



**FULFILLING OUR PROMISES**  
TO THE MEN AND WOMEN WHO SERVED

**Official Ritual  
of the  
Disabled American Veterans**

**Miscellaneous  
Approved Flag Customs**

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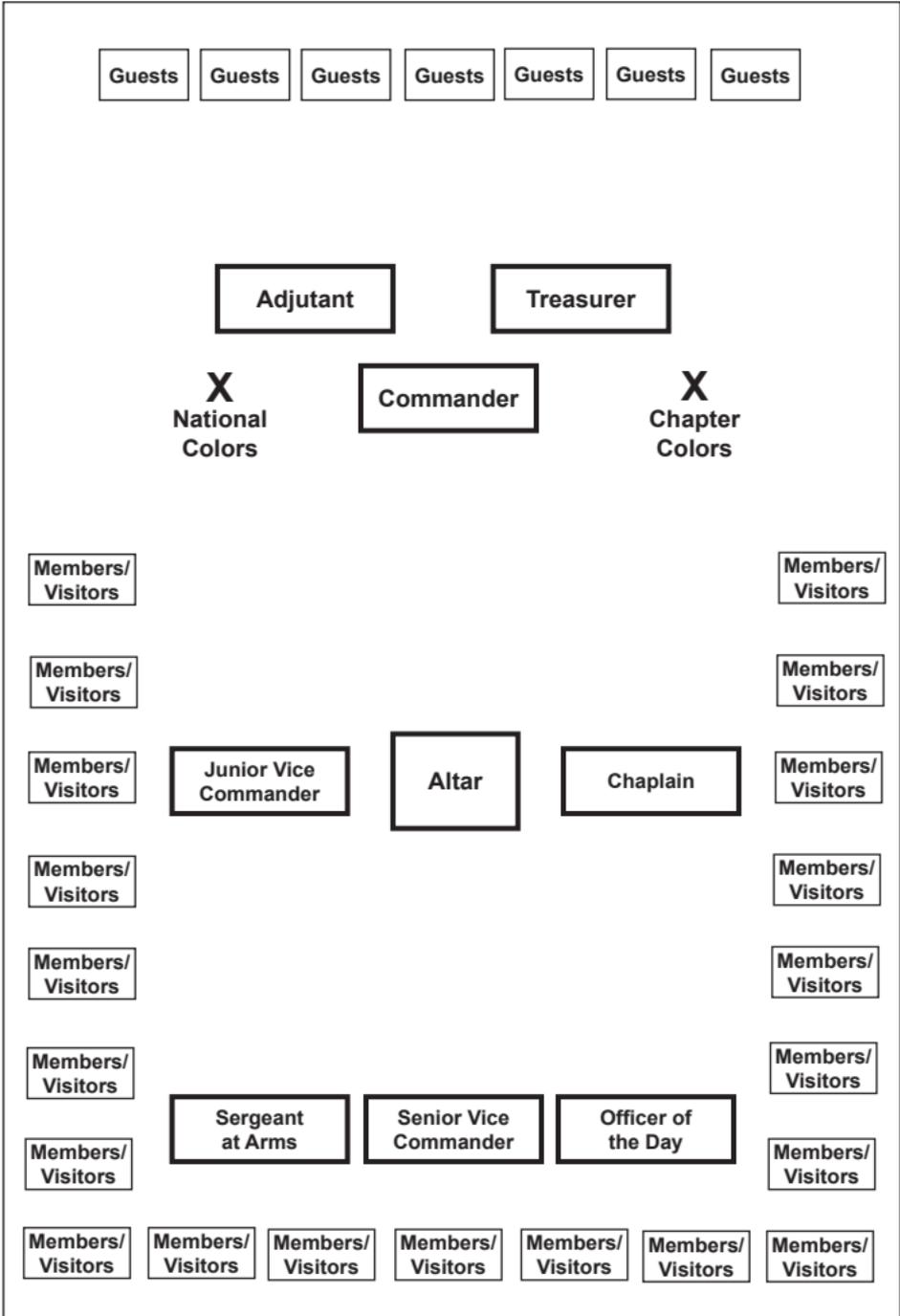
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## **OFFICIAL RITUAL**

The DAV opening ceremony is a traditional and time-honored procedure. It is particularly appropriate on special occasions. It is included here as a part of the suggested order of business for those chapters wishing to utilize it. Its omission or modification consistent with good taste is a matter for chapter determination.

# DAV CHAPTER MEETING ARRANGEMENTS

(Front)



(Rear)

## **DAV CHAPTER MEETING SHORT FORM ORDER OF BUSINESS**

1. Opening Ceremony.
2. Roll Call of Officers.
3. Introduction of Visitors.
4. Reading Minutes Last Meeting.
5. Treasurer's Report.
6. Bills Against the Chapter.
7. Sickness and Distress.
8. Application for Membership.  
(and action thereon)
9. Introduction New Members.
10. Reading of Communications.
11. Reports of Committees.
12. Unfinished Business.
13. New Business.
14. Good of the Order.
15. Memorial Ceremony.
16. Adjournment, with Closing Ceremonies.

