

Constitution and Bylaws
Rules & Regulations
Revised 2014



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Ladies of the Grand Army of the Republic, Inc.

Constitution and Bylaws
Rules and Regulations
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PREAMBLE

“We, the blood kin relatives of Union Veterans of the Civil War and any nurses of that war, do unite to establish a permanent national organization for the purpose and objects herein set forth and through the following Rules and Regulations for the government thereof, with such amendments as we from time to time deem proper to make, and with authority to extend this organization.” This organization shall not be auxiliary to any other order or organization.

CHAPTER I

ARTICLE I Name

This association shall be known as the Ladies of the Grand Army of the Republic, Federally Chartered under Public Law 86-47 of the 86th Congress, S.949 June 17, 1959. The Ladies of the Grand Army of the Republic, Incorporated in the District of Columbia, and have perpetual existence as a tax exempt 501C1 corporation, according to Title 36, Subtitle II, Part B, Chapter 1301, Section 130101 of the US Code.

ARTICLE II Objects

Section 1. “To unite with loyalty, love for each other; to practice the precepts of true fraternity of feeling towards all sisters of our Order; thus emulating the spirit which united our fathers, husbands, and brothers; to honor the memory of those fallen, and

to perpetuate and keep forever sacred “Memorial Day”.

Section 2. “To assist the descendants of the Grand Army of the Republic in its high and holy mission and to encourage the members and sympathize with them in their noble work of charity; to extend needful aid to members in sickness and distress; to aid sick soldiers, sailors, and marines; and to look after Soldiers’ Homes, Soldiers’ Descendants Homes; to watch the schools and see that the children obtain proper education in the history of our country and in patriotism.”

ARTICLE III Organization

The several constituted bodies of this organization shall consist of:

First – Organizations to be known as Circle No. ____, Department of ____, Ladies of the Grand Army of the Republic, Inc.

Second – State organizations to be known as Department of ____, Ladies of the Grand Army of the Republic, Inc.

Third – A National Organization to be known as the National Ladies of the Grand Army of the Republic, Inc.

Fourth – Circles may be formed in States where there is no Department and shall be governed under National Jurisdiction.

Fifth – A junior organization to be known as Junior Circle No. ____, Department of ____, Ladies of the Grand Army of the Republic, Inc., and organized according to the Ritual of the Junior Circles.

Sixth – The Council of Administration shall from this point forward, be synonymous with the term “Board of Officers,” also known as the Advisory Council. (Ratified 2014)

ARTICLE IV Eligibility to Membership in Circles

All blood kin relatives, ten (10) years of age and over, of honorably discharged Union soldiers, sailors, and marines of the Civil War, 1861 to 1865, also ex-army nurses of that War, are eligible to membership.

(Ratified 1987)

ARTICLE V Passwords

Section 1. Passwords used by National and

Department Presidents shall be names of deceased Union Veterans of the Civil War, Army nurses of the Civil War, or Battlefields of the Civil War, of 1861 to 1865; and record of the same be listed in the Journal of Proceedings of that year.

Section 2. Department Presidents have the option of issuing a password in their State. Since many of our Departments are so small and Circle meetings even smaller, a password should be left to the judgment of the Department President.

CHAPTER II

ARTICLE I Formation of Circles

Section 1. A Circle may be formed by the authority of a Department President, or of a National President (where no department organization exists) upon application of not less than ten (10) applicants.

- a. A Circle formed in a city or town must have a Charter Membership of at least ten members, five of whom shall be new members. The application for a Charter must be accompanied by the Charter Fee of twenty five (\$25.00) dollars. (Ratified 2014)

Section 2. The President upon receipt of such application shall thoroughly investigate the eligibility of the applicants and if she is satisfied it is to the interest of the Ladies of the Grand Army

of the Republic, Inc. to form such a Circle, she shall either in person or by some Past President of our Order, admit the applicants into the Order, super-intending the election and installation of the Circle Officers for the remainder of the current year, and complete the organization by thoroughly instructing the newly-made members in the work of the Order.

- a. A Department President who is unable to be present at the institution of a new Circle may grant written authority to the sister organizing the Circle to institute and install the officers of said Circle, and complete the organization by thoroughly instructing the newly made members in the work of the Order, providing she is a Past Circle President.

Section 3. Each Circle shall choose its own local name and shall be known as _____ Circle No. ____, Department of ____, Ladies of the Grand Army of the Republic, Inc. or, if organized by National President in States where no department exists, the word "State" (instead of Department) shall be used to designate location of the Circle, but in no case shall they take a number of a disbanded Circle.

Section 4. [Naming, Ranking, and Applications by Circles]

- a. The rank of Circles shall be determined by the date of Charter under which they are acting.
- b. The Charter Application may remain open for sixty days, so that the eligibility of Charter members may be completed.
- c. Circles may bear the name of living persons, but no two Circles in the same State shall adopt the same name.

- d. The name of a Circle shall be selected with the purpose of honoring a Union Veteran of the Civil War, member of the Ladies of the Grand Army of the Republic, Inc., or any National Hero, Historic Event, or Battlefield. The name shall be subject to approval by the Department or National President.
- e. The name of a Circle of the Ladies of the Grand Army of the Republic, Inc. shall not be used without permission of the Circle voted at a regular meeting.

Section 5. Any Applicants who have been refused a charter by the Department President may appeal to the National President, and she, with the approval of the National Advisory Council, if said refusal is found to be unjust, is empowered to order the Department President to issue the Charter.

Section 6. Circles cannot be forced to relinquish name and number legally adopted by them, but may change the same by a two-thirds vote of members present at a regular meeting, each member having been duly and officially notified of the desired change. In all cases the approval of National or Department President, respectively, is necessary for such change.

Section 7. When Circles wish to consolidate, each Circle must notify its membership of the proposed action, as to time and place. If ten members of either Circle vote to reject the proposition to consolidate, the Circles shall remain as they formerly existed. If the vote is favorable, said members will be admitted without ballot.

ARTICLE II Admission to Membership

Section 1. Every application for membership shall be

made in writing, on the official blank furnished by National Headquarters. (Ratified 2014)

Section 2. Each application for membership shall be accompanied by the first year's dues required by the Circle in which the lady seeks admission. The application becomes the property of the Circle as soon as it is read by the Secretary. (Ratified 2014)

Section 3. It shall be the duty of such investigating committee to receive application for membership when so referred; to carefully examine all articles of eligibility, and render their report at the next meeting of the Circle or at a meeting subsequent to their appointment. After careful investigation of the facts set forth in the application, they shall recommend election or rejection by endorsement upon the application. An application reported favorably by the committee may be withdrawn by: a majority vote of the Circle before ballot; upon request of the applicant; or of the person presenting the application.

Section 4. After the reading of the report of the President shall give opportunity to any member having objections to the election of the applicant to state the same, the President stating explicitly that no personal prejudice must be allowed to influence the ballot, after which a ball ballot shall be cast. The ballot box must contain an equal number of white and black balls (or black cubes) so that every member may exercise her right to a choice of ballot. (Ratified 2014)

a. A simple majority of ballot cast shall elect or reject applications. No reconsideration of a ballot shall be held after the president has announced the result thereof. But should the result of the ballot be unfavorable, and the President suspects any mistake, she may, at her

discretion, before declaring the vote, order a second ballot, the result of which shall be final. (Ratified 2014)

Section 5. When more than one application for membership shall come before any Circle for action at the same meeting, a collective ballot may be cast; but should the number of black ballots necessary to reject a candidate appear in the collective ballot, (three black balls) then the ballot shall be cast upon each application separately.

