

POLISH LEGION OF AMERICAN  
VETERANS, USA  
LADIES AUXILIARY



NATIONAL DEPARTMENT  
CONSTITUTION – BYLAWS

MANUAL OF CEREMONIES

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## **PLEDGE OF ALLEGIANCE**

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

## **PREAMBLE**

The Polish Legion of American Veterans, U.S.A. Ladies Auxiliary, an organization of relatives of honorably discharged veterans of the Armed Forces of the U.S.A. of all wars and conflicts are pledged to:

Bring moral and material support to hospitalized veterans, aid widows and orphans of Polish Legion of American Veterans;

Maintain and preserve a true spirit of fraternity and patriotism by mutual aid, support and cooperation;

Encourage active interest in all manifestations and demonstrations of a patriotic nature, that the glory and sanctity of American ideals may be forever preserved;

Combat all influences aiming to destroy or weaken our American Institutions and democratic form of government; and

Disseminate a true conception of Americanism and the love and understanding of American ideals, hopes and aspirations.

## **PRAYER**

Dear God, we ask Thy blessing upon the Polish Legion of American Veterans, U.S.A., who have served our country in war. We ask Thy blessings and comfort for all those in hospitals and homes and wherever they may be, sick in mind and body. May their pain be eased and their burden lifted. May their example guide us now and forever, Amen.

# CONSTITUTION

## ARTICLE I – NAME – ORGANIZATION

The name of the organization shall be Polish Legion of American Veterans, U.S.A. Ladies Auxiliary, hereinafter referred to as PLAVA or PLAV Ladies Auxiliary.

The PLAVA is the Ladies Auxiliary of the Polish Legion of American Veterans, U.S.A. (PLAV). The PLAVA shall be self-administered, but shall be governed by the PLAV Constitution/Bylaws and by any rules and regulations as may be prescribed.

### OBJECTIVE

The purpose of the PLAVA is to provide moral and material support to hospitalized veterans, and other worthy patriotic and civic endeavors.

### NATIONAL DEPARTMENT

The National Department shall be composed of elected and appointed officers, Past National Presidents, State Presidents by virtue of their office, and such other officers as the National Convention shall specify. This group of officers shall be designated as The National Executive Committee (NEC). (See Article V.)

The PLAVA shall be organized with a National Department, Three (3) Zones, individual State Departments and local chapters within State Departments.

## ARTICLE II – MEMBERSHIP

**Section 1.** There shall be but three (3) forms of membership

1. Active Regular Membership
2. Lifetime Membership
3. Honorary Membership

To be eligible for membership, you must be an American Citizen, a wife, mother, sister, daughter, widow, granddaughter, grandmother, niece or step-daughter of an honorably discharged Veteran who served in the Armed Forces of the United States of America, in all wars and conflicts, or, who is recognized as a Veteran by the U.S. Congress, the Department of Defense and/or the U.S. Department of Veterans Affairs.

**Section 2.** A PLAVA member shall belong to only one chapter at any one time.

**Par. 1.** Membership is open to eligible applicants who have reached the age of 16.

**Par. 2.** The term of membership and requirements for holding office in the PLAVA shall be in accordance with PL98-372. (No discrimination on the basis of race, color, religion or national origin).

**Section 3. Principles** – No person who is a member or who advocates the principles of any organization believing in, or working for the overthrow of the US Governments by force and refuses to uphold and defend the Constitution of the US shall be accepted as a member of the PLAVA.

**Section 4. Par. 1. Chapter-at-Large** - The National Department shall maintain a Chapter-at-Large Chapter which shall be administered as herein provided.

**Sec. 4. Par. 2.** Membership of the Chapter-at-Large Chapter shall be restricted to Auxiliary members who desire a membership in the Polish Legion of American Veterans Ladies Auxiliary, USA and who resides in States where no State Departments and/or Chapter exists within a 50 mile radius.

**Sec. 4 Par. 3.** The prospective new members to the Chapter-at-Large chapter must have been sponsored by an active member of the Polish Legion of American Veterans, Ladies Auxiliary.

**Sec. 4. Par. 4.** Annual dues to the National Chapter-at-Large Chapter shall be established at a National Convention and shall be paid directly to the National Department.

**Sec. 4. Par. 5.** Such Portion of dues of the Chapter-at-Large Chapter in excess of the annual per capita due to the National Department shall be maintained in a separate fund and expended solely for the purpose of establishing new Chapters in States where no P.L.A.V.A., USA Chapters exist.

**Section 5. Par. 1. State Department – Chapter-at-Large** - A State Department may, at its discretion, establish Chapter-at-Large Chapter or Chapters within the legal boundaries of its State. This Chapter, shall be administered by the State Executive Committee.

**Sec. 5. Par. 2.** Membership in the State Department Chapter-at-Large shall be restricted to eligible Auxiliary desiring membership in the Polish Legion of American Veterans, Ladies Auxiliary, U.S.A., residing in the State, but living in Counties where no Chapter or Chapters exist within a 50 mile radius.

**Sec. 5. Par. 3.** Prospective members of the State Department Chapter-at-Large Chapters shall be sponsored by an active member of the Polish Legion of American Veterans, U.S.A. and Ladies Auxiliary.

**Sec. 5. Par. 4.** Dues to the State Department Chapter-at-Large Chapter shall be determined by the State Convention, provided, however, that the amount of annual dues, which shall be due to the National Department for each member and shall not in any manner be affected by the decision of the State Convention or the State Department.

**Sec. 5. Par. 5.** The State Department Chapter-at-Large Chapter shall be bound by all existing provisions of the National Constitution and its By-Laws, as relating to local Chapters, excepting those provided for in this Article. (See Article XIV – Local Chapters as to the procedure of forming this Chapter-at-Large.) with the exception of Section 1 a) which states the Post Commander needs to submit a letter asking for the formation of the Chapter. Application by Charter members need to be Directed to either the State Department or National Department, whichever is appropriate.



## **ARTICLE III – OFFICERS**

**Section 1.** The National officers of the PLAVA shall be elected by the National Convention.

**Section 2.** The National President shall within 60 days, following the National Convention, appoint officers to the Standing Committees.

## **ARTICLE IV – ELECTIONS**

**Section 1. Election of Officers** – shall be by secret ballot.

**Section 2. Term of Office of Elected Officers** –shall assume their duties at the close of the convention and shall serve two (2) years or until their successors are elected.

**Section 3. Appointed Officers** – shall assume their duties upon acceptance of the office and shall serve a term of two (2) years and be confirmed by the NEC following the convention.

## **ARTICLE V – MEETINGS**

**Section 1. Par. 1. National Executive Committee Meeting** – shall be called by the Polish Legion of American Veterans, U.S.A. and shall be held two (2) times between National Conventions.

**Par. 2.** The National Executive Committee (NEC) shall be the administrative power between conventions.

## **ARTICLE VI – AMENDMENTS**

**Section 1. Par. 1. Constitution** – may be amended at any biennial convention by a 2/3 vote with notice to the NEC ninety (90) days prior to the convention.

**Par. 2.** The Constitution may be amended at the biennial convention without notice by a unanimous vote of voting delegates.

**Section 2. Submission** – The proposed amendment shall be submitted to the Recording Secretary in triplicate by:

- a. Chapters and confirmed by the State Department
- b. State Executive Committee (SEC)
- c. National Executive Committee (NEC)

**Section 3. Recording Secretary** – shall mail the proposed amendments sixty (60) days prior to the convention to the State Departments and members of the NEC.