## **GOVERNMENT OF MEETINGS**

Rules of procedure of chapter meetings will be those that are set forth by Robert's Rules of Order, Revised, except as otherwise provided for.

## **DAV CHAPTER MEETING ORDER OF BUSINESS**

### **COMMANDER:**

Raps gavel, calling meeting to order.  
(Assembly remains seated.)

Raps gavel three times. (All rise.)

“Comrades, you are called to order for the opening ceremonies.”

### **COMMANDER:**

“Comrades, ATTENTION! All members and guests who are veterans will give the hand salute and all others place your right hand over your heart.”

“Please join me in giving the Pledge of Allegiance to the Flag.”

“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.”

“TWO!”

### **COMMANDER:**

“Comrades, we will now be led in prayer by our Chaplain.”

### **CHAPLAIN:**

(Recommended Prayer)

“God, be merciful unto us, and bless us.  
Cause Your Face to shine upon us that Your

way may be known upon earth, and Thy saving strength among all people. Let the people be glad and sing for joy, for You shalt judge them righteously, and govern the Nations upon earth. Especially do we pray that we may have Your guidance to the end that we may each of us firmly uphold the great principles of this organization. Amen.”

**COMMANDER: (Optional)**

“As a physical symbol of the thousands of American POW/MIAs still unaccounted for from all wars and conflicts involving the United States of America, at this time, the Chaplain will place the POW/MIA flag on the empty chair—a reminder for all of us to spare no effort to secure the release of any American prisoners from captivity, the repatriation of the remains of those who died bravely in defense of liberty and a full accounting of those missing. Let us all rededicate ourselves to this vital endeavor.”

**COMMANDER:**

(Raps gavel once, seating audience.)

“As a reminder, we are here to address only matters specific to our organization. All discussions must be relevant to our mission statement, which I will now read.”

“We are dedicated to a single purpose: empowering veterans to lead high-quality lives with respect and dignity. We accomplish this by ensuring that veterans and their families can access the full range of benefits available to them, fighting for the interests of America’s

injured heroes on Capitol Hill and educating the public about the great sacrifices and needs of veterans transitioning back to civilian life.

This mission is carried forward by:

Providing free, professional assistance to veterans and their families in obtaining benefits and services earned through military service and provided by the Department of Veterans Affairs and other agencies of government.

Providing outreach concerning its program services to the American people generally, and to disabled veterans and their families specifically.

Representing the interests of disabled veterans, their families, their widowed spouses and their orphans before Congress, the White House and the Judicial Branch, as well as state and local government.

Extending DAV's mission of hope into the communities where these veterans and their families live, through a network of state-level departments and local chapters.

Providing a structure through which disabled veterans can express their compassion for their fellow veterans through a variety of volunteer programs.”

“I now declare this meeting open for the transaction of such business as may rightfully come before it.”

**COMMANDER:**

“Comrade Adjutant, you will call the roll of officers.”

**COMMANDER (After introducing visitors.)**

“Comrade Adjutant, you will read the minutes of the last meeting.”

**COMMANDER:**

“Are there any omissions or corrections?  
“Hearing none, the minutes will stand approved as read.”

**COMMANDER:**

“We will now hear the Treasurer’s Report.”

**COMMANDER:**

“Comrade Chaplain, are there any reports on sickness or distress.”

**COMMANDER:**

“Comrade Adjutant, do we have any new members present or are there any members present who have not received the obligation?”

**OBLIGATION OF NEW MEMBERS**

When members are to be obligated, military procedure is to be observed throughout the ceremony. Talking, smoking and moving about the room, except in the performance of duty, are forbidden.

**COMMANDER:**

“Comrade Officer of the Day, conduct the new members to the rostrum.”

**OFFICER OF THE DAY:**

(Brings new members to rostrum.)

**COMMANDER:**

“Members, at EASE! On behalf of the Disabled American Veterans, I welcome you. Let me declare our purpose as a national veterans organization.

“First,—To uphold and maintain the Constitution and the laws of the United States.

“Second,—To realize the American aims and ideals for which we fought.

“Third,—To promote the welfare of disabled American veterans.

“Fourth,—To cooperate with the Department of Veterans Affairs and all other public and private agencies devoted to our cause.

“Fifth,—To apply the principles of comradeship, loyalty and devotion, particularly among all disabled American veterans and their spouses, their orphans and their dependents.

“Sixth,—To encourage in all people that spirit of understanding which will guard against future wars.”

