

CONSTITUTION  
RULES AND REGULATIONS  
FOR THE GOVERNMENT  
of the  
AUXILIARY  
to  
SONS OF UNION  
VETERANS



of the  
CIVIL WAR

REVISED EDITION OF 2010

## **PREAMBLE**

We, the members of the Auxiliary to Sons of Union Veterans of the Civil War, have formed this Patriotic Organization for the purposes and objects herein set forth; to commemorate the deeds of the Veterans of the Civil War; to bear true allegiance to the government of the United States of America; to uphold the constitution and be firmly opposed to anything that may threaten our National form of government.

# CONSTITUTION

## CHAPTER I

### ARTICLE I

#### *Name*

The name of this Organization shall be the Auxiliary to Sons of Union Veterans of the Civil War.

### ARTICLE II

#### *Principles and Objects*

Acknowledging a firm belief and trust in Almighty God, and believing that under his beneficent care and guidance the free institutions of our land - by the assistance and sacrifices of our soldiers and sailors - have been preserved, and the integrity of the nation maintained, the objects of the Auxiliary to Sons of Union Veterans of the Civil War, are therefore declared to be:

**Section 1.** To assist the Sons of Union Veterans of the Civil War in all their principles and objects.

**Section 2.** To perpetuate the memory of the services and sacrifices of the Union Veterans of the Civil War for the maintenance of the Union, particularly through patriotic and historical observances, especially the proper observance of Memorial Day, Lincoln's Birthday and Appomattox Day.

**Section 3.** To inculcate true patriotism and love of country, not only among our membership, but to all people of our land, and to spread and sustain the doctrine of equal rights, universal liberty and justice to all.

**Section 4.** To oppose to the limit of our power and influence, all movements, tendencies and efforts that make for the destruction or impairment of our constitutional Union, and to demand of all citizens undivided loyalty and the highest type of Americanism.

### ARTICLE III

The several constituted bodies of the Organization shall consist of:

1. Subordinate organizations to be known as Auxiliary to Sons of Union Veterans of the Civil War .....(\*Name)..... No..... Department of .....

\*No Auxiliary shall be named for a living person.

2. State Organizations known as Department of ..... Auxiliary to Sons of Union Veterans of the Civil War.
3. A national organization known as "The National Organization of the Auxiliary to Sons of Union Veterans of the Civil War."

### ARTICLE IV

#### *Eligibility to Membership*

Membership shall consist of:

**FIRST**, wives, sisters, daughters, legally adopted daughters, granddaughters, great-granddaughters and so forth, nieces and great-nieces and so forth, not less than twelve (12) years of age, of the deceased or honorably discharged Soldiers, Sailors or Marines who served in the Union Army, Navy or Coast Guard (including Revenue Cutter Service) during the Civil War of 1861 to 1865;

**SECOND**, wives, mothers and legally adopted daughters of eligible Sons of Union Veterans in good standing;

**THIRD**, any widow, mother or legally adopted daughter of an eligible Sons of Union Veterans who was in good standing at the time of his death;

**FOURTH**, Departments and Auxiliaries may establish Associates, provided that the number of Associates in any Auxiliary shall not exceed one-third (1/3) of the total membership of the Auxiliary at the time of election. At no time during the meeting of an Auxiliary, a Department, or the National Organization can business be transacted if the number of Associates in attendance exceeds forty-nine percent (49%) of the total attendance then present at said meeting. Said Associates shall not be eligible to hold the office of National President or National Vice President due to the lack of lineal or collateral descent from a Union Veteran of the Civil War.

All applicants must be American or naturalized citizens of the United States before being accepted in the Auxiliary.

### ARTICLE V

#### *Religion and Politics*

This Order being strictly non-sectarian and non-partisan, the in-

roduction or discussion of sectarian or partisan topics is strictly prohibited in any of its bodies.

## ARTICLE VI

### *Formation and Disbandment*

**Section 1.** An Auxiliary to Sons of Union Veterans of the Civil War may be formed by a Department President (or the National President where no Department exists) in conjunction with the National New Auxiliary Organizer. Applications for the formation of an Auxiliary to Sons of Union Veterans of the Civil War must be approved and endorsed by the Camp to which it is to be an Auxiliary.

**Section 2.** An Auxiliary may be organized independently when in the discretion of the Department President (or National President where no Department exists) in conjunction with the National New Auxiliary Organizer, it is deemed advisable.

**Section 3.** The disbanding of a Camp does not disband their Auxiliary. They shall retain their name and number and exist independently until the organization of another Camp, to which they may become an Auxiliary upon written application from the Camp to Department Headquarters.

**Section 4.** The National President, upon recommendation of the Department President, shall have power to revoke the Charter of any Auxiliary which does not conform to the Constitution, Rules and Regulations of the Order.

**Section 5.** A Department may be formed by the authority of the National President, said Department to consist of three (3) or more Auxiliaries.

**Section 6.** Auxiliaries organizing in a state where no Department exists shall be known as Auxiliaries at Large, and shall be under the direct control of the National President, to whom they will appeal for instruction, sending all reports and Per Capita Tax to the National Secretary, and they will function exactly as any other Auxiliary.

## ARTICLE VII

### *Membership*

**Section 1.** Regulation for the admission of members, not conflicting with Article IV hereof, shall be as prescribed by the National Organization of the Auxiliary to Sons of Union Veterans of the Civil War.

**Section 2.** A member in good standing, upon written applica-

tion to her Auxiliary, shall be entitled to receive a Transfer Card or an Honorable Discharge, and if her Auxiliary be disbanded or suspended, shall be entitled to a Transfer Card or Honorable Discharge from the Department President, if she was in good standing at the time her Auxiliary disbanded or was suspended.

## **ARTICLE VIII**

### ***Secrecy***

Any member who shall divulge the names of members causing the rejection of applicants, or any information as to the cause of such rejection, or shall in any way divulge any of the private affairs of the Auxiliary shall, on due conviction by semi-military trial, be dishonorably dismissed.

