

# DR. MARY E. WALKER AUXILIARY NO. 52

## AFFILIATED WITH THE PHIL SHERIDAN CAMP NO. 4 DEPARTMENT OF CALIFORNIA AND PACIFIC SONS OF UNION VETERANS OF THE CIVIL WAR

### AUXILIARY BYLAWS

#### ARTICLE I

##### *Name*

Section 1. **NAME.** The name of this organization shall be the Dr. Mary E. Walker Auxiliary No. 52. It shall be affiliated with the Phil Sheridan Camp No. 4, Department of California and Pacific, Sons of Union Veterans of the Civil War, located in San José, California.

#### ARTICLE II

##### *Purpose And Objectives*

Section 1. **PURPOSE AND OBJECTIVES.** The purpose of this Auxiliary shall be to assist the Sons of Union Veterans of the Civil War with perpetuating the memory of the services and sacrifices of the Union Veterans of the Civil War for the maintenance of the Union, especially through patriotic and historical observances; to inculcate true patriotism and love of country, not only among our membership, but to all people of our land, and to spread and sustain the doctrine of equal rights, universal liberty and justice to all; and to oppose the limit of our power and influence, all movements, tendencies and efforts that make for the destruction or impairment of our constitutional Union, and to demand of all citizens undivided loyalty and the highest type of Americanism.

#### ARTICLE III

##### *Religion And Politics*

Section 1. **PROHIBITIONS.** The Order being strictly non-sectarian and non-partisan, the introduction or discussion of sectarian or partisan topics is strictly prohibited.

Section 2. **POLITICAL TOPICS.** Nothing in this Article shall be construed as prohibiting the introduction or discussion of political topics.

Section 3. DEFINITIONS. The following definitions shall be utilized for purposes of this Article: (a) “partisan” is defined as the fervent support, opposition, or advocacy of a candidate for public office, or other person(s) or faction(s); (b) “political” is defined as relating to, or dealing with the structure or affairs of the government and/or any of its agents.

## **ARTICLE IV** *Membership*

Section 1: ELIGIBILITY. Women meeting the following qualifications are eligible for membership in the Auxiliary: 1) those who are related to an honorably discharged soldier, sailor, or marine, who served in the Union Army or Navy during the Civil War, as follows: a wife or sister and their female descendants who are not less than twelve (12) years of age; and, 2) wives, mothers, and legally adopted daughters of eligible Sons of Union Veterans in good standing; and, 3) any widow, mother or legally adopted daughter of an eligible Sons of Union Veteran who was in good standing at the time of his death.

Section 2: JUNIORS; ELIGIBILITY. Girls who are at least eight (8) years of age, but less than twelve (12) years of age who otherwise meet the eligibility requirements stipulated in Section 1 of this Article, may be admitted to membership as a “Junior Member” of the Auxiliary. Junior Members shall not have voting privileges and shall not pay dues. They shall not hold elective office; provided, however, a Junior Member may hold the office of Guide, Assistant Guide, Color Guard, and Inside or Outside Guard.

Section 3: ASSOCIATES; ELIGIBILITY. Associates are women who do not meet the requirements stipulated in Section 1 of this Article, but otherwise meet the requirements for membership established by the National Auxiliary. They must be citizens of the United States, either by birth or naturalization. The number of Associates in this Auxiliary shall not exceed one-third of the total membership of the Auxiliary at the time of their election. Associates otherwise enjoy all the rights, privileges, and responsibilities of membership.

Section 4. RECOMMENDATION FOR MEMBERSHIP. Each application for membership shall be recommended by a Sister in good standing, who shall vouch for the applicant’s eligibility and moral standing. It shall then be referred to a committee of three (of which the Sister recommending shall not be one) for investigation and report. An application may be withdrawn while in the hands of the Investigating Committee, but after the Committee has reported, it must be put to a vote of the Auxiliary. The Committee shall make a careful investigation of the facts set forth in the application, and shall recommend, to the entire Auxiliary, the election or rejection of the applicant. The Camp shall then vote to accept or reject the applicant, a majority of those voting necessary to accept an applicant. After the reading of the report of the Committee by the Secretary, the members shall cast their vote as prescribed by the Ritual.

## ARTICLE V

### *Meetings*

**Section 1. REGULAR MEETINGS.** Regular meetings of the Auxiliary shall be held at the call of the President. Meetings shall be held at a regularly scheduled time and place known to the membership. The meeting of the Auxiliary shall be at such time and place as chosen by the Auxiliary President. All regular meetings of the Auxiliary shall be held within the boundaries of the Department of California and Pacific, Sons of Union Veterans of the Civil War.