**COMMANDER:**

“Comrades, ATTENTION!” (Raps gavel three times. All rise.)

“Comrade Officer of the Day, you may now retire. Members, raise your right hand and repeat after me.”

“In the presence of Almighty God, and my comrades here assembled, I promise and declare that I will always uphold and maintain the Constitution, and laws of the United States of America; and I will always show the proper courtesies to the flag of our nation, and give to it the love and devotion it merits. I further promise, insofar as feasible, always to aid and assist any disabled comrade; that I will always uphold the integrity and character of a comrade veteran; that I will do my best to exemplify the principles of comradeship, loyalty and devotion. I further pledge that I will support and obey the Constitution and Bylaws of the national, state, and local organization. All of which I now affirm.”

“Comrades, you may now lower your hands.”

**COMMANDER:**

(Raps gavel once; audience is seated.)

“My comrades, on behalf of this chapter, I welcome you as members. I invite you to take an active part in its activities, and expect you to attend its meetings.”

(Commander shakes hands with each new member and asks the new members to state their names to those present.)

(Applause, as new members find seats in audience.)

**COMMANDER:**

“The Adjutant will read the communications.”

**COMMANDER:**

“We will now have the reports of committees.”

Membership Committee; Service Officer;  
Hospital Committee; Legislative Committee;  
Publicity Committee; (Other Committees).

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**COMMANDER:**

“Let us hear the reading of the minutes of the Executive Committee.”

**GOOD OF THE ORDER:**

**MEMORIAL CEREMONY**

**COMMANDER:**

“At this time, one minute of silence will be devoted in honor of our departed comrades.”

**COMMANDER:**

“Comrades, you will rise and stand at Attention.”

(Raps gavel three times.)

“By the numbers, hand SALUTE!” (If worn, DAV caps are not removed.)

“May they rest in peace. TWO!”

**COMMANDER:**

Motion to adjourn.

**COMMANDER:**

“Comrade Chaplain, you will lead us in prayer.”

**CHAPLAIN:**

“May the peace of God, which passes all understanding, keep our hearts and minds in the knowledge and love of God, and now unto the Eternal and All-wise Creator of the Universe, and Preserver of our nation, be honor and glory forever and ever. Amen.”

**COMMANDER:**

“Comrades, the purpose of our gathering here has been accomplished, but before we close, let us always be mindful of the principles for which this organization stands: comradeship; friendship; loyalty to principle and to our comrades; and devotion to our cause.

**COMMANDER:**

“Before I declare you adjourned, it is fitting and proper that we again render honor to the flag of our country.”

(Raps gavel three times; all rise.)

**COMMANDER:**

“Comrades, before us is the flag of our country. Let us always be true to its ideals and worthy of its exalted traditions.”

“Comrades, ATTENTION; by the numbers, hand SALUTE!”

(All members and guests who are veterans salute; others place their right hand over their heart.)

“TWO!”

**COMMANDER:**

“I now declare this meeting of \_\_\_\_\_ Chapter, number \_\_\_\_\_, Disabled American Veterans, adjourned. Our next meeting will be held on \_\_\_\_\_.”

## **INSTALLATION OF OFFICERS**

(The retiring commander or a state or national officer, or a past chapter commander may act as Installing Officer, if then a DAV member in good standing. The incoming commander usually selects the installing officer; he or she is introduced by the retiring commander.)

(Frequently, the commander-elect also selects a master of ceremonies, in addition to the installing officer, who, preceding the installation ceremonies, introduces the distinguished guests, and representatives of other chapters and

organizations present, and then, the installing officer. The installing officer may also act as Master of Ceremonies.)

(The installation meeting is opened by the retiring commander, who then announces: “If there is no objection, we will dispense with all business except the installation of officers. Hearing none, it is so ordered.” He or she may then make a few remarks, such as thanking his or her officers and committees, and briefly outline the accomplishments of the chapter during his or her term of office, and then introduces the master of ceremonies.)

(Invitations are usually sent to department officers, nearby national officers, and to nearby chapters, local veterans organizations and selected public officials.)

(If the local DAV Auxiliary unit is to install on the same night, the Auxiliary is usually offered the courtesy of installing first. If there is to be a dual installation, of both the chapter and Auxiliary, speeches or remarks should be brief, so that the combined ceremonies will not extend beyond a reasonable hour of adjournment.)

(Persons not present at the installation ceremonies may either be installed at a later meeting, or may be installed by proxy—a member being designated by the retiring commander to take the place of the absentee.)

### **INSTALLING OFFICER:**

“The Officer of the Day will take his (or her) place to the right of the Altar. The Adjutant will

call the roll of the newly elected or appointed officers. As your name is called, you will take your place to the left of the Officer of the Day.” (When all have presented themselves to the left of the officer of the day and are facing the installing officer, the installing officer will say:) “Your comrades in the Disabled American Veterans have great confidence in your moral integrity and your executive ability. Because of that confidence, they have elected or appointed you to your respective offices. Do you accept the office to which you have been elected or appointed?”

