



CATHOLIC WAR VETERANS

AUXILIARY

OF THE
UNITED STATES OF AMERICA

OFFICERS
MANUAL
2018 EDITION

“FOR GOD...FOR COUNTRY...FOR HOME”

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PREFACE

The Catholic War Veterans Auxiliaries throughout the United States of America, have many different types of activities in which our members have the ability to serve as leaders. Leadership is most effective when it is based on sound ideals and good principles of organization and authority.

The purpose of this Officers' Manual is to present as a guideline ,the responsibilities of each officer so that she/he will be a successful leader.

The strength of an Officers' leadership will depend on the understanding of the ideals and ideas as well as the purpose and procedures of the Catholic War Veterans Auxiliary and in working with the programs of all the higher echelons.

One can only learn to lead by leading. This Officers' Manual is meant as a guide.

PRINCIPLES OF ORGANIZATION

DESIRABLE QUALITIES

In order for the principles of the Catholic War Veterans Auxiliary of the United State of America to work and carry on, Officers need to do three things. They must be willing to work hard. They must know the organization and their own specific duties, and they must instill enthusiasm into each other and their membership.

This is not always an easy task but officers that accomplish this will attain the most successful results. An organization whose officers have these 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 Auxiliary of the United States of America.

THE OFFICERS ARE:

1. National Chaplain
2. National President
3. National First Vice President
4. National Second Vice President
5. National Third Vice President
6. National Treasurer
7. National Welfare Officer
8. National Historian
9. National Ritual Officer
10. National Three Year Director
11. National Two Year Director
12. National One Year Director
13. Past National Presidents
14. Past National Chaplains
15. Department Presidents
16. Liaison Officers
17. Secretary

All officers should familiarize themselves with the National Constitution and Bylaws of the Catholic War Veterans Auxiliary of the United State of America as well as the Bylaws of the echelons under which they operate. Every member should have a copy of the Auxiliary Ritual book and a knowledge of what it contains. In addition, officers should know the fundamentals of Parliamentary Law governing assemblies to conduct the regular business at a meeting. The regular Order of Business is found in the Auxiliary Ritual Book.

COMMITTEES

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.

CHAPLAIN

The position of Chaplain is essential to give advice in matters pertaining to faith and morals. He should always be shown proper courtesy and respect. He should advise what we can do to promote Catholic Action. The Chaplain on the National Level is also an integral member of the St Agnes Committee.

PRESIDENT

The President of the Catholic War Veterans Auxiliary, is its Chief Executive. As the leading officer, the President performs a number of important roles. The President must be able to use common sense, tact, fairness and a working knowledge of parliamentary procedure to properly chair meetings effectively.

The President as the Presiding Officer is responsible for seeing that the business of the organization is transacted in proper order, that order and decorum are always observed, and that the bylaws are always enforced.

Leading a successful organization is not a one person job. It is the

President's duty to appoint individuals to serve as committee chairpersons and assist them in their endeavors. A President cannot reach the objectives of the Auxiliary alone, it takes the effort of many members to accomplish the results.

DUTIES OF THE PRESIDENT:

1. Appoint Chairpersons of various committees.
2. Confer with Past Presidents to avoid mistakes and improve on ideas.
3. When needed call special meetings of the Board to discuss any important issues.
4. Formulate general plans for the year's program in conjunction with National Officers programs and set definite goals.
5. Assist the Treasurer in preparing a budget for the organization and have it approved by the Executive Board and veterans.
6. Check with each Committee Chairperson and Officer between meetings, to see if any problems have arisen which need to be addressed, and see that all goals have been set.
7. Radiate enthusiasm and give encouragement to all Officers and Committee Chairpersons, in order for the best possible job to be accomplished by all.
8. Preside at all meetings of the Executive Board. In the President's absence the First Vice President acts for the President.

The President is responsible to the membership for the proper governing of the affairs of the organization. The President informs higher echelon of any new programs which have been planned by their unit. The President conveys suggestions and ideas of value to higher echelons and seeks advice and aid in pursuing the National Program from the other echelons.

The President will bring to the attention of a higher echelon, special problems beyond the solution of their unit and requests special help when needed.

The President attends regular meetings of higher echelons so the channeled information may be available to their unit. The President represents the Auxiliary in community civic affairs. The President speaks for the Auxiliary in community affairs. The President guides the public relations of their auxiliary.

The President , as a representative of her/his unit, must be ever aware that she/he is the representative of the

Catholic War Veterans Auxiliary of the United State of America. The President must be particularly alert when dealing with members of other faiths and civic projects. The President should seek the guidance of the Chaplain when representing the organization. The President of a Catholic War Veterans Auxiliary will often be called upon to speak at public affairs such as rallies, forums, banquets, etc. She/he should be prepared to make appropriate remarks which will represent the sentiments of the Auxiliary.

FIRST VICE PRESIDENT

The duty of the First Vice President of each Unit is to organize and set in motion the agenda for CATHOLIC ACTION. Members should be encouraged to support the ideas and ideals of the Catholic Church by taking an active role in the Church. Every member should exemplify the Catholic religion by honoring our Blessed mother at all times.

