

**OFFICERS’  
MANUAL  
of the  
CATHOLIC WAR VETERANS  
of the  
UNITED STATES OF AMERICA**

**“FOR GOD . . .**

**FOR COUNTRY . . .**

**FOR HOME”**

**Revised January 1997**

**CHARTERED BY CONGRESS 17 AUGUST 1984**

## **PREFACE. . . .**

You learn to lead only by leading. In Catholic War Veteran units throughout the United States, there are many diversified types of activity in which members serve as leaders. This is the firing line. Leadership becomes most effective when it is motivated by an inspiring ideal and when it acts on good principles of organization and authority.

The adequate management of the affairs and activities of the organization depends on a number of common principles of organization and authority. To adhere to these principles is to assure efficient, successful administration. To acquire knowledge of good principles of organization and authority and to apply them wisely to particular conditions and situations is the obligation of all officers in their responsibility to the membership and anyone whom they represent and serve.

The purpose of this Officers' Manual is to present a number of sound principles and methods of organization and command, which it is hoped will assist officers to develop leadership.

Fundamentally, the strength of your leadership will lie:

1. In the understanding of the ideals and ideas, the purpose and procedure of Catholic War Veterans, and
2. In the cooperation with the programs of all higher echelons.

Ultimately, one can only learn to lead by leading.

This Officers' Manual is meant as a guide, use it!

# **PRINCIPLES OF ORGANIZATION**

## **Desirable Qualities**

The Catholic War Veterans of the United States of America is a living thing. Its plan and methods of organization are important, but persons must make the plan work and carry out the methods. To accomplish this, officers need to do three things:

1. Work hard willingly.
2. Know completely the plan to their organization and their own specific duties.
3. Instill enthusiasm into each other and the membership.

Officers, who manifest these qualities in the highest degree, will attain the most successful results. An organization with a perfect plan but whose officers do not possess these characteristics, will fail; an organization with a less perfect plan but whose leaders have these three qualities will succeed. Nothing worthwhile was ever achieved without hard work, the willingness to learn and enthusiasm.

## **National Officers**

The National Officers constitute the centralized authority or government of the Catholic War Veterans of the United States of America. The officers are:

1. National Founder, Very Reverend Monsignor Edward J. Higgins, LL.D (Deceased)
2. Bishop Protector
3. National Chaplain
4. National Commander
5. National First Vice-Commander
6. National Second Vice-Commander
7. National Third Vice-Commander
8. Adjutant General
9. National Treasurer
10. National Judge Advocate
11. National Welfare Officer
12. National Historian
13. National Officer of the Day
14. National Directors (6)
15. Past National Commanders
16. Past National Chaplains
17. Department Commanders

## **Committees - Delegation of Authority**

A successful organization delegates responsibility and authority through the use of committees. A committee is a small group of members who are appointed to perform special work for the organization.

## **Board of Officers - Cooperation, Coordination, Integration**

Unless the various officers of the Catholic War Veterans of the United States of America work harmoniously together, each performing his own special work, but at the same time knowing and assisting his fellow officers, and unless there is coordination of activities of the organization and integration of results obtained, there can be no genuine progress.

The Board of Officers offers an excellent medium for developing cooperation and coordinating and integrating activities for results. Through the medium of this body, teamwork and enthusiasm are developed among other echelons. This cooperation and spirit begins and grows as the members of the board come together periodically to concentrate on solutions to common problems and to discuss plans for the improvement of the organization. Furthermore, by means of the board, the significance and relationship of the affairs of the organization to its aims and objectives are made clear and emphasized. In addition, this body is also the means of approving payment of bills and additional expenditures, of discussing matters of practice and policy, of making plans and details for the coming general meeting, and of reviewing the accomplishments and/or lack of accomplishments of the officers, and committee chairpersons.

Meetings of the Board of Officers are held once a month, a week or ten days preceding a general meeting of the organization. The Commander presides at Board Meetings and the Adjutant takes the minutes in detail. All correspondence should be read and digested so that resumes may be presented to the membership instead of reading reams of material and taking up valuable time at meetings.

## **Policies, Practices and Order of Business**

### **Policies:**

A successful organization has certain policies, traditions, and practices which govern it as well as a definite order of business according to which its meetings and business are conducted. The major policies are usually concerned with the discussion carried on at meetings, the financial policy of the organization, and other matters which affect the welfare of the organization.

### **Practices:**

Practices are established routines of the organization, which facilitate its operations to insure success.

### **Time Schedule:**

Routine business of the board and general meetings are prepared so as not to exceed a standard time schedule.

### **Notices:**

The adjutant sends meeting notices to all members. He also requests pulpit or bulletin announcements from parishes within the vicinity of unit.

### **Attendance Records:**

At general meetings and all religious and civic festivals conducted by the Catholic War Veterans, the adjutant should record those present.

The Order of Business at meetings can be found in the Ritual of the Catholic War Veterans. It reads as follows:

1. Opening in due form with prayer
2. Roll Call of Officers
3. Appointment of Committees
4. Report and Minutes of Officers & Directors

5. Reading of Communications
6. Reports of Committees
7. Special Orders
8. Action on Minutes of Preceding Meeting
9. Unfinished Business
10. New Business
11. Nominations
12. Election & Installation  
(The Ceremony of Installation may be deferred for a special occasion.)
13. Good & Welfare
14. Closing Ceremonies with Prayer  
(The order of business may be changed at anytime by vote of a majority of those present without debate.)