# BY-LAWS

## ARTICLE I – MEMBERS

**Section 1.** There shall be the following classes of members

- a) Active Regular; b) Life member; c) Woman Veteran; d) Gold Star Mother; e) Honorary Member

### **Section 2. Active Regular Member**

**Par. 1.** Any American Citizen, being wife, mother, sister, daughter, widow, granddaughter, grandmother, niece or step-daughter of honorably discharged Veteran who served in the Armed Forces of the United States of America, in all wars and conflicts, or, who is recognized as a Veteran by the U.S. Congress, the Department of Defense and/or the U.S. Department of Veterans Affairs.

**Par. 2.** A completed application at a chapter meeting stating the relationship to the veteran shall be submitted by the sponsor for approval by the majority of members present. At the following meeting, the Oath of a New Member shall be administered to the applicant.

**Par. 3.** The member has the right to attend, to vote and debate at any regular or special meeting.

**Par. 4.** An applicant related to a Career Veteran of the Armed Forces of the United States of America may become a member of the PLAVA providing the veteran's service is, at all times, in keeping with the Uniform Code of Military Justice, of the United States.

**Par. 5.** Applicants related to members of the National Guard or U.S. Armed Forces Reserve Units, shall be eligible for membership in the PLAVA, provided however, that their relatives were called to duty by the Federal Government for other than training purposes, and, that such service shall have been terminated by an honorable discharge and documentation of said Federal call to duty from the Department of Defense (Form DD-214), and/or having proof of veteran status from the U.S. Department of Veterans Affairs, with these tenets also applying to members of the National Guard or other U.S. Armed Forces Reserve Units that re-enlist and remain honorably active in their respective units.

**Par. 6.** Any American Citizen who served in the Armed Forces of our Allies, and, those members of the Armed Forces of our Allies who following such service, emigrated to the United States and became naturalized American Citizens, that served between April 6, 1917, and, thereafter, in all wars, conflicts, peace keeping missions and police actions involving the United States, and, whose service is documented by an honorable release from duty by the Allied Forces in which they served, and/or, their service being granted veteran status by Act of Congress, shall be eligible for membership in the Polish Legion of American Veterans, U.S.A

**Par. 7.** Applicants related to Merchant Marine Seamen, who are recognized as Veterans, by Act of Congress, and/or, who possess an honorable discharge issued by the Department of Defense, along with Form DD-214, shall be eligible for membership in the PLAVA.

### **Section 3. Life Member**

**Par. 1.** Past National President shall be granted life membership upon completion of her term and be exempt from annual dues to the Chapter, State or National Department.

**Par. 2.** Chapters may establish life membership from within their active membership. Annual membership dues to the State and National Department must be paid. They may be exempt from chapter membership dues. The life membership could be granted to a charter member, longevity member or a past president.

**Section 4. Woman Veteran** – may join the auxiliary if she complies with the membership criteria. She may belong to a Post and Chapter. As a Post member, her continuance of membership years are not transferable when she joins the auxiliary.

**Section 5. Gold Star Mother** – This designation is conferred on a member who has lost a son/daughter in military service and shall be granted non-paying status in the chapter, however, to hold office or be a delegate to the State or National Convention, a Gold Star Mother must pay annual dues.

**Section 6. Honorary Member** – This designation may be conferred by the National Department upon any woman performing outstanding service for veterans, but not eligible for regular active membership (*because she is not related to a veteran*), upon submission of written notice to, and subsequent acceptance by, the NEC.

### **Section 7. Transfer**

**Par. 1** A paid up member in good standing may transfer from one Chapter to another by obtaining a duly executed transfer from the parting Chapter. Such transfer forms must be filed with the accepting Chapter as well as the State Department and the National Department.

**Par. 2.** A member transferring to a chapter retains the full tenure of membership in the organization. She is not required to take oath of membership.

**Par. 3.** A transferee may not represent the new chapter as a delegate or hold office for a period of three (3) months from date of transfer.

**Par. 4.** Current Auxiliary members transferring to Chapter-at-Large, shall be considered Charter members of that Chapter.

### **Section 8. Newly Admitted Members**

**Par. 1.** For a period of six (6) months from date of admission, she shall not be eligible for any elected office nor represent the chapter as a delegate. Otherwise she shall have the same rights and privileges of a regular member.

**Par. 2.** This provision does not apply to newly organized chapters during the first year of their existence.

### **Section 9. Daughters and Granddaughters**

**Par. 1.** The Ladies Auxiliary shall have oversight of the Auxiliary identified as “**Daughters and Granddaughters**”, which shall be governed by such rules and regulations as shall be prescribed by the National Convention and National By-Laws of the Ladies Auxiliary of the Polish Legion of American Veterans, U.S.A. as

referenced in the Constitution and By-Laws of the Polish Legion of American Veterans, U.S.A. under **ARTICLE IX – ADMINISTRATION OF THE AUXILIARIES**, Sec. 6.

**Par. 2.** Rules and Operational procedures for the Daughters and Granddaughters Auxiliary as defined by the National Department of the Ladies Auxiliary at the National Convention are identified under **ARTICLE XXI – DAUGHTERS AND GRANDDAUGHTERS**.

## **ARTICLE II – DUES, FEES AND FINANCES**

**Section 1. Par. 1 Membership Dues and Special Assessments** shall be determined by delegates at the National Convention by an affirmative 2/3 vote.

**Par. 2.** The fiscal year shall be September 1<sup>st</sup> through August 31<sup>st</sup> of the following year.

**Section 2. Delinquent Member** – whose dues for the current fiscal year have not been paid by December 31, shall be classed as delinquent.

**Section 3. Reinstatement** – A member, who forfeited membership for non-payment of dues, may be reinstated by a vote of chapter members and payment for the previous year and current fiscal year.

**Section 4. Non-Payment of Dues for a Period of 2 Years** – A member shall be admitted as a new member, however, if the member requests continuous membership, she shall be reinstated with payment of all arrears dues and current fiscal year.

**Section 5. Par. 1 Finances** – All property and regalia of the PLAVA shall be entrusted to the custody of the National Treasurer. She shall be responsible for maintaining proper financial records; deposit funds in a bank designated by the National Department and to receive payment of membership dues from the National Membership Director.

**Par. 2.** All vouchers and money drafts for expenditures authorized and approved by the National Department shall require the signature of any two of the following officers: National President, Treasurer, Past National President or Membership Director.

**Section 6. Revenue** shall be derived from the annual dues and from other sources as approved.

## **ARTICLE III – OFFICERS**

**Section 1. Par. 1.** – The elected officers of the PLAVA shall be:

- |                        |                                  |
|------------------------|----------------------------------|
| a) President           | e) Membership Director           |
| b) Vice President      | f) VAVS Representative           |
| c) Recording Secretary | g) Americanism/Youth Chairperson |
| d) Treasurer           |                                  |

**Section 1. Par. 2.** The National President shall within 60 days, following the National Convention, appoint the following to the Standing Committees:

- a) VAVS Deputy
- b) Media Directors – Permanent Appointed Position – carries over to each administration until such appointee retires from this position.

**Section 2. Terms of Office of Elected Officers** – shall assume their duties at the close of convention and shall serve two (2) years or until their successors are elected.

**Section 3. Appointed Officers** – shall assume their duties upon acceptance of the office and shall serve a term of two (2) years and be confirmed by the NEC following the convention except for the position of Media Directors which is a Permanent Appointed position till such appointee retires from the position.

**Section 4. Compensation** – Any National Officer may receive compensation for her activities on behalf of the organization. The amount of such compensation shall be determined at the National Convention.

**Section 5. Records** – National Officers elected/appointed shall deliver to their successors all records, finances and property of the PLAVA upon completion of their term of office, within thirty (30) days or sooner.

