



## BYLAWS

### **THE AUXILIARY TO THE CATHOLIC WAR VETERANS OF THE UNITED STATES OF AMERICA, INC. (Revised 64th National Convention – August 2012)**

#### **PREFACE**

These Bylaws are adopted by the Auxiliary to the Catholic War Veterans of the United States of America, Inc., in convention assembled, pursuant to the National Constitution and Bylaws of the Catholic War Veterans of the United States of America, Inc., as revised, August 2001, with the advice and consent of the Catholic War Veterans of the United States of America, Inc., National Department. These Bylaws were ratified by the Catholic War Veterans of the United States of America, Inc., and will go into effect immediately.

The following two excerpts from the Catholic War Veterans National Constitution and Bylaws (Article XV from Constitution and Article XII from the Bylaws) govern the establishment of an Auxiliary, membership qualifications and operations under the direct jurisdiction of the sponsoring echelon, Membership Unit.

#### **ARTICLE XV - THE AUXILIARY**

**Section 1.** A Membership Unit of the Catholic War Veterans of the United States of America, Inc., may form an Auxiliary. Each Auxiliary shall be governed by and be under the direct jurisdiction of its sponsoring Membership Unit.

**Section 2.** Membership in an Auxiliary shall be authorized to Catholic mothers and fathers, wives and husbands, widows and widowers, sisters and brothers, daughters and sons, nieces and nephews, grandmothers and grandfathers, step-mothers and step-fathers, granddaughters and grandsons, aunts and, uncles, and in-laws, such as mothers-in-law and fathers-in-law, sisters-in-law and brothers-in-law, daughters-in-law and sons-in-law, granddaughters-in-law and grandsons-in-law, aunts-in-law and uncles-in-law, not less than eighteen (18) years of age, of a living or deceased Catholic veterans, including the wife or husband of an individual who is a Prisoner of War or Missing in Action and provided further that such individual shall be admitted to membership; and provided further that the dues for such member shall be waived for so long as that member's dependent remains a Prisoner of War or Missing in Action. Membership in an Auxiliary is also authorized to any individual who is qualified to be a member of the Catholic War Veterans of the United States of America, Inc.

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**Section 3.** Each member of an Auxiliary to the Catholic War Veterans of the United States of America, Inc., shall perform such duties and obey such directives of its sponsoring Membership Unit as may be required.

**Section 4.** An Auxiliary to any Membership Unit of the Catholic War Veterans of the United States of America, Inc., shall:

- a) Assist in the programs and functions of its sponsoring Membership Unit upon request.
- b) Obtain the authorization of its sponsoring Membership Unit prior to the implementation of any program or policy.

**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) Auxiliaries to each of its Posts.
- c) A Department may form an Auxiliary upon application of at least three (3) Auxiliary Units sponsored by a Post within that 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 notice in which to transfer to another Auxiliary in good standing without loss of continuity of individual membership.

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**ARTICLE I - ORGANIZATION**

**Section 1.** This organization is established as the Auxiliary to the Catholic War Veterans of the United States of America, Inc. The sponsoring Membership Unit is the National Department of the Catholic War Veterans of the United States of America, Inc.

**Section 2.** Membership in an Auxiliary shall be authorized to Catholic individuals not less than eighteen (18) years of age, related to a living or deceased Catholic veteran, or recommended by a Catholic veteran, including the wife or husband of an individual who is a Prisoner of War or Missing in Action and provided further that such individual shall be admitted to membership; and provided further that the dues for such member shall be waived for so long as that member's dependent remains a Prisoner of War or Missing in Action. Membership in an Auxiliary is also authorized to any individual who is qualified to be a member of the Catholic War Veterans of the United States of America, Inc.

**Section 3.** This organization is subject to and governed by the Constitution and Bylaws of the Catholic War Veterans of the United States of America, Inc.

**Section 4.** This organization shall not participate in partisan politics nor is any officer or member authorized to endorse any political candidate, position or party on the organization's behalf.

**Section 5.** The National Convention assembled is the authority of this organization subject to the approval of the National Department of the Catholic War Veterans of the United States of America, Inc.

**Section 6.** The Auxiliary to the National Department shall manage and conduct this organization's affairs from convention to convention with the advice and consent of the National Department of the Catholic War Veterans of the United States of America, Inc.

**Section 7.** There is established an Auxiliary to the National Department; and each Department Membership Unit, Chapter Membership Unit and Post Membership Unit is authorized to organize an Auxiliary.