## **ARTICLE IX**

### ***Amendments***

All proposed amendments to this constitution shall be submitted in writing to the National President, upon prior approval by some Department, not later than forty (40) days preceding the National Encampment of the Auxiliary to Sons of Union Veterans of the Civil War, and such proposed amendments shall be published in General Orders preceding such meetings. Such proposed amendments shall be adopted by a two-thirds (2/3) vote of the members present and entitled to vote at a stated meeting of the National Auxiliary to Sons of Union Veterans, and shall be effective when favorably acted upon and ratified by not less than ten (10) Departments, and proclaimed in General Orders, whereupon they shall be and become a part of this Constitution.

# **REGULATIONS**

## **CHAPTER I**

### **SUBORDINATE AUXILIARIES**

#### **ARTICLE I**

##### ***Formation and Disbandment***

**Section 1.** When an Auxiliary is organized, the Membership thereof shall be not less than five (5) members.

**Section 2.** Upon the formation of an Auxiliary, there shall be issued to it a Charter which shall be signed by the National and Department Presidents, and countersigned under seal, by the National and Department Secretaries. Five members are required to be present at institution. No Charter shall be issued until the Auxiliary is instituted. Any new Charter issued must be closed within sixty (60) days. The name of an Associate cannot be placed on the Charter.

**Section 3.** The fee for an Auxiliary Charter shall be Thirty Dollars (\$30.00) and should be sent to the National Secretary with the application, Ten Dollars (\$10.00) of which shall be sent to the Department from National. In States where no Department exists, a fee of Twenty Dollars (\$20.00) should be sent to the National Secretary. The National Organization shall furnish the Charter and the supplies.

**Section 4.** An Auxiliary in arrears for Per Capita Tax for one (1) year can have its Charter revoked by the Department President and in the case of an Auxiliary where there is no Department, by the National President.

**Section 5.** A charge of Fifteen Dollars (\$15.00) shall be made for the re-issue of a Charter; in instances where a Charter has been destroyed by fire or flood, the re-issue shall be granted by the National Organization without cost to the Auxiliary.

**Section 6.** No Charter shall be surrendered by an Auxiliary as long as five (5) members thereof in good standing desire its continuance. In the event of the surrender or forfeiture of a Charter, all the Auxiliary property, including the Charter and all money, shall be turned over to the Department President, or to her duly authorized representative, and become the property of the Department.

## **ARTICLE II** *Membership*

**Section 1.** All applications for membership in the Order shall be made on application blanks furnished by National or Department Headquarters.

**Section 2.** A proposed applicant may, if they wish, be a guest of an Auxiliary for two meetings before being required to join.

**Section 3.** The application shall be presented at a regular meeting by a Sister in good standing who will vouch for the moral standing and eligibility of the applicant.

**Section 4.** After an application has been received and read by the Secretary, a committee of three (3), not including the member

presenting the application, shall be appointed to carefully investigate the applicant.

**Section 5.** An application may be withdrawn while in the hands of the Investigating Committee, but after the committee has reported, it must take its regular course.

**Section 6.** After the reading of the report of the committee by the Secretary, the members shall cast their vote as prescribed by the Ritual.

**Section 7.** A member dropped for nonpayment of dues may join another Auxiliary as a new member, provided her application states the fact of former membership.

**Section 8.** Dual Membership is permitted with the person entitled to the rights and privileges accorded all members. All Auxiliaries of which she is a member will pay per capita tax to National, however they will not pay per capita tax on any Life Member who joins as a Dual Member. These Auxiliaries may charge the Dual Member dues, however the Dual Member will not pay the Five Dollar (\$5.00) application fee when being accepted as a member in another Auxiliary.

**Section 9.** Members of more than one Auxiliary in a Department will be elected as a delegate from one Auxiliary and have one vote at that Department Encampment. Members in Auxiliaries in separate Departments, if elected a delegate by that Auxiliary, may vote at each respective Department Encampment. A member who is from two Departments may serve as a delegate from only one Department at the National Encampment. A Dual member may be Department President in only one state at a time.

**Section 10.** Dual members may be listed on the charter of a new Auxiliary provided there is a minimum of five non-dual members on the charter.

### ARTICLE III

#### *Admission From Other Auxiliaries and Transfers*

**Section 1.** A member in good standing in her Auxiliary may, on application, receive a Transfer Card which, in order to be valid, must be deposited within six (6) months from date of issue. The transfer of a Department or National Officer must be placed within thirty (30) days, otherwise she will forfeit her office.

**Section 2.** A member may deposit her Transfer Card in any Auxiliary or re-deposit it in her original Auxiliary, after having been reported on the same as a new member. A regularly filled application



blank must accompany each Transfer Card.

**Section 3.** A member who deposits her Transfer Card with an Auxiliary within the prescribed six (6) months shall retain her past honors in the Organization.

**Section 4.** A member out on transfer shall not be entitled to a Membership Identification Card.

## ARTICLE IV

### *Honorable Discharge*

Upon written application, and the return of her badge if provided by the Auxiliary, a member in good standing shall receive an Honorable Discharge. Such member may again join the Order upon regular application.

## ARTICLE V

### *Junior Membership*

**Section 1.** Girls ages 6 through 11 will be called Junior Members. They will not have voting privileges and will not pay dues. The Auxiliary will not pay Per Capita Tax on them.

**Section 2.** Junior Members will be issued a Junior Membership Card by the Auxiliary they are joining and can be issued a special badge.

**Section 3.** A Junior Member may hold office as a Guide, Assistant Guide, Color Guard, Inside or Outside Guard. They may not be elected or appointed to any major office until they become full members.

**Section 4.** At age 12, the Junior Member may become a full member of the Auxiliary by paying the Five Dollar (\$5.00) application fee to National and any other fees required by the local Auxiliary. Upon being accepted as a member with full rights and privileges, Per Capita Tax will be paid to National.

**Section 5.** The name of a Junior Member may be placed on a Charter with the designation of “Junior Member” affixed after her name. The Junior Member may not be counted in the number required to begin an Auxiliary.

**Section 6.** Sections 1 through 5 are the only rules and regulations set and governed by National. All other questions regarding local Auxiliary or Department dues, fees or other items will be decided at the Department or local level, as long as they do not contradict the C.R.&R.

