



AUXILIARY TO SONS OF UNION VETERANS OF THE CIVIL WAR

Instructions for Forming a New Auxiliary

The formation of new Auxiliaries within the Auxiliary to Sons of Union Veterans of the Civil War (ASUVCW) is one of the best ways that we can honor the “Boys in Blue” and help ensure that the ASUVCW will always be there to help protect their monuments, final resting places, and keep green the memory of their struggles and sacrifices to preserve the Union. A new Auxiliary enables more Sisters to easily come together for these purposes, and to help assist our Brothers in the Sons of Union Veterans of the Civil War (SUVCW).

An Auxiliary may be formed by an existing Camp of the SUVCW, by a new SUVCW Camp in the process of being formed, or by a group of ladies who are not affiliated with the ASUVCW.

When one desires to start a new Auxiliary, they must first make contact with the National Vice President, a member of the National Membership Committee, or the Auxiliary Department, if they are located within the geographic boundaries of an existing Auxiliary Department. Upon receiving a request for information a packet will be sent to the requestor, which will contain a supply of brochures, membership applications and necessary forms. Most of the forms can also be downloaded and printed from the National website: www.asuvcw.org. It is recommended that an Auxiliary Organizer avail themselves of this resource, and also secure a copy of the ASUVCW Constitution, Rules and Regulations.

The first step is to complete the National Application for Permission to Form an Auxiliary (Form N13). Once completed the Form N13 should be sent in duplicate to the Department Secretary. In the event that the proposed Auxiliary is not within the geographic boundaries of a Department, the Form N13 should be sent to the National Secretary.

The person submitting the Form N13 will be designated as the Auxiliary Organizer. If an SUVCW Camp is sponsoring the proposed Auxiliary, the Auxiliary Organizer must be a member in good standing of the SUVCW. Female Auxiliary Organizers must be members in good standing of the ASUVCW, or non-members who wish to join the ASUVCW at the same time the proposed Auxiliary is formed.

The Auxiliary Organizer may select the name for the proposed Auxiliary and recommend a specific number for the same. No two Auxiliaries within a Department may have the same number. Starting a new Auxiliary is a big step, which should not be taken lightly, but succeeding at this task will be very rewarding.

Two (2) properly completed copies of the Form N13, along with a check or money order for the Charter fees, should be forwarded to the Department Secretary of the Department in which the proposed Auxiliary will be located. If the Auxiliary will be located outside the geographic boundaries of an existing Department, the same should be forwarded directly to the National Secretary. The Auxiliary Organizer should retain a copy for their records.

The Department Secretary (or National Secretary) will acknowledge receipt of the properly completed Form N13 and Charter fees, and will then forward the same to the Department President (or National President) for her approval or disapproval.

If approved, the Department President (or National President) will sign and date both copies of the Form N13 and return them to the Department Secretary (or National Secretary). The Department Secretary will retain one copy of the Form N13 for Department records and shall forward one copy to the National Secretary, with a check or money order in the proper amount for the required National Charter fee, made payable to “National Organization, ASUVCW”.

If disapproved, the Department President (or National President) will check the appropriate box and indicate the reason for disapproval and potential ways that approval may be obtained, if applicable. She will then send both copies back to the Department Secretary (or National Secretary) who will contact the Auxiliary Organizer to resolve the issues.

The National Secretary will acknowledge receipt of the approved Form N13 and proper Charter fee and will forward the payment to the National Treasurer. Once this step has been completed the Auxiliary Organizer is authorized to complete the Form N14 (Application for Auxiliary Charter), thus continuing with the Auxiliary formation process.

Once this is completed the Auxiliary Organizer may complete the Form N14 and start holding organizational meetings and recruiting new members. To complete the Charter the proposed Auxiliary will need to have a minimum of five (5) members. These may be lineal or collateral descendants of qualifying ancestors, and/or wives, mothers, daughters or legally adopted daughters of SUVCW members in good standing. They may new members, dual members, or transfers. No Associates may be listed on the Charter. Juniors may be listed, but may not be counted toward the number required to form an Auxiliary.

Recruiting is one of the great challenges for all Auxiliaries. A list of names of Sisters who reside within the area of the proposed Auxiliary should be obtained from the Department Secretary, or from the National Membership-at-Large Coordinator in the event the proposed Auxiliary is not located within a Department. Such information will make it possible to seek transfers into the proposed Auxiliary from those existing members residing nearby. Remember to also investigate Civil War roundtables, reenacting groups, educational institutions, neighbors, friends, relatives and co-workers as possible additional sources of membership.

Once the proposed Auxiliary has its minimum of five (5) members, it should elect temporary officers, who shall serve until the Auxiliary receives its Charter. Not all elected offices need to be filled, but the Auxiliary will certainly require a President, Vice President, Secretary, Treasurer (or Secretary-Treasurer), and at least one Council member.

When the Form N14 has been properly completed, submitted and accepted, the National President will appoint an Instituting Officer, who will coordinate with the new Auxiliary regarding a date for the Institution. The Charter may be finalized at the time of the Institution, or may be held open for sixty (60) days after the Institution for the addition of more names.

The Instituting Officer will deliver supplies and accompanying information from the National Organization to the new Auxiliary. Included will be a copy of the ASUVCW's Constitution Rules and Regulations (CR&R), a copy of the Ritual, and a packet of required forms, including information on when and to whom they are due. The following forms will be included:

1. Form A01 - Certification of Election and Installation of Auxiliary Officers
2. Form A02 - Auxiliary Annual Per Capita Report
3. Form A03 - Auxiliary Status Report
4. Form A04 - Auxiliary Annual Treasurer's Report
5. Form A05 - Auxiliary Vice Presidents Report
6. Form A06 - Auxiliary Chaplain's Report
7. Form A07 - Auxiliary Patriotic Instructor's Report
8. Form A08 - Auxiliary Property Form
9. Form A09 - Auxiliary Roll of Officers
10. Form A10 - Charitable Activities Report
11. Form A10a - Charitable Activities Log Sheet
12. Form A11 - Auxiliary Descriptive Book
13. Form A12 - Auxiliary Transfer Form

14. Form A13 - Auxiliary Honorable Discharge Form
15. Form A14 - Dual Membership Form
16. Form A15 - Life Membership Application
17. National Supply Form
18. Meeting Script
19. Auxiliary Guidelines Manual
20. IRS Form SS-4 (step by step instructions on how to obtain EIN number)
21. 990-EZ (step by step instructions on how to file)

The IRS Form SS-4 is the application used to request an Employer Identification Number (EIN). Each Auxiliary and Department is required to have its own EIN in order to open a bank account. The Social Security Number of the neither the Auxiliary Organizer nor any individual Sister should be used for this purpose. One may also apply for an EIN online, via fax, phone or regular mail. Once all of the required information has been assembled, the online application may be the easiest and fastest. When applying, make sure to indicate that the new Auxiliary EIN should be subordinate to the National Organization's number (166029191). Once an EIN number is received and a checking account is opened the new Auxiliary will need ensure that a 990-EZ tax form is filed each year.

Within its first year of existence the new Auxiliary will also need to draft and approve bylaws and submit them to either the Department President or National President for approval.

Mandatory items that the new Auxiliary will need to acquire include: American Flag, Bible, and officer badges for the President, Secretary and Treasurer. Optional items for the new Auxiliary to acquire include: a gavel, altar cloth, and four smaller American Flags and stands for ritualistic floor work.