Section 6. If an applicant be rejected her application fee shall be returned and she shall not be eligible to admission to the Ladies of the Grand Army of the Republic, Inc. until six months after such rejection. (Ratified 2014)

Section 7. Each applicant upon her election shall be at once notified in writing, and on presenting herself for membership shall be properly initiated. Upon initiation she shall receive a copy of the Ritual, a copy of the Rules and Regulations, the cost to be covered in the first year's dues. (Ratified 2014)

Section 8. An applicant who is unable to come to the Circle to be initiated after her election to membership, through illness, affliction, or other cause, may be obligated by the Circle President, or at her direction. (Ratified 2014)

Section 9. After election or rejection of an applicant, it shall be the duty of the Registrar to enter in the proposition book a complete record of application and action taken, with dates and all other references in their respective columns. This information is to be forwarded to the National Registrar. (Ratified 2014)

Section 10. A Circle may vote to have a "ROLL OF HONOR MEMBERS", and may place any member on this roll; by vote of the Circle she may

be relieved from payment of dues to the Circle with continuance of her right to voice and vote in the Circle. These shall be called “HONORED MEMBERS” and shall be counted in the Annual Report to the Department and per capita tax paid on them. (Ratified 2014)

Section 11. Any Circle may admit to honorary membership any son, grandson, great grandson, or blood-kin nephew of an honorably discharged soldier, sailor, or marine who fought in the Civil War, 1861-1865. Names of such applicants shall be submitted by a member in good standing vouching for the eligibility, and if elected by two-thirds rising vote of members present, they will receive their obligation of honorary membership. They are entitled to the password and other signs of the Order, may be present at any business session, but are not entitled to vote at any election, and their names shall not be enrolled on an application for Charter, or upon a Charter. (Ratified 2014)

a. An identification membership card shall be issued by the initiating Circle. (Ratified 1990)

ARTICLE III Admission of Members from Other Circles

Section 1. A member having a valid transfer card may be readmitted to the Circle which granted the same or be admitted to another Circle after her name has been proposed, referred, and balloted upon by ball ballot. An application for membership containing her eligibility must accompany transfer card. If rejected, her transfer card shall be returned to her without endorsement of such rejection, and she shall be privileged to make application to join any other Circle, if card is presented within time of

validity. Members admitted by transfer are not re-obligated. (Ratified 2014)

Section 2. Circles may establish such admission fee to be paid by members joining by transfer, as they may think proper, not exceeding the amount required from new members.

ARTICLE IV Transfer Card and Honorable Discharge Meetings

Section 1. A member desiring to transfer her membership to another Circle may make application for a transfer card in writing to the President of her Circle. The application shall be read at a regular meeting and the card, with her eligibility attached, shall be granted by vote of the Circle, provided she has paid all dues up to date of her application, and the cost of the card. By presentation of the transfer card to any Circle within one year of date of issue, she may be admitted in the manner prescribed in Chapter II, Article III, Section 1 of these Rules. In the meantime she shall remain for purpose of discipline only, under the jurisdiction of the Circle granting the card. If at the expiration of one year she had not been admitted to any Circle, the transfer card shall be void and the holder considered honorably discharged from the Order. (Ratified 2014)

Section 2. A member holding a transfer card shall not be eligible to any elective or appointive office in a Department or a National Convention.

Section 3. A member holding a transfer card may sit in a Department or National Convention but shall not be permitted voice or vote in the Convention.

Section 4. A member having received either an election or an appointment to a Department or

National office, being granted at her request a transfer card, or, receiving a transfer card by the disbanding of a Circle, constitutes a vacancy in the Department or National office which she is filling, unless the transfer card is placed immediately in another Circle.

Section 5. Any member in good standing who has paid all dues on application to the President at a regular meeting and by vote of the Circle shall receive an honorable discharge, signed by the President and attested by the Secretary. A member thus discharged can be readmitted to the same Circle by filing a new application to be regularly referred and balloted upon as in case of an original application for membership.

Section 6. A member cannot be tendered an Honorable Discharge Card, or a Transfer Card, for which application has not been made in writing by the applicant.

Section 7. No member shall be permitted to change her membership from one Circle to another without the proper presentation of a transfer card or honorable discharge as above provided for.

Section 8. Dropped members may join another Circle after one year, without the consent of the Circle of which they were formerly a member.

Section 9. Circles wishing to disband must grant transfer cards to members in good standing before action is taken to disband. Should a sister in good standing not receive her transfer card before the Circle disbands, for some good and sufficient reason, she may receive this card from the Department Secretary, provided she makes her request within three months from date of disbanding Circle, which shall have full force.

Section 10. A member, holding an honorable

discharge card, or who transfers her membership from one Circle to another Circle, retains her honors gained through past services in our Order.

ARTICLE V

Section 1. A Department or National President may, at pleasure, receive and obligate an applicant for membership or detail a Past President of our Order for Purpose, if the applicant resides outside the territorial limits of any Circle. (Ratified 2014)

Section 2. Candidates may be initiated at a Department Convention, provided they have been elected to membership in their own Circles.

Section 3. For the "Good of the Order," Circles may come together in joint meetings. A Class of Candidates may be initiated at a Joint meeting, provided they have been elected to membership in their own Circle.

Section 4. Members-At-Large: Persons residing where there is no Department or Circle may make application for membership-at-large to the National Membership At Large Coordinator. These applications are to be signed in the presence of a witness and sent with the fees to the National Membership at Large Coordinator. The application fee for membership-at-large is \$25.00, this is to cover the dues card, ritual, rules and regulations, and a year's dues in advance. Dues will be set at \$20.00 a year thereafter. The National Membership At Large Coordinator shall notify these members when their dues are due. (Ratified 2014)

Section 5. Dual Members: A member may have active membership in two Departments/Circles. She can be elected to office, but not like office, in each Department/Circle.

- a. Dual members are responsible for payment of dues to both Circles, the amount to be set by the Circles. The per capita tax is to be paid by the original Circle. Member should pick a Circle of primary membership for the purpose of holding offices and casting votes at Department and/or National meetings. (Ratified 2014)
- b. If a dual member serves as a Department President in the second department, she is eligible to be elected National President. Ratified 1993 and 1994.

ARTICLE VI Meetings

Section 1. Meetings may be called by the President, or whenever request is made to the President All members must be notified in writing of special meetings. Meetings may be called to receive Applications, also to initiate candidates. (Ratified 2014)

Section 2. Three members in good standing shall constitute a quorum.

Section 3. Members are urged to bring their children to Circle meetings so that the lessons of loyalty to the Flag, love of Country and devotion to the memory of the Union Veterans of the Civil War may be taught to them in their early years. Children may become members of this Order when they have reached the age of 10 years. Ratified 1987.

Section 4. Visiting members are not eligible to office by election or appointment. They have no vote outside of the Circle in which they hold membership. If, however, there are not enough members present the chairs may be filled pro term by visiting sisters. Visiting members are not permitted to criticize the floor work of the Circle

they visit, with the exception of the Department President or an Inspector at the Department President's Circle meeting.

Section 5. Circle members are expected to attend funerals of deceased members. By request or consent of the family of the deceased, the Service of our Order shall be rendered.

Section 6. The members may wear funeral badges made of black and white ribbon tied in a bow and fastened just above the regulation badge so as to partly conceal it.

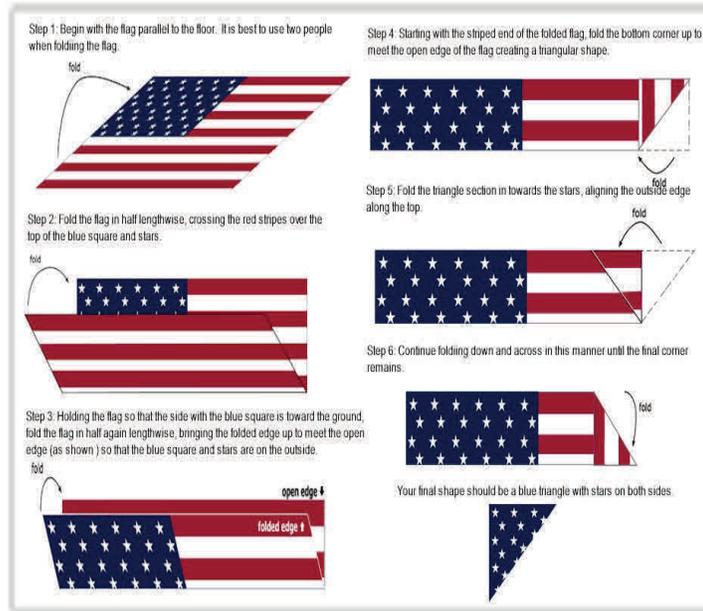
Section 7. The Charter of the Circle shall be draped for a period of thirty (30) days after the death of a member. The Circle may arrange an appropriate service to be used for this occasion.

Section 8. Circles should spend a portion of time at least once a month in study and information that educates in lessons of Good American Citizenship.

ARTICLE VII The American Flag

CORRECT METHOD OF FOLDING UNITED STATES FLAG

1. During the military funeral ceremony the Flag is folded immediately after the sounds of Taps.
2. The body bearers, who are holding the Flag waist high over the grave, fold the lower striped section of the Flag over the blue field.
3. The folded edge is then folded over to meet the open edge.
4. A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.
5. The outer point is then turned inward parallel with the open edge to form a second triangle, the open edge to form a second triangle.
6. The triangular folding is continued until the



entire length of the flag is folded in this manner.