## ARTICLE VI

### *Finances*

**Section 1.** Each Auxiliary shall regulate its dues, fees and revenues, provided the minimum initiation fee for members shall be not less than One Dollar (\$1.00).

**Section 2.** Each Auxiliary may establish such admission fees to be paid by members joining by transfer, as it may deem proper, not exceeding, however, the amount required of a new member.

**Section 3.** A member six (6) months in arrears for dues shall not be entitled to vote, nor to be elected to office.

**Section 4.** Any member of an Auxiliary who is one (1) year in arrears in the payment of her dues may, by vote of the Auxiliary, be dropped after three (3) delinquent notices are sent. Until her name is dropped from the roll, the Auxiliary shall be subject to Per Capita Tax on such member.

A dropped member may be reinstated upon payment of all money due, without ceremony, or if much time has elapsed, she may be readmitted as a new member.

**Section 5.** Each Auxiliary shall have a General Fund for current expenses that may by vote of the Auxiliary be used for any purpose whatsoever.

**Section 6.** The funds of a disbanded Auxiliary shall be turned over to the Department, and where there is no Department funds shall be turned over to National.

## ARTICLE VII

### *Meetings*

**Section 1.** Regular and special meetings of an Auxiliary shall be held as provided by their respective By-Laws.

**Section 2.** In the absence of a President, the Vice President or a Past President may preside; in the absence of the President, Vice President or any Past President, the members of the Auxiliary may elect a temporary presiding officer.

**Section 3.** The President shall call a special meeting at any time she shall find it necessary, due notice being given every member, stating object of meeting, and no other business may be transacted at that meeting, unless the notice stated "any other business that may come before the meeting."

**Section 4.** Where it is found impossible to hold meetings on date of regular meeting, same may be postponed to another date upon vote of the Auxiliary, when it shall be known as a regular meeting

and so marked.

**Section 5.** Three (3) members shall constitute a quorum at a regular or special meeting.

## ARTICLE VIII

### *Nomination and Election of Officers*

**Section 1.** The nomination and election of all Auxiliary officers, including Delegates and Alternates, shall be held in conformity with the Sons of Union Veterans of the Civil War. A Sister may be elected to office if not present if the nominator can vouch for acceptance by the candidate.

**Section 2.** A vacancy in any of the elective offices may be filled by an election at any stated meeting, with the exception of Auxiliary President which shall be filled by the Auxiliary Vice President. Notice of said election must be given to each member of the Auxiliary.

Vacancies occurring in the appointive offices may be filled by the President at any stated meeting of the Auxiliary.

**Section 3.** The elective officers of the Auxiliary shall consist of a President, Vice President, three (3) Trustees, Secretary, Treasurer, Patriotic Instructor, Chaplain, Guide, Assistant Guide, Inside Guard, Outside Guard, first and second Color Guards and Press Correspondent. The appointive officers shall consist of a Counselor and Musician.

**Section 4.** An Auxiliary Counselor must be a Past Auxiliary President in good standing, or may be filled by a member in good standing of the Sons of Union Veterans of the Civil War.

**Section 5.** An officer being absent without good excuse for three (3) consecutive regular meetings may be deposed and an election held to fill the vacancy.

**Section 6.** Each Auxiliary shall elect at the same time with other officers, a National Delegate and Alternate, and such Department Delegates and Alternates as it is entitled by the Department By-Laws.

**Section 7.** Auxiliaries are to hold election of officers in October with installation in November.

## ARTICLE IX

### *Duties of Officers*

**Section 1.** The President shall preside at all meetings of the Auxiliary and shall preserve order and decorum therein. She shall

enforce a strict observance of this Constitution, Rules and Regulations, the Auxiliary By-Laws, and all orders received from proper authority. It shall be her duty to appoint all committees and sign all requisitions for money to be drawn from the treasury. At all elections she shall appoint two (2) Sisters as Tellers, and after reading of the ballot by the Secretary, she shall declare the result. She shall perform such other duties as pertain to her office and the welfare of the Auxiliary.

**Section 2.** The Vice President shall assist the President in preserving order and decorum. In the absence of the President, she shall take charge of the meeting.

**Section 3.** It shall be the duty of the Trustees to constitute an Auditing Committee and report quarterly. The President, Secretary and Treasurer shall not be eligible to the office of Trustee.

**Section 4.** The Secretary shall keep an accurate record of the meetings of the Auxiliary which shall be read in full at the succeeding meeting and, if necessary, corrected and approved. She shall keep in books, kept for that purpose, a copy of this Constitution, Rules and Regulations, and Auxiliary By-Laws, to be subscribed to by every candidate on her becoming a member; a Descriptive Book containing the full facts of each member, on which the rights to membership are based, such as name, residence, date of application and initiation, giving in concise form a brief, but complete history of the case; and all such other books as are required to keep full and complete records. She shall perform all other duties pertaining to her office, and on surrendering the same, shall turn over to her successor all books, papers, etc. in her possession, belonging to the Auxiliary, taking a receipt therefor. She shall conduct all correspondence unless otherwise ordered, draw all requisitions for bills approved by the Auxiliary and such other monies as may be expended by vote of the Auxiliary, prepare and forward the required reports of the gain and loss of membership to the Department Secretary. She shall send with the December 31st Annual Report each year a list of the names and addresses of all members carried on the rolls of the Auxiliary on which Per Capita Tax is being paid.

**Section 5.** The Treasurer shall have charge of the funds of the Auxiliary. She shall pay all requisitions drawn by the Secretary and approved by the President; she shall notify all members in arrears for dues at the end of the reporting period and give a report at the close of each meeting of the receipts of the evening. She shall keep a correct account of the financial standing of each Sister with the Aux-

iliary and perform all other duties of her office not herein mentioned and, at the end of her term of office, shall turn over to her successor all of the funds, books, papers and other property of the Auxiliary in her possession, taking a receipt therefor; she shall prepare the required Annual Reports of the financial standing of the Auxiliary.

**Section 6.** The Patriotic Instructor shall perform all the duties in connection with that office for the purpose of teaching patriotism and love of country. She shall forward to the Department Patriotic Instructor at the close of her year, upon official blanks, a report of her year's work. Patriotic Instructors where there is no Department shall report directly to the National Patriotic Instructor.