The activities that we are encouraged to enact include: sponsoring a Corporate Communion Mass and breakfast; volunteering in the various Church Ministries in the local parish (becoming ushers, Eucharistic Ministers, volunteer Secretaries, teaching RCIA/CCD/First Communicants, etc.), donating to various Catholic charities, saying a decade of the Holy Rosary before CWVA meetings, offering prayers for those members in hospitals, nursing homes and homebound, participating in Pilgrimages and retreats. Do something as simple as attending daily mass when possible and/or being present at a memorial service for a deceased member or relative of a member.

SPIRITUAL BOUQUET FOR THE HOLY FATHER

The Spiritual Bouquet project is an important Catholic Action activity. Begin early and remind all that prayers help. Remember the prayer for the Holy Father said after each meeting. Pray for the Holy Father for his intentions and for his good health. Join spiritually in his prayers for peace. There is a report form for these activities that occur between October 1st and the following June 30th.

CATHOLIC ACTION REPORT FORM CATEGORIES

CORPORATE COMMUNIONS

Corporate Communion should be encouraged especially in the months that have five (5) Sundays. Strive for 100% attendance in conjunction with your Post. It is suggested that some activity be held following Mass, such as a breakfast or dinner.

RETREATS

A Retreat or Day/ Night of Recollection may be planned, inviting other Auxiliaries or parishioners to participate. Take part in a retreat and attend a Parish missions. In all programs, seek the assistance of your Chaplain; the spiritual and social benefits are most rewarding.

MASSES and SPIRITUAL BOUQUET

Masses for Memorial Day, Veterans Day, First Saturdays for Priests, etc., could be planned with your First Vice Commander as a joint venture. A POW/MIA mass would be in order so we can remember those veterans who cannot be with us. A Spiritual Bouquet of prayers for the needy and destitute, to end abortion, for our country, and all the servicemen and women could be made.

ROSARY

Take part in Novenas to Our Lady of Fatima. Recite a decade of the Rosary before the start of your meetings. Carry a Rosary with you at all times, at least a blessed "Finger Rosary". Attend Rosary services for deceased members and/or family members.

RELIGIOUS and MISSIONS

Remember our Chaplains and seminarians who are usually discreet about their needs. Ask if they are in need of any assistance that you may be able to offer. The missions are always in need of material goods or monetary donations; both are greatly appreciated. **ADOPT A MILITARY CHAPLAIN:** praying for these chaplains is the CWVA way of showing how much we appreciate their interest and devotion to our men and women who are serving in the military. Donations to the Archdiocese for the Military Services, USA, may be sent to: P.O. Box 4469, Washington, D.C. 20017-0469.

PARISH COMMITTEE WORK

There is a never-ending need for volunteers on parish or diocesan committees. Encourage members to volunteer their services. There are CCD classes and fund-raising programs for the maintenance of our churches. Promote Catholic literature by subscribing to your local Catholic Diocesan newspaper and/or to "the Catholic League for Religious & Civil Rights" at 450 Seventh Ave., 34th Floor, New York, NY 10123. The Catholic League keeps one apprised of issues pertinent to our Catholic faith. There are many other Catholic publications that can be read and shared among the membership.

OBSERVE CWV DAY, DEC. 8TH

Plan a Mass and some social activity jointly with your Post. Take part in the Good Friday services of your parish. Promote our "Keep Christ in Christmas" program by using religious Christmas cards and stamps and encourage others to do the same. Encourage merchants to use yard and window displays that are religious.

ADOPT A PRIEST

(known only to you and Our Blessed Mother)

They need our prayers as well as our financial support as they continue to extend a helping-hand to people in need.

SPECIAL PROJECTS

This is your individual section of the report and can cover a great number of programs pertaining to Catholic Action. Join a local group working on the pornography issue. Write to your local TV stations regarding films and programs degrading the Church and its leaders. We are interested in learning about your special Catholic Action projects.

AMERICANISM AND CIVICS

This program, part of the First Vice President's duties, seeks to assist in the civic health of the community, to assure the protection of all citizens and the preservation of individual and civil rights. Members are encouraged to look objectively into the qualifications and backgrounds of candidates for local and national elections and understand how their platforms help to preserve the ideals and ideas of the Catholic Church.

Respect for our American Flag is the cornerstone of this program. Fly it prominently and proudly daily, or at

least display the symbol of our Nation on patriotic holidays. Place flags on deceased Veterans' graves; present American Flags to community and school groups that all may display them and give tribute to our great Nation and Flag by recitation of the Pledge of Allegiance.

Military mail programs should be encouraged. There are several corporate places that distribute voluntary mail to service members around the world. There are also community members who, as members of the Armed Services, can distribute mail to their units. Let our armed forces know how proud we are of their service to our country. Remember, they are serving us.

Community activities could encompass participation in programs which help to combat the use of drugs, the use of alcohol, the abuse of our children, pornography and obscenity. The right to vote is a privilege enjoyed by every citizen. Encourage exercising this right by registering and voting early and smartly, by offering transportation to those unable to walk to the polls, by baby-sitting to allow parents time to vote. Express your views to public officials for the civic and environmental needs of your community. Participate in community civic affairs, town hall meetings, etc.