## **ARTICLE IV – MEETINGS**

**Section 1. Par. 1.** National Executive Committee Meeting – shall be called by the Polish Legion of American Veterans U.S.A. and shall be held two (2) times between National Conventions.

**Par. 2.** The National Executive Committee (NEC) shall be administrative power between conventions.

**Par. 3.** The National President shall preside at the NEC, and shall be the chairman of the National Convention with the right to vote. As the presiding officer, she shall vote only to break a tie.

**Par. 4. NEC Meeting** – If the State President cannot attend the NEC, she may be represented by the Immediate Past State President or the Vice President with the approval of the State Department.

**Par. 5. National Advisory VAVS Meeting** – shall be attended the first year by the VAVS Representative and the National President, the second year by the VAVS Representative and the Deputy.

**Par. 6. Zone Meeting** – Where a Zone Meeting is held, that State President shall act as chairman.

**Par. 7.** State Presidents' duty at the NEC meetings shall be to audit the financial books and prepare a budget.

## ARTICLE V – CONVENTIONS

**Section 1. Par. 1. National Convention** – A National Convention shall be held in an even year every two (2) years. The convention shall constitute the supreme legislative body of the PLAVA.

**Par. 2.** The decisions and enactments of the National Convention within the scope of the By-Laws shall be the highest authority in the organization and shall be binding on all members.

**Par. 3.** The National Convention shall constitute the highest judicial tribunal over the controversies of a serious nature that may arise within the organization.

**Par. 4.** Quorum at a Convention shall be a majority of registered voting delegates present.

**Section 2. Par. 1. Special National Convention** – shall be called by the National Department on matters of extreme importance by 2/3 vote of all chapters with a referendum as to time and place. The consideration of the matter shall be the only business of such convention.

**Par. 2.** Only elected delegates/alternates and voting members of the last regular convention shall be called.

**Section 3. Par. 1. Delegates** – No delegates of accredited chapters or departments shall be seated at the National Convention until their accounts and membership dues are certified as of 30 days prior to opening of the National Convention.

**Par. 2.** All delegates/alternates must carry membership cards certifying chapter membership at registration.

**Par. 3.** A candidate for office must be present to accept nomination or must submit a written consent to such nomination.

**Par. 4.** A candidate for an elected national office must be a paid up active member for at least three (3) immediately preceding years.

**Section 5. Convention Delegates** – shall be the voting body composed of:

- a) Delegates/Alternates elected by the individual Chapters and Chapters-at-Large
- b) State Department Presidents in Office

In addition to Chapter Delegates are:

- c) Convention Chairman
- d) Elected National Officers
- e) Past National Presidents

**Section 6. Chapter & Chapter-at-Large Delegates** – The number of delegates shall be determined on the basis of chapter membership as registered with the National Department not less than sixty (60) days prior to the convening of the National Convention.

- a) Chapters with twenty-five (25) members or less shall be entitled to five (5) delegates.
- b) Chapters with larger memberships shall be entitled to five (5) delegates for the first twenty-five (25) members and two (2) for each additional twenty-five

(25) members or for larger fraction that is thirteen (13) or more.

**Section 7. New Chapters** – during the first year of their existence, shall be entitled to three (3) delegates only.

**Section 8. Payment for Delegates** – if attending convention:

- (a) Delegates may be paid by Chapters if elected. (mandate, travel and/or lodging, if funds are available)
- (b) If chapter quota is not filled, a member may attend at her own expense and obtain a mandate from the chapter.
- (c) State Presidents shall be paid by their respective State Department.

**Section 9. Par. 1. Mandates and Expenses** – National Elected Officers Mandates and Convention Expenses are paid by the National Department Ladies Auxiliary.

**Par. 2** Past National Presidents shall be delegates to the National Convention and receive their paid mandates from the National Convention Corporation.

**Section 10. Caps** – Chapter delegates at a National Convention shall wear their Blue Caps at all sessions.

- c) State Presidents shall wear their White Caps
- d) National President and Past National Presidents shall wear their Gold Caps.
- e) Elected National Officers shall wear their Gold Caps.

**Section 11. State Convention** – A National President may be a delegate at her own State Convention. Taking office as National President does not disenfranchise the member from the right to represent her chapter or department on a State Level.

## **ARTICLE VI – ELECTIONS**

**Section 1. Par. 1. Election of Officers** – shall be by secret ballot the day before adjournment.

**Par. 2.** Officers shall be elected by Majority of all votes cast. If there is no Majority on the first ballot, the name of the unsuccessful candidate shall be removed and a second ballot shall be taken.

**Par. 3.** An UNAPPOSED candidate shall be elected by Majority – Voice Vote.

**Par. 4.** National President or a State President may succeed herself in office and be re-elected by a required 2/3 vote.

**Par. 5.** Chapter President shall be elected by a Majority vote.

**Par. 6.** No more than two members from any one State shall hold an elected office (proviso). If no one is elected from another State, than the office in question may be filled from the Department having already two elected officials.

**Section 2. Order of Balloting** – Each office shall be filled and voted on individually, beginning with the office of National President and Balloting shall commence in the following order:

- a) National Vice President
- b) National Recording Secretary
- c) National Membership Director
- d) National Treasurer
- e) National VAVS Representative
- f) Youth Chairperson

## **ARTICLE VII – BALLOTING**

**Section 1. Par. 1. Tellers** - A sufficient number of Tellers shall be appointed to distribute ballots to voting delegates, collect and count the ballots.

**Par.2.** The Chairman of the Balloting committee reports the results to the presiding convention chairman, who then announces the results of the election.

**Par. 3.** Names of candidates shall appear legibly printed on the blackboard of sufficient size to be easily read by the seated delegates. It may be situated on the Chairman’s platform or stage.

**Par. 4.** Printed names of candidates shall be arranged in a single column and shall be consecutively numbered beginning with number one (1). Each delegate shall secretly mark her ballot by writing the number of the candidate of her choice.

### **Section 2. Recording Votes Cast**

- a) Tellers ignore any blank ballots as scrap paper
- b) They do not credit illegal votes to any candidate. If two or more ballots are folded together, they are recorded as illegal votes
- c) All illegal votes are taken into account in determining the number of votes cast, for the purpose of computing the Majority or 2/3 vote
- d) Votes are determined by the votes cast and not the number of ballots

**Section 3. Inspector** – A Department President may appoint an inspector if she deems it necessary to oversee the counting of a particular office and report the appointee to the Balloting Chairman.

## **ARTICLE VIII – PAST NATIONAL PRESIDENTS**

**Section 1. Par. 1. Past National Presidents** – shall be known as the Advisory Committee. They shall be consultants and advisors to the National Department in all matters referred to them by the National President.

**Par. 2.** Past National Presidents, as an Advisory Committee, shall be a permanent committee and continuously function as long as the National Department exists.

**Par. 3.** A National President, upon completing her first term of office, shall receive a Past National Presidents pin, Life Membership pin and card. An appropriate award may be given for serving more than one term.

**Par. 4.** If a Chapter disbands, a Past National President always retains her Life Time Membership. She should try to affiliate with another Chapter (even if she's inactive).

**Par. 5.** The Immediate Past National President shall attend all NEC meetings following the National Convention with expenses for room and travel paid. If she is



unable to attend at least one Past National President must be present with same privileges.

**Section 2. Caps** – All Past National Presidents may wear their gold caps regardless of what office they may hold in the State or Chapter.

## **ARTICLE IX – GOLD STAR MOTHERS**

**Section 1. Par. 1. Gold Star Mothers Auxiliary** – The PLAVA recognizes the organization known as the "Gold Star Mothers Auxiliary" solely as an honorary group.