**NEW OFFICERS:**

“We do”

**INSTALLING OFFICER:**

“Are you ready to receive the oath of office?”

**NEW OFFICERS:**

“We are.”

**INSTALLING OFFICER:**

(Entire assembly rises at three raps of the gavel) “Raise your right hand, say I, state your full name and repeat after me.”

“I, \_\_\_\_\_, upon my word and honor, as a member of the Disabled American Veterans, in the presence of Almighty God and my comrades, and before the flag of my country, accept the office to which I have been elected or appointed. I promise to perform the duties of

such office to the best of my ability. I pledge to act and conduct myself, in such a manner, at all times and places, as will only affect the good of the order. I promise to enforce and sustain the Constitution and Bylaws of this organization. When my successor has been duly elected, or appointed, and installed, I promise to surrender to him or her, all the property of the order, in my possession. All of which, I now affirm.”

### **INSTALLING OFFICER:**

“Upon the promise you have just solemnly made, I now install you in the office to which you have been elected or appointed. I charge you to be earnest, faithful and devoted, and to remember that our mission as a Disabled American Veterans organization is not fulfilled until all our country’s war-time disabled, and their dependents and survivors, have been adequately cared for.” (One rap of the gavel seats audience.)

“Newly installed officers, about FACE!”

“My comrades, I now present to you, your newly installed officers.” (Applause.)

### **INSTALLING OFFICER:**

“Officer of the Day, escort the newly installed officers to their respective stations, leaving the Commander to the last.” (Officers remain standing.)

## **INSTALLING OFFICER:**

(To newly installed commander.) “I now hand you the gavel, which is the symbol of your office.” (They salute. The new commander then introduces the newly installed officers, starting with the senior vice commander, and, as introduced, each officer salutes, and is seated.)

**NOTE:** The retiring commander, now the junior past commander, or the installing officer, presents the new commander with the commander’s lapel emblem or badge, with appropriate, brief remarks. This is followed by presentation of a past commander’s ring, emblem or badge to the retiring commander.

## **BURIAL PROCEDURE**

### **1. Before the funeral.**

When a death has occurred among the members of the chapter, it becomes the immediate duty of the chapter chaplain to call on the bereaved family and offer words of sympathy and consolation and also the services of the chapter at the funeral, if desired. The service officer should assist in obtaining the government flag and offer his or her services in obtaining death compensation and burial awards.

### **2. When requested to officiate.**

The Disabled American Veterans are duty-bound to members of their own organization; but this shall not be construed to mean that they

may not officiate at the funeral of any veteran, if they are requested to do so by members of the family of the deceased, or by friends of the family on their behalf.

When the presence of the chapter is requested, the funeral committee should visit with family or friends of the family in order to learn their wishes. Every effort should be made to carry out the wishes of the deceased. Contact should also be made with the officiating clergyman and the funeral director in order that there be no conflict in the program.

### **3. At the services.**

The services should begin exactly at the time appointed. Tardiness on the part of the comrades should be avoided.

### **4. The flag.**

When used to cover a casket, the flag should be placed so that the Union (stars) is at the head and over the left shoulder of the deceased.

The flag should not be lowered into the grave, nor allowed to touch the ground. After the committal ceremony at the grave, the officer of the day, or in his or her absence, the commander and another member, removes and folds the flag, and hands it to the surviving spouse or other representative of the family of the deceased.

## **5. Caps.**

If worn, DAV caps should only be removed when entering any consecrated church (except where, by the custom of the church, a person would not remove his or her hat) and during the offering of prayer.

## **6. Chapel service.**

DAV chapters are frequently asked to take part in, or assume full charge of, funeral services to be held in a funeral home or mortuary or cemetery chapel, or in connection with the Rosary service of members of the Catholic faith.

Arrangements should be made in advance with the funeral director to reserve sufficient seats in front of the chapel for DAV members. Members should remain outside of the chapel, or in the anteroom, until immediately prior to the commencement of the services, and then march in, in smart military formation (usually a column of twos) and take the seats reserved for them.

Arrangements should be made in advance with the funeral director (or the pastor, for a Rosary service) to place stands for the colors, usually with the national flag at the head and the chapter colors at the foot of the casket. Generally, it is desirable to have the colors posted in advance of the services.

If the chapter should attend a Catholic Requiem Funeral Mass or funeral services in any place of worship used by a particular faith group, arrangements should be made with the pastor, including placing of stands for the colors.