**Section 7.** The Chaplain shall conduct the devotional services of the Auxiliary, and officiate at the funeral of deceased Sisters. She shall forward to the Department Chaplain immediately after Memorial Day, a report of the activities of the Auxiliary for the previous year. Chaplains where there is no Department report directly to the National Chaplain.

**Section 8.** The Guide, Assistant Guide, first and second Color Guards, Inside and Outside Guards, Press Correspondent, Musician and Counselor shall perform such duties as are prescribed by the Ritual of the Order.

## ARTICLE X

### *Position of Honor*

**Section 1.** Any member having served a full term in the office of President or having been elected to fill a vacancy, and shall have creditably served to the end of the term, shall be entitled to the "seat of honor" known as the Past President's chair.

**Section 2.** In the formation of new Auxiliaries, the Past President shall be elected at the same time as the other officers; she, being the first officer elected, shall retain the honors of past officers.

## ARTICLE XI

### *Committees*

**Section 1.** The President shall appoint all committees. The Sister first named on a committee shall act as chairman until they meet and elect a permanent chairman. The chairman of all committees shall call the meetings of their committees. No committee shall be finally discharged until all debts contracted by it are paid.

**Section 2.** The President shall be ex-officio on all committees except Investigating Committee on application for membership.

## ARTICLE XII

### *Title of Members*

In the meetings of the Auxiliary all members shall be addressed only as Sister except when holding office, when they shall be addressed by the title of the office which they hold in the Order.

## ARTICLE XIII

### *By-Laws*

Auxiliaries must adopt for their government, By-Laws subject to the approval of the Department Presidents, or of the National President where no Department exists; and no By-Laws shall be approved which are inconsistent with the Constitution, Rules and Regulations.

## CHAPTER II

### DEPARTMENTS

#### ARTICLE I

##### *Charter*

**Section 1.** Upon the formation of a Department, there shall be issued to it a Charter under the hand and seal of the National President. On the Charter shall be the names of all Auxiliaries that comprise the Department at the time the Department is organized.

**Section 2.** The Charter fee for a new Department shall be Twenty-Five Dollars (\$25.00), this amount to cover the cost of all supplies needed for the organization of the Department.

**Section 3.** Each Department under the direction of the National President shall be governed by a Department Encampment so long as it acts in conformity with its Charter. The Encampment shall be held annually and, if possible, at the same time and place as that of the Sons of Union Veterans of the Civil War.

**Section 4.** Two (2) or more States may consolidate to form a Department.

## ARTICLE II

### *Membership*

**Section 1.** The voting membership of the Department Encampment shall consist of its own elective and appointive officers, its Past Department Presidents, Past Department Secretaries and Treasurers in good standing, Auxiliary Secretaries and Treasurers who have served five (5) consecutive years, its sitting Auxiliary Presidents or Vice Presidents, Past Presidents in good standing, and one (1) Delegate and as many more as the Department shall decide. One (1) Delegate will be allowed from the Membership at Large, to be chosen by the Department Secretary.

**Section 2.** Each voting member present at a meeting of the Department Encampment shall be entitled to one (1) vote, and each voting member must present a credential card from the Auxiliary of which she is a member, signed by the Auxiliary President and Secretary and bearing the seal of the Auxiliary.

**Section 3.** Departments may provide for Membership at Large. Applications for such membership shall be directed to the Department President or Secretary, who shall accept or reject same. Records of such membership shall be kept by the Department Secretaries and Treasurers. Transfers or Honorable Discharges shall be issued to Members at Large upon application to the Department Secretary. Membership fees shall apply to Members at Large in the same manner as regular members.

## ARTICLE III

### *Department Officers*

**Section 1.** The elective officers of the Department shall be a President, Vice President, Department Council of three (3) members, Secretary, Treasurer, Patriotic Instructor, Chaplain and Press Correspondent. The President shall appoint a Chief of Staff, Personal Aide and Counselor, to be a Brother in good standing in the Sons of Union Veterans of the Civil War or a Past Department President. No member shall be eligible for election to the office of Department President who is not present and entitled to vote at the Department Encampment, except by the unanimous rising vote of the Encampment. A candidate for the office of Department President must be a Past Auxiliary President. A candidate for the office of Department Vice President must be a Past or Sitting Auxiliary President. Department Presidents are not permitted to serve more than two (2) years at one time. If the Department is small, special dispensation

may be given by the National Organization. (Voting shall be by a closed vote or Australian ballot, whichever the Department By-Laws provide.)

**Section 2.** In addition to the elective officers above named, the Department shall elect two (2) Delegates and two (2) Alternates to the National Encampment.

**Section 3.** Any vacancies which may occur in the elective offices of the Department shall be filled by the Department Council with the exception of the office of Department President, which office shall be filled by the Department Vice President. Any vacancies which occur in appointive offices of the Department shall be filled by the Department President.

## ARTICLE IV

### *Duties of Officers*

**Section 1.** The Department President shall be the executive officer of the Department, charged with the duty of administering the affairs of the Department. She shall preside at all meetings of the Department Encampment, name all appointive officers, including Department Aides, appoint all standing and other committees unless otherwise provided by the Department By-Laws.

**Section 2.** The Department Vice President shall assist the President in preserving order and decorum and in the absence of the Department President, shall fill her office.

**Section 3.** The Department Council shall carefully audit the books of the Department Secretary and Treasurer. They shall thoroughly check all vouchers and canceled checks; satisfy themselves the balance of cash on hand agrees with a certified statement from the bank which the Department Treasurer shall be required to present, so a correct statement of the financial standing of the Department can be presented at the Annual Encampment. The Department Council shall fill any vacancy occurring in an elective office of the Department with the exception of Department President, which shall be filled by the Department Vice President.

**Section 4.** The Department Secretary shall conduct all official correspondence and issue all orders under the direction of the Department President; keep correct records of the proceedings of the Department Encampment; the reports of officers for publication if so ordered by the Encampment; draw all requisitions for money upon the Department Treasurer; make out all Reports and transmit them to National Headquarters. She shall compile a complete list



of names and addresses of all Auxiliary members and take a complete census every five (5) years, said censuses to be forwarded as of the December 31<sup>st</sup> reporting period to the National Secretary and National Treasurer to keep on file. She shall render a consolidated report of the gain and loss of membership for the Department Encampment and perform such other duties as pertain to her office.

