

**TO: All Membership Units  
Catholic War Veterans of the United States of America, Inc.**

**RE: Proposed Changes to the National Constitution of the Catholic War Veterans of the United States of America, Inc. – to be presented for consideration at the 82<sup>nd</sup> National Convention in St. Louis, MO, on August 9-12, 2017**

**Article XVI, Section 1, of the National Constitution states in pertinent part as follows, to wit:**

**“This Constitution may be amended by a two-thirds (2/3) vote of the duly registered delegates at an annual or special convention, provided that:**

**\*\*\***

**c. Two-thirds (2/3) of the votes cast in favor of the amendment shall be at least equal to the number needed for a quorum.**

**I hereby certify that as of June 23, 2017 the Proposed Amendment (attached hereto) has met the requirements of Article XVI, Section 1.a. of the National Constitution.**

**June 23, 2017**

**Brian F. Toohey  
National Judge Advocate**

.....  
**Note:** Deletions to current language are referenced by a strikethrough, to wit: “-”. “Additions” and other “technical corrections” to current language are referenced in **bold red** type.

**PROPOSED AMENDMENT NO. 1: Purpose: To raise funds for our sponsorship of the 2019 Veterans Day program at Arlington National Cemetery.**

Article XII, Section 2 – Finance now reads:

Each Membership Unit’s per capita fee shall be established as provided in the National Bylaws. No other compulsory assessment shall be levied.

*Amend to Read:*

Each Membership Unit’s per capita fee shall be established as provided in the National Bylaws. **The National Department shall retain the right to apply a compulsory assessment. Such assessment can only be approved at a National Convention.** No other compulsory assessment shall be levied **by any subordinate echelon.**

**Submitted by: Mike Blau, National Director 3-YR**

**TO: All Membership Units  
Catholic War Veterans of the United States of America, Inc.**

**RE: Proposed Changes to the National Bylaws of the Catholic War Veterans of the United States of America, Inc. – to be presented for consideration at the 82<sup>nd</sup> National Convention in St. Louis, MO, on August 9-12, 2017**

Article XVI, Section 1, of the National Constitution states in pertinent part as follows, to wit:

**“The Bylaws of this Constitution may be amended by a majority of delegates assembled at an annual or special convention, provided that said majority of affirmative votes cast in favor of the amendment shall be at least equal to the number needed for a quorum and provided further that the notification requirements as set forth in Section 1 be satisfied....”**

I hereby certify that as of June 23, 2017 the Proposed Amendments (attached hereto) have met the requirements of Article XVI, Section 1.a. of the National Constitution.

June 23, 2017

**Brian F. Toohy  
National Judge Advocate**

.....  
**Note:** Deletions to current language are referenced by a strikethrough, to wit: “-”. “Additions” and other “technical corrections” to current language are referenced in **bold red** type.

**PROPOSED AMENDMENT NO. 1      Purpose: Technical Corrections to the National Bylaws.**

**Note:** These technical corrections are designed to “clean up” language that is unclear, duplicative, incorrect and/or contradictory. There are no “substantive” changes. If approved, these technical corrections shall be deemed “enacted.” All other Proposed Amendments, if approved, will be deemed to add to, delete, or replace the technical corrections, as the case may be.

**BYLAWS**

***ARTICLE I - MEMBERSHIP***

**Section 1.** There shall be two classes of membership: Regular and Life.

**Section 2.** The National Department shall prescribe the application for membership. Each application for regular membership shall be accompanied by a remittance of one year’s dues as established by the Post. Where applicable, an application shall be presented and approved by a majority of those members present and voting at a regularly scheduled Post meeting. If an applicant is rejected, that action shall be noted on the membership application; and the remittance shall be refunded to the applicant. An applicant may renew his application six months after initial action.

**Section 3.** A member in good standing is authorized to attend meetings, serve as a delegate, perform special and assigned duties, and serve in any authorized capacity, except that an individual who has been a member less than one year shall not be nominated for an office in any Membership Unit.

**Section 4.** Life membership shall require payment of a one-time fee as follows:

Attained age: 20-30	\$450.00	31-50	\$425.00
51-60	\$325.00	61-70	\$225.00
71-80	\$150.00	81 & Over	\$125.00

State Department to receive 25% of life membership dues collected, with the Chapters to receive 15% and Post to receive 10%. In the event no Chapter or Department is in place, then the Post gets the additional monies.

