

Enclosed you will find the forms to required initiate the steps to forming an auxiliary. The applications are easily copied if you need more. I am enclosing a few brochures; additional brochures may be requested by our Supply Officer. As noted on the enclosed, it only takes five to begin a provisional Auxiliary (a small version of a charter is issued) ten to start a full auxiliary (receiving a regular charter.) A provisional auxiliary is issued the regular charter when it attains 10 members or is in existence for three years.

Each auxiliary sets their dues and initiation fees. Initiation fees vary throughout the country. Each new member must pay \$5.00 as a fee to National. The auxiliary should add the cost of giving each member a Constitution, Rules and Regulations book (CR&R) and Ritual Book, and postage cost incurred. Sisters should be encourage to purchase a badge and wear it proudly at all Auxiliary events.

As to annual dues, this can be decided at the first meeting, but is best discussed ahead of time. The Auxiliary is required to pay a per capita tax of \$3.00 per year to national per member. Each individual State may have its own per capita requirements. Postage costs for mailings are also included in your dues. Average dues range from \$10 to \$30 Dollars per year. You will have to assess the financial situation in your community as setting fees to high may discourage new membership and growth. Dues can always be adjusted later or the auxiliary can have a fund raiser as needed to cover the expenses.

Meetings can be held monthly, bi-monthly or quarterly, this also being at the discretion of the membership. Many Auxiliaries hold their meeting at the same time and place with the Sons, perhaps joining the Sons for patriotic talks, exchanging of information and upcoming events or planning will be beneficial to both Orders.

May I advise that the more often you meet to conduct business and planning, the more viable your auxiliary may become. Direct communication is of utmost importance to keep your membership invested, informed and active.

Once you have mailed in the completed charter application, check, and copies of the membership applications, you will be contacted to see when you wish to have the institution. The National President or her designee will conduct the institution of your auxiliary. Although the charter can be left open for 60 days after the institution to add names, if you wish it presented at the ceremony, this can be done. Enclosed you will find a simple outline to set up simple By-Laws for your Auxiliary. The By-Laws must be accepted by the Department or if no Department, by the National President.

It may be best to determine in advance of the institution the persons willing to be President, Vice-President, Secretary/Treasurer, Patriotic Instructor, and Chaplain. More offices can be added if you have sufficient members. If recruiting goes slowly, you can have applicants join Membership at Large first, then they can always transfer to te new auxiliary being formed when you have five applicants.

I realize that you may have further questions to direct. Please feel free to call me at 414-425-4648 in the evenings, or e-mail me at Michaels_family@hotmail.com.

Shortly after the institution the Auxiliary should apply for EIN Number to set up a checking account. You may contact the National treasurer who will supply the instructions to the procedure to follow when making application. She will also provided the National GEN number which is required on the application.

Bonds- In the past, the treasurers were bonded. In many cases, the Auxiliary treasuries are too small to allow the cost of bonding.

Refer to the Dept. By-Laws and Constitution, Rules and Regulations of the National Order for assistance.

Make sure that your membership is aware of the meeting place, time, and date. Be consistent. And don't forget to recruit.

Yours in F.C. & L.,

A handwritten signature in cursive script that reads "Danielle Michaels". The signature is written in black ink and is positioned above the printed name and title.

Danielle Michaels
National Recruiter

Procedure for Obtaining a Charter when Sponsored by either a Camp or an unaffiliated group of women:

- A. Each prospective Auxiliary member will complete an application for membership form. Applications must have a signature on the bottom line, the remainder should be clearly printed. The sponsoring camp will approve the applications, attaching the individual checks for the national Application Fee. These checks should be made payable to the "National Treasurer, Auxiliary SUVCW.
When the Auxiliary is being formed by a group of women, the local organizer will collect the application and checks. These will be approved when received at the National level.
- B. When sufficient applications are collected, the camp committee or organizer of the independent auxiliary will forward the copy of applications, charter application, required charter fee and the individual checks to the National Secretary.
- C. Upon being informed by the National Secretary of the prospective Auxiliary, the national President will appoint an Instituting Officer who will contact the group to arrange the date of institution.
- D. Supplies for the new auxiliary from the National Order with accompanying information will be delivered by the Instituting Officer. The National Secretary Will supply the appropriate forms, and the National Supply officer- The Rituals, CR&Rs etc.
- E. New Auxiliaries will pay per capita tax tri annually when filling out of the per Capita report. If the institution of the Auxiliary falls within 30 days of the due Date of the next report, they will only fill in the required written information but will not pay the tax on this first report.
- F. Articles for Meeting
 - a. Required---- American Flag and Bible
 - b. As needed—Gavel, altar cloth, four American Flags and Stands for Ritualistic floor work.