**Section 5.** The Department Treasurer shall hold the funds and property of the Department; receive all money due the Department, giving her receipt thereof; and fill all requisitions drawn by the Department Secretary. All requisitions must be approved by the Department President before being honored by the Department Treasurer. She shall furnish bond in a reliable bonding company. No money may be invested by the Department Treasurer without a vote of the Department Encampment. She shall prepare and forward all Annual Reports required by the Constitution, Rules and Regulations and make a consolidated financial report for the Department Encampment.

**Section 6.** The Department Patriotic Instructor shall work in conjunction with the National Patriotic Instructor for the betterment of patriotic teaching. She shall compile the work of the various Auxiliaries for their fiscal year. This report shall be forwarded to the National Patriotic Instructor upon approval by the Department, not later than July 1st of the current year.

**Section 7.** The Department Chaplain shall consolidate the reports of the Auxiliary Chaplains, make a report at the Department Encampment and then forward her consolidated report to the National Chaplain on approval of the Department Encampment, not later than July 1st of the current year.

**Section 8.** The Department Press Correspondent shall compile items of interest as furnished by Auxiliary Press Correspondents and prepare same for publication in *THE BANNER*.

**Section 9.** The Chief of Staff shall direct and assist the Department Aides in raising funds for the maintenance of the Department and perform such other duties as the Department President may require.

**Section 10.** The Department Personal Aide will have many opportunities to assist the Department President during her term of office. Her thoughtfulness and services will make the Department President's work much easier and will bring comfort to her on many occasions.

**Section 11.** The Department Counselor will act as advisor and

counselor to the Department President. In order to make just and fair decisions he/she must be familiar with the Constitution, Rules and Regulations governing our Order. He/she must also have a full knowledge of the laws, customs and decisions of the Sons of Union Veterans of the Civil War, since the rules of that Order decide all questions of order not contained in our Constitution, Rules and Regulations.

## ARTICLE V

### *Finances*

**Section 1.** Each Department shall assess each Auxiliary within its jurisdiction a Per Capita Tax on every Sister in good standing, out of which shall be paid the National Per Capita Tax. Auxiliary Annual Reports together with Per Capita Tax must be forwarded to Department Headquarters before the tenth (10<sup>th</sup>) day of January, or the Auxiliary will be penalized a late fee of Five Dollars (\$5.00).

**Section 2.** Each Department is allowed to regulate its own Per Capita Tax on Auxiliaries under its jurisdiction, this amount to be decided at Department Encampment and to be incorporated in Department By-Laws.

**Section 3.** Auxiliaries pay Per Capita Tax the first period they are instituted, unless the end of the period is in the month they are instituted.

## ARTICLE VI

### *By-Laws*

A Department Encampment must adopt By-Laws not conflicting with this Constitution, Rules and Regulations of the Order. Said By-Laws will be approved by the National President. By-Laws may be amended by vote of the Department Encampment.

# CHAPTER III

## NATIONAL ORGANIZATION

### ARTICLE I

#### *Charter*

The Auxiliary to Sons of Union Veterans of the Civil War is incorporated under and by virtue of the laws of the State of Ohio. The copy of our incorporation papers together with the amendments thereto shall be placed in the care of the National Treasurer. The Charter shall be in charge and custody of the National President.

### ARTICLE II

#### *Membership*

**Section 1.** The voting membership of the National Encampment shall be as follows: All elective officers and National Chief of Staff; Past National Presidents; Past National Secretaries; Past National Treasurers; Sitting Department Presidents or Vice Presidents; Past Department Presidents in good standing; Department Secretaries and Treasurers having served five (5) consecutive years; Sitting Auxiliary Presidents or Vice Presidents; Sitting Auxiliary at Large Presidents; two (2) Delegates or Alternates from each Department; one (1) Delegate or Alternate from each Auxiliary, one (1) Delegate for each 20 members or major fraction thereof from Membership at Large, to be appointed by the Coordinator of Membership at Large. Each voting member shall pay a registration fee of Ten Dollars (\$10.00).

**Section 2.** Life Memberships are hereby established, the proceeds of which shall be deposited in the Permanent Fund of the Order. The cost thereof shall be Three Hundred Fifty Dollars (\$350.00) up to and including the age of 49 years; Two Hundred Fifty (\$250.00) from the age of 50 years up to and including 64 years; and Two Hundred Dollars (\$200.00) from the age of 65 years and over. When a member is given a Life Membership, she must pay her dues for one year to her Auxiliary.

**Section 3.** A Membership at Large Program was instituted whereby eligible women from states where we have no Departments, may become Members at Large of the National Organization. The application fee is Fifteen Dollars (\$15.00) and the annual dues are Fifteen Dollars (\$15.00). The dues money is to be retained by the Coordinator of Membership at Large Program for working

capital in the same manner as an Auxiliary or Department must have working capital. The application fee shall be forwarded along with the Annual Report to the National Treasurer, to be deposited in the Permanent Fund of the Order.

**Section 4.** An Auxiliary or Department which fails to pay its Per Capita Tax or fails to make reports, shall not be entitled to representation in Department or National Encampment.

**Section 5.** Each voting member shall present a properly signed, sealed credential card from the Auxiliary of which she is a member.

### **ARTICLE III**

#### ***Encampments***

**Section 1.** The National Encampment shall hold its annual meetings at the same time and place as the Commandery-in-Chief of the Sons of Union Veterans of the Civil War.

**Section 2.** A special meeting of the National Organization of the Auxiliary to Sons of Union Veterans of the Civil War may be convened by order of the National President with the consent of the National Council for purposes therein stated, and no business shall be transacted at such special meeting except for the purposes for which said body convened.

### **ARTICLE IV**

#### ***National Officers***

**Section 1.** The elective officers shall consist of a President, Vice President, three (3) members of Council, Secretary, Treasurer, Patriotic Instructor, Chaplain, Press Correspondent, Washington D.C. Representative, Coordinator of Membership at Large and Historian; the Secretary, Treasurer, Washington D.C. Representative, and Historian each to be elected for a five (5) year term. The Coordinator of Membership at Large is to be elected for a three (3) year term.