### **Selecting Qualified Officers**

The pursuance of the established organizational setup, the qualification of the constitutional duties of the various officers, and the adoption of the definite procedures and practices in conformity with the rotation of the above order of business, are indispensable to the success of Catholic War Veteran units.

A successful method for securing the proper individuals to fill the various offices is the most important element in the success of a unit. To assure continuity of operation a good organization will follow the guides:

1. **INSIST** on the nomination of capable officers. Good officers assure continuity of success, while indifferent officers invariably spell failure.
2. **PROVIDE** for acquainting new officers with their duties and instructing them in the plan and policies of the organization.

### **Maintaining Order**

All Officers should familiarize themselves with the National Constitution & Bylaws and Rules of Order of the National Department, as well as the Bylaws of the echelons under which they operate. In addition, officers should know the fundamentals of Parliamentary Law governing deliberative assemblies, to enable them to facilitate the full expression of the membership and to expedite the regular conduct of business at meetings.

# HISTORIAN

History is defined as "a record of past events." A well written history is interpretive and includes explanatory comments that distinguish it from mere annals or chronicles. Consequently, the Historian must understand his position, and be aware that his records will be the only link with the past. You, as Historian, have an important role, which offers challenges and rewards to be found in no other assignment.

The office of Historian is of paramount importance in the present and future of the Catholic War Veterans of the United States of America. The newly elected Historian must be the guiding influence and balance wheel of the Board of Officers. It is the Historian who acquaints the new officers with past achievements of the unit and makes himself an active participant in each activity so it can be recorded as part of the Archives. The Historian must work closely with the Chairman of Public Relations; he must concern himself with the activities of all standing and special committees.

Your job is to present the news of your echelon to the public. All the information you disseminate should be accurate, complete, brief and timely. You already have, or will soon develop, a talent for discriminating between routine echelon, affairs and newsworthy events. Both are your concern as Historian.

The following recommendations may assist all Historians in the performance of their duties:

## 1. Systematized Records:

Each Post Historian must set up files which will assist the post in retaining clear and easily obtained reports. In retaining records the Historian's work will realize its fullest fruitions, if the files are kept under the following headings:

- a. Social
- b. Economic
- c. Political
- d. Religious
- e. National
- f. International
- g. Welfare

These files, in addition, can be broken down in sub-headings, e.g.

1. Federal Government
2. State Government
3. City Government

If additional headings are needed, the Historian may supply them.

## 2. Organization

In the preparation of any event, organization is the most important factor. Nothing happens through chance. As a consequence, plans must be drawn, situations must be estimated and potential obstacles must be realized. The Historian, therefore, in the Post's every undertaking, must make certain no activity is attempted unless it has been prepared in detail and possesses a reasonable chance of success. The file on similar events will be of untold value and assistance.

### 3. **Publicity**

America is the foremost advertising country in the world. Advertising is nothing more than publicity. The unit Historian is usually the Chairman of Public Relations. No event, be it great or small, can be successful unless full coverage is given to it and the scope of success can always be measured by the publicity it was extended. It behooves the Historian, therefore, to be "publicity conscious."

### 4. **News Releases**

Make yourself known to the editors of your local papers, religious and secular.

News Releases should always be typed, double or triple spaced on one side of the paper only. Use 8 1/2 x 11" plain white paper. Never use onion skin or tissue weight paper and never send carbon copies. Photo copies are acceptable.

Type full reference data in the upper left-hand corner of the first page. This can be single spaced. List the name of the Post, Chapter or Department, your name, street and city address. Be sure to list your telephone number.

Leave ample margins, 1-1/2" on each side of the paper. Indent each paragraph at least five typewriter spaces. Always start typing your copy one-third of the way down the first page. The editor needs this space left open so he can write a head for your story.

If release must run more than one page, write MORE at bottom of each page except the last. Always end each page with complete sentence and paragraph. When release runs more than one page, type your Post, Chapter or Department at top of each succeeding page. Drop down one inch below this and continue your story.

Type a few # # # or the word "End" under the final paragraph of the release. Never staple the pages of a news release. They must be separated in the newsroom and may be torn in the process.

Tell your story briefly with emphasis on the facts. Write short sentences, short paragraphs.. .two sentences make a good paragraph in a news release. **Always give exact date in a news release.**

Five points are important to a good CWV news release...**WHO, WHAT, WHERE, WHEN, WHY.** If possible, a sixth **HOW** should be included.

Radio and television must not be overlooked as a media of expression. Introduce yourself to the station manager, tell him of the Catholic War Veterans, the things we attempt to accomplish. Ask him to broadcast your release.

### 5. **Unit Publication**

Each unit should, through the efforts of the Historian, publish a monthly bulletin or newsletter. This publication should be informative and interesting.

### 6. **Contest**

No contest in a unit can be properly conducted by any officer unless he cooperates with the Historian. If the First Vice Commander should desire to conduct an Essay Contest on Americanism, the unit Historian should be invited to lend his assistance. The preparations and follow through can be best achieved if these two officers work together. When the contest is completed, the entire plan and conduct of the program must be made part of the historical file of the post. Perhaps the unit performs this event yearly,

if so, you can be certain the Historian already has the master plan for conducting the contest.

