad. However, we have God’s assurance that we will all meet at a future day. Chaplain, will you recite the 23<sup>rd</sup> Psalm?”

*CHAPLAIN*: “The Lord is my Shepherd, I shall not want. He maketh me to lie down in green pastures. He leadeth me beside the still waters. He restoreth my soul. He leads me in the paths of righteousness for his Name’s sake. Yea, tho I walk thru the Valley of the Shadow of Death, I will fear no evil – for Thou art with me – Thy rod and Thy Staff, they comfort me. Thou preparest a table before me in the presence of mine enemies. Thou anointest my head with oil – my cup runneth over. Surely goodness and mercy shall follow me all the days of my life, and I shall dwell in the house of the Lord.”

*SENIOR VICE PRESIDENT*: “Our Father in heaven has seen fit to call our member to her final reward at this time. We must bow in submission to the Divine Will and learn to say with humble and contrite spirit, “Thy will be done.” Our

departed member joined our Auxiliary on \_\_\_\_\_ and during her stay with us she served as \_\_\_\_\_ (name offices) As a symbol of the friendship which grew from our common service to a cause we love so well, we place this flower. Her friendship we shall cherish with a memory that is lasting, until we, along with her, take our place in the silent halls of death.” (Place a white flower with blue and gold ribbon attached.)

*CHAPLAIN:* “Members and friends, as we stand in this room with all that is mortal of our member, let us remember her as she was when she took her place among us, and knowing that we have been better for having had her in our midst, let us bow our heads and ask our Divine Lord to have mercy on her soul, and from the depths of our sorrow and that of these loved ones left behind, let us find consolation in the knowledge that she has found Heavenly rest. Out of the depths we cry unto Thee, O Lord – let Thy Mercy shine upon us. We lift our eyes to Thee, knowing that Thou art the Resurrection and the Life. He that believeth in Thee, tho dead, yet shall he live. May we all meet at last before the Throne of Thy Grace in Heaven. This we ask in Thy Holy Name. Amen.”

*PRESIDENT:* “MAY SHE REST IN PEACE.”

NOTE – Immediately President advances to front of casket, salutes the departed member, (organist to play “Nearer My God to Thee). Senior Vice President and Chaplain follow her example, salute, about face and retire. Captain of the Guard will NOT salute but will take station which enables her to conduct actions of fellow members. As soon as President, Sr. Vice and Chaplain have saluted and about faced, she shall see that members quietly and slowly advance to the casket, salute and then retire. When all members have taken this last farewell, the Captain of the Guard lastly advances to casket, conducts herself in similar manner, saluting and retiring.

*CAPTAIN OF THE GUARD:* (from rear of room announces) “The ceremony has been completed.”

### **MEMORIAL SERVICE FOR MEMBERS**

#### Section 5

(Memorial Service to be held at a regular meeting under the “Good of the Order” nearest Memorial Day).

*PRESIDENT:* “Members, we will now honor our deceased member(s).”

*PRESIDENT:* “Captain of the Guard, place the \_\_\_\_\_ Charter on my right, near the National Colors.”

*PRESIDENT:* “Chaplain, you will drape the Charter of the \_\_\_\_\_ (Unit or Department).” (Chaplain advances to the Altar, pauses, proceeds to the Charter and places drape, then returns to her station.)

*PRESIDENT:* “Secretary, call the roll of deceased member(s).”

*PRESIDENT:* “Senior Vice President, what is the \_\_\_\_\_ (Unit or Department) History of our departed member(s)?”

*SENIOR VICE PRESIDENT:* “Madam President, \_\_\_\_\_ joined this (Unit or Department) on \_\_\_\_\_ (date) by (application, transfer, election, appointment.) She has served this (Unit or Department) in the following offices \_\_\_\_\_ and departed on \_\_\_\_\_ (date). (Senior Vice President gives information on each member. She remains at station.)

*PRESIDENT:* “Junior Vice President, you will place a flower on the Altar in memory of each of our departed members.” (She does so and returns to her station.)

*PRESIDENT:* “Semper Fidelis.”

*MEMBERS:* “Always Faithful.”

*PRESIDENT:* “Chaplain, you will give the Memorial Prayer.”

*CHAPLAIN:* “Heavenly Father, Thou hast seen fit to remove from our midst \_\_\_\_\_ (Give member(s) name(s)). Grant, O God, that we who are left behind will always keep her (their) memory and strive to carry on for her (them) as she (they) would will it. Bless our Unit (Department or National) and our cause – make us worthy to have called her (them) our member(s). Amen.” (Chaplain returns to her station.)

This Memorial Service shall be held at all National or Department Assemblies. At a National or Department Assembly, only the offices held as a Department or National Officer shall be given. A Division Vice President shall act in the Junior Vice President's place in National or Department service.)

**PUBLIC MEMORIAL SERVICE**  
**FOR MARINE CORPS DECEASED**

Section 6

Members of Auxiliary Unit shall march (wearing red caps and Auxiliary uniforms, if they have them), and place themselves around or before the monument or before the body of water.