Guidelines for Formation of a New Auxiliary

1. INITIAL STEPS TO FORM A NEW AUXILIARY

- A. An Auxiliary may be formed by an existing Camp of the Sons of Union Veterans, a Camp in the process of being formed, or by a group of women who are not affiliated with a Sons of Union Veterans Camp.
- B. Upon receiving a request for information, The Auxiliary Recruiter Chairperson or Member of the Recruiting Committee will contact the sponsoring Camp or local Recruiter and forward a supply of brochures, applications and a charter application. The National Recruiter is Danielle Michaels, 6623 So. North Cape Rd, Franklin, WI 53132-1227 E-mail- Michaels_family@hotmail.com 414-425-4648.

II. ELIGIBILITY REQUIREMENTS FOR MEMBERSHIP

- A. Female lineal or collateral descendants, daughter, granddaughter, great-granddaughter Etc.: niece, great-niece, great grandniece, etc. not less than 12 years of age, of soldiers, sailors, marines or members of the Revenue Cutter Service, regularly mustered and honorable discharged from the service of the United States of America during the War of the Rebellion 1861-1865.
- B. Wives, mothers, widows of Sons of Union Veterans of the Civil War with Lineage (in Good standing.)
- C. Legally adopted daughters of Sons of Union Veterans of the Civil War with Lineage (in good standing.)

III. ASSOCIATES

Women who do not have the ancestry to qualify for hereditary membership, but who demonstrate a genuine interest in the civil War and who can subscribe to the purpose and objects of the Auxiliary may become Associates. An associate may vote and hold any office except that of National Vice-President and National President. Associates may not exceed one-third of the total membership of the Auxiliary at the time of election.

Associates may join the new Auxiliary (up to one third of membership) at time of Institution but cannot be counted in the number required to obtain a charter nor sign the Charter.

IV JUNIORS

Girls 8-11 years of age may become Juniors. They will not be eligible to vote until they attain full membership at the age of 12 but can be listed on the charter if lineal. They are not counted in number required to obtain a charter.

V. CHARTER REQUIREMENTS

- A. A PROVISIONAL AUXILIARY CHARTER will be granted to a group of five (5) descendants, either lineal or collateral, and / or wives, mothers, or adopted daughters of a Son who has lineage.
- B. A REGULAR CHARTER will be granted to a group of ^{five}~~ten (10)~~ or more descendants, either lineal or collateral, and / or wives, mothers, or adopted daughters of a Son who has lineage.
- C. No Associates may be listed on the charter. Juniors may be listed but not counted in number needed to form the Auxiliary.
- D. Charter Fees
1. In States where there is a Department of the Auxiliary, the fee for the charter will be Thirty Dollars (\$30). Twenty Dollars (\$20) is kept by the National Auxiliary to Reimburse them for supplies. The National Organization will remit the remaining Ten Dollars (\$10) to the Department to cover their expenses.
 2. If there is no Department of the Auxiliary, the fee for the charter will be Twenty Dollars (\$20).
 3. The check for the Charter is made payable to the "National Treasurer, Auxiliary to SUVCW".
- D. Charters may be presented at the time of institution or held open for sixty (60) days after Institution to allow the addition of more names.

SUGGESTED OUTLINE FOR AUXILIARY BY-LAWS

ARTICLE I. NAME

Section 1. The name of this organization shall be _____ (name) Auxiliary No. ____ to _____ (Name & Number of Camp if applicable) Sons of Union Veterans of the Civil War of _____ (City & State)

ARTICLE II MEETINGS

Section 1. Regular meetings of this Auxiliary shall be held on the _____ (time & day) of each _____ (month, quarterly).

Section 2. Special meetings may be held at the call of the President at any time she shall find it necessary, due notice being given every member, stating object of meeting. No other business may be transacted at that meeting, unless the notice stated "any other business that may come before the meeting".

Section 3. When it is found impossible to hold a meeting on date of regular meeting, same may be postponed to another date upon vote of the Auxiliary, when it shall be known as a regular meeting and so indicated in the minutes.

Section 4. _____ (number) members shall constitute a quorum at a regular or special meeting.

ARTICLE III FINANCES

Section 1. The dues for this Auxiliary shall be _____ (amount) per year. The initiation fee for new members shall be _____ (amount). This amount may be changed by vote of the membership at a regular meeting and all members notified of the change.

Section 2. The application fee to be paid by members joining by Transfer shall be _____ (amount). (This amount may not exceed the amount required of a new member).

ARTICLE IV. AUXILIARY TREASURER AND SECRETARY

Section 1. The treasurer shall open a checking account in a bank covered by the Federal Deposit Insurance Act, said account to be in the name of the Auxiliary. When sufficient funds have been accumulated, a Savings Account should be opened under the same stipulations.