#### **7. Photos**

If possible, a picture of every post officer should be in the Historian's files. This is of great importance for publicity purposes and saves much time and trouble when a release is made. In arranging any unit activity, include pictures as part of your plan and expense. A complete set of pictures will be invaluable asset and of great interest to the post.

#### **8. Caution**

Since much of the material which will find its way to public scrutiny passes through the hands of the Historian, it cannot be too strongly urged that in matters pertaining to faith and morals the releases should be approved by the unit chaplain before it is made public.

#### **9. Sources of Information**

There are many sources of information you may draw from to enhance your position. In addition to the Constitution and Bylaws, seek advice of local school authorities, contact the public libraries. Many books have been written on the duties of Historians and we recommend you read them.

This is a guide for Historians. Adherence to its general concepts will assist each Historian in preparing a complete picture of the unit since its inception. The history of your unit is written daily. It is incumbent upon you to record these happenings accurately.



# CATHOLIC WAR VETERANS PROGRAM

The program of the Catholic War Veterans of the United States of America is strictly positive. The Catholic War Veterans are leaders of right, truth and justice. Our whole philosophy is based on the recognition of man's dignity and rendering to God the things that are God's. We insist on the recognition of the moral basis, underlying all political, economic and social themes.

We believe in action. **"It is better to light one candle than to curse the darkness."** No program.. .no matter how magnificent. . .can be effective unless it is acted upon. Remember this - and act!

## FIVE POINT PROGRAM OF UNITY

### 1. AMERICANISM

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

#### A. PARTICIPATION IN PATRIOTIC DAYS

January	1st	New Year's Day
	20th	Martin Luther King, Jr. (Obsvd. 3rd Mon/Jan)
	20th	St. Sebastian Day
February		President's Day (Obsvd. 3rd Mon/Feb)
March	17th	St. Patrick's Feast Day Easter
May	19th	National Founder's Day (Msgr. Edward J. Higgins) Memorial Day (Obsvd. 4th Mon/May)
June	14th	Flag Day
July	4th	Independence Day
September		Labor Day (First Monday)
October	12th	Columbus Day (Obsvd. 2nd Mon/Oct)
November		Election Day (Obsvd. first Tuesday)
	11th	Veteran's Day

Thanksgiving Day  
(Obsvd. 4th Thurs/Nov)

December	7th	Pearl Harbor Day
	8th	Catholic War Veterans Day (Feast of Immaculate Conception)
	25th	Christmas Day

All units should participate in patriotic celebrations especially on National holidays. Wherever possible, uniformed color guards, marching units and bands, should be formed to fully participate and identify Catholic War Veterans.

#### B. CIVIC RESPONSIBILITIES

**Primaries and Elections:** The privilege of selecting by free ballot the individuals to represent us in government, is one of the blessings of our democratic republic. But voting qualifications vary from state to state. Familiarize yourself and your community with laws in your state. Units should urge all citizens to utilize this right of ballot, and join forces with all drives to further the understanding of the voter in matters of political significance.

**Jury Duty:** This is a task too many Americans leave for the other fellow. It is a most important function in our way of life. In your approach, highlight the need for intelligent jury duty, to serve the justice of our courts. Without competent jurors we lose vital force in our system of government.

**Community Projects:** These could well range from a traffic safety program to a teenage council, from public health to a recreational program from a library to better police protection. The field is limitless. The individual interests of your members, the individual needs of your particular community will govern your activity. In your community you are the voice of democracy, make it "sound-off" for the good of the community. A new library, health center, park, whatever the need, work for it through your Catholic War Veteran unit, for in so doing you are working for a better community and a better Catholic War Veterans.

#### C. EDUCATIONAL ACTIVITIES

**Speakers Bureau:** All units should make available to the public, members who can adequately present the American ideal. This group could also render a service presenting the Catholic War Veterans approach to discussions of the problems of the day. Within the organization higher echelon units could dispatch such speakers to units under their jurisdiction.

**Debates, Forums:** Here, again, is a wonderful medium to reach the public with the message of Americanism. Many community groups, including units of Catholic War Veterans, would welcome an opportunity to hear a topical debate or forum discussion, It is in the interchange of ideas that we become informed and grow.

**Scholarship Awards:** Many units might not be in a position to award scholarships to individuals in their communities. But, certainly, they could make some presentation of a certificate, medal or gift to school youngsters for proficiency in History, Civics, etc., or as a result of some contest sponsored by the unit.

**Citizenship Classes:** These could be conducted by the unit of Catholic War Veterans, wherever possible, or together with a parish or community project. Many immigrants would be grateful for an opportunity to learn about their adopted land, in an atmosphere of friendliness and cooperation. Help them. There is so much we could all learn about our government and its functions.

**Patriotic Pamphlets:** The distribution of such pamphlets on patriotic holidays or in conjunction with rallies, forums, etc., would materially assist any Americanism program.

Ignorance is the folly of many. Dissipate it with the help of Federal, State, Municipal and private agencies who turn out remarkable pamphlets. Biographies of great Americans, Flag etiquette, are only some of the thousands of interesting, informative pamphlets you could help distribute.