*PRESIDENT:* "It being one of the purposes of our organization that we render tribute to our deceased Marine, we the members of \_\_\_\_\_ Unit, Marine Corps League Auxiliary, are assembled here to carry out our obligations. So long as two of us remain, just so long shall this work be done."

*PRESIDENT:* "Members we will sing The Marine's Hymn."

*PRESIDENT:* "Chaplain, you will give the Memorial Prayer".

*CHAPLAIN:* "Almighty God, on this day set apart by our Country to honor our dead, we thank Thee that we are permitted to assemble. In this sector set apart to commemorate our departed, we see Thy hand. In our sorrow we see the ranks of our Veterans growing thinner. Look upon us all here assembled, O Dispenser of Divine Mercy and Justice and console us with the mantle of Thy Compassion. These Dead have finished their fight and answered to the last roll call – may they find Heavenly peace – and we, who are left behind, may we carry on in a manner worthy to fit our lives beside them when we too, meet them in the Last Assembly. Amen."

*PRESIDENT:* "Senior Vice President and Junior Vice President, you will place the wreath." (Together they carry wreath and lay same on monument, or if at water, cast same on water.) AUXILIARY COLORS ONLY ARE DIPPED, WHILE PLACING WREATH. (If Firing Detail and Bugler are available, volley fired and "Taps" played.)



*PRESIDENT:* “The volley fired, “Taps” sounded, colors dipped, Marines who are departed, we salute you.” ALL COME TO SALUTE, HOLD ONE MINUTE.

*PRESIDENT:* “The ceremony is complete.” (All turn and quietly depart in order.)

### **LINE OF MARCH FOR NATIONAL**

#### **LEFT**

Judge Advocate

Jr. Past President

Jr. Vice President

New England V. P.

Southeast V. P.

Northeast V. P.

Mideast V. P.

Rocky Mountain V. P.

#### **RIGHT**

Sr. Vice President

Chaplain

Northwest V.P.

Southern V. P.

Midwest V.P.

Central V. P.

Southwest V. P.

Departments and Units use their own seating arrangements and line of march for their meetings.