**Section 8.** A Post may form an Auxiliary upon application of fifteen (15) authorized members. Once established, an Auxiliary may retain its standing as an Auxiliary provided that there remain 10 members in good standing.

**Section 9.** Upon dissolution of its sponsoring Membership Unit, an Auxiliary may remain in existence for two years before transferring to another, existing Auxiliary. This shall be known as an "Orphan Auxiliary".

**Section 10.** Each Auxiliary shall conform to these Bylaws and each Auxiliary is subject to the jurisdiction of its sponsoring Membership Unit with respect to its policies, procedures, and regulations.

**Section 11.** Each CWV Membership Unit shall submit an application to form an Auxiliary to the CWV National Department for approval. Upon notification of said approval, the Auxiliary National Department shall issue a charter.

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**Section 12.** Each Auxiliary shall be subject to disciplinary action as provided in Article XIII of the Constitution of the Catholic War Veterans of the United States of America, Inc.; and Article XI of the Bylaws to the Constitution of the Catholic War Veterans of the United States of America, Inc.; provided further that the sponsoring Membership Unit is the final arbiter in disciplinary matters, except for the direct right of appeal established in Article XIII of the Constitution of the Catholic War Veterans of the United States of America, Inc.

**ARTICLE II - MEMBERSHIP**

**Section 1.** There shall be two (2) forms of membership: Regular and Life.

**Section 2.** The Auxiliary to the National Department shall prescribe the application for membership. Each application for regular membership shall be accompanied by a remittance, the maximum of which is \$25.00, which remittance shall be established by the Post Auxiliary Unit. Where applicable, an application shall be presented and approved by a majority of those members present and voting at a regularly scheduled Post Auxiliary meeting. If an applicant is rejected, that action shall be noted on the membership application; and the remittance shall be refunded to the applicant.

**Section 3.** An applicant may renew her or his application six (6) months after the initial action.

**Section 4.** A member, in good standing, is authorized to attend meetings, serve as a delegate, perform special assigned duties, and serve in any capacity, except an individual who has been a member less than one year shall not be nominated for an office in any Auxiliary.

**Section 5.** Life Membership shall require the payment of a one-time fee which fee shall be established by the Auxiliary to the National Department.

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

**Section 6.** A member may transfer to another Auxiliary to a Post by making written application. Such transfer shall be granted promptly absent cause.

**Section 7.** No person shall belong to more than one Auxiliary, provided that a member of the Catholic War Veterans of the United States of America, Inc., shall not be a member of its Auxiliary.

**Section 8.** 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.

**Section 9.** A new member upon paying the prescribed membership 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.

**ARTICLE III - OFFICERS AND ELECTIONS**

**Section 1.** The officers of each Membership Unit shall include:

- a. President
- b. Chaplain
- c. First Vice President
- d. Second Vice President
- e. Third Vice President
- f. Secretary
- g. Treasurer
- h. Welfare Officer
- i. Historian
- j. Ritual Officer
- k. Not less than three (3) Directors or Trustees.

**Section 2.** The officers of each Auxiliary shall be elected, except for the Chaplain and Secretary, each of whom shall be appointed by that Auxiliary's President and approved by the Unit.

**Section 3.** Each appointed officer shall serve at the pleasure of the President, except as otherwise provided by these Bylaws and the Constitution and Bylaws of the Catholic War Veterans of the United States of America, Inc.

**Section 4.** Each election shall be a matter of record; and each officer shall assume her or his position upon election or appointment. In the event of a vacancy in an elected office, the President of that Auxiliary shall convene the Auxiliary's Board of Officers to elect a successor to that vacancy, provided that such vacancy was posted at least twenty (20) days prior to such meeting.

**Section 5.** An Auxiliary's Chaplain shall be a priest so authorized by his Ordinary or his Canonical Superior, which priest shall be a member of the Catholic War Veterans of the United States of America, Inc.

**ARTICLE IV - AUXILIARY TO THE NATIONAL DEPARTMENT**

**Section 1.** The Auxiliary to the National Department shall be composed of:

- a) National Officers
- b) Past National Presidents
- c) Department Presidents

**Section 2.** Each National Officer shall be elected at the National Convention, except for the Chaplain and Secretary, each of whom shall be appointed by the National President and approved by the National Department.

**Section 3.** At the annual National Convention, at least one Director shall be elected annually for a three (3) year term. A Director may not succeed herself or himself, upon completion of the three (3) year term. A Director accepting a nomination to another office shall vacate the office of Director.