**Section 2. QUORUM.** Three Sisters shall be necessary to constitute a quorum at a regular or special meeting of this Auxiliary. At no time during a meeting of this Auxiliary shall business be transacted if the number of Associates in attendance exceeds forty-nine percent (49%) of the total attendance then present at said meeting.

**Section 3. POSTPONEMENT OR CANCELLATION OF MEETINGS.** When it is necessary to postpone or cancel a meeting it shall be the responsibility of the Auxiliary President to notify Sisters as expeditiously as possible. Except when not practical, Sisters shall be notified of such postponement or cancellation a minimum of two (2) days prior to the scheduled meeting.

**Section 4. SPECIAL MEETINGS.** The Auxiliary President may call a special meeting at any time she finds it necessary, giving due notice to every member, stating the objective of the meeting. No other business may be transacted at this special meeting, unless the notice included “any other business that may come before the meeting.”

## ARTICLE VI

### *Elections*

**Section 1. NOMINATION AND ELECTION.** The nomination and election of Auxiliary officers, including Delegates and Alternates, shall be held in conformity with the Sons of Union Veterans of the Civil War.

**Section 2: OFFICERS.** Elective officers of the Auxiliary shall be the following: a President, a Vice President, a Secretary, and Treasurer, three (3) Trustees, a Patriotic Instructor, a Chaplain, a Guide, an Assistant Guide, an Inside Guard, an Outside Guard, a first and second Color Guard, and a Press Correspondent. The appointive officers shall consist of a Counselor and Musician. Such appointive officers shall serve at the will of the President.

**Section 3: AUXILIARY COUNSELOR.** The Auxiliary Counselor must be a member in good standing of a Camp within the Department of California and Pacific, Sons of Union Veterans of the Civil War.

**Section 4: VACANCIES.** Vacancies in any elective office shall be filled by special election at any stated meeting, with the exception of the Auxiliary President, which shall be filled by the Auxiliary Vice President. At least 30 days notice must be given to each member of the Auxiliary, prior to the special election.

**Section 5: ABSENCES.** An officer who has been absent for three (3) consecutive regular meetings, without good excuse, as determined by the President, subject to

approval by the Auxiliary membership, may be deposed and a special election held to fill the vacancy, consistent with Section 4 of this Article.

Section 6: DELEGATES. At the same meeting, and after officers for this Auxiliary are elected, National Delegates and Alternates shall be elected.

Section 7: DATES FOR ELECTIONS AND INSTALLATION. Elections and the installation of officers shall be held annually, consistent with the rules of the Sons of Union Veterans of the Civil War.

## ARTICLE VII

### *Duties of Officers*

Section 1. PRESIDENT. The President shall preside at all meetings of the Auxiliary and shall preserve order and decorum therein. She shall appoint all committees and sign all requisitions for money to be drawn from the Treasury. At all elections she shall appoint two (2) sisters as Tellers; such Tellers shall not be a candidate for office. She shall perform such other duties as pertain to her office.

Section 2. VICE PRESIDENT. The Vice President shall assist the President in preserving order and decorum. In the absence of the President, the Vice President shall preside over the meeting. If the Vice President is absent, a Past President may preside. In the absence of the President, Vice President, and a Past President, the members of the Auxiliary may elect a temporary presiding officer.

Section 3. SECRETARY. The Secretary shall keep an accurate record of the meetings of the Auxiliary. She shall keep in books a Descriptive Book containing the full facts of each member, on which the rights to membership are based. She shall perform all other duties pertaining to her office, and on surrendering the same, shall turn over to her successor all books, papers, etc. in her possession, belonging to the Auxiliary, taking a receipt therefore. She shall conduct all correspondence unless otherwise ordered, draw all requisitions for bills approved by the Auxiliary and such other monies as may be expended by vote of the Auxiliary, prepare and forward the required reports of the gain and loss of membership. She shall send with the June 30<sup>th</sup> Quarterly Report each year, a list of the names and addresses of all members carried on the rolls of the Auxiliary, on which Per Capita Tax is being paid.

Section 4. TREASURER. The Treasurer shall have charge of the funds of the Auxiliary. She shall pay all requisitions drawn by the Secretary and approved by the President; she shall notify all members in arrears for dues and give a report at the close of each meeting of the receipts of the evening. She shall keep a correct account of the financial standing of each Sister with the Auxiliary and perform all other duties of her office not herein mentioned and, at the end of her term of office, shall turn over to her successor all of the funds, books, papers and other property of the Auxiliary in her possession, taking a receipt therefore; she shall prepare the required Quarterly Reports of the financial standing of the Auxiliary.

Section 5. TRUSTEES. It shall be the duty of the Trustees to constitute an Auditing Committee and report quarterly. The President, Secretary and Treasurer shall not be eligible to the office of Trustee.

Section 6: PATRIOTIC INSTRUCTOR. The Patriotic Instructor shall perform all the duties in connection with that office for the purpose of teaching patriotism and love of country.