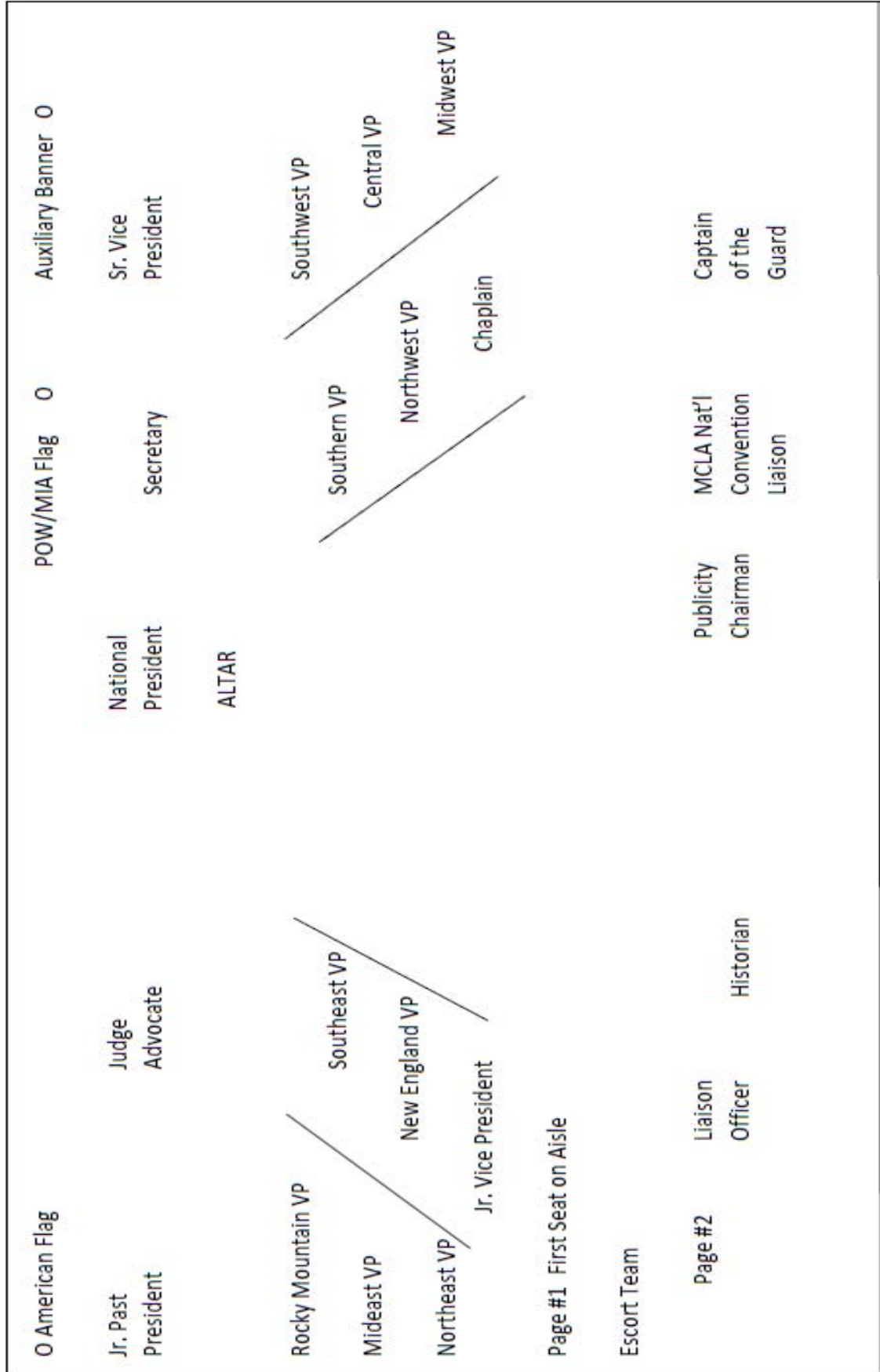


DIAGRAM "A"

SEATING FOR NATIONAL CONVENTION

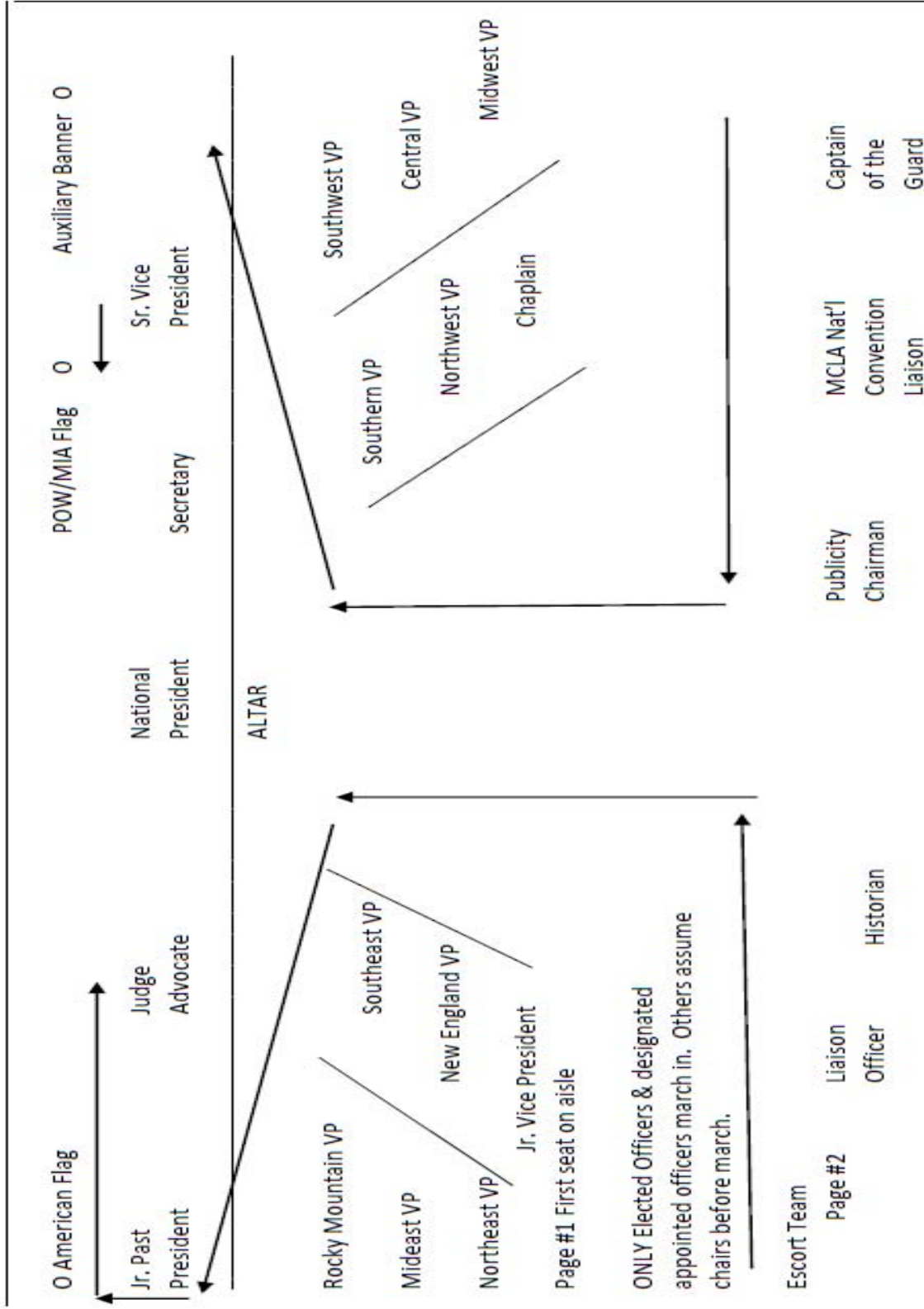


DIAGRAM "B"