- a. An application for Life membership shall be approved by the National Department.
- b. Each Membership Unit shall waive the annual per capita fee for each life member.

**Section 5.** A member in good standing may transfer to another Post by making written application. Such transfer shall be granted promptly absent cause.

**Section 6.** No person shall belong to more than one Post. A member of the Catholic War Veterans of the United States of America, Inc. shall not also be a member of the Auxiliary.

**Section 7.** A membership year is defined as October 1st through September 30th. A member in arrears as of December 31st shall be suspended, which suspension shall be removed when that member pays the prescribed remittance. A member in arrears who has been suspended for a period of two years will be required to apply as a new member.

**Section 8.** A new member who pays the prescribed remittance in July, August or September shall be deemed to have paid the prescribed remittance for the next membership year commencing October 1st and ending September 30th. The National Department shall print and deliver at its own expense, in a reasonable time before the fiscal year ends, a membership card for each new member.

***ARTICLE II - DUTIES OF OFFICERS***

**Section 1.** The duties of the respective officers of this organization are as follows:

- a. **COMMANDER** is Chief Executive. He or she presides at conventions and meetings; nominates committees and aides, and designates specific duties with approval of the Membership Unit.

- b. **CHAPLAIN** or **PERMANENT DEACON** is Spiritual Director and Guide in matters religious. He shall act as a liaison between a Membership Unit and the Catholic Church.
- c. **FIRST VICE COMMANDER** assists Commander as directed, and is responsible for Americanism, community relations and Catholic Action.
- d. **SECOND VICE COMMANDER** assists Commander as directed, and is responsible for membership and development programs.
- e. **THIRD VICE COMMANDER** assists Commander as directed, and directs youth and athletic activities.
- f. **ADJUTANT** is authorized, in the event of death or resignation of an officer, to summon the Membership Unit's Board of Officers for the election of a successor. **The Adjutant** shall record minutes of each meeting and provide for that Membership Unit's correspondence.
- g. **TREASURER** is custodian and disbursing officer of all intangible property and all funds of the organization for each and every activity of each Membership Unit.
- h. **JUDGE ADVOCATE** shall advise Membership Unit of all legal matters, including the construction and interpretation of the National Constitution and Bylaws. The National Judge Advocate shall be a member of the Bar in at least one State of the Union. **The Judge Advocate** shall act as the Appeal Officer from decisions of subordinate Membership Units.
- i. **WELFARE OFFICER** provides service and assistance to veterans **and to veterans'** widows, widowers and children.
- j. **OFFICER OF THE DAY** is responsible for military and semi-military functions. **The Officer of the Day** shall act as the master of ceremonies at meetings and rituals, and shall prepare and acquaint the participants accordingly.
- k. **HISTORIAN** collects historical materials and compiles a complete history of the year's activities.
- l. **DIRECTORS AND/OR TRUSTEES** are responsible for supervision and oversight of the funds of this organization. They are responsible for the preparation and submission of the budget for approval by a Membership Unit. They are charged to audit the financial records of a Membership Unit and perform such other duties as may be prescribed by that Membership Unit.

- m. **BISHOP PROTECTOR** is the Episcopal advisor. He shall advise this organization on the position of the Church regarding social, religious and economic matters.
- n. **EXECUTIVE DIRECTOR** administers the policies and mandates of the National Department. **The Executive Director** shall be responsible for the administrative functions of both the National Department and its Headquarters.
- o. **SERVICE OFFICER** should be well acquainted with the regulations governing pensions, compensation, re-employment rights, appeals, discharge and the review of discharges, claim adjudication, insurance, medical service, rehabilitation and education, non-service connected disabilities, service connected disabilities, domiciliary care, dependency, etc.
- p. **LIAISON OFFICER** is responsible for coordination between a Membership Unit and its Auxiliary.

**Section 2.** Any question affecting the election, eligibility, and conduct of a duly elected officer shall be determined by the Membership Unit.

**Section 3.** Each officer shall continue in his **or her** respective office until his **or her** successor has taken the Oath for that office.

### ***ARTICLE III - MEETINGS AND CONVENTIONS***

**Section 1.** The National Department shall hold at least semi-annual meetings. A quorum shall be constituted if at least fifteen (15) members of the National Department are present.

**Section 2.** The National Department shall meet within 24 hours before the Annual National Convention and again within 24 hours after the adjournment of the Annual National Convention. Such meetings shall not be considered semi-annual meetings.