**Section 7. CHAPLAIN.** The Chaplain shall conduct the devotional services of the Auxiliary, and officiate at the funeral of deceased Sisters.

**Section 8. OTHER OFFICERS.** The Guide, Assistant Guide, first and second Color Guards, Inside and Outside Guards, Press Correspondent, Musician, and Counselor shall perform such duties as are prescribed by the Ritual of the Order.

**Section 9. PAST PRESIDENT'S CHAIR.** Any member having served a full term in the office of President or having been elected to fill a vacancy, and shall have credibly served to the end of the term, shall be entitled to the "seat of honor" known as the Past President's chair.

## **Article VIII**

### *Membership Dues*

**Section 1. ANNUAL DUES.** Each Sister (except Junior Members) of the Auxiliary shall be assessed annual dues. The amount of said dues shall be a minimum of Twenty Dollars (\$20.00) for Members and Associates per annum.

**Section 2. ANNUAL DUES; AMOUNT.** Notwithstanding the provisions of this Article, the Auxiliary may, by majority vote, increase or decrease the annual dues assessment. The Auxiliary President shall cause each member to be notified of any dues changes, not less than three months prior to any change. Any change in dues shall not become effective until the January following the date upon which the change was agreed to. When two-thirds (2/3) of the Auxiliary determines that a change in the amount of dues is immediately in order, and essential for the continued operation of the Auxiliary, the Auxiliary shall declare the urgency to make such change, and the reasons therefore, to be included in the Minutes of their meeting. Such change in dues shall become effective immediately, upon the concurrence of two-thirds (2/3) of those voting, unless the Auxiliary, at the same time, establishes another date which is prior to January following the date upon which the change was agreed to.

**Section 3. DUE DATE.** Annual dues are required and payable by January 1<sup>st</sup> of each year. Sisters who have not paid their dues by this date are in arrears. If the dues are not paid by February 1<sup>st</sup> a late fee of Five Dollars (\$5.00) shall be assessed, and an additional Five Dollars (\$5.00) for each month thereafter that the Sister is in arrears. This late fee may be waived by a majority vote of the Auxiliary.

**Section 4. PRORATED DUES.** New Sisters initiated into the Auxiliary during a month other than January shall be assessed a prorated dues amount. Such prorated amount shall be calculated on a quarterly basis. New Sister who join the Auxiliary by applying via the online electronic application form maintained by the National Organization, or otherwise applying via the National Organization, shall have their initial dues applied as appropriate, based upon when they applied via the National Organization.

**Section 5. REINSTATEMENT FEE.** The Reinstatement Fee for a Sister who has been dropped from the roll of this Auxiliary shall be fifty percent (50%) of the current annual dues. This reinstatement fee may be waived by a majority vote of the Auxiliary.

**Section 6. INITIATION FEE.** A minimum Initiation Fee of Ten Dollars (\$10.00) shall be assessed each new member upon induction into the Auxiliary.

**Section 7. TRANSFER FEE.** Sisters transferring to this Auxiliary, from another Auxiliary shall be assessed a transfer fee equal to the amount due a new member (or

prorated if joining in a month other than January through March, inclusive. This Transfer Fee may also be waived by a majority vote of the Auxiliary.

**Section 8. MEMBER IN ARREARS.** A Sister of this Auxiliary who is six months in arrears shall be classified as delinquent and be suspended from all privileges until reinstated by the Auxiliary. Any Sister of this Auxiliary who is one (1) year in arrears in the payment of her dues may, by a vote of the Auxiliary, be dropped from the roll of the Auxiliary; provided, however, three (3) delinquent notices have been sent. A suspended or dropped Sister may be reinstated in the Order on reelection by the Camp after paying such dues, reinstatement fee, or any other indebtedness due the Auxiliary, as prescribed by these Bylaws.

## **Article IX** *Budget, Bookkeeping, and Property*

**Section 1. BUDGET REQUIREMENT.** The Auxiliary Treasurer shall prepare a Budget for submission to the Auxiliary membership on no later than the 30<sup>th</sup> day of September of each year with the amounts required to conduct the affairs of the Auxiliary. The Auxiliary membership shall ratify a Budget no later than the 30<sup>th</sup> day of November of each year. For purposes of the Auxiliary Budget, the Fiscal Year shall begin on January 1<sup>st</sup> and run through December 31<sup>st</sup>, inclusive.

**Section 2. Budget Appropriations.** The Budget shall include, but is not limited to, funding for the conduct of Auxiliary business, including necessary stationary, forms, and supplies for officers. The Auxiliary shall, at minimum, create a "General Fund" category within its budget, to be used for purposes the Sisters deem appropriate.