The members line up in two files, outside the church, facing the center, with the colors closest to the church doors. As the casket is carried in, color guards precede the casket, and after the casket is carried through the double file, the commander says: "Close RANKS, front FACE, forward MARCH!" and the Chapter follows immediately behind the casket, in columns of two, into the church. After the Mass, the members follow the colors, in columns of two, ahead of the casket.

### **CHAPEL SERVICE**

(Read paragraph 6, above, "Chapel Service.")  
The DAV Chapel service follows after any religious or fraternal service. The DAV Chapel Service is not usually held in a consecrated, established church. The Commander and Chaplain take positions beside the casket.

#### **COMMANDER:**

"Comrades and friends, our Supreme Commander has seen fit to call another of our comrades to answer the final roll call.

Comrade \_\_\_\_\_."

(**NOTE:** here state names, dates of entry into services, of discharge, military organization, rank, etc; also brief history of DAV membership, offices held, etc.)

"Comrade \_\_\_\_\_ died on (GIVE DATE OF DEATH) from disabilities incurred in the service of his (or her) country. (Omit if inappropriate.) "For many thousands of

veterans who served in time of conflict, and who, like our comrade lying here before us, suffered disabilities as a result of their service, a war never ends until a merciful God sees fit to call them to their eternal reward. No one knows the full extent of their physical suffering. Few realize the economic handicaps they have been forced to endure during the many long years that they have been paying the price of their patriotism.

“Perhaps we members of the Disabled American Veterans, from our own experiences and close, constant contacts with the sufferings of our comrades, can best understand a philosophy of death that brings us a large measure of consolation. For surely, a merciful and just God could not do other than provide a life of future happiness for our departed comrade, as a recompense for the many trials and tribulations he (or she) endured here on earth. It is this thought that gives us the courage to mark our comrade’s passing without tears, secure in the knowledge that he (or she) is not dead, but rather, has gone on to something infinitely better than his (or her) happiest moments on earth: that he (or she) has been discharged from this earthly army and accepted for service in that glorious army of the hosts of heaven, where we may hope eventually to join him (or her) in eternal peace.”

**COMMANDER:**

“Comrades, ATTENTION!” (All rise.)

(If worn, place caps at left shoulder.)

**CHAPLAIN:**

“Heavenly Father, in Your hands are the souls of the living and the dead. Remember, O God, we pray You, the soul of our departed comrade, and conduct it into the place You have prepared for it, in Your Heavenly Kingdom. Bestow Your blessing and extend Your healing power to those of our comrades who are still suffering from the tragedy of war. Lift up the hearts of those burdened with sorrow. Unto Your Name be all honor and glory, forever and ever. Amen.”

**COMMANDER:**

“Comrades, ATTENTION! (Replace caps.) You will join me in a salute to our departed comrade. By the numbers: Hand SALUTE! TWO! Follow me, MARCH!” (Color guards take colors. Members leave in single file, the color guards first, then the commander, the chaplain and the members. Usually, the members pass the open casket on leaving; if so, each stops, comes to attention, salutes, and then passes forward.)

(The members re-form in a column of twos, outside the chapel, or on leaving the church; the commander and chaplain being immediately behind the colors.)

**COMMANDER:**

“Comrades, ATTENTION! Forward MARCH!”

(Column precedes to a point near the hearse.) “HALT! Open ranks!” (Members stand in two files, facing inward, leaving space for passage of coffin.)

(When casket approaches:)

“Comrades, ATTENTION! By the numbers, hand SALUTE!”

(After the casket is completely in the hearse.)

“TWO!”

Close RANKS! Front, FACE! Forward, MARCH!”

(After marching a respectful distance from the hearse:)

“HALT! DISMISSED!”

## **SERVICE AT THE GRAVE**

The members should fall in, in a column of twos, a respectful distance away from the hearse. The colors should be in front, followed by the commander, the chaplain and the bugler, then by the firing squad, followed by the members.

### **COMMANDER:**

“Comrades! ATTENTION! Forward, MARCH!”

(The column marches to one side of the grave, when the commander says:)

“Column, HALT! Right (or left) FACE!”

(The color guards take position at the foot of the grave; the firing squad is to the right; the commander, chaplain and bugler stand at the head of the grave. The family is on one side of the grave, with the family and guests behind

them. DAV members stand in double file on opposite side, facing grave, at attention.

### **COMMANDER:**

“We are assembled here to offer our last tribute of respect and affection to our departed comrade, (name of deceased). As the years toll by, we note with sorrow and regret, as the ranks of veterans diminish. One by one our comrades leave us; one by one they pass into the great beyond to join the company of heroic men and women who have defended our country under arms. Their departure leaves our hearts heavy with sorrow. Assembled here beside the final resting place of our departed comrade, (name of deceased), let us give heed to the words of our chaplain.” (If worn, place DAV caps at left shoulder. The firing squad and color guard come to position of parade rest, with bowed heads.)