7. When the Flag is completely folded, only the blue field should be visible and it would be folded in the triangular shape of a cocked hat.

Section 1. Flags shall be used in the following manner:

- a. In the OPENING AND CLOSING SERVICES of the Circle as directed in the Ritual.
- b. At the right of the Patriotic Instructor's station.
- c. At the right of Conductor's station and at the right of the Assistant Conductor's station.
- d. Escorts may be appointed by the President to carry Flags in the various services of our Order and there shall be no limit placed upon Circles as to the number of Flags used.
- e. When honoring the memory of an American soldier, the casket of the soldier is covered with the American Flag with the blue shield to the

upper left side of the casket. At the cemetery after the military burial services are completed, the Flag is folded by the six body-bearers and presented to the next of kin. The Flag is never placed inside a sealed casket. The Flag is always displayed.

Section 2. When singing the National Anthem, “THE STAR SPANGLED BANNER,” in the CLOSING SERVICES of the Ritual, the members will place their right hand over the heart.

Section 3. When the PLEDGE OF ALLEGIANCE TO THE FLAG is given in the Circle or in public, place the right hand over the heart and hold it in this position during the entire recital of the pledge.

Section 4. The “OPENING EXERCISES” of the Ritual shall include the “PLEDGE OF ALLEGIANCE,” “THE AMERICAN’S CREED” and the “OUR ARTICLES OF FAITH.” The members should commit to memory these three pledges and repeat them in unison during the Service.

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.

THE AMERICAN’S CREED

I believe in the United States of America as a government of the people, by the people, for the people, whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect union, one and inseparable, established upon those principles of freedom, equality, justice and humanity, for which American patriots sacrificed their lives and fortunes. I, therefore, believe it is my duty to my country to love it,

to support its constitution; to obey its laws; to respect its
Flag, and to defend it against all enemies.

William Tyler Page

OUR ARTICLES OF FAITH

“We, the blood kin relatives of Union Veterans of the
Civil War and army nurses of that war have formed
ourselves into this permanent organization for the relief of
all sick and needy comrades, or their dependent ones,
holding ourselves in readiness at all time to render them
any possible aid and comfort.

The Charity that was dispensed with the clasp of
Fraternity, in a spirit of secrecy, which does not let the
left hand know what the right hand doeth, was the mutual
work of the Comrades of the Grand Army of the Republic
and the members of our Order.

We are banded together to teach patriotism and lessons of
good citizenship to the children of our land.

We were organized to preserve the memory of the patriots
of this nation; to perpetuate and inculcate the ideals of the
Republic for which they offered their lives, and to guard
the results which were secured to us by their sacrifices.

The members of our Order are helpers of the Grand Army
of the Republic. Our Motto, like theirs, is a glorious one,
Fraternity, Charity, Loyalty.

The Charity of the Grand Army and the work of our
Order is the golden link which binds Fraternity and
Loyalty, and makes the bond as strong as consecrated
lives can make it. This is the mission of the Ladies of the
Grand Army of the Republic.”

(Note: “The Pledge of Allegiance” is the Pledge to our Flag; “The
American’s Creed” is the Pledge to our Country” and “Our
Articles of Faith” is the pledge to our Grand Army of the
Republic.)

ARTICLE VIII Elective and Appointive Officers of the Circle

Section 1. The ELECTIVE OFFICERS of each Circle
shall be a President, Senior Vice President, Junior
Vice-President, Treasurer, Chaplain, Patriotic
Instructor, Registrar, Historian, The APPOINTIVE

OFFICERS shall be Secretary, and any committees necessary. (Ratified 2014)

a. Prior to Installation, the President-elect shall name all appointive officers. (Ratified 2014)

Vacancy in Office

Section 2. In the event of a vacancy in the office of President by reason of death, resignation or for any other cause, the Senior Vice-President will take the office of President, the Junior Vice-President will take the office of Senior Vice-President, and a new Junior Vice-President must be elected. Each of these three offices must be installed into their respective offices, provided, however, that the Senior Vice-President and the Junior Vice President decline to be advanced, a new President must be elected and installed.

Eligibility for Office

Section 3. All members in good standing are eligible to office in the Circle.

Circle Committees

Section 4. Circles shall have standing committees.

They shall be directors of Circle work and hold their offices by appointment of the President until their successors are appointed. A vacancy may be filled at a regular meeting if a member fails to perform services or wishes to be relieved. (Ratified 2014)

ARTICLE IX Nomination and Election of Officers PROCEDURE TO BALLOT FOR OFFICERS TO BE USED BY CIRCLES, DEPARTMENT AND THE NATIONAL BODY.

Section 1. A table shall be placed in front of the President's station. The President shall appoint a sister to act as Judge of the election who seats herself at the table. Each person who becomes a

candidate for election has the privilege of selecting a sister for teller.

- a. At the direction of the President the members will rise and number for the purpose of determining the total number of votes entitled to be cast at the election, which will be announced by the Secretary of the Circle. The President instructs the Conductors to pass the blank ballot and each member writes her choice for the office on the ballot. At the direction of the President, the members form a march and deposit their ballot in a receptacle on the table. As a member ballots the Judge of the election voices the count of the members balloting. By this method the number of ballots entitled to be cast is verified by the Judge's count which must check with the number already announced by the Secretary. When the members have returned to their seats, the President will close the ballot by the statement, "Have all balloted? If so, I declare the ballot closed."
- b. One teller picks up a ballot, inspects it and hands it to the Judge who calls the ballot and the other teller keeps the count. The Secretary of the Circle, also, keeps the count as check against the tally of the teller. In the event that more than two tellers are representing candidates for the same office, each teller inspects the ballot. When the tally is completed, the teller, keeping the count, hands the total count to the Judge who announces the result of the ballot. Then the President declares the candidate elected, and orders the judge of Election to destroy the ballots immediately.

Section 2. In balloting for officers, all blanks are

ignored. Ballots shall be credited for whom they are intended, whenever that can be determined, regardless of inaccuracies in writing them.

Section 3. Nomination for the elective officers shall be made by members from the floor of the Circle, provided that a Circle may by a motion decide that nomination for any officer may be made by a written secret nominating ballot. Nominations should not be seconded.

Section 4. The Circle officers (the Secretary, Musician and assistant officers expected) shall be elected annually at the first stated meeting in December, by ballot, unless balloting be dispensed with by unanimous consent.

Section 5. When but one person has been nominated for any office, the President will declare the candidate elected.

Section 6. No member shall be nominated or elected to an office at any regular meeting unless she be present at such meeting or shall send in a letter saying she is willing to take an office if elected.

Section 7. In case of a ballot for offices a majority of all votes cast shall be requisite for an election. If there is no election on the first two ballots, all names, except those receiving the two high-test votes shall be dropped by the President.

Section 8. In the event of a tie in election another ballot shall be taken on the Sisters who have an equal number of votes.

Installation of Officers

Section 9. The officers-elect shall be installed into their respective offices at the first stated meeting in January following. At the installation of officers, the Circle President shall appoint the Secretary and at this or the following meeting she shall appoint the standing committees. They shall enter upon

their duties at once, and all officers, whether elected or appointed, shall hold office until their successors are installed. The installation may be a special meeting and conducted publicly if the Circle so decides. (Ratified 2014)

Section 10. Circles must fill vacancies in their offices at a stated meeting, notice of such action being given at a regular meeting. (Ratified 2014)

Circle Delegates

Section 11. Each Circle shall elect delegates and an equal number of alternates from members in good standing at their annual election to the Department Convention. The number of representatives to which each Circle is entitled shall be determined by the semiannual report last preceding the election, and shall be one delegate for every five (5) members or major fraction of that number.

a. In case neither the regularly elected delegates nor alternates can attend, the delegation may be filled by the Circle President from members present at the Department Convention.

Section 12. The Credentials signed by the President, attested by the Secretary, shall be presented at the Convention by the President.

a. Circle Credentials sent to the Department Secretary shall contain only the names of the living members entitled to vote in a Department Convention.

Section 13. The President shall be entitled to a set in the Department Convention by virtue of her office. In the absence of the President, the Senior or Junior Vice-President may represent the Circle.

Section 14. The Senior Vice-President is the Alternate for the president but she may be appointed a delegate at the Department Convention, provided there are not a sufficient number of Circle

members present at the Convention to fill the delegation.

Section 15. Past Presidents of Circles and also all Circle officers, either elective or appointive, who have served five (5) consecutive years in the office to which there were elected or appointed, are entitled to a vote in the Department Convention but cannot sit in the Advisory Council.