**Par. 2.** The Gold Star Mothers Auxiliary shall be an honorary nature for patriotic and civic manifestations. The Gold Star Mothers can have their own funds and treasury in the Gold Star Mothers Auxiliary and they shall be governed by the rules and regulations of the National Department PLAVA and by their respective State.

**Section 2. Delegate** – A Gold Star Mother must be a paid-up member in her regular chapter in order to be a delegate at either State or National Convention or to hold office.

## **ARTICLE X – HONORARY MEMBER**

**Section 1. Honorary Member** – Women not otherwise eligible for regular active membership performing outstanding service in the Chapter/State or for veterans in such State may be given honorary membership. Request for honorary membership shall be submitted in writing to the National Department. An appropriate certificate shall be issued recognizing the woman as an honorary member in the Chapter/State.

- 1) She shall have the privilege of wearing PLAVA uniform with cap imprinted, "Honorary Member".
- 2) She shall have the privilege of marching with her Chapter along with regular members.
- 3) She may attend Chapter meetings without the right to vote. However, she may have the privilege of entering into discussions with the approval of the body.
- 4) She may serve on Chapter Committees, as appointed by the Chapter President, and with the ratification of the body.
- 5) The Chapter shall assess no dues to State and National Department.
- 6) She may have the privilege of serving as VAVS Representative or Deputy, with the approval of the Chapter membership.
- 7) She shall have the privilege of wearing the PLAVA Logo pin, and receive a copy of the PLAVA Bylaws and Standing Rules, to better inform her of the workings of the organization.
- 8) She may participate in wakes and funerals of members, wearing cap and/or uniform as prescribed, by the Chapter service.

## ARTICLE XI – DUTIES OF NATIONAL OFFICERS

**Section 1. National President** – shall be the executive head of the PLAVA, with full power to enforce the provisions of the By-Laws, and the will of the National Convention.

- a) She shall be the Chairman of the National Convention and preside at the NEC meetings and shall be an ex-officio member of all committees except the nominating committee.
- b) Issue a Proclamation, 90 days prior, as a call to the National Convention with dates, place and instruction for electing delegates.
- c) Sign all checks and vouchers disbursing the PLAVA funds.
- d) The PLAVA charter shall be in her possession during her term of office.
- e) Appoint Special Committees with the approval of the NEC.
- f) The National President may hold a lesser office in the state and/or chapter.
- g) If a National President is unable to attend an event or celebration, she shall first ask the Immediate Past National President to represent the National Department. If the Immediate Past National President is unavailable, the Past National President closest to the event or celebration shall represent the National Department. If no Past National President is close by, the National President may designate the nearest National Officer to represent the National President.
- h) A National President or her representative to visit Chapters without a State Department in Pennsylvania, Connecticut, Massachusetts and New Jersey once a year.
- i) When a National President receives an invitation to a special observance, such as Veterans Day, Memorial Day, etc. she may attend at her discretion with expenses (travel and lodging) reimbursed by the National Department.
- j) If a National President makes an OFFICIAL visit to a VA Medical Center, she shall present a monetary donation on behalf of the National Department.
- k) National President to attend State Department's 50<sup>th</sup> Anniversary.
- l) For State Department's 25<sup>h</sup> Anniversary and Chapter 25/50<sup>th</sup> Anniversary, the President may send a representative incurring as little expense as possible.

**Section 2. Vice President** – shall represent the President in matters referred to her.

- a) When requested, shall preside over meetings at the NEC or National Convention.
- b) Chairman of the President's Luncheon.

**Section 3. Recording Secretary** – shall record the proceedings of all the NEC meetings and National Convention.

- a) Secretary of the National Convention and custodian of all records, amendments, resolutions, or other documents and organization archives.
- b) Handle PLAVA correspondence as directed by the President, By-Laws or the NEC.
- c) Prepare at the beginning of each administration a roster of:
  - a) Elected and appointed officers
  - b) Department Presidents and Chapter Officers

- c) Immediate Past President and all past Presidents

**Section 4. Membership Director** – shall maintain correct membership records and payment of annual dues from State Departments and local chapters.

- a) Render a membership report at the NEC meetings, conventions and any reports as may be required by the NEC.
- b) Prepare membership awards.
- c) Delegate mandates shall be sent at least sixty (60) days prior to Convention to State Departments and Chapters with instructions.

**Section 5. Treasurer** – shall be the custodian of the PLAVA funds, property and regalia.

- a) All vouchers and money drafts disbursing the funds as provided in the Bylaws and approved by the auditors, shall be signed by the President, Treasurer or Membership Director.
- b) Renders a written financial report at the NEC meetings and conventions.

**Section 6. Americanism/Youth Officer** – shall be the chairman of the Dorothy S. Kubit Americanism contest and shall conduct an annual essay and poster contest. She shall also be available to judge Scholarship Applications as a representative for the Ladies Auxiliary. She shall promote and advance the ideals and programs of civic and patriotic nature. She shall develop programs to aid and benefit the youth.

**Section 7. Sergeant-At-Arms** – shall be in charge of Color detail during presentation and retirement of the Colors; maintain order during meetings and assist the President when called upon to do so.

**Section 8. VAVS Representative** – The VAVS Representative shall be the overseer of our VA Hospital programs. She shall also attend the National Advisory Committee (NAC) meetings with expenses paid.

**Section 9. VAVS Deputy** – The VAVS Deputy shall assist the VAVS Representative in carrying out the VA Hospital programs. She shall also attend the National VAVS meeting when invited with expenses paid.

**Section 10. Media Directors** - Shall be administrators over the Facebook and PLAV website and any other social media who are pertinent to the advancement of this organization.

**Section 11.** All officers shall perform such duties as are incident to their office.

## **ARTICLE XII – VETERANS AFFAIRS VOLUNTARY SERVICE (VAVS)**

The purpose of the VAVS Program is to coordinate and promote volunteer activities within the VA Health Care through our organization. The program is composed of a National VAVS Representative and Deputy; A State Hospital Chairman / Deputy, VAVS Representatives and Deputies and three (3) classes of volunteers.

- a) Regular Scheduled (RS) Volunteers are individuals serving under VA supervision. Frequency of participation is determined locally.

- b) Occasional volunteers are those individuals serving under the VAVS Program who do not meet the requirement of RS Volunteer.
- c) Student Volunteer – determination of minimum age is at the discretion of the facility management.

**Section 1. National VAVS Representative** is elected for a period of two (2) years and/or continues until her successor is elected. Deputy is appointed by the newly elected President.

- a) The immediate or the present National Representative submits a special form to notify Central Office of the newly elected President, and if a new National Representative has been elected plus the newly Appointed Deputy. These will receive minutes from the VAMC.

**Section 2.** The National VAVS Representative is the only one who has the right to vote and speak at the National Advisory Committee Annual meetings. She can be selected to serve on the Executive Board.

- a) In the absence of the Representative, the Deputy assumes the duty. The National President when attending is recognized with no voting or speaking power. She can participate in the workshops.
- b) The National Representative is the only one that certifies Hospital VAVS Representatives.
- c) Renders a report at the NEC regarding hospital services, programs, changes, volunteer hours and money spent, etc. A two-year report is presented at the National Convention.

**Section 3.** The signature of the National VAVS Representative and the National President shall be affixed to all award certificates.

**Section 4. The National VAVS Deputy** shall assist the Representative in carrying out the VA Hospital programs and shall perform all duties incident to her office. She shall attend a National Advisory meeting and any NEC meeting.

**Section 5. Department Hospital Chairman** shall be elected or appointed for a period of two (2) years and/or until her successor is elected or appointed. She is responsible for all hospital work within her state.