LINE OF MARCH - NATIONAL

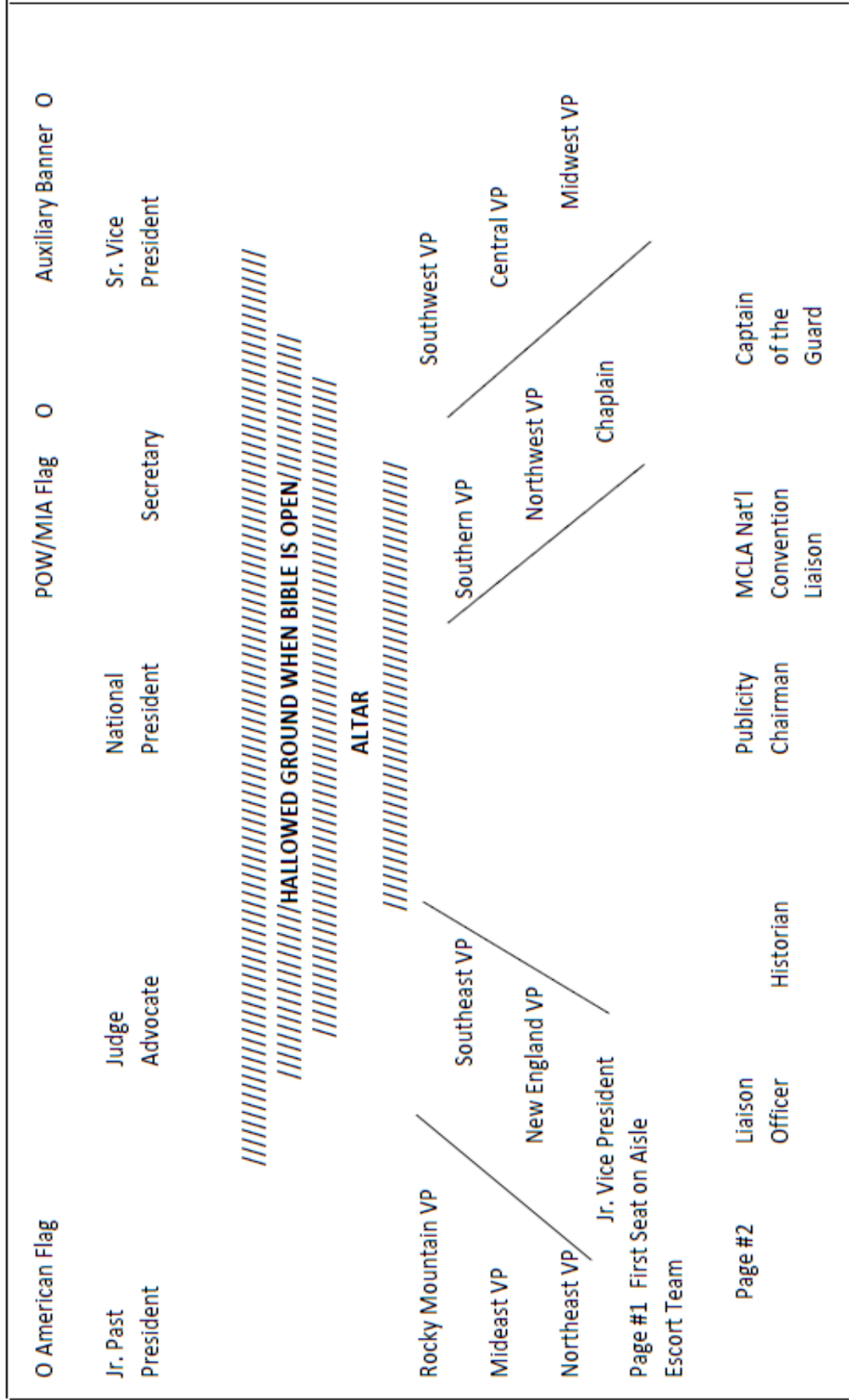


DIAGRAM "C"