#### D. **NATIONAL CWV MONUMENT**

A memorial to our late beloved founder, Rev. Monsignor Edward J. Higgins, LL.D .. at Catholic War Veterans National Headquarters - 441 North Lee Street - Alexandria, Virginia 22314 - - telephone 703/549-3622 - FAX 703/684-5196. (See Table of Contents for National Founder, The Very Reverend Monsignor Edward J. Higgins, Biography.)

This modern building serves as the administrative center for both the Catholic War Veterans and its Auxiliary and is conveniently close to the Nation's Capitol.

#### E. **FIGHT SUBVERSION**

**Patriotic Publications:** Under Educational Activities we mentioned the use of patriotic pamphlets. Here we make reference to the many other publications. . . . Congressional reports, diocesan newspapers, newsletters, books, magazines, and newspapers, which are of tremendous value in disseminating authoritative information.

**Public Officials:** Our organization does not engage in partisan politics. But we certainly can and should, irrespective of partisanship, support loyal Americans for office. Wherever possible we should urge our own membership to run for public office, where the individual qualifies for such office. We should welcome officials of integrity, who are eligible, into our ranks.

**Legislation:** All too often, the apathy of good, loyal Americans is responsible for the victories of our enemies. Keep alert on legislation. Especially that which helps strengthen America from within. It is the responsibility of all Americans, and especially Catholic War Veterans to propose and support solid legislation in city, state and federal jurisdictions.

**Other Groups and Agencies:** We can join with many other organizations, (veteran, fraternal, patriotic and educational) in coordinating, supplementing or adopting various programs. National groups carry on aggressive programs in promoting a better understanding of America. Be generous in your support of all solid Americanism programs.

**Preserve Freedom:** Freedom is everybody's business! This is a good reminder when we are tempted to 'let George do it.'" Remember that the preservation of the individual rights of every citizen is one of the distinguishing marks of our democratic republic. We have no room for bigotry, prejudice or intolerance of minority groups. Understanding and justice, with an emphasis upon civil rights, are ideals for which we strive. To preserve America and freedom, we must root out injustice and inequality, hatred and misunderstanding. Freedom IS everybody's business!

#### F. **SPIRITUAL HELP**

**" MORE THINGS ARE WROUGHT BY PRAYER THAN THIS WORLD DREAMS OF. "**

**Prayers for Public Officials:** It may seem strange to some to include this under Americanism. But what better help for America than to have its citizens ask Almighty God for guidance for their public officials? Pray as a unit and pray individually for all local, state and federal officials.

**Prayers for our Country:** Our Nation is under the official protection of Our Lady. Pray to her that she may help keep America Free, and strong, and safe from Godless ideologies.

**Prayers for Peace:** Our Lady of Fatima promised peace in the world if the world returned to God. Certainly, peace is the hope of all true Americans and the hope of America. Initiate a devotion to Our Lady of Fatima in your unit.

**Work as if everything depended on you and pray as if everything depended on God.**

## 2. CATHOLIC ACTIVITY

The Catholic War Veterans, as a lay organization, is particularly qualified to assist the Church in translating the Catholic truths and faith into a living reality for the world. For the feature which distinguishes our organization from all other veteran groups, is our link with the glorious history of the greatest institution ever founded, Our Holy Mother Church.

The goal of every man is salvation. The Catholic War Veterans can well be, for its membership, the stairway to salvation and the means of showing others the way.

## 3. LEADERSHIP

This organization of Catholic War Veterans was established to promote zeal and devotion for God, Country and Home."

- a. **For God:** To promote through aggressive organized Catholic Action a greater love, honor and service to God; an understanding and application of the teachings of Christ in our every day life; recognizing the wisdom of the Church in all matters of faith and morals.
- b. **For Country:** Through a more vivid understanding of the Constitution of the United States of America and through active participation in the promotion of its ideals of life, liberty, and the pursuit of happiness, develop a more zealous citizenship; to encourage morality in government, labor, management, economic, social, fraternal, and all other phases of American life; to combat aggressively the forces which tend to impair the efficiency and permanency of our free institution.
- c. **For Home:** To promote the realization that the family is the basic unit of society; to aid in the development of enlightened patriotic American youth; to assist all veterans and widows and dependents of deceased veterans.

These objectives are encouraged without regard to race, creed or color.

Knowledge of these aims is essential, but leadership is not knowledge alone. How then are we to assume the responsibility of building leadership? What must we do to lead?

Let us first understand that there are two approaches to leadership. First, there is the "hit or miss," "trial and error" method. But this method is costly in time and in terms of the damage it may do to Catholic War Veterans units in which it functions. The method is the sound, intelligent, psychological approach to leadership - the development of certain qualities or traits which leaders possess, for leadership can be acquired. If a person knows the basic principles that control human behavior, if he realizes that most people react in more or less general patterns under given influences, if he can apply this knowledge intelligently to individual problems, then he will possess the basic tools for leading men.

This program of leadership stresses the need for the second approach, reinforced by experience at that point when the basic qualities of leadership have been developed.