- a) Keeps a record of money spent, list of volunteers and hours of service.
- b) She is to advise the Department President of any Representative/Deputy who is not fulfilling her responsibility and if absent from three (3) or more VAVS Committee meetings without good cause, the Representative/Deputy shall forfeit her right to that office.

**Section 6. The Chief of Voluntary Service** shall notify the National Representative when the Representative/Deputy has missed more than three (3) consecutive VAVS meetings. The National Representative shall notify the Department President. The name of the member organization will be removed from the cumulative attendance record.

**Section 7. VAVS Representative** shall be appointed by the Department President for a period of two (2) years or until her successor is appointed. She is the only authorized official at the hospital.

- a) She shall record all chapter donations and gifts.
- b) Responsible for recruiting volunteers for the VAVS program.

- c) Keeps a record of each volunteer's hours and reports to the Department Hospital Chairman.
- d) Plans activities on behalf of her state department
- e) Shall attend VAVS Committee meetings.

**Section 8. VAVS Deputy** shall be appointed for a period of two (2) years or until her successor is appointed. She shall assist the Representative and perform all duties incident to her office.

**Section 9. VAVS Joint Review** – The Chief of Voluntary Service schedules an appointment with the Representative for the purpose of making an annual inventory of each organization participation in the in the volunteer program. Also develop plans assuring the most effective use of organization's volunteer service. A copy of the Review is mailed to the National VAVS Representative. An acknowledgement form is attached to the Joint Review and is mailed back to the Hospital Representative.

**Section 10. Honorary VAVS Representative** – A Representative who has served her organization in that capacity for at least ten (10) years on the VAVS Committee may be appointed Honorary Representative by her organization and be officially certified as an advisor and consultant to the committee without vote.

## **ARTICLE XIII – STATE DEPARTMENT**

**Section 1. Organizing a State Department** –by submitting an application to the National Department for approval by a joint committee of at least three (3) chapters with members in good standing and at least one hundred (100) members. Upon approval, a charter shall be granted.

**Section 2. Par. 1. Provisional State Department** – may be organized by submitting an application to the National Department by one (1) or more chapters with at least fifty (50) members in good standing in the chapter.

**Par. 2.** The chapter most qualified to handle the promotion and welfare of such Provisional Department shall be established.

**Section 3. Duty of State Department** – It is the duty of the State Department to aid in organization and maintenance of local chapters and to carry out the policies delegated to it by the National Department and to adhere to the Constitution/By-Laws and decisions of the National Department.

**Section 4. State Executive Committee** – shall be the administrative power of the department and composed of elected/appointed officers, past state presidents and representatives of local chapters under its jurisdiction as provided in the State Department By-Laws.

**Section 5. Officers** – The officers of the State Department shall be elected at the State Convention by the elected delegates or qualified alternates of local chapters.

**Section 6. State Conventions** –State convention shall be held biennially and at time and place designed by the PLAV State Convention Corporation.

**Section 7. Quorum** – Quorum of the State Convention shall be a majority of registered delegates.

**Section 8. Par. 1. Dues** – State Convention shall have the authority to determine the amount of dues to be paid by every chapter member and revenue from others sources for the purpose of its maintenance.

**Par. 2.** Annual Member dues or special assessments shall be determined at a State Convention by a 2/3 vote.

**Section 9. State President** – By virtue of her office, she is a member of the NEC; therefore, she cannot hold or accept an elected or appointed National office. She may hold a lesser office in the chapter.

**Section 10. Tour** – A State President shall make a tour of each chapter in her State Department at least once a year to see that the procedure of meetings is proper and to have a better understanding of any existing programs.

**Section 11. Minutes** – Minutes of the NEC Meeting may be read at State Department and Chapter Meetings.

**Section 12. Successors** – Officers shall deliver to their successors all records, finances and property of the PLAVA, upon completion of their term of office, within thirty (30) days or sooner.

**Section 13. National Department** – The National Department may cancel, suspend or revoke the Charter of any State Department for just cause, upon notice and hearing before a subcommittee.

**Par. 1.** The National Department is empowered to take over the operation of the State Department during negotiations.

**Par. 2.** Members may apply for reinstatement by following Article XII, Section 1 and Section 2 – Organization Procedures.

## **ARTICLE XIV – LOCAL CHAPTERS**

### **Section 1. Organizing a Chapter**

- a) A letter must be received from the Post Commander addressed to the State President requesting that a Chapter be formed.
- b) The State President shall request a "Charter Application for Chapter Formation" from the National Department President.
- c) An organization meeting shall be held with at least ten (10) or more prospective members.
- d) A newly organized Chapter shall have ninety (90) days grace period before closing a Charter Member signatures.
- e) All members at that meeting shall be known as Charter Members and should sign the reverse side of the Charter when issued and approved by the National Executive Committee.
- f) Effective date of the Chapter Charter is the date the meeting is called to form a new Chapter and is attended by the State Department Officers to set guidelines.
- g) Upon acceptance of the chapter organization application by the National Department President, membership dues to be collected and mailed with list of members to the National Department.
- h) Upon receiving the membership dues and with the approval of the NEC, the National Department will issue the Chapter Charter to the newly organized Chapter.

**Section 2. Par. 1. Local Chapters** – shall be subject to the jurisdiction of the National Department and the State Department. The policies, activities, and actions shall never be at variance with those prescribed by the National Department. If conflicting or contrary, they shall be null and void.

**Par. 2.** Each local chapter shall be the judge of its own membership.

**Section 3. Election of Officers** – shall be held no later than September 30<sup>th</sup>.

**Section 4. Par. 1 Disbanding Chapter** – A chapter shall not disband or merge with another chapter without proper authorization from its State Department, or if there is no State Department, from the National Department.

**Par. 2.** In the event the chapter is disbanded or its charter revoked for just cause, the charter, official documents, all records, flags, all property, cash, bank accounts and all assets shall become the property of the State or National Department and held in escrow for a period of two (2) years, in the event there should be a reorganization.

**Par. 3.** In the event a Post disbands, the chapter may continue for one (1) year, in hope that the Post is reorganized. After one (1) year the chapter members must either disband or transfer to another chapter. A Post (without a chapter) may be petitioned to consider accepting the members as a chapter of the Post.

**Par. 4.** In process of merger/disbanding, effective for one (1) year, a chapter paid up member for the current fiscal year has the right/privilege of seeking a state office.

**Section 5. Par. 1. Dues** – annual membership dues shall be determined by the individual chapters at the last meeting of each fiscal year (August).

**Par. 2.** The annual dues payable to the State Department or the National Department shall not be affected by any decision made by the chapter.

**Par. 3.** Dues and assessments of local Chapters shall be payable directly to the National Department in states where there is no duly chartered State Department.

**Section 6. Offices** – A member can hold office in the chapter as well as in the National or State Department.

**Section 7. Amendments to Chapter By-Laws** – must be submitted to the State Department for approval.

**Section 8. Successors** – Officers shall deliver to their successors all records, finances and property of the PLAVA local chapter upon completion of their term of office within thirty (30) days or sooner.

## **ARTICLE XV – VACANCY**

**Section 1. Par. 1. Vacancy/President** – If a vacancy occurs in the office of the National President, due to death or other causes, the National Vice-President assumes the office. If she refuses to fill the vacancy, she must resign from her office.

**Par. 2.** If there is no Vice-President, the Immediate Past National President shall act as Interim President until elections are held to fill the vacancy.

**Section 2.** Procedure to Follow:

- a) A written notice shall be sent to all Departments to submit a name of a candidate.
- b) The NEC shall elect to fill the vacant office/s or any other vacant office on behalf of the membership at the next NEC meeting.

**Section 3.** The President shall have the power to appoint a qualified member to complete the term of office, when a vacancy occurs in an appointed office. The appointment shall be confirmed by the NEC.