SECOND VICE PRESIDENT

The Second Vice President assists the President as directed. The main duty of the second Vice President is developing programs that will increase membership.

The potential for membership is great, as there are several eligible Auxiliary members in the family of one veteran*. Membership is open to Catholic fathers, mothers, spouses, widows, brothers, sisters, sons, daughters, nephews, nieces, grandfathers, grandmothers, stepfathers, stepmothers, uncles, aunts, grandsons, granddaughters not less than eighteen (18) years of age, of living or deceased Catholic veterans, including the spouse of an individual who is a Prisoner of War or Missing in Action, and provided further, that the dues of such member shall be waived for so long as that individual remains a Prisoner of War or Missing in Action. Membership in the Auxiliary is also open to Catholics recommended by a Catholic War Veteran.

Earnest campaigning will increase your membership. It would be beneficial to work with the unit's Second Vice Commander in organizing annual membership drives. Second Vice Presidents should always have on hand an application for a potential new member.

Second Vice Presidents are responsible for sending out notices when dues are due and for collecting annual dues. They are responsible for submitting dues to the treasurer and remitting per capita and member transmittal sheets through echelons and to National. Second Vice Presidents are also responsible for keeping track of life memberships and for recording a member's death.

Second Vice Presidents on the Department level, are also responsible for calculating delegate strength for their department convention and for collecting delegate fees at the Department's annual convention.

THIRD VICE PRESIDENT

One of the most important programs is youth activities. Our youth of today are our leaders of tomorrow! We must help our youth cope with our ever changing society and peer pressure by assisting them whenever possible. Contributions and unselfish help to local Youth organizations will help to channel our youth into constructive pursuits and away from temptations. Our youth of today are our leaders of tomorrow!

Sponsor and participate in youth groups in parishes and localities such as Confraternity of Christian Doctrine, CYO groups, Scouts, Little League, Special Olympics, sports activities, etc.

Sponsor and/or participate in poster and essay contests, spelling bees and scholarships. If the Unit can afford it, monetary awards are appropriate prizes in such activities. Awards may be made at commencement ceremonies, "Moving Up" ceremonies, etc. Whenever possible such presentations should be made by Officers in full uniform.

The Immaculate Conception Burse is set aside for scholarship offerings to youth graduating High School and needing assistance in attending College. Recommend the program to one or more youths. This helps to put forth the ideals and ideas of the CWVA to the youth of our country who are, perhaps, in need of good direction.

SECRETARY

The Secretary assists the President and the Board of Officers in the administration of the policies, procedures and mandates of the Unit to which she or he is Secretary. The Secretary keeps the records, correspondence, supplies and notices of the Unit and is the custodian of the Unit's Charter. In the event of the death or resignation of the President, the Secretary is authorized to summon the Board of Officers for the election of a successor. (As per charge to Secretary in the Ritual Book.)

The Secretary notifies the members of the time and place of each meeting. The previous meetings' minutes, a detailed history of the discussions, events and decisions which took place, should be transcribed and distributed to each member in a timely fashion prior to the next meeting.

The minutes should state the nature of the meeting (regular, special, Convention, Pre-Convention, Post-Convention), the time, date and place of the meeting and the name of the presiding officer. Also stated should be a record of all things done by the Unit – with details of discussions and personal opinions being omitted. Officers' and chairpersons' reports should be summarized. A copy of each report should be included with the minutes.

All motions, whether approved or defeated, should be clearly restated and recorded, as should be the name of the maker and seconded, and results of the vote that may have been required.

ORDER OF BUSINESS

1. Roll call of officers.
2. Reading of minutes of previous meeting. (Action on minutes.)
3. Reading of communications and action thereon.
4. Presentation of Bills and action thereon.
5. Directors' Report
6. Treasurer's Report
7. Reports of all Officers and Chairpersons.
8. Report of the President. (The President when making the report does not relinquish the chair.)
9. The First Vice President asks for acceptance of the President's report.
10. Unfinished business.
11. New business.
12. Good of the Order.
13. Chaplain's remarks.
14. Closing Ceremonies.

NOTE: In situations arising not covered by the above, refer to Robert's Rules of Order.

TREASURER

As the custodian and disbursing officer of the Unit's funds, the Treasurer is charged with keeping a permanent record and preparing a financial report for presentation at each meeting. The Treasurer must keep the books of the Unit ready at all times for audit.

The Treasurer and Finance Committee should prepare a working, balanced Budget for presentation to the Board of Officers at the Pre-Convention meeting. The Budget should state the probable income of the Unit and the estimated expenses of the Officers and Chairpersons. Once approved by the Board the working Budget must be presented to the parent body for approval.

The Treasurer, as Chairperson of the Finance Committee, works hand in hand with the Directors. Prior to each meeting the Treasurer should meet with the Directors to ensure that all financial mandates, either as stated in the Budget or as otherwise properly authorized (e.g. approved financial motions), have been honored. All expenses should be monitored so as not to exceed the budget's allotments.