## TEN QUALITIES FOR LEADERSHIP:

1. **Integrity** -- A Catholic War Veteran Officer must be a person morally sound - dedicated to his faith and motivated by his love of God and fellow men.
2. **Sincerity of Purpose** -- The honesty of intention must be a driving force in the make-up of a true officer.
3. **Initiative** -- Self-reliant enterprise bespeaks action and action introduced by an officer keeps the unit alert and alive.
4. **Ability to Reach Decisions** -- The officer who dawdles, changes his plans at every turn, and procrastinates will find his entire unit faltering. The problem must be thought out and a decision made. Opinion can be sought. The person who listens to no one is a fool. But having heard the ideas of others, the leader must make the decision.
5. **Loyalty** -- A fundamental element of discipline is loyalty. Loyalty is not a blind dedication. It is, rather, an active, willing effort to carry out the intent of the unit to the best of one's ability. A true leader is one who can carry out the zeal the instructions of his unit, maintaining a pride in its past accomplishments.
6. **Cheerfulness** -- An officer must always maintain the ability to see and emphasize the brighter side of things. A long face is never the face for a leader. The state of mind is often reflected in the gaiety of the leader and members are imitative in their reactions. A smiling unit is a happy unit and a happy unit is a productive one. A flash of humor can help when all else seems to have failed.
7. **Devotion to Duty** -- The leader must be faithful to the oath of office pledged. It may be difficult at times, to abide by the rules and laws governing the unit, and much more expedient to forego them, but the officer who does so is failing as a leader. The position of leadership imposes a serious obligation to fulfill the duties of one's office, even at the cost of personal sacrifice.
8. **Ability to Work with Others** - In a word we all appreciate, this calls for cooperation, courtesy and tact. Courtesy has been called the lubricant of human relations. Working together sometimes causes friction and the leader must develop traits which will bring about harmony.
9. **Command of Self** -- No man can command others who cannot command himself. The act performed is often less important than the manner in which something is done. It is therefore essential that an officer learn to act in a calm, controlled manner. Words should be chosen wisely and the officer's position should never be used as a weapon of abuse or reprimand. Vulgarity, offensive words or acts, are not the sign of good leadership no matter what other qualities one possesses.
10. **Knowledge of the Unit and its Members** -- It was Alexander Pope who wrote, "The proper study of mankind is man." This is a fine motto for the art of personal leadership. For the crux of leadership is the leader's knowledge of his men. Officers should know the men in their unit. By name, wherever possible. Knowledge of the strength or weakness of the unit and its members is an element of leadership one cannot overlook, for success or failure can be measured in terms of this yardstick for the leader.

The end result of good leadership is seen in the progress of the unit. It is seen, in the spirit of comradeship, the esprit de corps of the unit. Pride in the unit can become a contagion benefiting the effectiveness and efficiency of each and every member.

**“The difficult we do at once.**

**The impossible takes a little time!”**

The splendid history and growing tradition of Catholic War Veterans should be made known to all members. Many of our units are new and may have difficulty identifying themselves with a tradition unless our leadership makes them realize that they are a part of the National Catholic War Veterans picture.

#### 4. **MEMBERSHIP**

The most laudable ideals and ideas are meaningless without the means of effectuating them. Catholic War Veterans is an organization of brilliant mind and heart with a solid program for good, but without the hands to activate a membership program, the entire pattern is worthless. The “hands” needed are members! Membership is the life blood of any group. The description “all chiefs and no Indians” indicates a condition, which if permitted to continue, can well be the epitaph of the unit it describes. The future of the Catholic War Veterans is dependent upon its membership. . . it is essential that ALL CWV members keep a steady flow of NEW MEMBERS into our organization. There are over ten million veterans of the Catholic faith that would welcome the opportunity to join the Catholic War Veterans! It is up to us to extend a cordial invitation!

Surely there can be no excuse for failure to build sound membership. An intelligent program can bring results!

#### 5. **VETERANS AFFAIRS**

Service is, and must continue to be, one of the by-words of our organization, therefore VETERANS AFFAIRS plays a most important part in the CWV Program of Unity.

Veterans Affairs may best be described as all that is classified under our phrase “for one another.” Its function, like the tentacles of the octopus, reaches out in every direction.

The Veterans Affairs Chairman should make himself fully conversant with laws and regulations pertinent to veterans and their dependents. His scope should be broad in this regard, and he should be able to answer general questions and refer specific cases to the CWV Welfare Officer or Service Officer. His immediate and ever-present concern should be with legislation either enacted or proposed, which is beneficial or prejudicial to veterans. He should be guided by virtue of that which is rightfully ours for having served our Nation in time of strife.

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These FIVE POINTS are the outline of our National programs. Within this framework, and in the execution of these programs, will come the strength of the individual unit.

It is entitled the “**Five Point Program of Unity**” for that is its purpose, the unification of all echelons of Catholic War Veterans in a constructive program “**for God, Country, and Home.**”

## **BIOGRAPHY**

### **NATIONAL FOUNDER**

#### **THE VERY REVEREND MONSIGNOR EDWARD J. HIGGINS**

The Very Reverend Monsignor Edward J. Higgins, LL.D., was born in Brooklyn, New York on July 7, 1890. Baptized in St. Stephen's Church on July 15, 1890. Attended St. Stephen's and St. Mary Star of the Sea School, graduated in June 1903 from latter school. Won an eight year scholarship to St. John's Prep and College. Graduated from St. John's College with a B.A. degree in 1910. Entered St. John's Seminary the same year, received M.A. degree in 1912 and was ordained a Priest of the Diocese of Brooklyn by the Most Rev. Charles E. McDonnell on May 19, 1914.