**Section 3.** The National Commander may call special meetings of the National Department on 72 hours notice to resolve situations that cannot be resolved by the National Executive Committee. In the event that the National Commander, for any reason, refuses to call a special meeting of the National Department, and in only that event, three (3) members of the National Executive Committee together with two (2) other elected officers, including not more than two (2) Past National Commanders and not more than three (3) State Commanders, may call said special meeting with not less than five (5) days notice, which notice may either be oral or in writing.

**Section 4.** A majority of registered delegates present at conventions or election meetings of each Membership Unit, conducted according to this Constitution and Bylaws, shall determine all elections. All other business shall be conducted according to the National Constitution and Bylaws and the rules of the National Convention, as adopted. In the event a situation arises not

covered by the National Constitution and Bylaws and the rules of the National Convention, as adopted, such matters shall be determined by Roberts Rules of Order as currently revised.

#### ***ARTICLE IV - NATIONAL CONVENTION CORPORATION***

**Section 1.** The National Convention Corporation is charged with the responsibility to manage, organize, and administer the Annual National Convention and Special National Conventions.

- a. The Board of Directors of the National Convention Corporation shall consist of five (5) members, three (3) of whom shall be elected and shall serve for alternating three-year terms and two (2) of whom shall be the National Commander and the National Treasurer of the Catholic War Veterans of the United States of America, Inc.
- b. The Directors of the National Convention Corporation shall be elected from among the members of the National Convention Corporation as are provided in its Articles of Incorporation and By-Laws.
- c. One (1) Director of the National Convention Corporation, other than the National Commander and National Treasurer, shall be elected by the National Convention Corporation at its annual meeting. One (1) Director shall be elected for a three (3) year term, provided that no Director is authorized to serve a consecutive three (3) year term.
- d. The Convention Corporation shall make a detailed report, to the delegates at the annual National Convention, of the prior National Convention's income and expenses.

#### ***ARTICLE V - THE NATIONAL DEPARTMENT***

**Section 1.** Each member of the National Department and each Chapter Commander shall be a delegate to the National Convention, provided that no delegate has more than single suffrage.

**Section 2.** Each Post in good standing shall be entitled to four (4) delegates. A Post shall be entitled to an additional delegate for each ten (10) members in excess of fifteen (15). Each delegate is entitled to one (1) vote provided that no delegate is entitled to more than single suffrage. An alternate may be elected for each delegate. The delegate representation for each Post in good standing shall be determined by that Post's per capita membership as of the first day of June prior to the Annual Convention and, provided further, that the National Department shall notify each Post of its delegate strength not later than the first day of July prior to the Annual National Convention.

**Section 3.** Each Post chartered prior to the first day of July before the Annual National Convention shall be entitled to representation and provided further, such Post must be in good standing, including payment of per capita fee, prior to July 1st immediately preceding such convention. Each delegate and alternate to the National Convention shall be elected prior to the

convening of said convention, and each Post Commander shall certify the name of such delegate. The Credentials Committee shall only accept the official delegate form.

**Section 4.** The registration fee for each delegate to the National Convention shall be \$5.00 per delegate. The fee for an alternate delegate shall be \$5.00 per alternate delegate.

**Section 5.** One-third (1/3) of the delegates entitled to register shall constitute a quorum at an Annual National Convention or a Special National Convention. Proxy voting shall be authorized and a Post is authorized to vote its delegates as a unit.

## ***ARTICLE VI - FINANCE***

**Section 1.** The acquisition and disposition of all monies and properties of a Membership Unit, shall be subject to the authorization and approval of that Membership Unit's Board of Officers. If a Unit is being dissolved or suspended and approval has been given by the Unit Board of Officers, then higher echelon approval is required prior to disposal of any property or monies.

**Section 2.** All officers, members and employees of each Membership Unit of the Catholic War Veterans of the United States of America, Inc., who are charged with monetary responsibility, shall be properly bonded by a state accredited surety company in the amount equal to the annual amount budgeted by that Membership Unit. Such bond shall be approved by that Membership Unit's Judge Advocate and its Board of Officers.

**Section 3.** The National Department and its designees, shall be authorized to audit the membership rolls and financial statements of any Membership Unit; and, upon request, to assist in an audit of any Membership Unit.

**Section 4.** The National Directors, the National Executive Director and the National Treasurer shall prepare a budget for the National Department and National Headquarters provided that said budget be approved by the National Department and provided further that any expenditure in excess of \$2,500.00, not budgeted, shall be referred to the Executive Committee for approval in advance, and shall be reported at the next following National Board Meeting for approval by the National Department. The National Department shall approve a National Headquarters audit.