HALLOWED GROUND

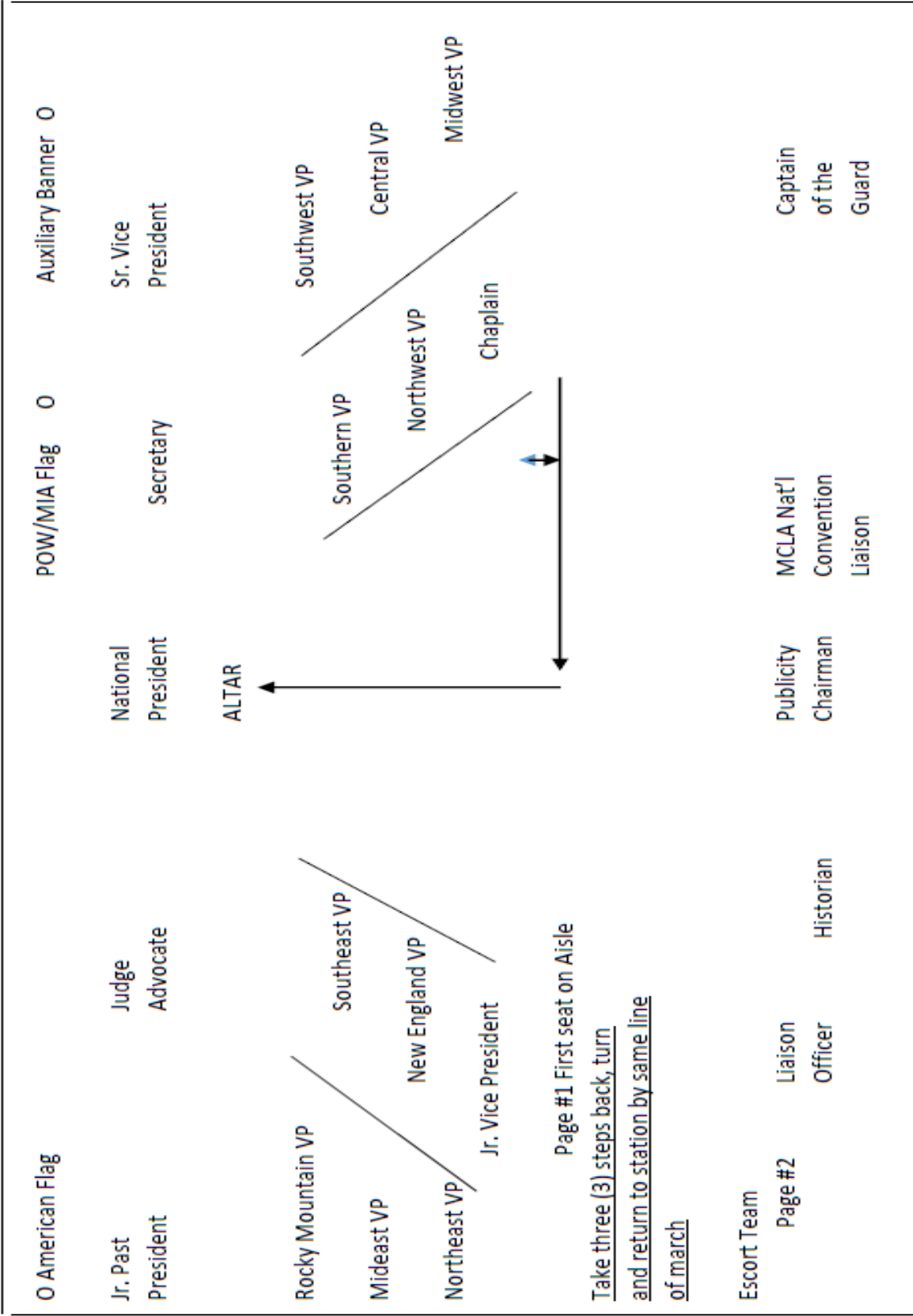
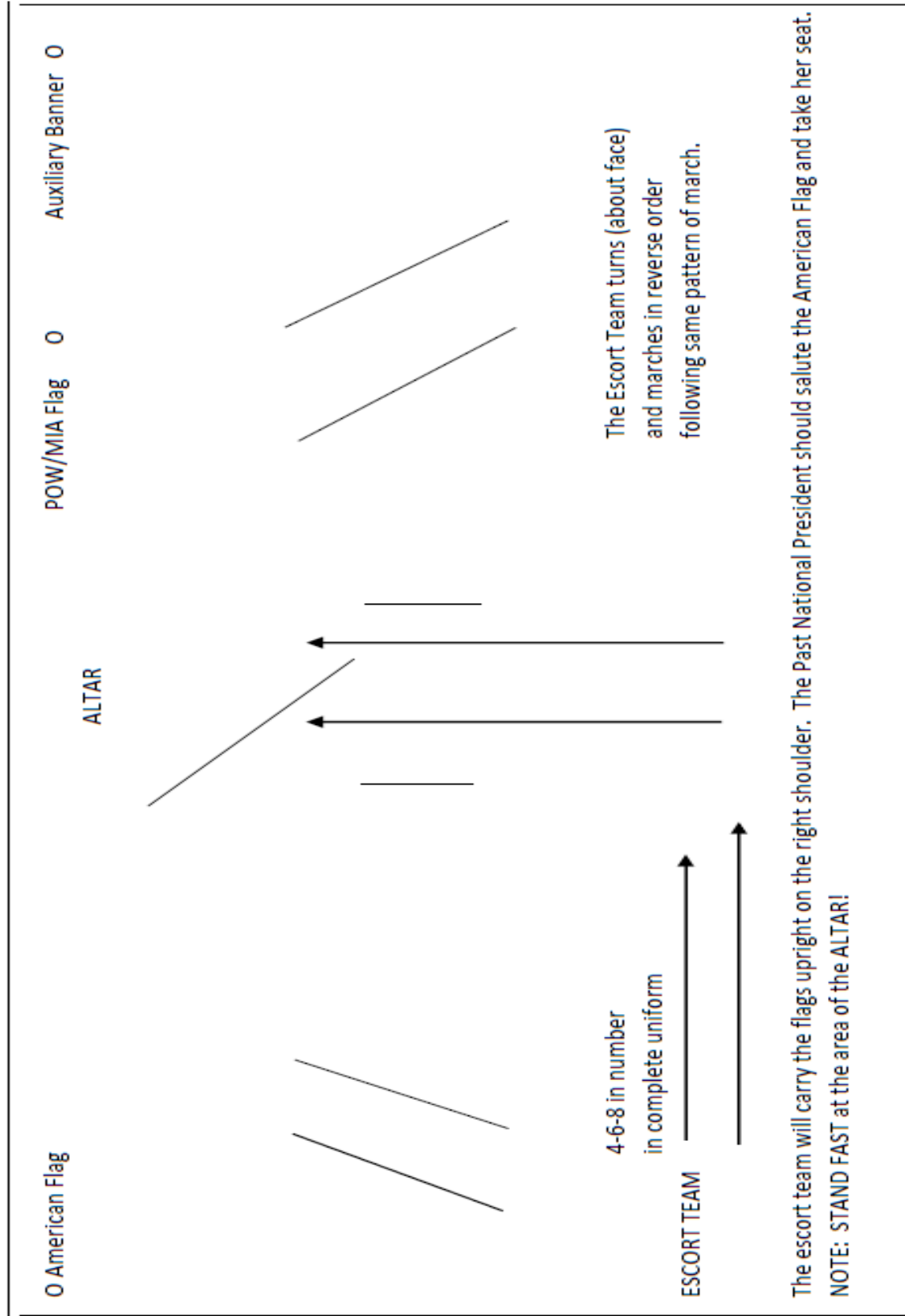