**Section 2.** A candidate for the office of National President or National Vice President must be a descendent with lineage or the wife of a Son with lineage, a Past President of her Department, and have been either National Patriotic Instructor, National Chief of Staff, National Treasurer for a 5-year term or National Secretary for a 5-year term to qualify for that office.

**Section 3.** Associates shall not be eligible for the office of National President or National Vice President.

**Section 4.** The appointive officers shall be Chief of Staff, Per-

sonal Aide and Counselor. The National Counselor is to be a Past National President.

## ARTICLE V

### *Nomination, Election and Vacancies in Office*

**Section 1.** All the elective officers shall be chosen by Australian Ballot. In the event that there is but one (1) candidate for each elective National Office, it will be permissible to dispense with the use of the Australian ballot only by a two-thirds vote of the members present and voting, and elect by acclamation. Nomination of officers is to be made the first order of business of the afternoon session of the second business day of the Encampment. The Credential Committee will be seated with the Election Committee and will receive credentials at any time up to the actual closing of the polls. Polls will be open and voting held immediately after nominations and closed when all have voted. Installation shall be the last order of business of the Encampment.

**Section 2.** Vacancies occurring in elective offices of the National Organization shall be filled by the National Council with the exception of National President, which shall be filled by the National Vice President. Vacancies occurring in appointive offices of the National Organization shall be filled by the National President.

**Section 3.** A National Vice President who fills an unexpired term of National President shall be entitled to past honors the same as a National President.

**Section 4.** If an officer is elected or appointed and is not present for the Installation, a letter must be sent to the National Secretary within thirty (30) days saying the officer has been installed and giving the name of the Installing Officer.

## ARTICLE VI

### *Duties of Officers*

**Section 1.** The National President shall preside at all meetings of the National Encampment, appoint as many special aides as she may deem necessary, and all committees not otherwise provided for. She shall sign all Charters, the names of Charter Members to be written in by Department Presidents. She may suspend appointive officers for cause; shall decide all questions subject to appeal to the National Encampment. She shall approve all requisitions drawn on the Treasurer, and perform all other duties pertaining to her office.

**Section 2.** The National Vice President shall perform such du-

ties as the National President may require and fill her office in her absence or in case of disability.

**Section 3.** The National Council shall carefully audit the books of the National Secretary and Treasurer. They shall thoroughly check all vouchers and canceled checks and satisfy themselves that the balance of cash on hand agrees with a certified statement from the bank which the National Treasurer shall be required to present, so a correct statement of the financial standing of the National Organization can be presented at the Annual Encampment.

All unfinished Encampment business shall be administered by the outgoing and incoming Councils.

**Section 4.** The National Secretary shall conduct all correspondence that properly belongs to her office. She shall pay over to the National Treasurer all monies received by her. She shall draw requisitions on the National Treasurer for all bills, the same to be approved by the National President, and perform such other duties and keep such books and records as the National Organization may require. She shall render a consolidated report of the numerical strength of the Order at the Annual Encampment. She shall keep on file a complete list of names and addresses of every Auxiliary member, said census to be forwarded by Department Secretaries.

**Section 5.** The National Treasurer shall receive, hold and account for all funds of the National Organization; pay all requisitions drawn by the National Secretary and approved by the National President; and fill all orders for supplies required by the Departments and Auxiliaries, charging a reasonable and uniform price for the same. She shall furnish a bond in a sum to be approved by the National Council. She shall make a monthly report of the financial standing of the Organization to the National President. She shall maintain a Permanent Fund Account for such purposes as voted by the National Encampment. At the Annual Encampment she shall render a consolidated report of the receipts and disbursements, together with an itemized account of the Permanent Fund and all securities. Investments may be made within the same bank or Savings and Loan. Certificates of Deposit may be rolled over by approval of the National President. She shall prepare a budget for the coming year to be presented to the Delegates at National Encampment for their approval.

**Section 6.** The National Patriotic Instructor shall consolidate reports, issue circulars of instruction for local Auxiliaries regarding the promotion of patriotism and perform such other duties as may

be required by her office. She shall raise funds for the purpose of leaving a memorial in or near the convention city in memory of the Grand Army of the Republic. Any love gift authorized by the Encampment shall also be drawn from this fund.

**Section 7.** The National Chaplain shall consolidate all reports of Department Chaplains and report to the National Encampment. She shall arrange the memorial program for the National Encampment and perform all other duties pertaining to her office.

**Section 8.** The National Press Correspondent shall compile items of interest as furnished by Department Press Correspondents and prepare same for publication in *THE BANNER*.

**Section 9.** The Washington, D.C. Representative shall have residence in the District of Columbia or its suburbs. She shall accept, on behalf of the National Organization of the Auxiliary, service of legal papers or summons and immediately transmit the same to the National President for action. She shall represent our Order on all appropriate occasions and at Memorial Ceremonies and Patriotic Functions at the Capitol. She shall keep herself informed about legislation pending before Congress which is pertinent to the purpose or activities of our Organization. She shall promptly inform the National President of any such legislation on which our Organization should take action and has not already done so and shall be ex-officio a member of the "Committee on Legislation."

**Section 10.** The Coordinator of Membership at Large shall respond to all inquiries regarding membership; supply applications to prospective members and approve membership applications. She shall make out Reports and transmit them together with application fees to National Headquarters. She shall render an annual membership and financial report at the National Encampment, keep the National Headquarters informed of any Members at Large address changes and engage in recruiting and publicity.

**Section 11.** The National Historian shall collect and preserve all historical and biographical material pertaining to the Civil War, to members of the Grand Army of the Republic, or to members of the Order.

**Section 12.** The National Chief of Staff shall direct the National Aides and raise funds for our National Organization and perform such other duties as the National President may direct.

**Section 13.** The National Personal Aide will have many opportunities to assist the National President during her term of office. Her thoughtfulness and services will make the National President's work

much easier and will bring comfort to her on many occasions.