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**Section 4.** Any duly elected National Officer accruing two (2) absences, annually, from regularly scheduled meetings shall relinquish her or his authority and the office shall be declared vacant.

**Section 5.** A Department President, currently in office, shall not be eligible to hold an elective National Office above Second Vice-President.

**ARTICLE V - NATIONAL CONVENTION**

**Section 1.** A National Convention of the Auxiliary shall be held in conjunction with the National Convention of the Catholic War Veterans of the United States of America, Inc.

**Section 2.** The National Officers shall be elected and installed at an Annual National Convention.

**Section 3.** A Special Convention may be called by the Auxiliary to the National Department upon the written request of two-thirds (2/3) of the members of the Auxiliary to the National Department. The request shall specify the purpose of the Special Convention called. An Auxiliary may authorize its delegates to vote as a unit.

**Section 4.** Each member of the Auxiliary to the National Department and each Chapter President shall be a delegate to the National Convention, provided that no delegate has more than single suffrage.

**Section 5.** Each Auxiliary to a Post in good standing with membership of 10 through 14 shall be entitled to five (5) delegates. Each Auxiliary to a Post in good standing with membership of 15 or greater shall be entitled to seven (7) delegates. Such Auxiliary 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. A delegate representation for each Unit in good standing shall be determined by that Unit per capita membership as of the 1st day of June prior to the Annual Convention. The Auxiliary to the National Department shall notify each Auxiliary to a Unit of its delegate strength not later than the 1st day of July prior to the Annual National Convention.

**Section 6.** Each Auxiliary chartered prior to the first day of July prior to the Annual National Convention shall be entitled to representation, provided such Auxiliary is in good standing, including payment of per capita fees 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 Auxiliary President shall certify the name of each such delegate. The Credentials Committee shall only accept the official delegate form.

**Section 7.** The registration fee for each delegate to the National Convention shall be \$3.00 per delegate. The fee for an alternate delegate shall be \$2.00 per alternate delegate.

**Section 8.** One-third of the delegates entitled to register shall constitute a quorum at an Annual National Convention or Special National Convention. Proxy voting shall be authorized and an Auxiliary is authorized to vote its delegates as a unit.

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**ARTICLE VI - MEETINGS AND CONVENTIONS**

**Section 1.** The Auxiliary to the National Department shall hold at least semi-annual meetings. A quorum shall be constituted if at least nine (9) of the elected members of the Auxiliary to the National Department are present.

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

**Section 3.** The National President may call special meetings of the Auxiliary to the National Department on 72 hours' notice to resolve situations that cannot be resolved by the National Auxiliary Executive Committee. In the event that the National President, for any reason, refuses to call a special meeting of the Auxiliary to the National Department, and in only that event, three (3) members of the National Auxiliary Executive Committee together with two (2) other elected officers, including not more than two (2) Past National Presidents and not more than three (3) Department Presidents, may call said special meetings 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 Auxiliary, conducted according to these Bylaws, shall determine all elections. In the event a situation arises not covered by these Bylaws or the National Constitution and Bylaws of the Catholic War Veterans of the United States of America, Inc., such matter shall be determined by *Roberts Rules of Order*, as currently revised.

**Section 5.** Both Department and Chapter Conventions of the respective Auxiliaries shall be held in conjunction with the sponsoring Membership Units, as provided in Articles VII and VIII of the Constitution and Bylaws of the Catholic War Veterans of the United States of America, Inc. Said Conventions of the Auxiliary shall be governed by those provisions as set forth in Articles VII and VIII, respectively, and such other procedures as may be approved by the sponsoring Membership Unit.

**Section 6.** An Auxiliary chartered at least thirty (30) days prior to a Department or Chapter Convention shall be entitled to representation at said Convention, provided that the said Auxiliary is in good standing.

**Section 7.** One-third (1/3) of the delegates entitled to register at a Department or Chapter Convention shall constitute a quorum.

**Section 8.** A Department or Chapter Auxiliary Board of Officers shall be elected at the Department or Chapter's Annual Convention and shall be charged to implement the program and policies of its sponsoring Membership Unit. It shall manage and conduct the affairs of the Auxiliary to the Department or Chapter in conformity with its sponsoring Membership Unit.