**Section 5.** The Treasurer of any Membership Unit, shall be charged to keep regular books of account which shall be subject to audit. The Treasurer of each membership Unit, or his **or her** designee, shall be charged to make the appropriate financial reports including any requirements imposed by the state, local, or national governmental authority.

**Section 6.** The National Department shall prescribe a uniform method to collect the per capita fees for each Membership Unit. The annual per capita fee due the National Department for each regular member is \$20.00.

**Section 7.** The maximum amount a Post may establish for a membership fee is \$50.00 per annum. If a Post deems it advisable to charge a greater amount than \$50.00 per annum, written permission must be obtained from the National Department.

**Section 8.** The National Department is authorized to visit and inspect Posts, Chapters, and State Departments. In like manner, a State Department may visit and inspect Chapters and Posts. Similarly, a Chapter may visit and inspect Posts.

**Section 9.** Regular members attaining the age of 85 shall no longer pay membership dues provided that they have been active and registered as a member for the five years prior to requesting a waiver of dues.

#### ***ARTICLE VII - COMMITTEES AND AIDES***

**Section 1.** A National Committee shall consist of not less than three (3) nor more than ten (10) members as nominated by the National Commander with the advice and consent of the National Department. Each such Committee shall be composed of the members of the National Department and at least one nominee from the membership-at-large.

**Section 2.** A National Committee shall be tenured during a program year.

**Section 3.** The National Commander shall nominate the following Standing Committees: Finance Committee, National Security Committee, Veterans' Affairs Committee, Public Relations Committee, Insurance Committee, National Awards Committee, Standards Committee, and such other Standing Committees as the National Department shall so authorize.

**Section 4.** There shall be established a ten (10) member Executive Committee which shall be composed of the National Commander, National Executive Director, National First Vice Commander, National Second Vice Commander, National Adjutant, National Treasurer, National Judge Advocate, National Service Officer, Chairman of the National Board of Directors and one State Commander which position shall rotate amongst each state. The Executive Committee shall meet from time to time and shall govern the affairs of this organization between meetings of the National Department. The Executive Committee may meet in person, or by use of available electronic, computer, audio and/or video technology upon notice to committee members. A quorum shall consist of six (6) committee members. A record of all matters brought before the Executive Committee, and all decisions rendered by them, shall be made, retained and presented at the next subsequent National Board Meeting for approval by the National Department.

**Section 5.** A Special Committee may be nominated by the National Commander to serve for a particular purpose.

**Section 6.** The National Commander may nominate National Aides, not to exceed fifteen (15) in number, with the approval of the National Department. The specific duties of each Aide appointed shall be set forth in the Certificate of Appointment.

**Section 7.** The Bylaws of each Membership Unit shall provide for the establishment of committees as set forth in this Article; however, no committee shall consist of less than three (3) members.



## ***ARTICLE VIII - POSTS***

**Section 1.** A Post may merge or consolidate with another Post upon approval of the National Department and issuance of a charter. In the event of the consolidation of two (2) or more Posts, the records, monies or property shall be consolidated and maintained as the monies and property of the newly organized Post.

**Section 2.** In the event that a Post becomes dissolved, suspended, or otherwise defunct, the records, monies and property of such Post shall be disposed of in accordance with this Constitution and Bylaws.

**Section 3.** The National Department may either suspend or revoke a Membership Unit's charter in accord with the Constitution and Bylaws.

**Section 4.** A Post business meeting shall be held monthly; the majority of its officers present shall constitute a quorum but no less than three members.

**Section 5.** The Post Board of Officers shall hold at least quarterly meetings and a quorum shall be constituted if the majority of the Board of Officers are present.

## ***ARTICLE IX - HEADQUARTERS' POSTS***

**Section 1.** A National Headquarters Post is hereby established to be known as Alfred E. Smith, Post #4. Its affairs shall be administered by the National Department. Any eligible individual, as defined in this Constitution and Bylaws, shall be accepted for membership upon application to the National Department.

**Section 2.** A State Department may establish a Headquarters Post.

**Section 3.** Each Headquarters Post, including the National Headquarters Post, shall not be entitled to suffrage in any convention or election meeting, EXCEPT:

- a. Each Headquarters Post including the National Headquarters Post shall be entitled to suffrage in any convention or election meeting where it has delegates physically present.
- b. Each delegate of the National Headquarters Post, physically present, shall be entitled to one personal vote. There shall be no proxy votes nor will there be any Unit Rule Voting.
- c. Each Department Headquarters Post shall have suffrage in any Department Convention or election meeting. The Department shall be the judge of the vote allowed its Headquarters Post.