Following ordination, he was assigned for a short time to St. Vincent de Paul parish, Brooklyn, and then to Our Lady of Sorrows, Corona. In 1917, after serving briefly at SS. Simon and Jude and St. Mary Mother of Jesus, Brooklyn, he entered the Army and saw duty as a lieutenant-chaplain with the 152nd Depot Brigade and General Hospital No. 13. The most treasured garments in his wardrobe were his cassock, the Lieutenant's uniform he wore from 1917 to 1919 and, later, the uniform of the Catholic War Veterans.

When he returned to civilian life in 1919, he served a brief appointment at St. Mary Magdalene, Springfield. He then returned to St. Mary's, Brooklyn, until he was transferred to Queen of All Saints, Brooklyn, in January 1921. In June 1928, he went to St. Rose of Lima, Brooklyn.

Appointed Pastor of St. Peter's in May 1931 and in 1933 appointed Pastor of Immaculate Conception Church, Long Island City. As pastor of Immaculate Conception, Msgr. Higgins undertook construction of a new \$1,000,000 church building, which was dedicated May 6, 1951. He became pastor emeritus in February 1963.

Next to his love for Christ and His Church, came his love for Country and for those who dedicated their lives to our country's welfare in war and peace. In 1935, he realized that Catholics who served in our Armed Forces should continue to live their lives for the preservation of these beloved United States of America against all its enemies. In May 1935, he received permission from Archbishop Thomas E. Molloy to found the Catholic War Veterans and in June of that year, he visited Rome and received from Pope Pius XI an Apostolic Blessing for the new organization.

Thus, the Catholic War Veterans was born, one of the greatest and noblest patriotic organizations within the entire history of our Country and our Church. This alone is evidence of his greatness. This alone entitles him to the gratitude of America. This alone assures him the loving and loyal and lasting salute of the members of the Catholic War Veterans throughout our country.

Astoria Post No. 1 was the first Post of the new organization - chartered on May 8, 1935 and still active! There are 276 Posts located throughout the length and breadth of the United States augmented by the Auxiliary.

Monsignor Higgins was raised to the dignity of domestic prelate with the title The Very Reverend Monsignor by Pope Pius XII in May 1954.

On September 5, 1963, in the rectory of his parish of the Immaculate Conception, Long Island City, New York, in the fiftieth year of his priesthood, The Very Reverend Monsignor Edward J. Higgins, LL.D., answered the eternal reveille of God. He has passed from our midst. He will never pass from our memory. On earth, he spent himself, body and soul, for the welfare of the Catholic War Veterans. He looks down upon us today from the reviewing stand of eternity. Throughout the marching years that lie before us, we salute him, in loving prayer and in prayerful love, as our priestly and patriotic leader forever.

On August 2, 1967, as a tribute to our beloved Founder because of his great inspiration and leadership in forming the Catholic War Veterans, the dedication of the Msgr. Higgins Memorial Building (2 Massachusetts Avenue, N.W., Washington, DC) was held -- a milestone in CWV' history -- the opening of a national headquarters building!

In September 1986, the building at 2 Massachusetts Avenue, N.W., Washington, DC, was sold for \$1 million dollars. A new headquarters building (419 North Lee Street - Alexandria, Virginia) was purchased for \$475,000.

In June 1993, the building at 419 North Lee Street, Alexandria, Virginia was evenly exchanged for a building at 441 North Lee Street, Alexandria, Virginia.

### **NATIONAL FOUNDER'S DAY (May 19<sup>th</sup>)**

May 19, 1935 was the day our organization was first incorporated. Accordingly, this memorial date "May 19th" will be dedicated by Mass, Communion and Prayers to the late Very Reverend Monsignor Edward J. Higgins, LL.d., who founded our organization. Thus, the spiritual benefit derived by the membership is prayerfully returned to the man whose inspiration and leadership has brought us all together.

### **NATIONAL CWV DAY (December 8<sup>th</sup>)**

This day is observed by Catholic War Veterans in dedication to the Immaculate Conception who is Patroness of our organization. The manner for observing this day can vary from Unit to Unit, but it should be marked in the minds of members everywhere as a special day of thanks to Our Lady.

### **CWV FEDERAL CHARTER**

On August 17, 1984, President Ronald Reagan affixed his signature to legislation granting the Catholic War Veterans of the United States of America, Incorporated, a Federal Charter, Public Law, 98-382. We are the first Catholic organization to be honored with such recognition.

\* \* \* \* \*

### **HOW TO FORM**

#### **A CATHOLIC WAR VETERAN POST**

1. Contact National Headquarters for the names of local echelons of Catholic War Veterans (Post/Chapter/State Department) in your area for their help and assistance (if applicable).
2. A Post may be formed upon application by at least fifteen (15) eligible veterans.

#### **Eligibility is limited to**

A person who is both an American citizen and a veteran of the Armed Forces of the United States of America as herein defined is eligible for membership in the Catholic War Veterans of the United States of America, Inc. An applicant shall be a member of the Catholic Church, as defined in ARTICLE III –



MEMBERSHIP Section 2. of the Constitution; enlisted, drafted, inducted, or commissioned into any branch of the U.S. Armed Forces, including its Reserve and National Guard components, and the U.S. Merchant Marines, provided that such applicant who has served in the U.S. Merchant Marines served at least 90 days between December 7, 1941, to August 15, 1945, including service in the U.S. Army Transport Service or the Naval Transport Service, and who has served at least 90 days on active duty and who now has a discharge under honorable conditions or is eligible therefore. An individual who has served less than 90 days but was discharged because of a disability incurred during the line of duty is eligible. A person who is on active duty and assigned to any branch of the U.S. Armed Forces, including its Reserve or National Guard components, shall be admitted to membership.