Section 16. Any delegate in the Ladies of the Grand Army of the Republic, Inc. who permits herself to be elected a delegate in any of the affiliated organizations, forfeits her right as a delegate in our Order either in the Department or National Convention.

Section 17. Delegates seated by a Department or National Convention must sit in their delegation during all sessions if a delegate is absent from her delegation without a valid excuse; her place shall be filled for the remainder of the Convention.

Section 18. The voting privilege depends on the good standing of a member or Department, and not on any badge.

ARTICLE X Duties of Officers and Committees

Section 1. It shall be the duty of the President to preside at all meetings of the Circle and enforce a strict observance of the Rules and Regulations of the Department and the By-Laws of the Circle, and all lawful orders from proper authority; to appoint all committees, sign all warrants regularly drawn on the Treasurer at stated meetings. She shall approve the annual reports, which must be forwarded to the Department Secretary within five (5) days after the close of the Annual period. She shall conduct exemplification of the Ritual wherever possible. At the close of her year she

shall make an Annual Report of the year's work to the Circle, which report shall be filed with the Circle Historian; and discharge all other duties appertaining to her office enjoined by the Rules and Regulations. (Ratified 2014)

Section 2. The Senior Vice-President shall perform all duties required of her by the Ritual, and in the absence of the President discharge all the duties appertaining to the office of the President. When the Senior Vice-President takes the place of the President resigned, she has the same honors as the President. The Junior Vice-President shall perform all duties assigned her; in the absence of the Senior Vice-President shall assume the duties of that office. If neither of these be present, the Secretary shall call the meeting to order and the Circle shall elect a president pro tem.

Section 3. The Secretary shall keep on file a copy of the Rules and Regulation and Circle Bylaws; official Department and National General Orders for a period of five (5) years; the minutes of the Circle proceedings (no loose leaf records permissible) and a warrant book in which shall be recorded all orders drawn on the Treasurer. She shall submit after the close of the annual period an itemized report of the true condition of the Circle, to be made on the official blank prepared for that purpose, signed also by the President and the Treasurer. She shall attend to all matters of correspondence devolving upon her office, ordered by the Circle under the direction of the President. She shall transfer to her successor, immediately after installation, all books, papers and other property pertaining to her office in her possession. (Ratified 2014)

Section 4. It is recommended that the Treasurer shall

give a good and sufficient bond for the faithful performance of her duty in a sum to be fixed by the Circle at the last stated meeting in December. After approval of her bond by the Circle, the Treasurer-elect shall, prior to her installation, place the same in the hands of the President elect as Trustee for the Circle, and this bond must be renewed yearly. All funds deposited by the Treasure must be deposited in the name of the Ladies of the Grand Army of the Republic, Inc. Treasurer's report must be accepted at each meeting by a vote of the Circle. It is the responsibility of the Treasurer to add a second signer to all financial accounts. (Ratified 2014)

- a. The Treasurer shall be the SOLE custodian of all money, supplies and other property of the Circle, excepting such as belong to the office of President, Secretary and Historian. She shall order all necessary supplies from the Department Treasurer, give receipts for all money received, and pay out money ONLY on warrants by the Secretary and signed by the President. She shall keep a strict account between the Circle and each member and notify, immediately, members in arrears for dues. She shall render at the close of each meeting an itemized account of the receipts and expenditures thereof; make out annually, on official blanks prepared for that purpose a report, signed also by the President and Secretary, to be sent with the Per Capita Tax to the Department Secretary annually. At the expiration of her term she shall close up her books properly and submit them to the auditing committee of the Circle, and shall turn over to her successor all the property pertaining to her

office before she may be released from her bond. (Ratified 2014)

- b. Secretary's And Treasurer's books should be sent to the Circle if these officers cannot be present, but minutes and reports can be deferred by motion until next meeting.

Section 5. The Chaplain shall conduct the religious exercises of the Circle and prepare Memorial Day reports. She shall drape the Charter in respect to deceased members; assist at burial services of members of our Order when requested, and perform such other duties as properly pertains to her office. She shall make an annual report of the work of her office on the blank prepared for that purpose and forward same to the Department Chaplain at least one month before the Department Convention.

Section 6. The Patriotic Instructor's duties are to teach patriotism and lessons of good citizenship and instruct the children of the land in the Pledge to Our Flag and the history of our Country. She shall prepare an annual report on the blank furnished by the Department covering the patriotic work accomplished by the Circle from Department Convention to Department Convention, same to be read in the Circle and approved by the Circle. She shall forward this report to the Department Patriotic Instructor at least one month prior to the Department Convention.

Section 7. The Registrar's duties are to properly record eligibility of those who have been admitted to membership in the Circle Files immediately after the initiation of new member, or the death, transfer or discharge of a member, she shall send this information to the Department Registrar by using the Record of Eligibility Card. (Ratified 2014)

Section 8. The Historian shall compile a History of the Circle from date of its institution and thereafter the history shall be brought up to date every five year's She shall make two copies of this history, one copy to be sent to the Department Historian, and the other copy to be retained in the Circle historian's files. She shall preserve historic documents, press notices of Circle activities, officers' reports, and other papers not the property of the Circle Secretary and Treasurer. When her term of office expires she shall turn over to her successor all material in her possession, for this is the property of the Circle. She shall submit an annual report to her Circle and the Department Historian on the progress of her work.

Section 9. The Conductor shall see that all present are members of the Order prepare candidates for initiation and perform such other work as may be required of her by the President.

Section 10. The Guard shall attend the door and admit none without the proper alarm and password, unless otherwise ordered by the President.

Section 11. The Musician shall render appropriate music for the Circle meetings.

Section 12. The Corresponding Secretary shall attend to matters of correspondence under the direction of the President.

Section 13. It shall be the duty of the Circle Press Correspondent to see that all items of news concerning Circle affairs appear in the local papers, also to send items of Circle activities to the Editor of the Bugle Call, Website & Sanctioned Social Media. (Ratified 2014)

Duties of Committees

Section 14. The Executive Committee shall devise methods for obtaining funds for the general work

of the Circle. It shall report these plans at Circle meetings and receive the approval of the Circle to carry such plans into execution and shall render a written report to the Circle of the performance of their duties.

Section 15. The Relief Committee shall investigate all applications for relief, and as far as possible relieve the temporary needs. Bills must be presented and approved by the Circle before payment is made by the Treasurer.

Section 16. The Auditing Committee shall audit the accounts of the Secretary and Treasurer, but shall have no jurisdiction whatever over the business of said officers or committees for any time prior to the current year. They shall render, at the end of the year, a written report which shall be placed in the Secretary's book for record.

Section 17. A membership committee of three to five members shall be appointed to serve a term of three to five years for continuity in membership activities.

Section 18. Fund Raising Committee of three members shall be appointed to serve a term of three years to find alternative methods of fund raising outside the organization.

Section 19. Permanent Fund Committee: A standing Committee consisting of no less than three members serving a term of five years with terms expiring on a rotation basis. The committee chair lady serving as the Fund Coordinator. Ratified 1982.

Section 20. Each Committee shall have the care and disbursement of such funds as the Circle may deem necessary for the accomplishment of any plan authorized and approved by the Circle. Each Committee will give an itemized report of all

expenditures at the first regular meeting of each month. A Treasurer may be elected (who shall not be the chairman) but all money must be turned over to the Circle Treasurer at each regular meeting.

Section 21. No Committee, nor member, shall expend any money or incur any indebtedness involving payment by the Circle without authority by the Circle at a regular meeting.

Section 22. The president shall be ex-officio a member of all committees. Her presence on the committee is evidence of her desire to give to the members the benefit of her counsel in the formation of plans for Circle activities.

ARTICLE XI Dues and Revenues

Section 1. Each Circle, by vote or By-Laws, shall establish dues which shall include the price of a Ritual, Rules and Regulations also yearly dues to be paid in advance. (Ratified 2014)

ARTICLE XII Arrearages

Section 1. Any Circle in arrears for reports, per capita tax and special assessments, shall be excluded from all representation in the Department Convention until same is forwarded.

Section 2. If a member shall be one year in arrears for dues, she must immediately be notified in person or in writing by Circle Treasurer, and or failure to pay within two months may be dropped from the rolls, provided that when a member is unable by reason of sickness or misfortune to pay her dues, they may be remitted by a two thirds vote of the members present and voting at a regular meeting to the Department and Department to National.