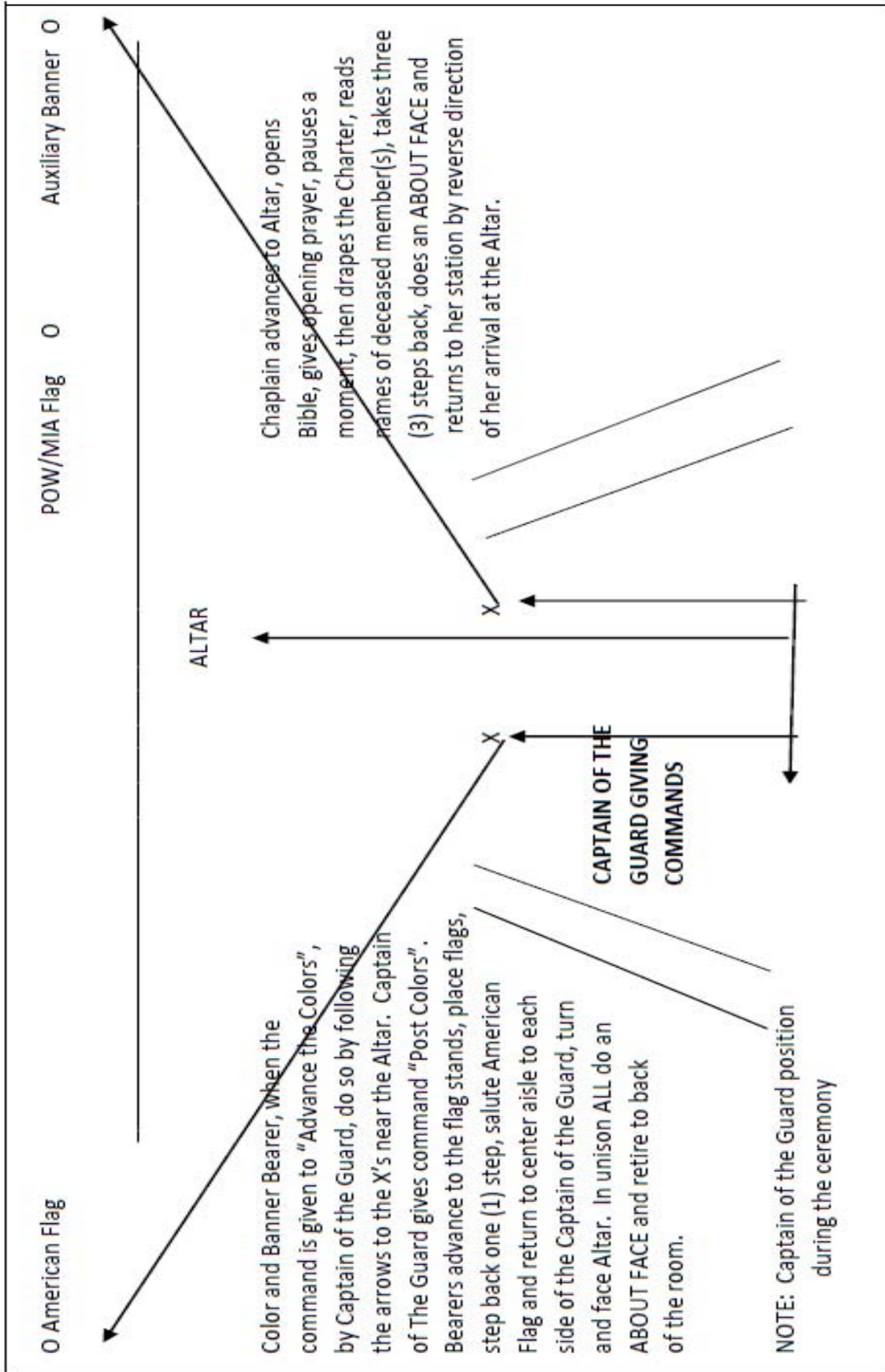
DIAGRAM "D"