WELFARE

The Unit Welfare officer fills an important position in the Auxiliary. As a Welfare Officer it is your duty to give assistance to veterans, their widows and orphans. You are responsible for outreach and assistance to citizens within your communities. You must be sincere and confidential in your dealings and the matters pertaining thereto.

What is the definition of WELFARE? Welfare is the financial or other assistance to an individual or family who is in need. Welfare Work: plans or work to better the social or economic conditions of various underprivileged individuals. This can also include organizations to which you contribute.

Below are some of the things you can work on as a Welfare officer.

SPECIAL PROJECTS

A Special Project is something you, as an Auxiliary, have adopted. It can be a particular person, family, or cause. Some examples are bereavement meals, sympathy cards (not Mass cards), stamps for wounded warriors, etc.

NON-VA HOSPITAL ASSISTANCE

- A non-VA hospital can be a State Veterans' home NOT under the jurisdiction of the Veterans Administration, also local hospitals, and nursing homes .
- Donations of food, clothing, furniture, money, etc. to those in need can be done by the Unit or individual members. Donations can be to other charitable organizations or directly to an individual or family in need.
- Providing for our seniors, shut-ins, and physically disabled can be accomplished by providing transportation to medical appointments, shopping, cleaning their home, paying bills, visiting, etc.
- Assisting veterans, servicemen and women, and their dependents can be a vast array of functions: providing assistance to the family while the service member is deployed, etc.
- Assisting at blood drives, donating blood, platelets, plasma, etc.
- Visits, phone calls, sending cards, flowers, or gifts to individuals who are ill; can include members, neighbors, friends, etc.
- Assisting mothers who have chosen life for their unborn babies. This can be food, clothing, or financial assistance.

CROSS OF PEACE

This program gives units the opportunity to raise funds to assist in the participation of service, welfare, hospital and youth activities. This campaign is normally conducted in April and the Cross of Peace emblems can be ordered from Headquarters.

MEMORIAL POPPY PROGRAM

This program also gives an opportunity to raise funds to carry out welfare and youth programs. Place your order through national Headquarters.

HISTORIAN

The Historian must know all that is happening within the unit and to present the news of their unit to the public. Record keeping of events is beneficial to the future of the unit. A camera is a must to take photos whenever possible.

The unit Historian is usually the Chairperson of Public Relations. No event, be it great or small, can be successful unless full coverage is given to it and success can always be measured by the publicity it was given. Make yourself known to the editors of your local newspapers. News releases should always be typed, double space and one sided. Always remember the WHO, WHAT, WHERE, WHEN WHY.

The office of Historian can be time consuming but the finish product can be very awarding.

Below are guidelines to assist the Historian in creating a History book:

The written History of a unit should only cover the period from October 1 thru September 30 which is the calendar year of the Auxiliary.

RECOMMENDED OUTLINE FOR HISTORY BOOK

BOOK

- Three-ring binder, any color (though black is preferred)
- Plain white paper
- Index sheets with tabs
- Optional: Plastic protectors for clippings, photos, etc.
- Optional: Black sheets taken from plastic protectors may be used for the photos

FRONT PAGE

- Name of Unit or Echelon
- Number of Members in Unit or Echelon
- Name of Town or State
- Date:
- Department Books – Convention through Convention
- Unit Books – October 1 through September 30

DEDICATION

- Optional

INDEX

- List of contents in history book from beginning to end

LIST OF OFFICERS AND APPOINTEES

- Chaplain's spiritual message
- President's reports and accomplishments
- First Vice President's programs and reports
- Second Vice President's programs and reports
- Third Vice President's programs and reports
- Welfare Officer's programs and reports
- VAVS Projects
- Ritual Officer's report
- Historian's written History – not the minutes
- Special Committee programs and reports.

PHOTOS

- Should be relevant to our organization's programs
- Names of individuals and places as well as dates (typed on white labels)
- Labels to be placed under or to the side of the photo

PUBLICITY

- Newspaper clippings must have the name and date of the newspaper (double-scotch tape is best to use on back of the articles)
- Clippings should be cut neatly, no fancy shears.
- Clippings should be of your own Unit or echelon, or any other echelon with which your group participated.

RITUAL

It is the duty of the Ritual Officer to see that all ceremonies of the Auxiliary to the Catholic War Veterans of the U.S.A. (as prescribed by the Ritual Book) are carried out. The Ritual officer is also the custodian of the meeting ritual supplies as well as the colors. The Ritual Book gives the Ritual Officer the tools he/she needs to perform their duty. All Ritual officers should have a copy of the Ritual Book in their possession at all times during CWVA functions.

It is important that the Ritual Officer be familiar with the opening and closing ceremonies at meetings. They should be familiar with the setting up of the meeting room and is entrusted with the proper setting of the altar. They should be familiar with the ceremony for Induction of new members as well as the ceremony for installing new officers. They should know how to escort members to the dais.

The Ritual officer should have thorough knowledge of the proper uniform and should see that members are dressed in the proper uniform .

DIRECTORS

Directors are responsible for the supervision of the funds of this organization. They are responsible, with the Treasurer, for the preparation of the budget of the auxiliary and submission to the Auxiliary for approval. They are responsible to audit the financial records of the Auxiliary. The Directors and the Treasurer, carry the responsibility of maintaining the solvency, and the good credit standing of the unit.