**Section 14.** The National Counselor will act as advisor and counselor to the National President. In order to make just and fair decisions she must be familiar with the Constitution, Rules and Regulations governing our Order. She must also have a full knowledge of the laws, customs and decisions of the Sons of Union Veterans of the Civil War, since the rules of that Order decide all questions of order not contained in our Constitution, Rules and Regulations.

**Section 15.** A Parliamentarian may be appointed to serve during the National Encampment.

**Section 16.** The Encampment Stenographer shall make a full report of the National Encampment omitting lengthy discussions and responses which are not relevant to any action of the Encampment, prepare the Minutes for each session and transcribe the notes of the Encampment within sixty (60) days after the meeting.

## ARTICLE VII

### *Finances*

**Section 1.** The National Organization shall assess upon each Department a Per Capita Tax, to be payable annually on or before the twenty-fifth (25<sup>th</sup>) day of January, the Department will be penalized a late fee of Five Dollars (\$5.00).

**Section 2.** The Per Capita Tax from each Department to National shall be Six Dollars (\$6.00) annually on each member.

**Section 3.** Each Auxiliary at Large, where there is no Department, shall pay Six Dollars (\$6.00) annually on each member directly to National Headquarters.

**Section 4.** All new applicants for membership will pay a Five Dollar (\$5.00) application fee over and above any fees charged by the Auxiliary. This surcharge will be sent to the National Treasurer for deposit in the Advertising Fund.

**Section 5.** An Honor Roll Fund has been established, the proceeds of which shall be deposited in the Permanent Fund of the Order. Anyone can contribute to this fund in memory of deceased members or in honor of living members. When a contribution is received, two (2) copies of the Honor Roll Certificate are typed; one copy is retained in the Living Book and the other copy mailed as directed by the donor.

**Section 6.** The fiscal year of the National Organization shall close July 31<sup>st</sup> of each year.



## ARTICLE VIII

### *Authorized Expenditures*

**Section 1.** That in addition to One Hundred and Fifty Dollars (\$150.00) paid the National President for office expenses, she be allowed Two Thousand Dollars (\$2,000.00) to be used by her or her authorized representative for traveling expenses. No other money be granted for traveling expense. A Testimonial of Two Hundred Dollars (\$200.00) will be given the National President.

**Section 2.** The National Secretary and National Treasurer shall each receive an honorarium of Three Hundred and Fifty Dollars (\$350.00) per year. No additional amount shall be expended for special work that may belong to either office.

**Section 3.** The National Encampment Pianist shall be paid Thirty Dollars (\$30.00) for her work.

**Section 4.** The National Historian will be allotted One Hundred Dollars (\$100.00) for expenses incurred in handling the National Archives.

**Section 5.** The National President, National Secretary and National Treasurer shall be allowed the sum of fifteen cents (15¢) per highway mile, round trip, for travel to and from the National Encampment. The Vice President; three (3) Members of Council; Patriotic Instructor; Chaplain; Press Correspondent; Chief of Staff; Washington D.C. Representative; Membership at Large Co-ordinator; Historian; Counselor and Personal Aide shall receive the sum of ten cents (10¢) per highway mile, round trip.

**Section 6.** The National President, Secretary and Treasurer shall be allowed their hotel bills for the period of the National Encampment at the current rate of a single room. The amount allowed for board shall not exceed Fifty Dollars (\$50.00) for each officer.

**Section 7.** The National Chief of Staff shall be paid Fifty Dollars (\$50.00) for her expenses at National Encampment.

**Section 8.** The Encampment Stenographer shall be paid the sum of Two Hundred and Fifty Dollars (\$250.00). Council will discuss with current Stenographer the price of doing the Proceedings and a fair price for the extra work to prepare Proceedings for the printer.

**Section 9.** In the event of the death of a National Officer or Past National President, the National President is authorized to send Fifteen Dollars (\$15.00) in her memory to either the Auxiliary Honor Roll or to her favorite charity.

## **ARTICLE IX**

### ***Committees***

The National President may appoint such standing and special committees as may be necessary for the advancement of the Order.

## **ARTICLE X**

### ***Order of Business***

***(May be used so far as applicable in Department Encampments)***

Opening of Encampment in due form

Roll Call of Officers

Report of Credential Committee

Appointment of Encampment Committees

Reports of Officers, beginning with the National President

Unfinished Business

Nomination of Officers (as governed by C.R.&R.)

Election of Officers (as governed by C.R.&R.)

Report of Committees (both Encampment and Standing  
Committees)

New Business

Installation of Officers

This order of business may be transposed except that the Installation of Officers shall not be held until all other business has been completed.

# CHAPTER IV

## GENERAL REGULATIONS

### ARTICLE I

#### *Bonds*

**Section 1.** The National and Department Treasurers shall furnish bonds, subject to the approval of the Council members, said bonds to be held by the Presidents of either bodies.

**Section 2.** The National Treasurer shall furnish bonds in a sum to be determined by the National Council. The bonds shall cover the full assets of the National Organization.

### ARTICLE II

#### *Seals*

All official papers of each Auxiliary and all higher branches of the Order must bear the stamp of their official seal.

### ARTICLE III

#### *Badges*

**Section 1.** The badge shall consist of the Regulation badge, purchased from National Headquarters.

**Section 2.** There shall be five (5) prescribed ribbons for the Order: For National - the center a broad stripe of gold, with a narrow border of red, white and blue on each side. For Department - a broad stripe of red, with a narrow border of red, white and blue on each side. For Auxiliary Officers - a broad stripe of blue, with a narrow border of red, white and blue on each side. For floor members - Tricolor (red, white and blue). For Junior Members - a broad stripe of white, with a narrow border of red and white and blue and white on each side.

**Section 3.** All Past Presidents and no others, may wear the special Cross of the Order, with the ribbon of their branch attached, to indicate the honorable position they have held.

**Section 4.** The recognition pin or badge shall be purchased from National Headquarters.

**Section 5.** The National Organization shall own three (3) gold badges bearing the inscriptions "National President," "National Secretary," and "National Treasurer." The Department Organization shall own three (3) badges bearing the inscriptions "Department

President,” “Department Secretary,” and “Department Treasurer” to be worn during their official term. Each officer shall be responsible for her badge and shall turn it over to her successor in office.