Section 3. A member who has been dropped for non-

payment of dues may be reinstated at any future time in the Circle from which she was dropped, by making written application to the Circle, which application shall be considered and accepted by ball ballot in the same manner of accepting a new member and upon payment of the reinstatement fee of an amount equal to one year's dues. A member reinstated is re-obligated and introduced in the regular manner.

Section 4. A member restored to membership retains her honors gained through past services in our order.

ARTICLE XIII Returns and Reports

Section 1. The Circle Secretary shall make annual reports upon official blanks issued from National Headquarters, signed by the Circle President and Circle Treasurer, and send same to the Department Secretary after the close of the annual period.
(Ratified 2014)

Section 2. The Treasurer of each Circle shall make annual reports on official blanks, signed by the Circle President and Circle Secretary, which are forwarded to the Department Secretary after the close of the annual period. (Ratified 2014)

Section 3. The warrant for the per capita tax shall be ordered drawn at the last meeting of the annual period made payable to the Department Treasurer and shall be forwarded to the Department Secretary after the close of the annual period.
(Ratified 2014)

Section 4. The Annual reports of the Circle Chaplain and Circle Patriotic Instructor should be read in the Circle meeting and forwarded by each office to her superior Department officer at least one month before the Department Convention.

Section 5. It shall be the duty of each Circle President to see that all reports from her Circle are forwarded to Department Headquarters at the stated time.

ARTICLE XIV Funds

Section 1. Each Circle may establish other funds in addition to its general fund, for the advancement of the objects of this organization.

Section 2. Any donation to these funds shall be held sacred to such purpose alone and be reported in the Circle's minutes. (Ratified 2014)

Section 3. The interest accumulating from the deposit by the Treasurer of fund donated for specific purposes may, by vote of the Circle, be used for the general expenses of the Circle, if it does not conflict with the state law.

Section 4. All funds must be deposited in the name of the Ladies of the Grand Army of the Republic, Inc.

ARTICLE XV Bylaws

Section 1. Circles may adopt Bylaws not inconsistent with these Rules and Regulations, and may provide for the amendment of said Bylaws by a two-thirds vote of all members present at a stated meeting, notice having been given one month previous. Bylaws must be approved by Department President before going into effect.

Section 2. Matters governed by these Rules and Regulations are not to be incorporated in the Circle Bylaws.

ARTICLE XVI Amendments

Section 1. These Rules and Regulations shall not be altered, amended or superseded by any Circle, but may be amended by a two-thirds vote of the National Convention.

CHAPTER III

ARTICLE I Formation of Department Organizations

Section 1. When two Circles have been formed in any State, in compliance with these Rules and Regulations and under the authority of the National President, it shall be optional with the Circles thus formed to be governed by a Department Convention, or remain separate Circles.

Section 2. The form of instituting service for a Department will be carried out in the same manner as prescribed for the institution of a Circle in the Ritual, except that after the institution and the election of officers, a Department convention must be held immediately, presided over by the President elected at the institution. A regular election of officers shall be held at which time the Department Counselor, who is the presiding Department President, and delegates to the National Convention shall be elected.

ARTICLE II Memberships of Department Convention

Section 1. The Department Convention shall consist of the following members: All elected officers, President, Senior Vice-President, Junior Vice-President, Treasurer, Chaplain, Patriotic Instructor, Registrar, Historian, the Secretary (who is appointed by the President), all Past Department Presidents, all Past Department Secretaries and Past Department Treasurers, or those who have been appointed to fill a vacancy in these offices to the end of the terms; also all Circle Presidents, Past Presidents, and all Past Officers, either elective or appointive, who have served five consecutive years in office to which they were elected. (Ratified

2014)

Section 2. Department officers, either elective or appointive, have a vote in the Department Convention the year in which they serve.

Section 3. The number of representatives to which each Circle is entitled shall be determined by the last annual report preceding the election, and shall be one delegate for each five members or major fraction of that number. (Ratified 2014)

ARTICLE III Meetings

Section 1. There shall be an annual meeting of each Department Convention between January 1 and July 1 of each year. The official call shall be issued by the Department President through her General Orders.

Section 2. Special meetings may be convened by order of the Department President with the following exceptions: A member must be a Past Circle President to be eligible to be elected to the office of Department President. A member serving as Circle President may be eligible to be nominated for the office of Department Senior Vice-President or Junior Vice-President.

ARTICLE IV Eligibility for Office

Section 1. All voting members of a Department Convention shall be eligible to office with the following exceptions: A member must be a Past Circle President or must have actively served in a minimum of three Department offices and demonstrate a knowledge of the workings of this Order to be eligible for the Office of Department Senior Vice President, Junior Vice President or Department President. (Ratified 2014)

ARTICLE V Officers

Section 1. The elective officers of the Department shall be President Senior Vice-President, Junior Vice-President, Treasurer, Chaplain, Patriotic Instructor, Registrar, and Historian. (Ratified 2014)

Section 2. The Department President shall fill the following offices by appointment: Secretary, Junior Supervisor, Musician, Librarian, Corresponding Secretary, Press Correspondent and Assistant Secretary.

Section 3. The above named elective officers shall be chosen at the annual meeting of the Department each year by ballot in the manner of election of officers of the Circle. The officers thus elected, together with the Secretary, shall be installed and enter upon their respective duties; they shall hold office until their successors are duly installed.

- a. The Department President may fill any vacancies in office from members who are in attendance at the Department Convention.

Section 4. At the same time the officers are elected, the Department Convention shall elect the delegates to the National Convention, which shall be one delegate for every five members in the Department or major fraction thereof. (Ratified 2014)

Section 5. A sufficient number shall be nominated for the required number of delegates and alternates to be elected to represent the Department in the National Convention and all shall be elected on one ballot. The one receiving the highest number of votes shall be declared the delegate at large and the one receiving the next highest vote shall be the first delegate, and so on.

- a. In the event of a tie in the election, another ballot shall be taken on the Sisters who have an equal number of votes.

Section 6. The number of delegates the Department Convention is entitled to elect to the National Convention shall be determined from the membership in the Department, one for every five in the membership of the Department; the regularly elected delegates from Circles, Circle Presidents, living Past Circle Presidents, Secretaries and Treasurers, living Past National Presidents, Secretaries and Treasurers, and all officers having served five consecutive years in the office to which they have been elected; all without duplication. (Ratified 2014)

Section 7. The Department Credentials sent to the National Secretary shall contain only the names of the living members who have gained honors in the Department and the National Body.

Section 8. All vacancies in elective offices shall be filled by the Department Advisory Council at a special meeting, or by written acquiescence in the recommendation of the Department President, given by two-thirds vote of the Department Advisory Council. In the event of a vacancy in the office of Senior Vice-President, the Junior Vice-President advances to the office of Senior Vice-President. The vacancy in the office of Junior Vice-President is filled according to this article. These officers must be installed into their respective offices.

Section 9. The Musician, Conductors and Guards shall be appointed by the President to serve at the Convention from Among the members of the Convention.

ARTICLE VI Duties of Officers

Section 1. The Department President immediately after election shall appoint her Secretary, and after

installation, a Junior Supervisor, Librarian, Corresponding Secretary, Press Correspondent, and such assistants as she may decide are necessary for our work. She shall preside at all meetings of the Department and the Department Advisory Council, and see that all orders are promptly published and obeyed. She shall issue suitable Charters to all circles organized in her Department during her year and perform all duties incumbent upon her office. The retiring Department President shall preside over the session of the Joint Advisory Council, and see that all Convention expenses are paid.

Section 2. The Department Vice-Presidents shall assist the President and, in her absence, discharge all duties appertaining to the office of President, according to seniority.

Section 3. The Department Secretary shall keep a true record of all proceedings of the Department Convention and Department Advisory Council shall attend to the correspondence, issue all orders on the Treasurer for bills allowed, and make out official reports to National Headquarters. She shall render a report at Annual Convention furnished by the reports of Circles, and all other duties required for an efficient discharge of the duty of Secretary. She shall deliver to her successor all the property of the Order in her possession. She shall give bond, the amount to be fixed by the Department Advisory Council and such bond shall be held by the Department President as trustee for the Department.