In the preparation of the budget a Director must determine possible income, and estimate the expenses of various officers and committees.

Directors are also responsible for ideas to raise funds for the unit and initiate fund raising.

Duties of Directors

- 1st Year Director- Gives report of Directors meeting, helps with travel vouchers and assists in any fundraising.
- 2nd Year Director- Gives report on fundraising held at meetings and Convention. Helps with travel vouchers.
- 3rd Year Director- Helps with fundraising vouchers and assisting the other directors.

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 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.

PROCEDURE FOR FORMATION OF AN AUXILIARY TO A POST IS AS FOLLOWS:

1. First, permission must be granted by the Post.
2. Second, Charter application must be signed by at least 15 eligible applicants and approved by the Post Commander.
3. 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 twelve (\$12.00) 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 inadvisable 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 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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 Book.

9. RECORDS

The record for membership must be filled out by the Auxiliary 2nd Vice President. When forwarding transmittal per capita sheets, be sure that required amount of per capita for each echelon is included, checking carefully to see that you are sending per capita for every name listed on your sheets.

Membership cards are may be printed off the computer once your Auxiliary is set up with a website. The Auxiliary should pay the per capita tax fee for their Chaplain and list his name on the membership roster so he will be included in all mailings.

10. 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 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.

11. 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.

12. PROGRAM

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

13. UNIFORM, JEWELRY, ETC.

Consult the Auxiliary Ritual Book.



St. Agnes, Patroness of the CWV Auxiliary

HISTORY OF THE CWV AUXILIARY

FOR GOD

The Catholic War Veterans Auxiliary is based on a foundation of devotion to Our Blessed Mother; through Mary we seek Jesus.

FOR COUNTRY

The Catholic War Veterans Auxiliary seeks to assist in protecting the rights and privileges of our Veterans, to honor and respect Veterans of all wars, who gave of themselves to preserve our freedom, to foster respect for the Flag of the United States of America.

FOR HOME

The members of the Catholic War Veterans Auxiliary participate in scholarship programs, offer voluntary services to hospitals, homes for the aged, senior citizens, and many community programs and actions.

IN THE BEGINNING...

In early 1935 Monsignor Edward J. Higgins was disturbed by the persecution of nuns and priests that was occurring at that time in Mexico and was upset that none of the existing Veterans organizations were willing to voice their objections to these actions. After conferring with Pope Pius XI, Monsignor Higgins received Papal approval for the formation of a Catholic Veterans organization with many purposes among which is to foster comradeship among Catholic Veterans, to protect their rights and to take positive action against atheism, especially Communism. It was called the Catholic War Veterans. Before the year was over many Posts were organized in the State of New York. The first Ladies Auxiliary, Jamaica, CWV Auxiliary #7, New York, received its charter in December 1935.

Between 1936 and 1948 the organization progressed rapidly, organizing Posts and Auxiliaries throughout the states of New York, New Jersey, Pennsylvania, Connecticut, District of Columbia, Wisconsin and Ohio. An Auxiliary could not be organized without sponsorship from a CWV Post sponsorship. Qualifications for membership in the Auxiliary were being a member of the Catholic Church and being related to an eligible Catholic veteran.

During Catholic War Veterans National Conventions, reports of the outstanding work accomplished by the Auxiliaries were received. Much praise was given the Auxiliary members for their services as voluntary workers at the VA Hospitals. They helped by writing letters for and/or feeding the blind, helping disabled paraplegics to their wheelchairs, sponsoring bus rides, distributing gift packages, giving parties with entertainment to celebrate birthdays, Christmas, Easter and other occasions. Wheelchair brigades were formed to assist the

wheelchair bound veterans to attend Sunday and Holy Day Masses. Catholic Chapels were erected, furnished and maintained through contributions and volunteer work of the Auxiliaries. Rehabilitating the veteran and his family, welfare in general and child welfare specifically became major programs. (These programs and many additions are being practiced today through the dedication and hard work of many Auxiliary members.)

In 1948, a call went out to all Auxiliary members to attend a special meeting, held during the National Convention of the Catholic War Veterans at Chicago, Illinois. The purpose of this meeting was to establish a National CWV Auxiliary. The first National Catholic War Veterans Auxiliary Convention was held in May 1949 in Washington, DC.

ALONG THE WAY.....

Many times during each year Auxiliary members participate in Memorial Masses and reflective times. Meetings are begun with a decade of the Rosary and were ended with three “Hail Mary’s for the conversion of communist countries. Since 1991, with the downfall of the USSR, we dedicate our closing prayers for the conversion of oppressed countries. And we feel we will be successful in praying for the return to God and adherence to the Ten Commandments.

In the forefront of all our programs and activities is the support and assistance to Veterans, especially those that are hospitalized. We need to remind them that we have not forgotten their service to us by helping to maintain our freedom. On the National and Department (State) level this assistance is most frequently that of a monetary nature; the personal projects are carried out by us as representative of our original Auxiliary Units. In time of need, we help the Veteran and his or her family financially and morally, whenever possible.