**Section 4. Notice of Intention** – An elected or appointed officer aspiring to fill the vacancy shall notify the National President or NEC of her intent. If elected/appointed she must resign from the office she holds.

## **ARTICLE XVI – DISCIPLINE**

**Section 1. Par. 1. Members** – Members may be suspended or expelled from the Polish Legion of American Veterans, U.S.A. Ladies Auxiliary upon a proper showing of cause. Charges shall be based upon disloyalty, neglect of duty, dishonesty or conduct unbecoming a member of the Polish Legion of American Veterans, U.S.A. Ladies Auxiliary.

**Par. 2.** Each local chapter shall be the judge of its own membership, subject to the provisions of the National Department Constitution and By-Laws, provided however, a local Chapter or its State Department, by a two-thirds (2/3) vote of its membership, present and voting, at a regular scheduled meeting, may reprimand, penalize, deny transfer, suspend or expel a member, using the following infractions as a guideline:

- a) Flagrant and serious infractions of the statutes and rules of the Chapter or State Department.
- b) Conduct contrary to the maintenance of proper order and decorum within the organization.
- c) Failure to comply with the lawful orders or to accept and carry out properly imposed penalties.
- d) Resorting to or joining in civil court action against the National Department, the State Department, the local Posts and any Auxiliary Units, without exhausting all available avenues and remedies within the Polish Legion of American Veterans, U.S.A. Ladies Auxiliary,
- e) Subjecting any officer of the National Department, the State Department, or any officer of member of the local Chapter to harassment, whether in writing, via the telephone or E-mail and/or in person, where proof of such exists, either by civil complaint or an eye witness written statement.
- f) Any infraction that necessitates removal from any facility or meeting of the Polish Legion of American Veterans, U.S.A. Ladies Auxiliary by civil law enforcement officers.
- g) The failure to return funds, properties and officer paraphernalia to the President as directed, an action, which in itself may also subject said member to pending criminal action.



- h) Adding to the existing problems by contributing to and/or supporting any offenses of an accused or disciplined member.

**Section 1. Par 3.** Any member subject to discipline under the guidelines of Sec. 1. Par. 2 of this ARTICLE may be denied transfer from one Chapter to another. Information concerning the reason for such denial and the circumstances that precipitated it, shall be directed in writing, to other respective Auxiliary Units within the State Department. A copy of such shall be directed to the National Department.

**Section 1. Par. 4.** Any member, expelled in accordance with the provisions of this ARTICLE and the guidelines of its Sec. 1 Par. 2 shall forfeit all rights and privileges, be permanently removed from the active membership rolls and be barred from any further associations of any nature with this organization.

**Section 1. Par. 5.** Any member who has been suspended or expelled has the right to appeal to her State Department or State Department Convention, according to the provisions in the Constitution or By-Laws of that particular State Department. The decision of the State Department shall be final.

**Section 2.** Disciplinary rules relating to local Chapters shall be prescribed and administered by their State Department. Decisions of State Departments in this respect may be appealed by an affected Chapter to the National Department. The decision of the National Department shall be final.

**Section 3.** The National Department, after notice and hearing before a sub-committee duly appointed for that purpose, may cancel, suspend or revoke the Charter of any State Department for good and sufficient cause to it appearing. In the event of such action the National Department is empowered to take over the operation of the Department, but is bound by the Constitution and By-Laws thereof. At the next Department Convention, new Department officers must be elected to carry on the work of that Department.

## **ARTICLE XVII – AWARDS AND DECORATIONS**

**Section 1. Awards and Decorations** – established from time to time by the National Convention shall be awarded according to the procedures established for that purpose.

**Section 2. Outstanding Work** – National Department shall issue a citation to chapters for outstanding work on the recommendation of the State Department, to be given at a State Convention.

**Section 3. Par 1. Merit Pin** (Highest PLAVA award) - May be awarded to a member for outstanding service by a Chapter, State or National Department.

**Par. 2.** A recommendation must be sent to the State Department who then will forward it to the National Department. Chapters without a State Department should send directly to the National Department. (One time only award.)

**Section 4. Anniversary** – National Department shall issue a monetary gift to the State Department or Chapter on the 25<sup>th</sup> and/or 50<sup>th</sup> Anniversary. Beginning at 55 years and thereafter every five (5) years a monetary gift and certificate will be presented. A letter from the State Department President must be submitted to the National President at least thirty (30) days prior to the anniversary date.

## **ARTICLE XVIII – REGALIA**

**Section 1. Par. 1. Past Presidents** – Past National Presidents, Past State Presidents and Past Chapter Presidents **ONLY** are permitted to wear caps with the word PAST on them.

**Par. 2.** Official organization caps colors shall be: gold for National, white for State and navy blue with red braid for Chapters. The logo patch with the white background shall be used.

**Par. 3.** The official cap to be worn hereafter shall be the ARMY WAC style cap.

**Section 2. Par. 1. Uniform** – Official uniform shall be a white tailored dress or skirt and blouse (no sleeveless), white shoes (NO HIGH HEELS OR OPEN TOE SANDLES), muted hose, white gloves, cap and cape or navy blue blazer (blue buttons). (Your cap will distinguish the level you are representing.) Red scarf purchased from Regalia is optional.

**Par. 2.** Secondary uniform shall be white blouse and slacks with or without a navy blue blazer (blue buttons) white shoes, muted hose, white gloves and cap. No capes are to be worn with slacks. Stud earrings only may be worn.

**Par. 3.** For funeral or memorial service and memorial parades, capes are to be worn down. For other parades, capes are to be worn with right front corner of cape thrown over the right shoulder. **ORDER OF MARCH:** Official uniforms first, then Secondary Uniforms followed by units in dresses, then slacks.

**Section 3. Gold Star Mother Uniform** – are standard throughout the Country. They are white capes with gold lining, white caps with letter in gold. Emblem is gold.

**Section 4. Logo Patch** – shall be worn on the left sleeve of the blouse or blazer halfway between the shoulder and the elbow.

**Section 5. Flag Colors** – National colors of the flag are blue and gold. State Department colors are blue and white with letters in gold. Chapter colors are navy blue on one side and red with gold letters on the reverse side.

## **ARTICLE XIX – NATIONAL CONVENTION – LOCAL ARRANGEMENT COMMITTEE**

**Section 1. National Convention Corporation (NCC)** – shall advise in writing the Department Commander and State President hosting the National Convention in all matters pertinent to the convention.

**Section 2. Hosting Department** – shall submit to the National Department a suitable location for the veterans and auxiliary delegates, not less than six (6) months prior to the convention.

**Section 3. Local Arrangements Chairman and Committee** – The Department Commander with the State President shall appoint a Local Arrangements Chairman and Committees to fulfill the duties as prescribed by the NCC.

**Section 4. National President** – The National Convention Corporation shall advise in writing the National President in all matters pertinent to the National Convention as it applies to the auxiliary.

**Section 5. President's Luncheon** – Vice President, as Chairman of the President's Luncheon shall meet with National President to plan and arrange the luncheon.

## **ARTICLE XX – AMENDMENTS**

**Section 1. Par. 1. By-Laws** – may be amended at any biennial convention by a majority vote with notice to the NEC ninety (90) days prior to the convention.

**Par. 2.** By-Laws may be amended at any biennial convention without notice by a unanimous vote of voting delegates.

**Section. 2 Submission** – The proposed amendment shall be submitted to the Recording Secretary in triplicate by:

- a) Chapters and confirmed by the State Department
- b) State Executive Committee (SEC)
- c) National Executive Committee (NEC)

**Section 3. Recording Secretary** – shall mail the proposed amendments sixty (60) days prior to the convention to the State Departments and members of the NEC.