LINE OF MARCH FOR CHAPLAIN



LINE OF MARCH – ESCORT TEAM

DIAGRAM "E"



PRAYER AND FLAG PRESENTATION

DIAGRAM "F"

## **ESCORT OF NATIONAL AND DEPARTMENT OFFICERS**

### Section 7

(Officers escorted according to rank - that is if National Officer and Department Officer both present. National Officer is seated first to the right of the President. Department Officer seated next, to the left of President. National Officer should greet President as soon as escorted to rostrum – same for Department Officer.)

*PRESIDENT*: “Captain of the Guard, you will advance to the Altar.” (She does so and salutes.)

*PRESIDENT*: “You will escort the National Officer (or Department) to the rostrum.”

(Captain of the Guard escorts officers/guests and introduces them to President.)

*PRESIDENT* greets officers/guests and introduces to assembly. Officer/Guest may or may not wish to address the assembly.

## **PRESENTATION OF CHARTER**

### Section 8

To obtain a Charter see Marine Corps League Auxiliary Administrative Procedure Chapter Six – Units – Section 600 (A) thru (F).

(The presiding Officer introduces herself.)

*PRESIDING OFFICER*: “I am \_\_\_\_\_ and it is an honor to be here this \_\_\_\_\_ (day or evening) to present this Charter to the \_\_\_\_\_ Unit.” (Or Department of \_\_\_\_\_.)

*PRESIDING/INSTALLING OFFICER*: “Pride and love for our God, our Country and our beloved Corps have made the United States Marine Corps the respected and magnificent organization it is today. That same love and pride are carried on into the Marine Corps League and the Marine Corps League Auxiliary, forming our winning Trinity. You, the members of the \_\_\_\_\_ Unit, have worked hard



and long to organize your Unit, and you have met all the requirements for requesting and receiving your Charter.”

“It is my pleasure to present your Charter \_\_\_\_\_ (today or this evening). Keep it in a safe place. Respect it! Honor it! Keep your membership, although now a small circle, forever a complete circle, never to be broken, no matter how large it may become. I offer you my sincere congratulations, and promise the help and support of all members of the Marine Corps League Auxiliary. May God be with you.”

(Call forward the President-elect of the newly chartered Unit, give her the Charter, introduce her, turn rostrum over to her for comments. Then proceed with initiation and then installation of officers.)

## **FLAG PRESENTATION**

### Section 9

When Colors are presented to Auxiliary, if it is possible to have the Detachment and visiting Officers, it is advisable to do so, but not compulsory. If Detachment is present, request them to assist in the work. It is also desirable in this instance to have Detachment Colors present.

All visiting officers are to be escorted to the Rostrum in proper procedure. Captain of the Guard and those chosen to assist, retire to ante room.

*PRESIDING OFFICER:* (raps gavel 1 time) - All Stand.

Captain of the Guard and those assisting advance with the Colors. If Detachment Colors are present, they proceed first, followed by Auxiliary Colors.

*PRESIDING OFFICER:* “Salute Colors.” (All salute, holding salute until Colors are placed in position. Bearers return to proper stations.)

*PRESIDING OFFICER:* “We will sing “The Star Spangled Banner.”

(If presenting Colors to another organization, make presentation to the President, or presiding officer who accepts in name of organization. (Acceptance speech is optional.)

*PRESIDING OFFICER:* “Chaplain, you will give the Prayer of Dedication.”

*CHAPLAIN:* “Blessed Father in Heaven, look down in mercy and compassion on all here assembled, gathered here to honor our American Flag. We know full well that Thy Divine Hand has blessed this American Earth upon which we tread in our daily life. Do Thou, O God, make us worthy to serve under this glorious banner of Truth and Freedom – our Stars and Stripes – and grant O Father, of us all, that it shall always wave over our Land as a symbol of Thy Divine Teachings. Make us good patriots and worthy citizens, and grant us the grace to live in justice and brotherly love. This we ask in Thy Divine Name. Amen.”

Any further service may be used that the Auxiliary has planned for the occasion. Colors to be retired at proper time and in proper manner.

### **OFFICERS’ MARCH NATIONAL**

#### Section 10

*PRESIDING OFFICER:* (requests Officers to retire to back of room and prepare for Officers’ march.) (See Manual of Instructions page 25 and Diagram “B” – page 27.)

a) Appointed Officers and Chairman not listed in the Officers’ march are to take seats on the Assembly floor.

b) Diagram “A” – page 26 – Manual of Instructions, shows a complete seating arrangement for Officers. The line of march as listed on Page 25, Manual of Instructions, will bring each to proper position for their respective station. (see Diagram “B”).