Section 4. The Department Treasurer shall hold the funds, and other property of the Department not rightfully designated by the Department as the property of the Department Secretary or the

Department Historian; she shall keep a correct account between the Department and Circles, pay all orders regularly drawn on her, signed by the President and attested by the Secretary; she shall make an itemized report at each annual meeting of all receipts and expenditures, and deliver to her successors all moneys, books and other property belonging to her office; she shall give bond for the faithful discharge of her duties, the amount to be fixed by the Department Advisory Council; said bond to be held by Department President as trustee; she shall also render to Department President a semi-annual report of receipts and expenditures. It is the responsibility of the Treasurer to add a second signer to all financial accounts. (Ratified 2014)

Section 5. The Department Chaplain shall conduct the religious exercises of the Department Convention, and acting with the advice of the Department President; she shall arrange an appropriate Memorial Service for deceased members of the Order and shall preside over this service. She shall make two reports to the Department Convention compiled from reports from the Circle chaplains, one to be forwarded immediately to the National chaplain, the other copy retained by the Department for Proceedings or file, and perform all other duties required of her by the Department President.

Section 6. The Department Patriotic Instructor's duties are to teach patriotism and lessons of good citizenship, to instruct the children of our land in the pledge to our Flag and the history of our country. She shall present two copies to the Department Convention, compiled from the reports of the Circle Patriotic Instructors, one copy

to be forwarded immediately to the National Patriotic Instructor and one copy retained by the Department for Proceedings or filed, and she shall perform all other duties as required by her office.

Section 7. The Department Registrar's duties are to properly record eligibility of those admitted to membership as reported by Circle Registrars. Immediately upon receipt of eligibility cards covering admission of new members, deaths, transfer or discharge of Circle members, she shall send these eligibility cards to the National Registrar. She shall make an Annual Report to the Department Convention, concerning the condition of membership of this Order.

Section 8. The Department Historian shall compile a history of the Department from the date of its institution and thereafter the history shall be brought up to date every five (5) years. She shall write the history in duplicate copy, one copy to be sent the National Historian and the other copy to be retained in her possession as the property of the Department. She shall preserve in a book kept for that purpose, the history of the Circles received from Circle Historians. She shall preserve documents, press notices of the Department Convention and other historic papers or Civil War Relics entrusted to her keeping by vote of the Department Convention or by a Department President. When her term of office expires, she shall turn over to her successor all material in her possession for this is the property of the Department. She shall submit an Annual Report to the Department Convention and to the National Historian on the progress of her work during the year.

Section 9. The Department Musician shall provide

- appropriate music for the Department Convention.
- Section 10. The Department Librarian shall send to the Veterans Homes, Veterans Widows Homes, and Orphans Homes books, papers, pictures and any other items contributing to their comfort and pleasure.
- Section 11. The Department Corresponding Secretary shall work under the direction of the Department President and the National Corresponding Secretary for the purpose of promoting greater interest in membership gains in her Department. She shall correspond with Circle Corresponding Secretaries and assist them in making plans for carrying to success membership campaigns and shall make an annual report to the Department convention.
- Section 12. The Department Press Correspondent shall give publicity of Convention activities to the public press at the Department Convention. She shall encourage the Circle Press Correspondents in their duties and be ready to render any other service needed of her at the direction of the Department President.
- Section 13. The Department Assistant Secretary shall assist the Secretary in taking the minutes of the Department Convention and work under the direction of the Department President.
- Section 14. The Department Conductor and Assistant, the Department Guard and Assistants and all Committees appointed by the Department President shall perform the duties specific to their respective offices and committees during the sessions of the Department Convention.
- Section 15. Any officer to be installed, who must leave before the installation, must be given the obligation of her office before her departure.

Section 16. Any Officer, who receives property and/or supplies for the duties of her office, must include an inventory when said supplies/property are turned over to her successor and kept with such for at least 5 years and updated by each successive Officer.

ARTICLE VII Quorum

Section 1. A majority of the Department Advisory Council shall constitute a quorum.

ARTICLE VIII Tax and Reports

Section 1. The Department shall assess each Circle under its jurisdiction at the annual meeting a per capita at returnable annual for every member in good standing. (Ratified 2014)

Section 2. Any Circle in arrears for reports, per capita tax and special assessments, shall be excluded from all representation in the Department Convention until same is forwarded.

ARTICLE IX Reports

Section 1. The Department Secretary of each department shall, upon receipt of reports from Circles, thereon date of reception. She shall consolidate the annual reports of Circles within twenty days after the beginning of each annual period, which shall be forwarded to National Secretary. (Ratified 2014)

Section 2. The reports of Circle Treasures shall be consolidated by the Department Secretary after beginning of each annual period, and such reports shall be forwarded to National Secretary, a copy being retained for the information of Department President. (Ratified 2014)

Section 3. The Secretary and Treasurer of Departments

shall also make any supplemental reports required by National Headquarters.

ARTICLE X Bonds

Section 1. It is recommended that the Department Secretary and Department Treasurer shall each give bond in a sum named by the Advisory Council, with sufficient securities for the faithful discharge of her trust or with a reliable individual, the cost of said bonds to be paid by the Department and held by the Department President. (Ratified 2014)

ARTICLE XI Official Visits

Section 1. The Department President, or her appointee, may make an official visit to each Circle in her Department during the year. Circles shall be notified in advance of the Official Visit.

Section 2. Each officer reporting the National Headquarters from the Department, such as Chaplain and Patriotic instructor, shall take two copies of their reports to the Department Convention, one copy to be sent immediately to the Superior officer in the National, the other copy to be retained for the Department Journal, or file.

ARTICLE XII Representatives

Section 1. Representatives to the National Convention shall be chosen from members of Departments, as prescribed in Chapter IV, Article II, of these Rules and Regulations.

CHAPTER IV

ARTICLE I National Convention

Section 1. The Supreme power of this Association shall be lodged in the National Convention. All

Charters shall emanate from the National through the Departments.

ARTICLE II Membership

Section 1. The National Convention shall consist of the following members:

- a. Elected Officers as follows: National President, Sr. Vice President, Jr. Vice President, Treasurer, Chaplain, , Patriotic Instructor, Registrar, Historian, and Editor of the Bugle Call. (Ratified 2014)
- b. Appointed Officers as follows: Secretary and Assistant Secretary, Jr. Supervisor, Musicians, Librarian, Corresponding Secretary, Press Correspondent.
- c. Past National Presidents, Past National Secretaries and Past National Treasures.
- d. Department Presidents, Past Department Presidents and Department Officers, elected or appointed, who have served five (5) consecutive years in the office to which they were elected or appointed.
- e. One (1) delegate for every five members or major fraction over half that number entitled to vote in Department Conventions, and one (1) delegate at large from every department convention. (Ratified 2014)

Section 2. The above named elected officers, together with the Secretary, shall constitute the National Advisory Council. A majority of the Council shall constitute five officers. (Ratified 2014)

- a. The Assistant National Secretary shall be allowed to sit in the National Advisory Council meetings (without voice) to assist the National Secretary. (Ratified 2014)
- b. By virtue of their service in the highest office

of this organization, all Past National Presidents shall be considered counselors and when in attendance at National meetings they are automatically entitled to a vote in the National Advisory Council and Convention. When not in attendance they should be notified of all major issues or pending decisions for their opinion and vote. (Ratified 2014)

Section 3. National Officers elected and appointed as named into the above paragraphs (Sec 1, a and b) have a vote in the National Convention the year in which they serve.

Section 4. All delegates are elected at the same time, the member receiving the highest number of votes is the delegate at large, the member receiving the next high-test is the first delegate. If the delegate at large is absent, the first delegate takes her place, and all other delegates are placed in the order of election until all are disposed of. Alternates fill vacancies in the order of their election.

Section 5. Circles under National Jurisdiction are entitled representation by their President and one (1) delegate or her alternate for every five (5) members or major fraction thereof.

Section 6. The Delegates and alternates shall be elected at the time and in the manner of election Department Officers, and their number shall be ascertained from the Circle Credentials filed with the Department Secretary. An equal number of alternates shall be elected the same time. One copy of the Department Credentials to the National Convention shall be filled out, signed by the Department President and attested by the Department Secretary, and forwarded to the National Secretary immediately after the election.

Section 7. Department Credentials sent to the National

Secretary shall contain only the names of the living members entitled to vote in a National Convection.

Section 8. Vacancies occurring in a delegation may be filled by the Department President from members present at the National Convention.

Section 9. The Department Sr. Vice President is the Alternate for the Department President, but she may be appointed a delegate at the national Convention, provided there are not a sufficient number of Department members present at the Convention to fill the delegation.

ARTICLE III Meetings

Section 1. The time and place of the regular annual meeting of the National Convention shall be announced in the Bugle Call issued by the National President through her General Orders.

Section 2. Special meetings may be convened by order of the National President by and with the advice and consent of the National Advisory Council.