## **ARTICLE XXI – PARLIAMENTARY AUTHORITY**

**Section 1. Robert's Rules of Order Newly Revised** – shall govern all the proceedings of the PLAVA in all cases not provided for in the By-Laws.

## **ARTICLE XXII – DAUGHTERS AND GRANDDAUGHTERS**

### **Section 1. ADMINISTRATION OF THE AUXILIARY.**

**Par. 1.** Membership in the Auxiliary of the Daughter and Granddaughters shall be limited to eligible members as defined under Article XII, Auxiliaries of the By-Laws of the Polish Legion of American Veterans, U.S.A.

**Par. 2.** Eligibility to membership in the Auxiliary is limited to Daughters and granddaughters who are under the age of 16.

**Par. 3.** The Daughters and Granddaughters Auxiliary shall be self-administered, but nevertheless, shall be governed by the Constitution and By-Laws of the Polish Legion of American Veterans, U.S.A and Ladies Auxiliary.

**Par. 4.** The Daughters and Granddaughters shall be administered and governed by each State Department of the Ladies Auxiliary by rules and regulations, as prescribed herein.

## **MANUAL OF CEREMONIES**

### **Installation of Officers – Funeral Service – Draping of Charter**

**Adopted 1956 National Convention – Detroit, Michigan**

**Reprinted with revisions 1989, 2002**

#### **OATH ADMINISTERED**

1. National Convention Chairman is sworn in by the Immediate Past National President.
- 1a. National Convention Delegates are sworn in by the National Convention Chairman.
2. State Convention Chairman is sworn in by the National President or the designated National Officer.
- 2a. State Convention Delegates are sworn in by the State Convention Chairman.

#### **Oath of Newly Accepted Members**

I, (Candidate's Name), promise to faithfully abide by the Constitution and Bylaws of the Polish Legion of American Veterans, U.S.A., Ladies Auxiliary, and Chapter No. \_\_\_\_\_ to conscientiously and willingly perform all orders of my officers and to keep all Legions secrets entrusted to me, so help me God.

#### **Oath of Elected or Appointed Officers**

I, (Officer's Name), promise on my honor as a citizen of the United States that I shall faithfully and honestly fulfill the duties of my office in accordance with the letter of the Constitution and By-Laws and all rulings of the National Administration, so help me God.

#### **Oath of Convention Delegates**

I, (Delegate's Name), having been elected as Delegate to this Convention solemnly swear that I shall conscientiously and willingly perform all the duties of offices entrusted to me and that I shall work for the good of the organization, so help me God.

#### **Oath of Convention Chairman**

I, (name) National President of Polish Legion of American Veterans Ladies Auxiliary solemnly promise to perform all duties entrusted to me as Chairman of the National Convention, so help me God.

## CEREMONY FOR INSTALLATION OF OFFICERS

**Installing Officer:** Madam Secretary, will you read the names of the Officers-Elect for the coming year.

*(Secretary reads the names.)*

**Installing Officer:** Sergeant-at-Arms, will you present yourself at the rostrum.

*(Sergeant-at-Arms salutes and stands.)*

**Installing Officer:** Sergeant-at-Arms, escort the newly elected Officers, all but the President.

*(Sergeant-at-Arms salutes and goes for the Officers bringing them to the rostrum, salutes and stands.)*

**Installing Officer:** Sergeant-at-Arms, will you escort the newly elected President.

*(Sergeant-at-Arms salutes, brings President in center front of Officers, salutes and stands at end of line.)*

Installing Officer: Officers-Elect, you have been chosen to fill important offices in your Auxiliary. It is necessary that the duties of your position be intelligently discharged. Are you willing to assume the duties of the office to which you were elected, and do you promise to perform the same to the best of your ability?

Officers: I do.

Installing Officer: *(2 raps of the gavel)* Assembly please rise. *(To the newly elected officers):* You will raise your hand and repeat after me:

"I, (Officer's Name), promise on my honor as a citizen of the United States that I shall faithfully and honestly fulfill the duties of my office in accordance with the letter of the Constitution and By-Laws and all rulings of the National Administration, so help me God."

Sergeant-at-Arms, you will escort the Officers to their respective stations, all but the President, escort her to my right. *(Sergeant-at-Arms salutes and carries out the order)*

**Installing Officer: To you, Madam President, is** entrusted a very sacred duty, that of teaching and protecting the principles of the Polish Legion of American Veterans, U.S.A., Ladies Auxiliary throughout your entire Department (Chapter). You are more than the presiding Officer for meetings. You are guided by the Bylaws and by the decisions of the Department (Chapter) as a body the failure or success is largely on your shoulders. To you I extend the congratulation from all of us here and I wish you well as you assume the responsibilities of your office.

**Installing Officer: I now declare the Officers of the** Polish Legion of American Veterans, U.S.A., Ladies Auxiliary \_\_\_\_\_ duly installed .

*(Installing Officer hands the gavel to the new President and sits down.)*

## FUNERAL SERVICE FOR AN AUXILIARY MEMBER

**The American Flag and Chapter Banner stand by the coffin throughout the entire wake.**

At the Wake Service the evening before burial. (Suggested by the National Chaplain).

**President:** We have assembled here this evening for a final tribute to our departed member (Name). Welcome her, O Lord, into your kingdom as well as all who have left this world in your friendship. Have mercy on her, O Lord, and comfort the bereaved. Amen.

**Vice-President:** (*Carrying flowers*) I place these flowers upon (Name) in memory of her devotion and loyalty as an Auxiliary member. May we always remember her in our thoughts and prayers. May the Almighty Father, our eternal God who has called her to Himself, grant her light, happiness and peace. Eternal rest grant to her, O Lord, and let perpetual light shine upon her. Amen.

### **Optional ritual for past State or National Presidents at the Wake Service:**

The Department of (Name) Ladies Auxiliary is gathered here this evening for a final tribute for our past State/National President (Name). As a faithful member and Officer of the Polish Legion of American Veterans, U.S.A., Ladies Auxiliary, we appreciate and will always remember her leadership. With bowed heads in reverence, let us not forget the good she has accomplished for God and for our organization. May the choir of angels lead her into paradise where every tear will be wiped away and where there is no sickness, sorrow or pain but only peace and happiness. We salute you, (Name), and may you enjoy the fruits of your labors in heaven. Amen.

Eternal rest grant unto her, O Lord and let perpetual light shine upon her. May her soul and the souls of all the faithful departed through the mercy of God, rest in peace. Amen.

**At the cemetery, after the clergyman completes his/her prayers. A designated Officer, at the head of the casket, recites one of the following tributes/prayers.**

As we gather here to bid a temporary farewell to our Auxiliary member (Name) we commend her soul to the Lord. Eternal God, our heavenly Father may she live forever with all the Saints in the light you promised to Abraham and to all his descendants in faith. O, Lord, we offer you our humble prayers for the soul of your faithful servant (Name). May she rest in peace and live forever with you in heaven. Amen.

#### I. Old Testament Readings:

1. The second book of Maccabees Chapter 12, Verses 43-46
2. Psalm 23: "The Lord is My Shepherd."

#### II. New Testament Reading:

The First Letter of John Chapter 3, Verses 1-2

#### III. The Lord's Prayer

In conclusion, the President places a flower on the casket followed by the other Chapter members.

## **SUGGESTED FUNERAL SERVICES FOR A GOLD STAR MOTHER**

The evening before the funeral these services are conducted at the casket of the deceased Gold Star Mother.

Members of the Gold Star Mother Chapter form the first row of a semi-circle at the casket.