**Section 9.** An Auxiliary to a Department or Chapter may provide, in its Bylaws, for suffrage for members of its Board of Officers at any meetings or conventions. The Department or Chapter Bylaws may also provide for representation and suffrage for Auxiliary and Chapter Presidents and Past Department Presidents at both Department and Chapter meetings.

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**Section 10.** An Auxiliary to a Department or Chapter shall be required to hold at least four (4) meetings of its Board of Officers, annually; and at all Board meetings, the majority of its officers shall constitute a quorum.

**ARTICLE VII - RITUAL**

**Section 1.** The Auxiliary to the National Department may adopt such rituals as it may determine with the advice and consent of the Catholic War Veterans of the United States of America, Inc., National Department. The ritual shall be obligatory to each member of the Auxiliary.

**ARTICLE VIII - STANDARDS**

**Section 1** The National Auxiliary shall recommend the standard of design, color, and material and each other item attendant to any uniform, medal, award, or citation of the Auxiliary to the Catholic War Veterans of the United States of America, Inc., National Department for advice and consent.

**ARTICLE IX - FINANCE**

**Section 1.** The revenue of the National Auxiliary shall be derived from an annual per capita fee and such other source or sources as may be approved by the Catholic War Veterans of the United States of America, Inc., National Department. The annual per capita fee shall be due and payable October 1<sup>st</sup>.

**Section 2.** Each Auxiliary may establish a per capita fee which shall be due and payable on October 1st of each membership year. No other compulsory assessment shall be levied.

**Section 3.** The acquisition and disposition of all monies and properties of an Auxiliary shall be subject to the approval of that Auxiliary's Board of Officers with the advice and consent of the respective Catholic War Veteran Membership Unit.

**Section 4.** All officers, members, and employees of each Auxiliary 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 Auxiliary. Such bond shall be approved by the sponsoring Membership Unit's Judge Advocate and its Board of Officers.

**Section 5.** The Treasurer of each Auxiliary shall be charged to keep regular books of account which shall be subject to audit. The Treasurer of each Auxiliary, or her or his designee, shall be charged to make the appropriate financial reports including any requirements imposed by the National, Department or Local governmental authority.

**Section 6.** The National Department shall prescribe a uniform method to collect the per capita fees for each Auxiliary.

**Section 7.** The Auxiliary to the National Department is authorized to visit and inspect Auxiliaries to Chapters and Departments. In like manner, an Auxiliary to a Department may inspect Auxiliaries to a Chapter or Post. Similarly, an Auxiliary to a Chapter may inspect an Auxiliary to a Post.



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**ARTICLE X - COMMITTEES**

**Section 1.** A National Committee shall consist of not less than three (3) members or more than ten (10) members as appointed by the National President and approved by the Auxiliary to the National Department. Each such Committee shall be composed of the members of the Auxiliary to 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 President shall appoint these committees: Convention, Bylaws, Resolutions, Public Relations, Finance, Special Projects, Veterans Administration Voluntary Service, Standards, St. Agnes Award, Legislation, and such other standing committees as the Auxiliary to the National Department shall so authorize.

**Section 4.** A Special Committee may be appointed by the National President to serve for a particular purpose.

**Section 5.** There shall be established a National Executive Committee which shall be composed of the National President, National First Vice President, National Second Vice President, National Secretary, National Treasurer and at least one Department President, which position shall rotate yearly amongst each Department.

**Section 6.** The National President may appoint 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.

**ARTICLE XI - DUTIES OF OFFICERS**

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

- a) **PRESIDENT** is the Chief Executive and presides at conventions and meetings. She or he appoints committees and aides, and designates specific duties with approval of the Membership Unit and assists the sponsoring Membership Unit's Commander whenever required.
- b) **CHAPLAIN** is the Spiritual Director and Guide in religious matters. He shall act as liaison between the Auxiliary and the Catholic Church and shall assist the sponsoring Membership Unit's Chaplain.
- c) **FIRST VICE PRESIDENT** assists President as directed; and assists the sponsoring Membership Unit's First Vice Commander in Americanism, Community relations and Catholic Action.
- d) **SECOND VICE PRESIDENT** assists President as directed; and assists the sponsoring Membership Unit's Second Vice Commander in membership and development programs.
- e) **THIRD VICE PRESIDENT** assists President as directed; and directs youth and athletic activities; and assists the sponsoring Membership Unit's Third Vice Commander in youth and athletic activities.
- f) **SECRETARY** is authorized, in the event of death or resignation of the President, to summon the Auxiliary's Board of Officers for the election of a successor. She or he records minutes of each meeting and provides for that Auxiliary's correspondence.
- g) **TREASURER** is custodian and disbursing officer of all properties and funds of the Auxiliary.
- h) **WELFARE OFFICER** is responsible for community outreach and assistance to citizens within communities served by an Auxiliary.
- i) **HISTORIAN** collects historical materials and compiles the complete history of the year's activities and assists the sponsoring Membership Unit's Historian.
- j) **RITUAL OFFICER** shall assist the President in carrying out the appropriate ceremony and shall supervise the Auxiliary participation in such other assemblies; and shall be the custodian of such parade and ritual properties.
- k) **DIRECTORS AND TRUSTEES** are responsible for the supervision of the funds of this organization. They are responsible for the preparation of the budget for each Auxiliary and submission to the Auxiliary for approval. They are charged to audit the financial records of an Auxiliary and perform such other duties as may be prescribed by each Auxiliary.