Section 2. Above checking and savings accounts shall be opened in such a manner that withdrawals may be made from the accounts on the signature of either the Treasurer or the President. (As Presidents change constantly, requiring new cards to be filed with the bank, some auxiliaries elect someone to be Assistant Treasurer. All accounts MUST have two persons' signatures on file with the bank. In the event of the treasurer's illness or death, the Auxiliary will still have access to the funds.)

Section 3. The treasurer shall notify members when dues are payable and issue membership cards.

Section 4. The secretary shall take minutes of each meeting and keep them in a permanent file to preserve the history of the auxiliary.

ARTICLE V. COMMITTEES

Section 1. The President shall appoint all committees. The Sister first named on a Committee shall act as Chairlady. The Chairlady of all committees shall call the meetings of their committee.

Section 2. The President shall be ex-officio on all committees except an Investigating Committee on applications for membership.

ARTICLE VI. AMENDMENTS

Section 1. Any proposed alterations or amendments to these By-Laws shall be acted upon at a regular meeting of the Auxiliary and may be passed by a two thirds vote of all persons present.

ARTICLE VII SUSPENSION OF BY-LAWS

Section 1. No By-Laws shall be suspended, unless by unanimous consent of the membership present.

By-Law Committee
(signed by Chairlady and two other members)

Approved and adopted _____ (date)

Attest: _____
Auxiliary Secretary

Approved _____ (date) _____ (signed)
Department President

Attest: _____
Department Secretary

GENERAL INSTRUCTIONS

All Auxiliary By-laws are subject to the approval of the Department President. All amendments or alterations of Auxiliary By-Laws are submitted to the Department President for approval. After studying the By-Laws to confirm they are in accord with Constitution, Rules and

In the name and by authority of

THE

Auxiliary for Sons of Union Veterans of the Civil War



UNITED STATES OF AMERICA.

To all unto whom these Presents shall come, Greeting.

Know Ye

That reposing Special Trust and Confidence in our Worthy Sisters

By virtue of the authority vested in me I hereby constitute them, their associates and successors, a
PROVISIONAL AUXILIARY TO SONS OF UNION VETERANS OF THE CIVIL WAR

TO BE KNOWN AS

PROVISIONAL AUXILIARY TO SONS OF UNION VETERANS OF THE CIVIL WAR OF CAMP NO _____
DEPARTMENT OF _____ AUXILIARY NO _____

located at _____ State of _____ and as such they are hereby duly authorized and
empowered to perform all acts necessary to conduct the business of said Auxiliary in accordance with the constitution
provided for its government and the general rules and regulations of the Order.

In Witness Whereof I have hereunto set my hand and have caused the Department Seal to be
affixed at _____ in the State of _____ this _____ day of _____
in the year of our Lord, _____ and the _____
_____ year of the independence of the United States of America.

Instituting Officer

Attest

Department Secretary

President Department of
National Headquarters

Date

Approved

Attest

Francis A. Murray
National Secretary

National President

HEADQUARTERS



..... Camp No.....

..... Department

**Sons of Union Veterans of the Civil War
OF THE UNITED STATES OF AMERICA**

TO _____
National President of the Auxiliary to Sons of Union Veterans of the Civil War. U.S.A.

We, the undersigned, brothers of _____ Camp,
No. _____ Department of the Sons of
Union Veterans of the Civil War, U.S.A., having been duly appointed a Committee to organize an
Auxiliary to our Camp, do present the following names of our Ladies who are eligible and desire to
become members of the Auxiliary and hereby make application for the work of the same.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

..... Commander of the Camp, P.O. Address.....
..... County of..... State of.....

_____	_____
_____	_____

Committee

Date:.....

Countersigned....., Commander of Camp.....

Enclosed please find \$ _____ for Charter fee.



APPLICATION FOR CHARTER

in _____

Auxiliary to Sons of Union Veterans of the Civil War OF THE UNITED STATES OF AMERICA

TO _____
National President of the Auxiliary to Sons of Union Veterans of the Civil War. U.S.A.

We, the undersigned, having been duly appointed a Committee to organize an Auxiliary, do present the following names of Ladies who are eligible and desire to become members of the Auxiliary and hereby make application for the work of the same.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Meetings to be held at: _____

P.O. Address: _____

County of _____ State of _____ Zip _____

Committee

Date: _____

Signed: _____
Committee Chairperson

Enclosed please find \$ _____ for Charter fee.



Application Form

Auxiliary to the Sons of Union Veterans of the Civil War

I, _____, being the age of eight (8) or more, hereby apply for membership in the Auxiliary to Sons of Union Veterans of the Civil War. If this application is accepted, I will obey and support the Constitution, Rules and Regulations, and the By-laws of the Auxiliary.