Gold Star Mother President:

In sympathy and sorrow we have convened here this evening, in the presence of the mortal remains of (Name), an esteemed Gold Star Mother, to pay homage and to voice our gratitude. God in His Wisdom and mercy saw fit to call her to her eternal reward, and we have gathered here to bear witness to her task well done and to implore the Almighty God to judge her work in the kindest light of His love and mercy.

We the Gold Star Mothers of the Polish Legion of American Veterans, U.S.A., Ladies Auxiliary bid fond farewell to a fellow member who made the supreme sacrifice, a son's life to preserve the freedom of our land. We feel that her sacrifice has not been in vain. Just as the sacrifice of the Blessed Mary brought us to the Resurrection, so too may this Gold Star Mother's sacrifice cause us to rise to a higher and better level of human conduct. We salute you (Name), and commend you into the hands of Almighty God, praying that His eternal light may shine upon your soul.

Gold Star Mother President and Members:

"Our Father who art in heaven, hallowed be Thy Name, Thy kingdom come, Thy will be done on earth as it is in heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us, lead us not into temptation but deliver us from evil," Amen.

"Hail Mary full of grace, the Lord is with Thee, blessed art Thou among women and blessed is the fruit of Thy Womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death." Amen.

"Eternal rest grant to her, O Lord, and may perpetual light shine upon her."

"May the soul and the souls of all the faithful departed rest in peace. Amen"

Members of the Gold Star Mothers Chapter place yellow flowers by the body of the deceased.

## RITUAL FOR DRAPING OF THE CHARTER

General Instructions:

- 1) Draping ceremonies will take place at a regular meeting just before new business.
- 2) The charter is usually hanging in the meeting room low enough to reach it or place a chair to help you reach it (charter is draped for 30 days).
- 3) If possible, music should be played softly during ceremony.

Procedure:

President: It is my sad duty to inform you of the untimely passing of one of our members, (Name). We will proceed to drape the charter.

The Vice-President and Chaplain come to the rostrum and together with the President march to the charter, President with black drape over her left arm, Vice President with candle (lit) and Chaplain with book. The Vice President and Chaplain will take their places on either side of the charter, the President in center. When Officers are in position, the President steps in front of the charter and proceeds with the draping.

President:

"No one hears the door that opens – When they pass beyond our call  
Soft as loosened leaves of roses – One by one our loved ones fall."

It is my solemn duty to drape our charter in memory of our beloved member (Name).

President steps back. Chaplain advances forward a few steps.

Chaplain: "There is no death. Life is full of mysteries until the God of Love opens the portals of His Kingdom and bids each passing soul a glorious welcome into its Eternal Home.

"Nothing can take away the love that hearts hold dear, fond memories linger and remembrances keep you near.

"Sweet be their rest and gentle their sleeping, God's way is best, they are in His keeping."

Chaplain steps back to original position. President walks first, others follow to the rostrum.



## PROCEDURE FOR CONDUCTING A MEETING

The Auxiliary meeting shall be opened promptly at the designated time in the following manner.

The President shall arrive at the place of meeting ahead of time to see that everyone and everything is in readiness for the meeting.

1. As President of the Polish Legion of American Veterans, U.S.A., Ladies Auxiliary, I call this meeting to order. The assembly will rise.
2. Sgt. at Arms: Present the colors.
3. You shall join me in pledging allegiance to the Flag
4. We will now stand in silence for 30 seconds in memory of our departed heroes.
5. You will now join me in the Preamble to the Constitution of the Ladies Auxiliary.
6. Chaplain will invoke the blessings of God.
7. Raps gavel 2 times. Assembly sits down.
8. We will now have the roll call of officers.
9. Secretary will read the minutes of the previous meeting.
10. You have heard the reading of the minutes of the previous meeting, are there any corrections or additions?
11. Secretary will read the correspondence.
12. Report of Officers.
13. We will now have the Treasurer's Report.
14. Are there any questions? The financial report is filed for audit on motion of and seconded.
15. Report of Committees: Special Committees are automatically dissolved when the special work assigned to them is finished and a final report is rendered.
16. Unfinished Business: The President should know if there is unfinished business.
17. New Business: The chair or any member may introduce new business.
18. For the Good of the Organization.
19. Adjournment: Motion must be given and seconded to adjourn.
20. If there is no further business to be brought before the meeting, we shall proceed to adjourn.
21. Closing Prayer of Choice.
22. Retire the Colors.
23. Color bearers and guards take the colors from their stands and the American Flag crosses over to the right, banner to the left, and proceed to the back of the room.
24. I now declare the meeting of the Ladies' Auxiliary, \_\_\_\_\_ adjourned.
25. The President gives one rap of the gavel to indicate dismissal.

## **GENERAL INSTRUCTIONS**

- 1) The meeting of the Ladies Auxiliary shall be conducted with the solemnity befitting the dignity of our organization.
- 2) No one shall be admitted during the opening or closing of an Auxiliary meeting.
- 3) Members in crossing the meeting hall shall be careful never to pass between the flags and the stations of the president.
- 4) With the advancement or retirement of the colors, the presiding officer shall call members to salute, which shall be given by placing the right hand over the heart. The salute shall prevail until terminated by one rap of the gavel.
- 5) Color bearers and guards are in the rear of the hall at the opening of every meeting. When president calls to present the colors, the color bearers and guards march to the rostrum, the American Flag always on the right as the colors come in the room. When you reach the rostrum the American flag crosses over to the left and the banner to the right and place flags in stand. The American flag is always on the right side of the President as she faces the assembly.
- 6) In pledging allegiance to the flag, nothing is held in the hands. Members stand placing the right hand over the heart and hold this position until the end. The hand is dropped to the side after the words, "Justice for All".
- 7) When the National Anthem is played and the flag is displayed, the regular "Salute to the Flag" shall be given which woman render by placing their hand over their heart facing the flag. If the flag is not displayed, all present should stand and face toward the music.

**LIST OF THE PAST NATIONAL PRESIDENTS  
And the year they served**

Listed are the Presidents who guided the Ladies Auxiliary from the formative years to the present day.

*Mieczyslawa Doranska	1924-1927	*Mary Ann Jarosz	1986-1988
*Olympja Makowska	1927	*Patricia Sobota	1988-1990
*Agnes Kleszyk	1928-1929	Genevieve Lewandowski	1990-1992
*Gertrude Blackowiak	1929-1931	Elizabeth Liwak	1992-1994
*Frances Wojcik	1931-1932	Joan B. Noble	1994-1996
*Pelagja Weinert	1932	*Virginia F. Kay	1996-1998
*Anna Druzela	1932-1937	*Mary Adent	1998-2000
*Wanda Sliwinski	1937-1941	Susan C. Hubbard	2000-2004
*Cecelia Kaliszewski	1941-1944	Rosemarie T. Ewald	2004-2006
*Stephanie Laube	1944-1946	Susan C. Hubbard	2006-2008
*Constance Norwich	1946-1950	Kathleen Boll	2008-2010
*Frances Pycior	1950-1954	*Susan J. Griebel	2010-2014
*Stella N. Winalski	1954-1960	Jean Nejedly	2014-2018
*Evelyn Rozanski	1960-1962	Michelle Dupay	2018-
*Dorothy S. Kubit	1962-1964		
*Evelyn Rozanski	1964-1968		
*Dorothy S. Kubit	1968-1970		
La Verne I. Wozniak	1970-1972		
*Vivian Fryc	1972-1974		
*Anna J. Jankiewicz	1974-1976		
Rose M. Gardzinski	1976-1978		
Florence W. Noger	1978-1980		
*Jane B. Pendzich	1980-1982		
*Wanda Swiecki	1982-1984		
Regina Poltorak	1984-1986		

\* Denotes that they are deceased