Respect for the Flag is one of the cornerstones of our Americanism and Civics program. Placing flags on Veterans’ graves, exercising our right to vote, serving on juries and on civic boards are just some of the ways we seek to enhance our country and what it stands for.

Through our Youth projects we endeavor to help youngsters realize their religious and civic obligations, and responsibilities, to enable them to take over for us when we meet our final reward. We assist our parent body with the scholarship programs, both monetarily and physically, and foster ongoing programs relative to the education and well-being of all children.

We, the Auxiliary, from our inception have assisted, and will continue to assist our parent body, the Catholic War Veterans, at all times, in its endeavors to foster their programs.

We sincerely hope, that with the telling of our history and listing of our projects, we will inspire potential members to join us on our journey of devotion.



HONOR LEGION OF THE ORDER OF ST AGNES

RESUME REQUIREMENTS

All resumes must be typed, double spaced.

Any recommendation must originate with an Auxiliary Unit as stated in the Auxiliary BYLAWS, be approved by the nominee's pastor, and be mailed directly to the National Chairlady.

The resume shall consist of a minimum of 500 words and a maximum of 2,000 words detailing the nominee's general overall exemplary service to the Catholic War Veterans Auxiliary. A letter from the candidate's pastor should be included. This letter would not be part of the minimum 500 words.

A current, individual photograph of the nominee in uniform, suitable for publishing in the newspaper, must accompany the resume.

A completed Certificate of Eligibility (enclosed) must accompany each resume and must be signed and dated by the Unit President. If a Unit President is the nominee, the Unit Secretary shall sign and date the resume.

The original typed copy and 4 additional copies of the resume and Certificate of Eligibility shall be mailed to the Chairlady.

All candidate recommendations with the necessary documentation must be received on or before April 1, 20--. A postmark date is not acceptable relative to the deadline date.

Resumes are not required to be approved or submitted through higher echelons.

This prestigious award is presented by the National Department Auxiliary at the annual National Convention. The recipient and her escort must be in full C.W.V. Auxiliary uniform. The recipient shall choose her escort for the Convention Mass from the list of past recipients of the St. Agnes Medal.

SUPPLEMENTAL RESUMES

A supplemental resume detailing community affairs, parish, religious and/or fraternal organizational activities, public offices held, and any other significant deeds, may be submitted in conjunction with the Catholic War Veterans Auxiliary resume.

The original typed copy and 4 additional copies of the supplemental resume shall be mailed to the Chairlady.

The Supplemental resume shall consist of a maximum of 500 words and must be signed and dated by the Unit President. If a Unit President is the candidate, the Unit Secretary shall sign and date the supplemental resume.



CATHOLIC WAR VETERANS AUXILIARY OF THE UNITED STATES OF AMERICA

441 North Lee St Alexandria, VA 22314-2344
703-549-3622

Honor Legion of the Order of St. Agnes

CERTIFICATE OF ELIGIBILITY

PLEASE TYPE and SUBMIT by April 1,

Name of Candidate _____

Address _____

City _____ State _____ Zip _____

Telephone (include area code) _____

Auxiliary Unit Name & No. _____

Unit Auxiliary President's Name _____

I hereby certify that _____ is a member of Catholic War Veterans Auxiliary Unit No. _____ and has been in good standing for a minimum period of five consecutive years from this date _____.

Unit Auxiliary President's Signature _____ Date _____

Name of Parish _____

Pastor's Name/Title _____

I hereby certify that _____
is a practicing Catholic and a registered member of:

Church Name _____

City _____ State _____

Pastor's Signature _____ Date _____

PLEASE AFFIX OFFICIAL CHURCH SEAL OVER CERTIFICATION

CHARTERED BY CONGRESS 17 AUGUST 1984

OUTSTANDING SERVICE AWARD

This is a secular award an auxiliary member can receive from the National Catholic War Veterans Auxiliary. The nominee should be a member of the CWVA organization for a period of at least three years and who is an asset to the organization and to the community and is living proof of our motto: For God, Country and Home.

Following are the rules and application for entry. The winner's application will be kept on file by the National Office and all other applications will be returned to the nominator. All entries are strictly confidential.

The award will be presented at the CWVA National Convention.

RULES FOR APPLICATION AND RESUME REQUIREMENT

Recipient must be an auxiliary member, in good standing for a period of three consecutive years.

The entry must be submitted by the nominating Echelon President.

Only one (1) entry can be submitted each year from an Auxiliary Echelon. The award can be given only once to a member. When name is submitted, and they are not chosen, that name can be resubmitted again the following year. All entries must be postmarked no later than April 1. The recipient should be chosen for services to the affairs of the organization, and for services to the community.

Entries must be endorsed by the Unit President and Department President or Department Representative appointed to National Board. (If the Unit Board of officers were to submit the name of the current President, the unit secretary would sign the form.) Remember to do a write-up on your candidate- tell us who he or she is, what he or she has done for all levels of CWVA, offices he or she has held, charity work and community work, just a story all about him or her.