**Section 3. AUXILIARY FUNDS.** All funds of the Auxiliary shall be deposited in a reliable depository insured by the Federal Deposit Insurance Corporation (FDIC), unless specifically exempted by a vote of the Auxiliary membership. All monies shall be deposited and all investments made in the name of this Auxiliary. Authorized signatures for such accounts shall be the Auxiliary Treasurer (or Secretary-Treasurer), and the Auxiliary President.

**Section 4. APPROVAL OF DISBURSEMENTS.** The forwarding of required payments, such as per capita dues and initiation fees to the National Organization, and the purchase of such forms and materials necessary for the conduct of the Auxiliary's business shall not require any special approval of the Auxiliary. All other expenditures or disbursements of Auxiliary funds shall require: (a) the authorization of the President, subject to approval of Auxiliary Trustees; or, (b) the authorization by a majority vote of Auxiliary membership present and voting. In either case, the decision of the Auxiliary membership shall be supreme and final.

**Section 5. REIMBURSEMENTS.** Auxiliary Officers may be entitled to reimbursement of certain expenses necessary for the conduct of their respective office. Such reimbursement shall be limited to the actual expenditure only, and shall be reimbursable only upon presentation of a written request with receipts (or copies of the same) to the Auxiliary Treasurer for approval at a regular or special Auxiliary meeting. Sisters, other than Auxiliary Officers, requesting reimbursement for expenses to conduct Auxiliary business shall seek approval of the Auxiliary, *prior* to incurring expenses.

Section 7. BANK ACCOUNTS. The Treasurer shall open, under the name of, and in trust for, this Auxiliary, a savings account and/or a checking account, and/or any other appropriate investment account(s) as may be approved by the Auxiliary, as provided for in these Bylaws.

Section 8. AUXILIARY PROPERTY. Appropriate Auxiliary property may be secured in a safe deposit box, with the Auxiliary Treasurer (or Secretary-Treasurer) as the authorized signature, held in trust for the Auxiliary.

## ARTICLE X

### *Committees*

Section 1. STANDING COMMITTEES. There shall be such Standing Committees of this Auxiliary as the President or the membership of the Auxiliary deem necessary and proper for conducting the business of the Auxiliary. The President shall appoint all members of Standing Committees, subject to approval of the Auxiliary membership.

Section 2. SPECIAL COMMITTEES. Special Committees may be created by the Auxiliary President, or by action of the Auxiliary membership, and shall serve for the period of time designated in the creation thereof. A Special Committee's duties and responsibilities shall be simultaneously defined by the Auxiliary President if she should create the Special Committee, or by the Auxiliary membership, if they should create the Special Committee. The Auxiliary President shall appoint the chair and all members of Special Committees, subject to approval of the Auxiliary membership.

Section 3. COMMITTEE MEMBERS. All Standing and Special Committees shall, notwithstanding any other provisions of these Bylaws, consist of Sisters of this Auxiliary in good standing. The President shall appoint all committee members, and shall serve as *member ex-officio* on all Standing and Special Committees, notwithstanding any other provisions of these Bylaws.

## Article XI

### *Suspension of Bylaws*

Section 1. SUSPENSION OF BYLAWS. There shall be no suspension of these Bylaws.

## Article XII

### *Parliamentary Authority*

Section 1. PARLIAMENTARY AUTHORITY. The most current edition of Robert's Rules of Order, Newly Revised, shall govern in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and the National Constitution, Rules and Regulations, guidelines established by the Ritual of the Order, or with any legally adopted rules of the Order.

Section 2. PARLIAMENTARIAN. The Camp Counselor of the Phil Sheridan Camp No. 4, Department of California and Pacific, Sons of Union Veterans of the Civil War shall keep in his possession Robert's Rules of Order, Newly Revised, for his use as parliamentarian.

### Article XIII *Amendments and Severability*

Section 1. AMENDMENTS; PROCESS. The Bylaws of this Auxiliary may be amended at any regular or special meeting by a two-thirds (2/3) vote of those members voting, provided, however, that a copy of the proposed amendment(s) has been submitted in writing to Auxiliary Sisters at the previous Auxiliary meeting; and, provided further, that a copy of the proposed amendment(s) is submitted in writing to the National President.

Section 2. EFFECTIVE; WRITTEN APPROVAL REQUIRED. Before becoming effective, however, any amendments to these Bylaws shall require the written approval of the National President.

Section 3. SEVERABILITY. In the event that any Article (or provisions thereof) in these Bylaws shall be found or held as invalid by any act of law, by any court of competent jurisdiction, by a conflict in the Auxiliary Constitution, Rules, and Regulations or for any other legitimate reason, such invalidity shall not affect the remaining provisions of these Bylaws, and to this end the provisions of these Bylaws are severable, all other provisions remaining in full force and effect.