### **CHAPLAIN:**

“O, Lord our God, Whose days are without end, and Whose mercy is everlasting. You are the refuge of our souls, the strength of our lives, and our portion forever. We come to You; we trust in You; let us not be confounded nor dismayed.

“God of Battles! Author of Peace! As our comrades depart to be with You, and we march on with broken ranks, help us to be faithful to their memory, and loyal to the Spirit that animated them. Help us to perpetuate their memory by noble consecration to their ideals.

In comradeship, loyalty and devotion may we continue worthy of their sacred memory.

“O, Lord, in Your goodness and mercy, grant unto bereaved family and friends comfort and consolation.

“Prepare, O God, we pray You, our minds and hearts for this life with all its vicissitudes and responsibilities, for death with all its mystery and solemnity, and bring us finally through Your Grace into the reunited comradeship of everlasting life. World without end.

“AMEN!” (Replace caps.)

## **COMMITTAL**

### **OFFICER OF THE DAY:**

“Squad, ATTENTION! Present, ARMS!”

### **COMMANDER:**

“Comrades, parade, REST!”

(If worn, DAV caps are removed, placed over the left shoulder; color guards, firing squad assume parade rest; all bow heads.)

### **CHAPLAIN:**

“Death is a path that must be trod, if man would ever pass to God. Swift to its close ebbs life’s day; earth’s joys grow dim and fade away; change and decay alone we see.

Though we walk through the valley of the shadow of Death; we will fear no evil, for You are

with us. Veteran of war, well done! Your glorious warfare's past. The battle's fought, the race is won, and you are crowned at last.

"Our comrade lies down to rest awhile, under the arching sky, awaiting the bugle's call. Behold the silver cord is loosed; the golden bowl is broken.

(As earth or flowers are cast on the coffin.)

"We therefore commit his (or her) body to the grave, earth to earth, ashes to ashes, dust to dust, looking for resurrection and eternal life, to the honor and glory of God forever.

.....AMEN!"

**COMMANDER:**

"Comrades, ATTENTION!"

**OFFICER OF THE DAY:**

.....Order ARMS.

Order Arms. Prepare TO FIRE.

(With blank ammunition,) LOAD.

READY!            AIM!            FIRE!

READY!            AIM!            FIRE!

READY!            AIM!            FIRE!

**BUGLER:**

(Sounds "Taps." Members come to salute at first note, and hold salute until last note sounded.)

**OFFICER OF THE DAY:**

(On first note of “TAPS.”)

“Present ARMS.”

(Then after Taps is sounded.)

“ORDER ARMS.”

**COMMANDER:**

“Taps are sounded.”

“Lights extinguished.

“Warfare ended.

“Our comrade sleeps.

.....Farewell!”

“Comrades, ATTENTION!”

(Flag is removed from casket by body bearers, folded, and presented to next of kin by commander, with appropriate statement, such as: “This flag is offered by a grateful nation in memory of the faithful service performed by our departed comrade.”)

**COMMANDER:**

“Comrades, Fall IN!”

(Color guards take position at extreme end of double file, followed by commander, chaplain and bugler, then by firing squad, body bearers and DAV members.)

“Right (or left) FACE! Forward, MARCH!”

(When column has withdrawn from the grave, a respectful distance, the commander gives the command:)

“Column, HALT! DISMISSED!”

(**NOTE:** If a firing squad is not available, omit parts following name of officer set in BOLD FACE, after “Committal.”)

## MISCELLANEOUS

### OFFICIAL DAV CAPS

Although not required, official DAV caps may be purchased from National Headquarters.

(**NOTE:** The copyright, patent of the DAV emblem, is owned by the DAV National Headquarters and may not be reproduced commercially without National Headquarters’ written approval and permission. The emblem is protected by federal law.)

#### **National Officers’ Official DAV Cap.**

Material: serge or whipcord. Style: oversea. Color: White crown, red sides with gold piping and gold letters. (Not to be worn by appointive national officers after expiration of term of office.)

#### **Department Officers’ Official DAV Cap.**

Material: serge or whipcord. Style: oversea. Color: white crown and white sides and gold lettering, with gold piping. (Not to be worn by appointive department officers after expiration of term of office.)

**Past Department Commanders' Official DAV Cap.** Material: serge or whipcord. Style: oversea. Color: gold crown and blue sides and gold lettering, with gold piping.

**Official DAV Caps for Chapter Officers and Members.** Material: serge or whipcord. Style: oversea. Color: Navy blue with gold piping and gold lettering.

All DAV caps will carry gold embroidered letters DAV in the triangle-right front—and the official DAV embroidered two-inch DAV emblem on the left side of the cap 1 1/2 inches from the front.