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

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**ARTICLE XII - THE HONOR LEGION OF THE ORDER OF ST. AGNES**

**Section 1.** A select St. Agnes Committee will judge each nominee for the Honor Legion of the Order of St. Agnes. The committee shall consist of five (5) members, each of whom shall be a member of the National Auxiliary Department, and shall include the National Chaplain, one (1) elected National Officer; one (1) Department President; and two (2) Past National Presidents, provided that the Committee is limited to only one member from each Department. The National President shall appoint its Chairman. The National President shall appoint each member of the Committee which appointment shall be approved by the National Auxiliary Department.

**Section 2.** The Committee shall recommend a maximum of three (3) nominees to receive the Medal of the Order of St. Agnes with the approval of the National Auxiliary 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. Agnes Medal shall be a member's general overall exemplary service to the Catholic War Veterans Auxiliary. The award shall be limited to members of the Catholic War Veterans Auxiliary, in good standing, for a minimum period of five (5) consecutive years, provided that a National President 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 Auxiliary; be approved by the nominee's pastor; and be made directly to the National Department.

**Section 4.** The National Department shall determine the administrative requirements, including a Certificate of Eligibility. **A recipient must be in full uniform at the Convention Award Ceremony.**

**ARTICLE XIII - HEADQUARTERS AUXILIARY**

**Section 1.** An Auxiliary to the National Headquarters Post Alfred E. Smith, Post No. 4, is established. Its affairs shall be administered by the Auxiliary to the National Department. Any eligible individual shall be accepted for membership upon application.

**Section 2.** A Department may establish an Auxiliary to its Headquarters Post.

**Section 3.** Each Auxiliary to a Department Headquarters Post, including the Auxiliary to the National Department, shall not be entitled to suffrage at any convention or election meeting.

**ARTICLE XIV - EFFECTIVE DATE**

**Section 1.** These Bylaws are effective following the advice and consent of the CWV National Department.

**Section 2.** Any member of an Auxiliary, in good standing, on the day and date these Bylaws are adopted, and who enjoys a right or privilege heretofore granted, including suffrage in any Auxiliary, election meeting, or National Convention, shall enjoy such right or privilege provided that she or he remains a member in good standing of the Auxiliary to the Catholic War Veterans of the United States of America, Inc.

**ARTICLE XV - AMENDMENTS**

**Section 1.** These Bylaws may be amended by a majority vote of duly registered delegates at an Annual or Special Convention provided:

- a) The proposed amendment shall be submitted, in triplicate, to the Auxiliary to the National Department at least forty-five (45) days prior to the opening session of such Convention.
- b) The Auxiliary to the National Department shall give notice of any proposed amendment duly submitted, which notice shall be made to all Auxiliaries at least thirty (30) days prior to the opening of such Convention.
- c) The majority of affirmative votes cast in favor of the amendment shall be at least equal to the number needed for a quorum.

**Section 2.** An Auxiliary may amend its Bylaws, provided that such Bylaws as amended are not in conflict with the Constitution and Bylaws of the Catholic War Veterans of the United States of America, Inc., and the Bylaws of the sponsoring Membership Unit.

**Section 3.** The Constitution and Bylaws of the Catholic War Veterans of the United States of America, Inc., shall be the supreme governing document together with these Bylaws. The sponsoring Membership Unit, except as otherwise provided in the National Constitution and Bylaws of the Catholic War Veterans of the United States of America, Inc., is the final arbiter of all matters in respect of its Auxiliary.

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