## ***ARTICLE X - OFFICERS AND EMPLOYEES***

The National Department may employ such officers, agents, and employees as it determines, and contracts with such officers, agents, or employees upon such terms and conditions as it may determine, subject to the provisions and restrictions set forth in these Bylaws.

## ***ARTICLE XI - DISCIPLINARY ACTION***

### ***Part I – Individual Members***

**Section 1.** The procedure for the suspension or expulsion for any member of the Catholic War Veterans of the United States of America, Inc., shall be as follows:

- a. Filing of formal charges in writing under oath with the Membership Unit.
- b. The Membership Unit will immediately appoint a committee of five (5) members to hear and determine the charges. The chairman of said committee will be the presiding officers. The hearing shall be recorded by a court reporter or two (2) independent recording devices.
- c. A copy of the formal charges and time of hearing must be served on the accused at least twenty (20) days before the trial.
- d. The Membership Unit's Judge Advocate shall prosecute the charges.
- e. The accused shall be confronted by his accusers who shall testify under oath.
- f. The accused may be represented by counsel. The accused shall have the right to call witnesses to testify at such hearing.

**Section 2.** The Committee appointed under subdivision (b) of Section 3 of this Article shall render a decision of "Cause" or "No Cause," which decision must be submitted to the Board of Officers. The Board of Officers, in the event of a decision of "Cause" shall suspend or expel the accused member as it deems appropriate.

**Section 3.** The action of the Board of Officers shall be forwarded to the National Department. The transmittal shall include a complete record of the charges and trial transcript for review by the National Judge Advocate. The National Department may affirm, modify or set aside such actions as the National Department determines to be appropriate upon the recommendation of the National Judge Advocate.

**Section 4.** A member who is suspended pursuant to this Article shall not be suspended for a period longer than one (1) year from the date of final action by the National Department.

**Section 5.** An expelled member may be reinstated upon proper application, provided that the National Department approves such reinstatement.

## *Part II - Membership Units*

**Section 1.** Each Membership Unit shall conduct its meeting in accord with proper decorum. Any individual member violating the rules of decorum shall be disciplined, admonished or censured as provided herein.

**Section 2.** The National Department, upon ten (10) days notice to that Membership Unit, may revoke that Membership Unit's charter if that Membership Unit violates this Constitution and Bylaws, or fails to observe the mandates of a National Convention assembled, or otherwise fails to function as authorized.

**Section 3.** If a Membership Unit violates this Constitution and Bylaws or fails to function as authorized, the next higher Membership Unit may take disciplinary action in accord with the following procedure:

- a. Filing of formal charges in writing under oath to the National Department, which charges shall be filed by the initiating Membership Unit.
- b. The National Department shall immediately appoint a committee of five (5) to hear and determine the charges. The chairman of said committee will be the presiding officer. The hearing shall be recorded by a court reporter or two (2) independent recording devices.
- c. A copy of the formal charges and the date, time and location of the hearing must be served on the Commander, Adjutant or Treasurer of the accused Membership Unit at least twenty (20) days before the trial date.
- d. The Membership Unit's Judge Advocate shall prosecute the charges.
- e. The accused Membership Unit shall be confronted by their accusers who shall testify under oath.
- f. The accused Membership Unit may be represented by counsel. The accused Membership Unit shall have the right to call witnesses to testify at such hearing.

**Section 4.** Each suspended Membership Unit shall have the right of appeal to the next higher Membership Unit. The appeal shall be in writing within thirty (30) days following receipt of the disciplinary action. A copy of the appeal shall be filed with the National Department.

**Section 5.** In the event that a Post shall be dissolved, suspended, or for any reason fail to function, all records, monies and properties belonging to such Post, shall revert to the next higher Membership Unit to be held in trust for a period of two (2) years. The trust period shall be deemed to have commenced on the actual date of the dissolution, suspension or failure to function as determined by the next higher Membership Unit. If at any time prior to the end of that two (2) year period, the dissolved, suspended or non-functioning Post shall have reactivated, said records, monies and properties shall be returned to it. If such dissolved, suspended or non-

functioning Post, shall not have reactivated within the two (2) year period, its records, monies, and properties shall become the property of the Membership Unit holding them in trust, except that its Charter shall revert to the National Department. In a case where a State Department or Chapter Membership Unit is dissolved due to lack of membership, then the next lower Membership Unit shall receive all records, monies and properties belonging to such State Department or Chapter, except that its Charter shall revert to the National Department. Provided, where more than one co-equal (next lower) echelon unit exists, the records and monies of the dissolved unit shall be divided up in the manner prescribed by the National Department committee appointed to determine said distribution.