Regulations permit the placing on the wearers' cap the following: chapter, department, division insignia, officers' titles past and present, service years (years office was held) and Life Member. These may be embroidered in gold, or patches secured from National Headquarters may be used.

When wearing the DAV cap, members should consider themselves to be in uniform.

When attending any DAV chapter or organization meeting or in attendance at any patriotic gathering or in public and wearing the DAV cap, the member should conform to all military regulations and customs of the armed forces of the United States insofar as they pertain to the salute to the national anthem and the flag of our country.

He or she should hold the salute at the playing of the national anthem and should hold

the salute at the passing of the colors in parade if he or she is wearing the DAV cap.

It should be remembered at all times that the wearing of the DAV cap indicates to our members and to the public that requirements of previous honorable military service in the armed forces of the United States during time of war have been met. It is a badge of honor. While wearing the DAV cap, members should so conduct themselves at all times as to bring further honor and respect to our organization and its membership and by such conduct instill in the mind of the public that confidence in our integrity and reliability so necessary when called upon for assistance by civil and military authorities in time of emergency.

No appointive national officer may wear his or her national cap except during his or her term of office.

When attending a testimonial banquet or convention banquet, DAV caps are removed during the eating of the meal.

## OFFICIAL DAV UNIFORMS

**Material:** Dark navy blue serge guaranteed 12 to 24 ozs. in weight, cold water shrunk, colorfast and indelibly stamped MOTH-PROOFED. Serge to be 2-ply warp and filling or any white material suitable for summer wear.

**Coat:** Single-breasted, four-button sack with straight front to fit easily over chest and shoulders and to be slightly fitted at the waist

so as to conform to the figure. Belt hooks at waistline. (Eisenhower jacket optional).

**Length:** Coat to extend about 1 inch below crotch according to the height of the wearer.

**Lapels:** Coat to be made with peaked lapels, and the notch between collar and lapel not to be wider than 1/2 inch nor narrower than 1/4 inch.

**Shoulder Loops:** Coat to be fitted with shoulder loops of blue serge finished with regulation gold and blue silk combination braid. (Secure braid from DAV National Headquarters.)

**Pockets:** Two outside patch breast pockets with box plait in center and scalloped flap to button. No outside lower pockets, but square flaps to button. Flap to be 2 7/8 inches wide, 8 1/2 inches at top and 8 3/4 inches at bottom. All pocket flaps to be piped with regulation gold and blue silk combination braid. (Secure from National Headquarters.) One inside breast and one inside cash pocket.

**Lining:** Coat to be half or full lined at option of wearer with first quality rayon lining.

**Buttons:** Regulation blue enameled gold-plated DAV buttons, which must be purchased from DAV National Headquarters. All buttons sewed on, and the four buttons on front reinforced with small black buttons on the inside facing.

## HISTORY OF DAV EMBLEM

Probably you have seen the DAV emblem in most of the forms existing today. It appears on lapel pins, flags and shoulder patches. It is a familiar part of all DAV caps. It is used on stationery, official documents, awards, plaques, business cards and many other forms of official DAV material. Ever wonder how or why DAV adopted its official emblem?

Our emblem was selected as the official symbol of the Disabled American Veterans when our organization was founded, in 1921. At that time, the organization was known as the Disabled American Veterans of the World War.

The emblem is a replica of an original etching drawn and designed by a well known artist of that day—E. H. Blashfield—at the special request of President Woodrow Wilson. It was used as the central design on a certificate which was presented to every soldier, sailor, and marine who had been wounded in action during honorable service in World War I.

The impressive certificate was headed by the words, “Columbia Gives to Her Son the Accolade of the New Chivalry of Humanity.” The emblem was displayed under those colorful words. Below it, the name of the man and the unit with which he served was printed, and under that the following words: “Served With Honor in the World War and Was Wounded in Action.”

The certificate was signed by President Woodrow Wilson.

Several characters of importance are in the design. Our flag, of course, is seen in the right-hand background.

The woman in the long flowing white gown is Columbia. Who is Columbia? Several years before the Revolutionary War, many of the people living in the thirteen colonies felt that our country should have been named Columbia after its discoverer, Christopher Columbus. Throughout the war, poets used the name “Columbia” to describe their new nation, which was to become the United States. The name continued to become popularized after the war, and a symbolic figure of a woman dressed in flowing garments and holding an American flag emerged from the pens of artists. It became a familiar figure for statues and pageants to depict America. Some people think the statue on the Capitol dome in Washington, D.C., is Columbia. But it isn't. That is a statue called the Statue of Freedom.

Columbia, in the DAV emblem, is knighting a World War I soldier. She is honoring him for his bravery in protecting humanity, and a group of soldiers stands at attention in the background.

President Wilson and the artist authorized our organization to use the design for the official emblem of the Disabled American Veterans of the World War. The emblem was adopted.