ARTICLE IV Eligibility for Office in the National Convention

Section 1. A member must have actively served in a minimum of 3 National Offices and demonstrate a knowledge of the workings of this organization in order to be eligible to serve as National President. A member must have actively served in a minimum of 2 national Offices and demonstrate a knowledge of the working of this organization to serve as Junior Vice-President or Senior Vice-President. (Ratified 2014)

Section 2. The Elective Officers of the National Body shall be National President, Sr. Vice President, Jr. Vice President, Treasurer, Chaplain, Patriotic Instructor, Registrar, Historian, and the Editor of

The Bugle Call. (Ratified 2014)

Section 3. The National President shall fill the following offices by Appointment: Secretary, and Assistant Secretary. She shall appoint other Officers and Committees that she may deem advisable (such as: Press Correspondent, Corresponding Secretary, Junior Supervisor, Musician, Librarian, Chairman of Arrangements, Service Reports, Revisions Committee, D.C. Representative, Social Media Administrator, Headquarters Committee, Website Chairman, Journal Committee, Budget Committee, Membership Certificate Coordinator, Membership-At-Large Chairman). (Ratified 2014)

Section 4. Past National Presidents who by virtue of their services are life members of this Order and may be made Honored Members.

ARTICLE V Election and Installation of Officers

Section 1. The above named National Elective Officers of the Ladies of the Grand Army of the Republic, Inc. shall be chosen at the annual meeting of the National Convection each year by ballot in the manner of election of officers of the Circle. The officers thus elected, together with the National Secretary, shall be installed and enter upon their respective duties immediately they shall hold office until their successors are installed.

Section 2. Vacancies occurring during the year shall be filled by the recommendation of the National President with the acquiescence of the Advisory Council. (Ratified 2014)

Section 3. When a vacancy occurs in the office of National President by death or unavoidable illness which renders service impossible, the National President and Secretary of the year shall be given

the honors of the office, and their names recorded in the roster and Proceedings, giving dates of service.

ARTICLE VI Duties of Officers

Section 1. The National President shall enforce Rules and Regulations of the Ladies of the Grand Army of the Republic, Inc. and the rulings of the National Convention and Advisory Council and for that purpose she may issue such orders as may be necessary. She shall preside in National Convention and Advisory Council, decide all questions of law or usage, subject to appeal to the National Convention, and sign all orders properly drawn on the Treasurer. She shall promulgate through the proper officers the National password, and may change the same at her discretion; shall issue to all Departments regularly organized, a Department Charter. In States where no Department exists, exercise a personal control over the Circles, and where necessary empower a member of the Order to perform the duty and to grant said Circles such Charter as is used by Circles working under Departments. She shall hold all documents as Trustee of the National organization, Ladies of the Grand Army of the Republic, Inc., and finish up the work of the year.

- a. The National President, or her representative, is empowered to grant a special dispensation from our Rules and Regulations for that time only to meet a special situation which may occur at a Department Convention.

Section 2. The National Vice Presidents, in order of their rank, shall, in the absence of the President, discharge all duties appertaining to that office.

Section 3. The National Secretary shall keep a true

record of all proceedings of the National Organization and the National Advisory Council; attend to all correspondence; draw all warrants on the Treasurer for bills approved by the President and the National Convention; give receipts for Per Capita Tax and all money received; report to National report to National Convention the true condition of the membership of the Order; and at the end of her year, deliver to her successor all property of the Order in her possession. The National Secretary shall have access to a computer and email. The National Secretary shall give bond according to the sum of National Assets in a reliable bonding company, approved by the National President, the cost of said bonds to be paid by the National body, and held by the National President. (Ratified 2014)

Section 4. The National Treasurer shall keep a correct account between the National and Departments receive all moneys, pay all orders regularly drawn on her, signed by the President and attested by the Secretary. She shall make a report at the National Convention of all money received during the year, from all sources, and a statement of how the National funds are invested. She shall deliver to her successor all money, books and other property belonging to her office. The records of receipts and expenditures in the hands of the National Treasurer shall be available at all times to the National President for her information. The National Treasurer shall have access to a computer and email. It is the responsibility of the Treasurer to add a second signer to all financial accounts. The National Treasurer shall give bond according to the sum of National Assets in a reliable bonding company, approved by the National President, the

cost of said bonds to be paid by the National body, and held by the National President. (Ratified 2014)

Section 5. The National Chaplain shall conduct the religious exercises of the National Convention and, acting with the advice of the National President, shall arrange an appropriate Memorial Service to deceased members of the Order and shall preside over this service. She shall render a report of Memorial Day exercises compiled from the reports made by Department Chaplains, presenting the same at National Convention, and perform all other duties required by her by the President.

Section 6. The National Patriotic Instructor's duties are to teach patriotism and lessons of good citizenship, to instruct the children of our land in the pledge to our Flag, and the history of our country. It shall also be the duty of the Patriotic Instructor to render a report compiled from reports furnished by Department Patriotic Instructors to the National Convention and shall perform all other duties as required by her office.

Section 7. The National Registrar's duties are to compile reports of eligibility of those who are admitted to membership as reported by Department Registrars and render a report annually to National Convention. The National Registrar is allowed to ask for a fee for her services when responding to inquiries of a genealogical nature that are time consuming. (Ratified 2009)

Section 8. The National Historian shall compile a History of the Order of the Ladies of the Grand Army of the Republic, Inc., from the date of the founding of the organization, and thereafter the history shall be brought up to date every five (5) years. She shall preserve documents, Journals of the National Proceedings, press notices of the

National Conventions and other Historic Papers entrusted to her keeping by vote of the National Body or at the direction of the National President. She shall be custodian of any Historic Relics of the Civil War which may be presented to the National Body, holding these Relics and Historic Documents until such time as she may be directed by vote of the national Convention to turn them over to her successor in office, or to locate them in some depositor selected by the National Convention for their preservation. She shall preserve Department Histories which have been sent to her by the Department Historians and submit an Annual Report to the National Convention on the progress of her work during the year.

Section 9. An accountant shall audit the books of the National Secretary and the National Treasurer and present a full report at the annual National Convention and is to be published in the yearly proceedings. (Ratified 2014)

Section 10. The National Musicians (the Pianist and Soloist) shall render music for the National Convention which will inspire all present with a spirit of peace, harmony and thankfulness for the privilege of being members of the Ladies of the Grand Army of the Republic, Inc.

Section 11. The National Librarian shall compile the reports of the Department Librarians, and render a report annually to the National Convention.

Section 12. The National Corresponding Secretary, working under the direction of the National President, shall issue correspondence to the Department Corresponding Secretaries, giving them encouragement and instruction in organization of new Circles, and shall advance

plans for carrying forward membership campaigns. She shall work with the National Membership Committee in their efforts to increase the membership of our Order, and render all annual Report to the National Convention.

Section 13. The National Press Correspondent shall give publicity of Convention activities to the public press at the National Convention, and under the direction of the National President give instruction to the Department Press Correspondents for the purpose of keeping before the public, through the press, the patriotic work of the Ladies of the Grand Army of the Republic, Inc., and render a report at the National Convention.

Section 14. The National Assistant Secretary shall assist the National Secretary in the work of writing the minutes of the National Convention and be ready to render any other service required by the National President.

Section 15. The National Conductor, National Guard and their assistants and all committees shall be appointed by the National President from members attending the National Convention and these shall perform their specific duties in a manner which will add to the success of the meeting.

Section 16. Each retiring officer shall turn over to her successor, within thirty days after installation, all books, records and supplies of her office; except the material for the Journal of Proceedings, when two copies of such reports must be made, one of which must be turned over to the National Secretary.

Section 17. Any Officer, who receives property and/or supplies for the duties of her office, must include an inventory when said supplies/property are

turned over to her successor and kept with such for at least 5 years and updated by each successive Officer. (Ratified 2014)

ARTICLE VII Voting

Section 1. Registered delegates and National Offices of the Convention present at a meeting of the National Convention shall be entitled to vote.

ARTICLE VIII Disbursements

Section 1. Disbursements from the treasury of National Convention shall be made either by direction of the National Convention or by the National Advisory Council. All orders for money must be drawn by National Secretary, approved by National President.

ARTICLE IX Reports

Section 1. The National Secretary shall, upon receipt of reports, note thereon the date of reception, and turn over to the national Treasurer the reports belonging to her respective office, and all per capita tax. She shall consolidate the reports of the department Secretaries for the information of the National President, and shall present a copy of such consolidated reports to the National Convention.