***ARTICLE XII - AUXILIARY TO THE CATHOLIC WAR VETERANS  
OF THE UNITED STATES OF AMERICA, INC***

**Section 1.** Each Membership Unit may form an Auxiliary to the Catholic War Veterans of the United States of America, Inc., as follows:

- a. A Post may form an Auxiliary upon application of fifteen (15) authorized members.
- b. A Chapter may form an Auxiliary upon the application of at least three (3) of its Posts' Auxiliaries.
- c. A State Department may form an Auxiliary upon application of at least three (3) Auxiliary Units sponsored by Posts within that State Department.
- d. There is established an Auxiliary to the National Department.

**Section 2.** Any Auxiliary once chartered may be dissolved, upon a finding of cause, after a hearing by the sponsoring Membership Unit, conducted by the Judge Advocate at a session for which not less than ten (10) days prior notice was given. In the event of such dissolution; or if an Auxiliary disbands, the Post Commander shall notify all individual members of such action. All members in good standing of such Auxiliary shall be authorized sixty (60) days from the date of the notice in which to transfer to another Auxiliary in good standing without loss of continuity of individual membership.

***ARTICLE XIII - THE HONOR LEGION  
OF THE ORDER OF ST. SEBASTIAN***

**Section 1.** A select St. Sebastian Committee will judge each nominee for the Honor Legion of the Order of St. Sebastian. The committee shall consist of seven (7) members, each of whom shall be members in good standing of any echelon of the Catholic War Veterans. Such committee shall include one (1) Past National Chaplain; one (1) currently serving National Officer; four (4) past recipients of the Honor League of the Order of St. Sebastian Award; one (1) Past National Commander. The committee shall be limited to only one member from each state, and shall elect its Chairman. The National Commander shall nominate each member of the Committee, the nominations of which shall be approved by the National Department.

**Section 2.** The Committee shall recommend a maximum of three (3) nominees to receive the Medal of the Order of St. Sebastian with the approval of the National Department, provided further that the Committee may decline to submit any nominee which decision shall be final.

**Section 3.** The basis for the Order of St. Sebastian Medal shall be a member's general overall exemplary service to the Catholic War Veterans of the United States of America, Inc. The award shall be limited to members of the Catholic War Veterans of the United States of America, Inc., in good standing, for a minimum period of five (5) consecutive years, provided that a National Commander and a National Chaplain shall not be eligible for nomination during their tenure and for at least three (3) years following their tenure in their respective positions. Any recommendation must originate with a Post; be approved by the nominee's pastor; and be directed through channels to the National Department.

**Section 4.** The National Department shall determine the administrative requirements, including a Certificate of Eligibility.

#### ***ARTICLE XIV - RULES OF ORDER***

**Section 1.** The following Rules of Order shall be followed by all Membership Units:

- a) Order of Business:
  2. Opening in due form with Prayer
  3. Roll Call of Officers
  4. Appointment of Committees
  5. Reports and Minutes of Officers, Directors and Trustees
  6. Reading of Communications
  7. Reports of Committees
  8. Special Orders
  9. Action on Minutes of Preceding Meeting
  10. Unfinished Business
  11. New Business
  12. Nominations
  13. Election and Installation. The ceremony of installation may be deferred for a special occasion
  14. Good and Welfare
  15. Closing Ceremonies with Prayer

**Section 2.** The order of business may be changed at anytime by vote of a majority of those present without debate.

**Section 3.** When the presiding officer shall be in the chair, he **or she** shall first determine, and the Adjutant shall note in the minutes, the existence of a quorum. Thereafter no one shall continue standing or shall, afterwards, stand up, except to address the chair. Everyone shall refrain from private discourse.

**Section 4.** When an appeal is taken from the decision of the presiding officer, said officer shall surrender the chair to the officer next in rank who shall put the question thus: “Shall the decision of the chair stand?”

**Section 5.** When two (2) or more members rise to speak at the same time, the presiding officer will decide who is entitled to the floor.