To: All Presidents

From: _____

Outstanding Service Award Chairlady

Date _____

Re: Outstanding Service Award

Enclosed you will find the application and rules for submitting a member of your unit for the consideration as the (year) Outstanding Service Award Recipient. This is a secular honor the National CWVA can bestow upon a member. All units have members who are very deserving of this recognition. Maybe it is a member who is active now or one who was once very dedicated to our CWVA motto GOD, COUNTRY AND HOME.

Please send three copies of everything.

Your entry must be mailed to me at the address below and postmarked by April 1,. The Committee will meet at the May Board meeting.

We hope to see you and some of your members at the National Convention.

Mail application to:

OUTSTANDING SERVICE AWARD

Name of candidate _____

Address _____

City _____ State _____ Zip _____

Telephone(include area code) _____

Cell Phone _____

Auxiliary Unit Name and Number _____

Unit Auxiliary President's Name _____

I hereby certify that _____ is a member

Of Catholic War Veterans Auxiliary Unit # _____ and has been in good standing for a minimum of three years from this date _____.

Unit President's signature _____ Date _____

Department President's signature _____ Date _____

NATIONAL CWVA CONVENTION CHAIRLADY DUTIES

1. Attend Convention Board meetings along with CWVA National Convention Luncheon Chairlady.
2. Keep in contact with CWV Convention Chairman/Chairlady.
3. Keep in contact with CWVA Convention Luncheon Chairlady/Chairman so you can know if she is going to need you to ask Convention Chairman for specific arrangements so he/she will make requests to contact person at convention site.
4. If convention site location is where there is an existing Post and or CWVA Unit, keep in contact with their Commander and/or President to get their assistance with convention events.
5. Provide Convention Chairlady reports at National Board meetings.
6. Write letter for Convention Journal and provide photo.
7. Keep in contact with National President and National 1st Vice-President regarding Memorial Service. You will need to know how many flowers will be needed for Memorial Service.
8. Find out who is printing Memorial Service, Convention Mass and Banquet Programs.
9. Order corsage for Madam President and centerpiece for President's luncheon. You can use same centerpiece for banquet.
10. Order flowers for banquet, preferably order all flowers from same florist. If there is not a CWV/CWVA Unit located at convention site to help with ordering flowers, then get information from contact person at convention site. They can refer you to a floral shop they are familiar with and preferably one that can deliver to hotel You will order boutonnieres for men- usually Master of Ceremonies, Commander, incoming Commander, Chaplains, guest speaker, convention chairman; corsages and/or hand held corsages for ladies – President, incoming President, Commander's wife/guest and convention chairlady.
11. Decide if you want to have decorations for tables at banquet. It can be a floral decoration or a small favor for everyone to take with them.
12. Sign-up volunteers for daily morning prayers, readers for mass and Eucharistic Ministers. Also for Convention Mass. Print schedule to either email to volunteers or hand-out to volunteers at convention.
13. When you arrive at convention site, be available to work with Convention Chairman. Find out meeting room locations, registration, CWV/CWVA supply room, where mass will be held and hospitality room. Get times for Hospitality Room and who is hosting so you can announce at CWVA meetings. Be available to help as needed, you are Convention Chairlady/hostess and you want everyone to have a good time.
14. You set up seating arrangement at head table for banquet and you can make place cards if you want. Based on seating arrangement, you line them up. Give list to Master of Ceremonies for him to introduce.
15. At each event, you pick up extra programs, etc. Make sure after banquet someone takes centerpiece.. If you don't get anyone to donate flowers for banquet, you split cost between CWV and CWVA. (CWVA pays for Memorial Service flowers.)
16. If needed, help pack items to go back to National Office.
17. Open Convention, give President daily templates.
18. Have speech prepared for opening joint session.

LOTTERY FUND RAISER CHAIRPERSON

The National Auxiliary Lottery is run six months during the Auxiliary year (October through September). It is run during each even numbered month – October, December, February, April, June and August. Each lottery ticket (numbered 001 through 999) is sold for \$25. The number on the ticket is good for each day of each month of the six monthly drawings. It is based on the nightly lottery number of the state Lottery chosen during each day of that even numbered month.

During the month of September yearly Lottery tickets are to be printed. Two tickets are sent to each National Auxiliary Officer and Chairperson, to each National Officer and Chairperson, to each Department President/ Department Liaison and to each Department Commander. Also a list of members willing to sell the National Lottery tickets must be established and those persons are also to be sent tickets.

A chart must be prepared detailing each ticket number, to whom it was sent and whether it was paid for (date, check number) or whether the number remains unsold.

Payment for the tickets should be made by check to the “CWV Auxiliary” and sent to the National Lottery Chairperson. After copies of each check are made, the Lottery chairperson sends the checks to the National Office for deposit. A note about the total amount of that deposit is also sent to the National Treasurer.

During the even numbered months when the lottery occurs, records are kept of the winning numbers and the names of the winners. On the 15th and 30th or last day of these months, a list of winners with their address and the amount they won must be sent to the National office. The National Office will send checks out to the winners. For each National Board meeting, a report must be prepared listing the amount of monies received, how many winners were paid and how much was paid out.