*PRESIDING OFFICER:* “Captain of the Guard, escort the National President to the rostrum.” (She does so and returns to her station.)

*NATIONAL PRESIDENT:* (one rap of gavel) “Officers take your respective stations.”

Officers march in double file. At the Altar the Officers right or left face and advance to their position. All stand until the President gives the command to take their seats.

If the President wishes to seat an appointed Officer(s) and/or Chairman in a given area, she may do so.

### **ESCORT TEAM**

ESCORT TEAM (Ceremonial Color Team) form double line, each team member takes one flag. Flags shall be held upright at right shoulder; held in RIGHT hand and supported by left hand. Escort team proceeds up the center aisle to within two (2) feet of the Altar, remaining there until the President instructs the Captain of the Guard to escort individual(s) to rostrum. Then half left face and proceed in a diagonal line to within three (3) to four (4) feet of corner of dias. Then they turn and face their partner with at least three (3) feet between columns.

Before Captain of the Guard escorts Officer/Guest, she hesitates until Escort Team is in place. She then escorts the individual to the rostrum.

When Captain of the Guard is escorting the Past National Presidents, she introduces them individually; giving the name and year(s) served, then escorts them to the team. The PNP passes through, salutes the American Flag and takes a seat in the section provided.

To retire the Escort Team the Captain of the Guard orders “Left and Right Face – forward march.” The team retraces the route to the rear of the room. Captain of the Guard remains in center aisle approximately four (4) feet from Altar. After the last of the team has passed her, wait a minute or two – Salutes the United States Flag and returns to her station. (See Diagram “E” – page 30.)

### **NATIONAL CAPTAIN OF THE GUARD**

#### Instructions for Participation in Various Ceremonies

National, Department or Unit Captain of the Guard shall be custodian of: The Colors, Bible, Altar Cloth, Gavel, Charter, Drape for Charter, and all Ritualistic items.

Her duties will be:

- 1 – To arrange the Assembly room;
- 2 – Allows no one to enter that portion of the room between the Altar and President’s station when the Bible is open;
- 3 – She gives the order “Post Colors.” Bearers advance to head table and place

flags in stands. Bearers take one (1) step back, about face and return to right and left of Captain of the Guard, in center aisle. (All salute United States Flag, about face and return to stations.) (See Diagram “F” – page 31.)

4 – Escorts any guests/officers to Altar:

- a) Introduces to President
- b) Escorts to proper seat on instruction from President
- c) Returns to station

5 – At close of meeting:

- a) President requests Captain of the Guard to retire colors
- b) Captain of the Guard orders – “Flag Bearers, Advance to Colors.” (they do so) – “Retrieve Colors.” (they do so) – “Retire Colors.” (They do so).

Flag Bearers bring flags to back of room in proper fashion – returning to center aisle and to back of room.

### **POW/MIA Flag History and Code**

#### Section 11

The importance of the POW/MIA flag lies in its continued visibility, a constant reminder of the plight of America’s POW/MIAs. Other than “Old Glory”, the POW/MIA flag is the only flag ever to fly over the White House, having been displayed in this place of honor on National Recognition Day since 1982. Passage by the 105<sup>th</sup> Congress of Section 1092 of the 1998 Defense Authorization Act requires that the POW/MIA flag fly six days each year: Armed Forces Day, Memorial Day, Flag Day, Independence Day, National POW/MIA Recognition Day and Veterans Day. It must be displayed at the White House, the U.S. Capitol, the Department of State, Defense and Veterans Affairs headquarters of the Selective Service System, the National Vietnam Veterans Memorial, the Korean War Veterans Memorial, major military installations as designated by the Secretary of Defense, all Federal cemeteries and all offices of the U. S. Postal Service.

The code specifies that the POW/MIA flag should hold the position of prominence in advance of the audience and in a position of honor at the speaker’s left as he faces the audience. The rule applies regardless of whether it is on a platform or at floor level.

**Position of Marine Corps League Auxiliary Banner****Section 12**

The Auxiliary Banner should hold a position of honor just left of the POW/MIA flag. This rule applies regardless of whether it is on a platform or at floor level.

## THE MARINES' HYMN

From the Halls of Montezuma  
To the Shores of Tripoli,  
We fight our country's battles,  
In the air, on land and sea.  
First to fight for right and freedom,  
And to keep our honor clean;  
We are proud to claim the title of  
**United States Marine.**

Our Flag's unfurled to every breeze  
From dawn to setting sun;  
We have fought in every clime and place  
Where we could take a gun.  
In the snow of far off northern lands  
And in sunny tropic scenes,  
You will find us always on the job  
**The United States Marines.**

Here's health to you and to our Corps  
Which we are proud to serve;  
In many a strife we've fought for life  
And never lost our nerve;  
If the Army and the Navy  
Ever look on Heaven's scenes,  
They will find the streets are guarded by  
**The United States Marine**