**Section 6.** The retiring National President shall be presented by the National body with the Past President’s badge consisting of a gold cross attached to a gold bar, inscribed “Past National President.”

**Section 7.** There shall be a small Life Membership Pin to be given to each Life Member. The pin is to be worn on the ribbon of the membership badge.

**Section 8.** The badge must always be worn over the heart.

## ARTICLE IV

### *Discipline*

**Section 1.** The offenses cognizable by the Auxiliary to Sons of Union Veterans of the Civil War are:

First -

Disloyalty to the United States of America, or violation of any pledge given at the time of initiation, or obligation taken at the time of assuming any office of the Order.

Second -

Disobedience to the Constitution, Rules and Regulations, By-Laws or orders issued by the Auxiliary to Sons of Union Veterans of the Civil War.

Third -

Conduct unbecoming a member in her relation to the Order.

**Section 2.** Charges against members shall be preferred, trial boards appointed, trials conducted, appeals allowed and such procedure followed as is provided in the Laws of the Sons of Union Veterans of the Civil War for the discipline of its members.

## ARTICLE V

### *Restoration of Rank After Disciplinary Removal*

**Section 1.** To obtain restoration of rank of Past Auxiliary President, the member shall make request in writing to the Auxiliary of which she is a member. If acted upon favorably by the Auxiliary in regular session, said request shall be presented to the Department Encampment and if favorably acted upon, said rank shall be restored.

**Section 2.** The rank of Past Department or Past National President may be restored upon compliance with the same form, with the exception that the request for restoration shall be made to the

Department and the rank may be restored by the National Encampment.

## ARTICLE VI

### *Decisions*

Requests for information or decisions regarding the Constitution, Rules and Regulations or the Ritual, must be forwarded by the Auxiliary President or Secretary (not by individuals) to the Department President; those from Departments to the National President. The National President shall decide all questions subject to appeal to the National Encampment.

## ARTICLE VII

### *Membership Identification Card*

**Section 1.** Each member, upon payment of her dues, will be issued by the Auxiliary Treasurer an official Membership Identification Card, certifying that the member to whom it is issued is in good standing, having paid her dues for the period indicated thereon.

**Section 2.** All members are required by the Auxiliary President to exhibit a current official Membership Identification Card in order to gain admission, to vote, or to hold office in an Auxiliary of the Order.

**Section 3.** The National Treasurer is charged with the responsibility of keeping a supply of Membership Identification Cards which the Auxiliary Treasurers or Secretaries and Coordinator of Membership at Large may order.

**Section 4.** The National Treasurer will issue a Life Membership Card to each Sister who is a Life Member of the Order.

## ARTICLE VIII

### *Ritual*

The Ritual of the Order is hereby made a part of the Regulations of the Order in all matters not inconsistent herewith. Any Auxiliary member may purchase a Ritual for her own personal use. Each Auxiliary may purchase twelve (12) additional Rituals for which the Auxiliary is responsible.

## ARTICLE IX

### *Permanent Fund*

The Permanent Fund of the Order shall consist of such monies as have been derived from the Life Membership fees, donations to the Honor Roll Fund, application fees for Membership at Large Pro-

gram and such other monies as may be added thereto by vote of the National Encampment.

## **ARTICLE X**

### ***Eligibility to Office***

**Section 1.** A member in good standing in her own Auxiliary is eligible to any office in the Department, except that of Department President or Department Vice President. A candidate for the office of Department President or Department Vice President must be a Past Auxiliary President. A candidate for the office of National President or National Vice President must be a Past President of her Department.

**Section 2.** A National Member at Large who meets all the requirements may be elected to National Office.

## **ARTICLE XI**

### ***Rules of Order***

The Rules of the Order of Sons of Union Veterans of the Civil War and Roberts Rules of Order shall be used as a guide to decide all questions of order not herein contained, the first named to take precedence over the latter, and each Auxiliary shall procure copies of the same.

## **ARTICLE XII**

**Section 1.** All laws, rules and regulations heretofore existing and in force are hereby repealed.

**Section 2.** The within and foregoing regulations may be altered or amended at any regular Encampment of the National Auxiliary to Sons of Union Veterans of the Civil War by a majority vote of all members present and entitled to vote.

Revised, adopted and authorized by the 123rd National Encampment held at Louisville, Kentucky, August 13-16, 2009.

Committee:  
Judith Trepanier, PNP, CT  
Cynthia Fox, PNP, PA  
Ramona Greenwalt, PDP, OH

NANCY GREENWALT HILTON  
National President

ATTEST:  
Judith Morgan  
National Secretary

## **RULES OF ORDER**

*(For the instruction of Auxiliary Presidents)*

1. It shall be the duty of the President to state to the meeting every question that has been properly moved and seconded, and pronounce the decision after the vote has been taken. Before the question has been voted on she shall ask "Is the Auxiliary ready for this question?" If no Sister rises, she shall call for the voting sign of the Order.

2. When a Sister rises to a point of order, the President shall grant her permission to state the same, and after she has done so, the President shall decide the question of order.

3. The President cannot put a question before the Auxiliary until it has been properly moved and seconded.

4. If more than one member rises to speak at the same time, the President shall decide who shall speak first.

5. When a vote has been taken and the President is doubtful of the vote, she shall call for another vote which shall be taken standing, and the Secretary shall be instructed to count the yeas and nays and to report the result and she shall declare the result of the vote.

6. When a member desires to speak, she shall rise and properly address the chair, and when speaking shall confine herself to the subject under discussion and be careful to avoid all personal or sarcastic language.

7. Any conversation or disorderly conduct while a member is speaking shall be deemed sufficient cause, if continued in, to censure any member so doing.

8. Any motion may be withdrawn by the mover before being seconded or with the consent of the seconder, before a vote has been taken thereon, and when so withdrawn, no record of it shall be made on the Minutes.

9. The name of a member making a motion shall be entered on the Minutes.

10. No member shall be interrupted while speaking except to call her to order or ask for an explanation.

11. A motion to adjourn is always in order, except while a member is speaking or a vote is being taken.

12. All reports shall be made in writing and signed by the members making the same.



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