**Section 6.** A motion must be seconded and stated by the presiding officer before any action thereon is in order, and if requested by any two (2) members, shall be reduced to writing.

**Section 7.** A motion may be withdrawn by the maker with the consent of the second before a vote is had thereon, and if withdrawn, no record shall be made upon the minutes.

**Section 8.** The name of the member making or seconding a motion, or offering any business, shall be entered on the minutes.

**Section 9.** A division of a question containing two (2) or more distinct propositions may be demanded by any member.

**Section 10.** During any session of conventions and meetings the following motions shall govern:

***Chart of Precedence of Motions and  
Summary of Rules Governing Them***

**In.** - May interrupt a speaker.

**Ns.** - Does not require a second.

**Un.** - Undebatable shall apply to amendments or substitutes.

**L** - Limited as to debate.

**2/3** - Requires a two-thirds vote for adoption.

***Privileged Motions***

To fix time to which to Adjourn - L.

To Adjourn (Unqualified) - Un.

To Take a Recess - L.

To Rise to a Question of Privilege - In., Ns., Un.

To Call Order of the Day - In., Ns., Un.

***Subsidiary Motions***

To Lay on, or Take from the Table - Un.

To Call for the Previous Question - Un., 2/3.

To Limit, or extend Limits, or Debate - L., 2/3.

To Postpone Definitely - L.

To Refer to a Committee - L.

To Amend - to substitute.

To Postpone Indefinitely.

### ***Main Motions***

a) General Main Motion.

b) Specific Main Motions:

To Take from the Table - Un.

To Reconsider - In.

To Reconsider and Have Entered on the Minutes - In., Un.

To Rescind - 2/3.

To Expunge - 2/3.

To Adopt a Resolution.

To Adjourn (Qualified).

To Create Orders of the Day (Special) - 2/3.

To Amend (Constitution, etc.) - 2/3.

c) Incidental Motions:

To Suspend Rules - Un., 2/3.

To Withdraw a Motion - Ns., Un.

To Read Paper - Un.

To Object to Consideration - In., Ns., Un., 2/3

To Rise to a Point of Order - In., Ns., Un.

To Rise to a Parliamentary Inquiry - In., Ns., Un.

To Call for a Division of the House - In., Ns., Un.

To Call for a Division of a Question - Un.

**Section 11.** When the previous question is moved and seconded, it shall preclude all other motions and debate. It shall be put in this form: "Shall the main question be not put?" If decided in the affirmative, the vote shall be at once taken, without debate, and in the same order as if the previous question had not been ordered.

**Section 12.** A Motion to adjourn shall always be in order except:

- a. While a member is speaking.
- b. While a vote is being taken.
- c. When to adjourn was the last preceding motion. A motion to adjourn cannot be amended.

**Section 13.** The presiding officer shall state every question properly presented and before the vote is taken shall ask “Are you ready for the question?” Should no member offer to speak, he **or she** shall arise to put the question and **upon arising**, no further discussion shall be in order.

**Section 14.** The presiding officer may speak on points of order in preference to other members; he **or she** shall announce all votes and decisions, and decide questions of order, subject to an appeal to those convened by any two (2) present, which appeal, if required, shall be in writing.

**Section 15.** When a matter is postponed indefinitely, it shall not be in order again at the same session.

**Section 16.** When a motion is pending, a motion to amend and a motion to amend the amendment shall be in order, also to offer a further amendment by way of substitute, to which may be offered one amendment. Withdrawals may be made with consent of the second. Any amendment or substitute must be germane. If an amendment or substitute is tabled the original shall be considered for action.

**Section 17.** A question once determined shall stand and shall not be debated again during the same session except with the consent of two-thirds (2/3).

***ARTICLE XV - AMENDMENTS***

These Bylaws may be amended as provided in the Constitution.

\* \* \* \* \*

**Technical corrections submitted by Brian Toohey, National Judge Advocate.**

**PROPOSED AMENDMENT NO. 2: Purpose: To raise funds for our sponsorship of the 2019 Veterans Day program at Arlington National Cemetery.**

**Article VI - Finance, Section 6 now reads:**

The National Department shall prescribe a uniform method to collect the per capita fees for each Membership Unit. The annual per capita fee due the National Department for each regular member is \$20.00.