One of the original founders of DAV, Judge Robert S. Marx, applied for and was granted a patent on the emblem in 1921. It has been used since that time.

## **APPROVED FLAG CUSTOMS**

### **How to Display the Flag**

The following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America is established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the government of the United States. The flag of the United States, for the purpose of this chapter, shall be defined according to Sections 1 and 2 of Title 4 and Executive Order 10834 issued pursuant thereto.

### **Time and Occasions for Display**

(a) It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.

(b) The flag should be hoisted briskly and lowered ceremoniously.

(c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.

(d) The flag should be displayed on all days, especially on New Year's Day, January 1; Inauguration Day, January 20; Martin Luther King Jr.'s birthday, the third Monday in January; Lincoln's Birthday, February 12; Washington's Birthday, third Monday in February; Easter

Sunday (variable); Mother's Day, second Sunday in May; Armed Forces Day, third Saturday in May; Memorial Day (half-staff until noon), the last Monday in May; Flag Day, June 14; Independence Day, July 4; Labor Day, first Monday in September; Constitution Day, September 17; Columbus Day, second Monday in October; Navy Day, October 27; Veterans Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; and such other days as may be proclaimed by the President of the United States; the birthdays of states (date of admission); and on state holidays.

(e) The flag should be displayed daily on or near the main administration building of every public institution.

(f) The flag should be displayed in or near every polling place on election days.

(g) The flag should be displayed during school days in or near every schoolhouse.

### **Position and Manner of Display**

The flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

(a) The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.

(b) The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff should be fixed firmly to the chassis or clamped to the right fender.

(c) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to or in place of the flag of the United States or any territory or possession thereof: Provided, That nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

(d) The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

(e) The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states or

localities or pennants of societies are grouped and displayed from staffs.

(f) When flags of states, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.

(g) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

(h) When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.

(i) When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

(j) When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.

(k) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America 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. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.

(l) The flag should form a distinctive feature of the ceremony of unveiling a statute or monument, but it should never be used as the covering for the statute or monument.

(m) The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day, the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the president, the flag shall be flown at half-staff upon the death of principal figures of the United States government and the governor of a state, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to presidential instructions or orders, or in accordance with

recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any state, territory, or possession of the United States or the death of a member of the Armed Forces from any state, territory, or possession of the United States, the governor of that state, territory, or possession may proclaim that the National flag shall be flown at half-staff, and the same authority is provided to the mayor of the District of Columbia with respect to present or former officials of the District of Columbia and members of the Armed Forces from the District of Columbia. When the governor of a state, territory, or possession, or the mayor of the District of Columbia, issues a proclamation under the preceding sentence that the national flag be flown at half-staff in that state, territory, or possession or in the District of Columbia because of the death of a member of the Armed Forces, the national flag flown at any federal installation or facility in the area covered by that proclamation shall be flown at half-staff consistent with that proclamation. The flag shall be flown at half-staff thirty days from the death of the president or a former president; ten days from the day of death of the vice president, the chief justice or a retired chief justice of the United States or the speaker of the House of Representatives; from the day of death until interment of an associate justice of the Supreme Court, a secretary of an executive or military department, a former vice president, or the governor of a state, territory, or possession; and on the day of death and the following day for a member of Congress. The flag shall be flown

at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day.

As used in this subsection:

- (1) The term “half-staff” means the position of the flag when it is one-half the distance between the top and bottom of the staff;
- (2) The term “executive or military department” means any agency listed under Sections 101 and 102 of Title 5, United States Code; and
- (3) The term “member of Congress” means a senator, a representative, a delegate, or the resident commissioner from Puerto Rico.

(n) When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

(o) When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer’s left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

## **Respect for Flag**

No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, state flags, and organization or institutional flags are to be dipped as a mark of honor.

(a) The flag should never be displayed with union down, except as a signal of dire distress in instances of extreme danger to life or property.

(b) The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

(c) The flag should never be carried flat or horizontally, but always aloft and free.

(d) The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping in front of the platform, and for a decoration in general.

(e) The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

(f) The flag should never be used as a covering for a ceiling.

(g) The flag should never have placed upon it, nor on any part of it, nor attached to it any mark,

insignia, letter, word, figure, design, picture, or drawing of any nature.

(h) The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

(i) The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.

(j) No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.

(k) The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

### **Conduct During Hoisting, Lowering or Passing of Flag**

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present in uniform

should render the military salute. Members of the Armed Forces and veterans who are present but not in uniform may render the military salute. All other persons present should face the flag and stand at attention with the right hand over the heart, or if applicable, remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Citizens of other countries present should stand at attention. All such conduct toward the flag in a moving column should be rendered at the moment the flag passes.

**DISABLED AMERICAN VETERANS  
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