A VAVS Representative, a VAVS Deputy Representative, and a VAVS Regularly Scheduled Volunteer are three distinctly different entities even though they may be the same person.

VAVS REPRESENTATIVE

The duties of a VAVS Representative entail attending the quarterly meeting of the VA Voluntary Services Executive Committee. At these meetings we are the representative of our Veterans.

These meetings are the place where Hospital Directors discuss physical changes that are being made to the facility as well as changes in processes for treating Veterans. The meetings provide the Representatives with a chance to ask questions, present in-patient or out-patient complaints, make suggestions as to improving service, etc. The VA wants us to attend these meetings so we can relay the information on planned activities, donations needed, time needed, volunteers needed, etc., to our Units. These meeting also are the place where many donations are presented to the Voluntary Service Office.

Either a VAVS Representative OR a VAVS Deputy Representative should be at every Quarterly meeting at the VA Hospital which is served. A CWV Auxiliary absence from three consecutive Quarterly meetings means that VA Hospital will no longer be listed as part of the CWV Auxiliary “roster”.

Both the Representative and Deputy need not be at the same meeting. It is the CWV Auxiliary that gets counted, not the individual, so if the Rep attended a meeting and the Dep attended the next meeting the CWVA would be marked at 100% for those meetings. If the Rep attended a meeting, no one attended the next meeting and the Dep attended the third meeting and neither attended the fourth meeting, the CWVA would be recorded at 50% of attendance for that fiscal year and still have that hospital as a “CWVA Hospital”.

When neither the Rep nor any Dep attends three consecutive meetings, the CWVA loses* that hospital. So, if a VAVS Representative or Deputy Representative cannot commit to attending at least TWO VAVS Quarterly meeting or every other meeting during the VA's Fiscal year (October 1 through September 30) the member should not be elected; that office should not be filled.

*Losing the hospital has reference ONLY at the VA National Advisory Council. Once the count of "CWVA Hospitals" decreases to ten or less, the Catholic War Veterans Auxiliary will have NO VOICE at the VA's Annual National Advisory Council; have NO VOTE on changes to the bylaws; have NO ABILITY to suggest changes to National VA management; etc.

The VAVS Representative is also responsible for requesting the "Volunteers By Organization - VS26" form and forwarding same to the National VAVS Representative. The two most important VS26 forms are first: dated soon after October 6th and before October 20th. This gives the National VAVS Representative a complete listing of all CWVA Volunteer hours for the Federal VA Fiscal year which always begins on October 1st of one year and ends on September 30th of the following year (their "Fiscal Year 2016" started on October 1st, 2015 and ends on September 30th 2016. Their Fiscal Year 2017 starts on October 1st, 2016), *and second*: dated soon after April 6th and before April 20th. These two forms together give the National VAVS Representative a complete picture of CWV Auxiliary Volunteers hour for the VAVS reporting year which is April 1st of one year through March 31st of the following year.

The VAVS Representative must make an appointment for an Annual Joint Review with voluntary services and either forward, or have forwarded, to the National VAVS Representative a copy of the Annual Joint Review form (10-1240) which list the counts of R. S. and occasional Volunteers, money and value of goods donated and describes the quality of the VA staff. It also lists the goals and objectives of both the CWVA Reps and the Voluntary Service Staff at the Hospital.

VAVS DEPUTY REPRESENTATIVE

The duties of the VAVS Deputy Representative entail acting as an alternative to the Representative in her or his absence as well preparing the "COMPILED REPORT for ACTIVITIES and DONATIONS FORM" which is a compilation of all activities conducted at a VA Facility by the CWV Auxiliary Unit.

There are many activities which can be conducted at a VA Facility to make patients have a happier, less stressful hospitalization. Such activities include providing refreshments at activities held at the VA Facility, conducting social activities where gifts and canteen books are presented (e. g. Bingos, games, races, etc.), making and presenting handmade items, collecting and presenting books, magazines, other reading materials for the hospitalized Veteran to read, entertaining the patients or providing them with facilities to attend entertainment activities (buses), decorating food trays for various holidays, making donations of goods or money to the Chapel (prayer books, lector books, vestments, etc.).

Some VA Facilities have Domiciliaries where Homeless Veterans can reside for a period of time until permanent housing is found – donations or activities at these entities are also encouraged.

A YEARLY Compiled Report must be prepared for the CWV Auxiliary year (April 1 through March 31) and presented to the National VAVS Deputy Representative for evaluating for the National VAVS Deputy Awards and Citations.

VAVS REGULARLY SCHEDULED (RS) VOLUNTEER

An RS Volunteer actually “works” at a VA Facility, goes to the Hospital every day, every other day, once a week and has regular duties assigned to them by Hospital staff. They visit the sick, answer phones, stuff envelopes, make phone calls for donations or to acquire services, etc. She or he might work for a particular Unit of Hospital staff on a regular basis. The RS Volunteer is the backbone of our service to hospitalized Veterans.

VAVS OCCASIONAL VOLUNTEERS

The Occasional Volunteer conducts social activities, gives out goods or presents at Holidays, helps get wheelchair bound patients to bingos or parties, etc. The occasional volunteer may help the RS volunteer perform some duties.