*Amended to read:*

The National Department shall prescribe a uniform method to collect the per capita fees for each Membership Unit. The annual per capita fee due the National Department for each regular



member is \$20.00. **For the membership years 2017-18 & 2018-19: There shall be assessed for every member (Regular, Life or Waiver), an additional \$5.00 Per Capita fee that shall be used ONLY for the purpose of financing Veterans Day 2019 activities at Arlington National Cemetery. This provision shall expire and automatically be removed from the National Bylaws at the 2019 National Convention without a vote of the National Convention.**

**Submitted by: Mike Blau, National Director 3-YR**

**PROPOSED AMENDMENT NO. 3: Purpose: To require units voting by proxy to have a unit member physically present and to clarify Headquarters' Post voting at Department Conventions or meetings.**

#### **Article V - The National Department**

*Add new section:*

**Section 6: Each Department or Post without Department, including the National Headquarters Post, shall not be entitled to suffrage in any convention or election meeting, EXCEPT: (a) where each Department or Post including any Post without Department has delegates physically present, proxy votes will be allowed only for their unit including unit rule voting where members of that unit are present; (b) the delegate of the Department or Post, physically present, and a member of said unit, shall be entitled to cast his or her own vote, plus any proxy votes from their unit; (c) each Department Headquarters Post shall have suffrage in any Department Convention or election meeting. The Department shall be the judge of the vote allowed its Headquarters Post.**

**Submitted by: Jose Garcia - PNC**

**PROPOSED AMENDMENT NO. 4: Purpose: To remove \$2,500 cap on unbudgeted expenditures absent advance Executive Committee approval, to require National officers to submit budgets and to require audit approval upon a change of National officers.**

#### **Article VI - Finance, Section 4 now reads:**

The National Directors, the National Executive Director and the National Treasurer shall prepare a budget for the National Department and National Headquarters provided that said budget be approved by the National Department and provided further that any expenditure in excess of \$2,500.00, not budgeted, shall be referred to the Executive Committee for approval in advance, and shall be reported at the next following National Board Meeting for approval by the National Department. The National Department shall approve a National Headquarters audit.

*Amended to read:*

The **Chairman of** the National Directors, the National Executive Director and the National Treasurer shall prepare a budget for the National Department and National Headquarters provided that said budget is approved by the National Department ~~and provided further that any expenditure in excess of \$2,500.00, not budgeted, shall be referred to the Executive Committee~~

for approval in advance, and shall be reported at the next following National Board Meeting for approval by the National Department. **All National officers are required to submit a budget prior to the start of the National calendar year.** The National Department shall approve a National Headquarters financial audit **upon change of National officers.**

**Submitted by: Jose Garcia - PNC**

**PROPOSED AMENDMENT NO. 5: Purpose: To clarify that Special Committee nominees must be approved by the Board of Officers or Executive Committee.**

**Article VII - Committees and Aides, Section 5 now reads:**

Section 5. A Special Committee may be nominated by the National Commander to serve for a particular purpose.

*Amended to read:*

Section 5. A Special Committee may be nominated by the National Commander to serve for a particular purpose **but approval is required by the National Board of Officers or Executive Committee.**

**Submitted by: Jose Garcia - PNC**

**PROPOSED AMENDMENT NO. 6: Purpose: To permit National Commanders and National Chaplains to be eligible for nomination to Honor Legion of the Order of Saint Sebastian after leaving office without waiting three (3) years.**

**Article XIII -The Honor Legion of the Order of Saint Sebastian, Section 3 now reads:**

The basis for the Order of St. Sebastian Medal shall be a member's general overall exemplary service to the Catholic War Veterans of the United States of America, Inc. The award shall be limited to members of the Catholic War Veterans of the United States of America, Inc., in good standing, for a minimum period of five (5) consecutive years, provided that a National Commander and a National Chaplain shall not be eligible for nomination during their tenure and for at least three (3) years following their tenure in their respective positions. Any recommendation must originate with a Post; be approved by the nominee's pastor; and be directed through channels to the National Department.

*Amended to read:*

The basis for the Order of St. Sebastian Medal shall be a member's general overall exemplary service to the Catholic War Veterans of the United States of America, Inc. The award shall be limited to members of the Catholic War Veterans of the United States of America, Inc., in good standing for a minimum period of five (5) consecutive years, provided that a National Commander and National Chaplain shall not be eligible for nomination during their tenure ~~and for at least three (3) years following their tenure in their respective positions.~~ Any recommendation must originate with a Post; be approved by the nominee's pastor; and be directed through channels to the National Department.

**Submitted by: Francis J. Kowalski - NJ - National First Vice Commander.**