3. Request these prospective members to fill out the membership application blank and sign the Charter Application. If Post is formed in a parish, consult your local Pastor and request his support and approval. Invite him to consent to act as Chaplain of the proposed Post or to designate an assistant. Have announcements of meetings made at Sunday Masses or published in weekly bulletins. If Post is formed in an independent community area, no Pastoral approval is necessary because you may be drawing members from various parishes.
4. The Charter Application shall set forth the proposed Post name, provided that a Post not be named after any living person; the names and addresses of the eligible applicants; and officers-elect.
5. Post may charge up to (\$50.00 per annum) dues, out of which the National, State and Chapter per capita fee must be paid.
6. When the Charter Application is completed, forward to National Department accompanied with per capita sheets/fees and. \$20.00 charter fee.

**MEMBERSHIP APPLICATIONS ARE TO BE RETAINED  
BY THE POST AS A PERMANENT RECORD**

7. Upon approval by National Department, a formal induction of the members and Installation of Officers is held. Excellent results are achieved if some time and thought are given to the preparation of such ceremonies. We suggest that parents of men and women serving in the U.S. Armed Forces (potential members) be invited. Seek the cooperation of your Pastor and endeavor to plan with the approval of your Chaplain. When possible, National or State Department Officers, or other experienced Catholic War Veteran representatives, will attend these ceremonies and conduct the ritual of induction of members and Installation of Officers.
8. Catholic lay organizations are fruitful sources of prospective members, so keep up your contacts with these organizations and join all Catholic War Veterans in presenting a strong united Catholic front on behalf of GOD, COUNTRY and HOME.

## HOW TO FORM

### A CATHOLIC WAR VETERAN AUXILIARY

Any Unit of the Catholic War Veterans may form within its jurisdiction a Unit of the Auxiliary.

**ELIGIBILITY:** Membership in the Auxiliary to the Catholic War Veterans of the United States of America shall be limited to American Citizens in good standing in the Catholic Church, who are Mothers, Wives, Widows, Sisters, Daughters, Nieces, Grandmothers, Stepmothers, Aunts and Granddaughters, not less than eighteen years of age, of living or deceased Catholic Veterans who were enlisted drafted, inducted or commissioned in any branch of the United States Army, Navy, Marine Corps, Coast Guard and/or Air Force - and who have served at least 90 days of active duty and who now possess an Honorable Discharge or who have been separated from service under Honorable conditions - and shall include those who have served less than 90 days and are honorably discharged because of a disability incurred in the line of duty.

**PROCEDURE FOR FORMATION** of an Auxiliary to a Post is as follows:

First, permission must be granted by the Post. Second, Charter application must be signed by at least 15 eligible applicants and approved by the Post Commander. Third, Charter application is forwarded through channels to the National Auxiliary, accompanied by Charter fee of ten dollars (\$10.00) plus National Auxiliary per capita tax of six dollars (\$6.00) for each member. Where there is a Chapter and Department Auxiliary you will be advised of the necessary fee to be paid to each respective echelon, which is payable yearly. Our fiscal year runs from October 1st to September 30th. Application blanks must be completed for each prospective member and filed with the Auxiliary records. When forming an Auxiliary, it is advisable to call upon the Chapter Auxiliary President, or the Department President. The President with her Second Vice President (or her designees) will visit and assist the Unit with the formation of an Auxiliary, supplying the membership application blanks, Charter application forms and per capita tax sheets and will guide the applicants in the proper procedure for functioning.

In areas where there is neither a Chapter nor Department Auxiliary, then your National Auxiliary will give you the necessary assistance. Your Post Commander can also be of valuable assistance to you.

**TEMPORARY OFFICERS** should be elected to carry on until the Auxiliary has been formed and officially recognized by the National Department. These Officers shall consist of Chaplain, Acting President, Acting Treasurer and Acting Secretary.

**PERMANENT OFFICERS** shall be elected at a regular meeting upon notification by the National Auxiliary that this Unit's application for Charter has been accepted by our National Department. Charters are issued by the National Department and bear the date upon which the application was received and accepted by the National Department of the Catholic War Veterans. It is not necessary for the Auxiliary to have the Charter in their possession to hold their elections, but it is absolutely necessary that they have the approved recognition of our organization to function. Once the permanent officers have been elected, all future elections must be held in **OCTOBER OF EVERY YEAR.**

**AUXILIARY OFFICERS** shall be Chaplain, President, 1st Vice President, 2nd Vice President, 3rd Vice President, Treasurer, Welfare Officer, Ritual Officer, Historian, Three-Year Trustee, Two-Year Trustee, One-Year Trustee - and a Secretary who is appointed by the President. The President shall also appoint two Color Bearers but they shall not be considered as members of the Board of Officers. Installations are conducted by the next highest echelon

and should take place at the very earliest opportunity after election of officers. Term of office shall terminate with the election of new officers the following October.