1. I am applying for membership in the ASUVCW by right of lineal or collateral descent from _____ who served in the United States Army, Navy, Marine Corps, or Revenue Cutter Service, during the War of the Rebellion, 1861-1965, and never voluntarily bore arms against the United States.

He enlisted at _____, (date) _____, 18____.

Mustered in at _____, (date) _____, 18____, Rank _____,

Company _____, Regiment, Battery or Ship _____, Mustered out at _____, (date) _____, 18____.

Honorably discharged at _____, (date) _____, 18____ by reason of _____.

I am the (circle one) granddaughter, great-granddaughter, great-great-Granddaughter, great-great-great granddaughter, or legally adopted daughter, niece, great-niece, great-great Niece, great-great-great niece, etc., of the above stated Union Veteran.

2. I am applying for membership in the ASUVCW (circle one) as the wife, mother, widow or legally adopted daughter of a member of the Sons of Union Veterans of the Civil War, with lineage, and who is in good Standing. Name of Son _____, Camp Name & No. _____, Department of (state) _____, Located at (town) _____

3. I am applying for Associate Membership: I am not a descendant of a Civil War Veteran, and desire to affiliate with the ASUVCW.

4. I am applying for Junior Membership: for young ladies who have attained eight (8) years of age. Complete Section #1 or #2.

Obligation: I, _____, of my own free will and accord, (print name)

do solemnly and sincerely promise and declare that I will ever bear true allegiance to the Government of the United States of America, that I will firmly adhere to and sustain the principles and objects of this Order, that I will faithfully assist in promoting the interest of this Auxiliary and the Sons of Union Veterans of the Civil War; that I will earnestly strive to keep alive the memory of the heroic deeds of the Union Veterans of the Civil War; that I will, to the best of my ability, aid a Sister of the Order; and I furthermore promise and declare that I will faithfully uphold and obey the Constitution and By-laws of this Auxiliary and all legal orders coming from the proper authority. To all this, I pledge my self, and pray God to keep me true to this sacred obligation.

Date: _____ Signature: _____

I was born (date) _____ at _____

Name: First _____ Maiden _____ Last _____

Mailing address: _____, Apt. # _____

City _____ State _____ Zip _____

Telephone: (____) _____ E-mail address: _____

I declare this application is true, correct and complete to the best of my knowledge.

Date: _____ Signature: _____

Enclosed application fee of: \$ _____

I recommend the above applicant for membership:

Yearly Dues \$ _____

Total \$ _____



**AUXILIARY TO SONS
of UNION VETERANS of
the CIVIL WAR**

PRINCIPLES

FIRST, a firm belief and trust in Almighty God, and realization that under his beneficent care and guidance, the free institutions of our land, by the assistance and sacrifice of our veterans, have been preserved and the integrity and life of the nation maintained.

SECOND, true allegiance to the government of the United States of America; and a respect for devotion and fidelity to its Constitution and Laws, with a firm opposition to anything that may tend to weaken loyalty, or in any manner impair the efficiency and permanency of our nation.

OBJECTS

To assist the Sons of Union Veterans in keeping alive the memories of our Soldiers and their sacrifices for the maintenance of the Union; to aid in the caring and helping of disabled veterans; to properly observe Memorial Day; to aid and assist worthy and needy members of our Auxiliary; to inculcate true patriotism and love of country; and to spread and sustain the doctrine of equal rights, universal liberty and justice to all.

Return this application to:

APPLICATION of

We, the undersigned, being duly appointed a committee to examine this application, find it favorable.

Committee

_____, 20__

To be filled in by Secretary:

Applicant was accepted or rejected on:

_____, 20__

Applicant was balloted for on:

_____, 20__

Applicant was initiated on:

_____, 20__

Secretary

ELIGIBILITY

Membership in the Auxiliary to the Sons of Union Veterans of the Civil War can be obtained through eligibility in several classes:

FIRST: Female descendants who are a daughter, granddaughter, great-granddaughter, great-great-granddaughter, great-great-great granddaughter, legally adopted daughter, niece, great-niece, etc. (who is not less than twelve (12) years of age) of the soldiers, sailors, marines, or Revenue Cutter Service, regularly mustered and honorably discharged from the Army, Navy, Marine Corps, or Revenue Cutter Service, of the United States of America during the War of the Rebellion, 1861-1865:

SECOND: Wives, mothers, widows, or legally adopted daughters of a Son of a Union Veteran of the Civil War with lineage who is a member in good standing.

ASSOCIATE

Women who do not have the ancestry to qualify for hereditary membership but who demonstrate a genuine interest in the Civil War and who can subscribe to the purpose and objects of the Auxiliary.

JUNIOR

Young ladies who have attained eight (8) years of age.