**CHARTERS:** The Charter is your recognition from the National Department of the Catholic War Veterans that you have been properly authorized to function as an Auxiliary of the Catholic War Veterans. This Charter should be framed so as to preserve it and hung in a conspicuous place in the Post Auxiliary Headquarters. Where there is no headquarters, then a photo static copy of the Charter can be made (reduced size) and framed. This Charter can then be included with Altar articles and presented at each meeting by the Ritual Officer.

**CONDUCT OF MEETINGS:** All meetings shall be conducted according to the Ritual as specifically outlined for Auxiliary. Each Auxiliary must set up an Altar for all meetings. This Altar should consist of a small table covered with a white cloth, vigil light, Bible and Crucifix. When the vigil light is burning and the Bible opened, the meeting is in session and all discussions must be recorded in the minutes of the meeting by the Secretary.

It is to be remembered that the Altar has a definite place in our Ritual and no meeting should be conducted without it. The proper method of placement of the Altar and its significance will be found in detail in the Ritual.

**RECORDS:** The record for membership must be filled out by the Auxiliary Secretary. You will be supplied with the necessary transmittal sheets which must be made up in quadruplicate (4) copies, one to be retained in the Auxiliary as your own record of membership, one for the Chapter Auxiliary, one to the Department Auxiliary, and one for the National Auxiliary. When forwarding the transmittal sheets, or per capita sheets as they are sometimes called, be sure that required amount of per capita tax for each echelon is included, checking carefully to see that you are sending per capita tax for every name listed on your sheets. Membership cards are distributed directly to each Unit from National Headquarters.

The Auxiliary should pay the per capita tax fee for their Chaplain and list his name on their transmittal sheet so he will be included in all mailings.

**YEARLY DUES:** It is advisable when forming an Auxiliary to set the amount of dues for the year. Each Auxiliary shall determine the amount the members are to pay annually, taking into consideration the necessary expenditures for the year, i.e. per capita tax to all echelons, Delegates fees to Chapter, State and National Conventions. These expenses should be provided from the Auxiliary Treasury. For higher dues than \$25.00 annually, permission must be obtained from the Auxiliary to the National Department.

All Auxiliaries are to be governed by the National Constitution and Auxiliary to the National Department By-laws. In this book will be found eligibility rules and all other pertinent data. In addition we strongly recommend reading and adhering to the Ritual and Officers Manual for proper functioning of the Unit.

The relationship of the Post and the Auxiliary should be one of cooperation and understanding. The Post Commander appoints a member to act as Liaison to the Auxiliary and it is his or her duty to coordinate the efforts of both Units for the success of any function, religious or social where both participate.

**MEETINGS:** Auxiliaries hold their own meetings at least once a month, elect their own officers and operate as a Unit. All Units should consult with their Post Commanders and are under the jurisdiction of their Post. When a Post and Auxiliary work together harmoniously, camaraderie exists and both are better able to accomplish the aims and ideals of the Catholic War Veterans of the United States of America.

**PROGRAM:** Definite programs for each officer have been outlined for the use of the Auxiliaries by your National Auxiliary; they are yours for the asking!

**UNIFORM, JEWELRY, ETC. :** There is a separate emblem for use by the Auxiliary to the Catholic War Veterans. A complete price list may be obtained by writing to National Headquarters.

## PREAMBLE

We, American Citizens, \*\* members of the Catholic Church, \*\* under the spiritual authority of our Holy Father the Pope, Bishop of Rome \*\* and who have served in the Armed Forces of the United States \*\* in order that we may be bound by a greater spirit of faith and patriotism, \*\* and that we may be of greater service to God and our Country and to one another, \*\* and in order to perpetuate our ideals and ideas, \*\* establish a permanent organization.”

## OUR DEAD

By Reverend Edward Lodge Curran

*Our dead are not Unknown Soldiers. . . We know who they are and whither they seek to go. . . We know that some may languish in Purgatory until the last earthly stain is wiped away and until the last earthly injustice is repaired.. .We also know that we can speed their passage from Purgatory of shadow and pain to a Paradise of Happiness and Light. . . Our prayers and Masses and works of charity can assist our dead in gaining entrance into the blessedness of heaven. . . We love our dead. . . We can help our dead. . .Let us pray for them always.. . Flowers wither upon their graves.. .A daily garland of prayers is better than an armful of roses. . .As we approach the Golden Memorial hour of the Catholic War Veterans, Eleven o'clock. . . Stand for a moment in silence, and let there rise from your heart a prayer beseeching Almighty God, the Father of us all, to grant to the souls of our departed comrades, a peace and a glory that is theirs because of the sacrifice they made that other men might live.*

## THE CELTIC CROSS



The Catholic War Veterans emblem consists of several parts. The Celtic Cross represents to us the symbol of Christianity preserved and protected by valiant forefathers. The letters U.S. on the star are for these United States and stand for the Constitution on which are based our principals. The Star stands for the glory of victory. The Wreath is for the remembrance of those who died that liberty might live. The Circle denotes the Perpetuity of the Church which will last until the end of time as guaranteed by its founder Jesus Christ. The Olive Branch of peace signifies our attitude toward all men in fulfillment of our Lord’s behest, “Love thy Neighbor as Thyself.”