ARTICLE X Dues and Revenues (Per Capita Tax)

Section 1. The National Convention shall levy a per capita tax on each Department and Circle Under National jurisdiction. Such tax shall be assessed once per year and forwarded to the National Secretary on or before May 15th. The amount of the annual tax due from each Department shall be ascertained from the number of members in good

standing therein, reported in the consolidated report made to the National Secretary on the twentieth day of current period. (Ratified 2014)

- a. There will be a penalty of twenty five dollars (\$25.00) for Departments or Circles under National Jurisdiction which are delinquent in the payment of the per capita tax. (Ratified 2013)
- b. The National Secretary shall notify all Departments or Circles under National Jurisdiction of failure to pay per capita tax. If payment is not received in 30 days, a second letter shall be sent by registered mail notifying the Department or Circle under National Jurisdiction that they have been dropped.

Section 2. Circle under National Jurisdiction shall pay to National the same per capita tax as the Circles in the Department, pay to Departments.

- a. Departments and Circles under National Jurisdiction in arrears for per capita tax and special assessments shall be excluded from all representation in National Convention until same are received by the National Secretary.

ARTICLE XI National Office Visit

Section 1. The National President is empowered to appoint at her discretion, a sister to make an official visit to Departments and Circles under National Jurisdiction, provided she is unable to make an official visit during her year.

ARTICLE XII Memorial Day

Section 1. The day established by the Grand Army of the Republic, Inc., as "Memorial Day," in commemoration of deeds of their fallen Comrades, shall be observed by the Ladies of the Grand Army

of the Republic, Inc., in such a manner as may be agreed upon. General Logan's Orders No. 11. Section 2. The General Orders of the National President issued just previous to "Memorial Day" shall contain the Proclamation of General John A. Logan, Commander-in-Chief of the Grand Army of the Republic, issued May 15th, 1868, known as General Orders No 11. This historic General Orders designated the 30th day of May as "Memorial Day," "for the purpose of strewing with flowers or otherwise decorating the graves of comrades who died in defense of their country during the late rebellion."

CHAPTER V

ARTICLE I Charters and Property

Section 1. No Circle shall be recognized unless acting under a legal and un-forfeited charter, duly signed by the Department or National President having proper jurisdiction, and countersigned by the respective Secretary. The application for a charter shall be signed by at least ten persons eligible to membership, and shall in all cases, be accompanied by a charter fee of twenty five dollars (\$25.00). All charters whether granted by Department or National President, shall be issued in strict conformity with the provisions of Chapter II, Article 1, of these Rules and Regulations. (Ratified 2004)

Section 2. A Circle whose membership has diminished in number to less than five members may hold the charter so long as one member remains. At her death the property of the Circle, including charter, rituals, books of record and Circle papers shall be taken by the Department President, or by a member directed by her for that purpose. (Ratified

1981)

Section 3. Charters may be surrendered voluntarily when less than ten members, by a unanimous vote of the Circle, decide to discontinue the Circle. The proposition to surrender the charter shall have been made at a stated meeting at least four (4) weeks prior to the time of action, and due notice given every member of the Circle.

Section 4. In case of surrender or forfeiture of a charter the property of the Circle, including charter, rituals and orders received from Department Headquarters, shall be immediately turned over to the Department Secretary, and shall be subject to the disposition of the Department Convention. In the event of the dissolution of a Department, the Department Charter and all Department property shall be immediately turned over to the National Historian and National Secretary for disposition thereof. (Ratified 2014)

Section 5. By action of the National Convention, a reinstated Department has no claim to the money on hand, or to real estate purchased by Circle funds, prior to the annulment of their charter. (Ratified 2014)

Section 6. The Department Convention, at its annual session, or the Department President, with the consent of the Department Advisory council, may revoke the charter of a Circle which for three quarters of a year has failed to forward its reports and per capita tax.

Section 7. Circle charters may be suspended or annulled by the Department President, with the advice and consent of the Department Advisory Council, provided said Circle shall have been notified in writing of such proposed action and given an opportunity to appear before the

Department Advisory Council by representatives; and they shall be heard in defense of said Circle, and in case of the suspension or annulment of its charter, all the papers in the case, together with the order of suspension, or annulment, shall be forwarded to National Headquarters for approval or disapproval of the national President. Any refusal on the part of a Circle or Circle officer to obey orders issued by Department President, approved by the Department Advisory Council, shall be punished by suspension or annulment of charter, as above provided for.

Section 8. Disbanded Circles may be reorganized, using the original name and number a new charter shall be issued without fee, bearing the names of new as well as old members, on application for same. But in all cases where a new charter is issued the name of any members shall be omitted who since the date of original charter has been suspended for nonpayment of dues or dishonorably discharged.

Section 9. The original charter is valuable because of the difficulty of securing a true copy of the correct names, officers' signatures and dates when issued, and should be kept in a safe place for preservation, not moved from place to place. If use is necessary outside of the Circle room, the photo static copy of the charter should be used.

Section 10. If a Circle or Department makes arrangements with an outside entity to display, copy, scan, or otherwise use, the property of said Circle or Department, a written agreement shall be entered into stating specific terms of the arrangement to include but not exclusive of the use, length of term, and any future disposition of said property. (Ratified 2014)

Section 11. Any property turned in to the National Headquarters Museum Room shall be included in the insured inventory listing, and shall not be removed from the Room for any reason. (Ratified 2014)

ARTICLE II Circle Charters

Section 1. The fee for charter of a Circle shall be twenty-five (25) dollars and the following list of supplies shall accompany the charter from the Department, which shall be sent by the Department Treasurer at the direction of the Department President:

Charter Supplies

1 Application for Charter

1 Charter

1 Rituals

10 Rules and Regulations

10 Application Blanks

1 Warrant Book

(Ratified 2014)

ARTICLE III Department Charters

Section 1. Charters of Departments shall be signed by the National President and countersigned by National Secretary, and shall be issued to each Department immediately upon the permanent organization thereof. Each Department shall forward to the National Secretary a charter fee of \$25.00. (Ratified 2014)

Section 2. Departments will place red seal on Circle charters and national will place yellow seal on Department Charters.

Section 3. The National Convention, at its annual session, or the National President, with the consent of the National Advisory Council, may at any time

revoke the charter of a Department for insubordination and disobedience of General Orders, or for failure for three quarters of a year to forward its report and dues. Such Departments may be remanded to a provisional condition, and such Circles as are law-abiding shall be under the jurisdiction of National Convention until such time as another permanent Department can be formed under the workings of national authority, and such action shall be published in General Orders.

Section 4. A Department which has lost its Charter through some misfortune can have same re-issued by making written application to the National President, who will secure from the National Historian a copy of the original Department Charter. She will fill out a new charter which will contain the information as to names of Charter members, name of National President and Secretary and date of issue of the original Charter. The new charter shall be designated as a "copy" with date of reissue recorded thereon.

ARTICLE IV Suspension/Annulment

Section 1. Any action taken relating to suspension or annulment of Circle or Department Charters shall be published in the respective General Orders, and the formation, reinstatement or reorganization of Circles shall be announced in the same manner.

CHAPTER VI

ARTICLE I Badges

Section 1. The membership badge of the Ladies of the Grand Army of the Republic, Inc., shall be the badge adopted by the National Convention held in Pittsburgh, PA., August 27 to September 1, 1939.

Section 2. Our Badge is the emblem of our Order. It

carries the emblems representing the different branches of service in the five points of the star; crossed swords, Cavalry; crossed muskets, Infantry; cannons, Artillery; bugle, Bugle Corps; anchor, Sailor and Marine. In the center the soldier, sailor and marine pledges to shield the widow and orphan with the protection of the Flag; and the colors—red, white and blue, surrounded by the laurel wreath, which is the symbol of achievement, honor and distinction. It is in every way symbolic of our Order, and the principles for which we stand.

Section 3. The Badge worn by officers is the same, with the Flag ribbon edged in solid color, yellow designating the National, red the Department, and blue the Circle.

Section 4. The official recognition Badge is a small gold star, similar to the star in center of Regulation Badge, and is accepted for daily wear. Members are forbidden to wear any other membership badge.

Section 5. The voting privilege depends on the good standing of a member or Department by the payment of dues and per capita tax and not by any badge.

Section 6. Exclusive right to name, seals, emblems and badges. The corporation and its subordinate divisions have the exclusive right to use the name “Ladies of the Grand Army of the Republic.” The corporation has the exclusive right to use and to allow others to use seals, emblems, and badges the corporation adopts. The Badge as described in Section 2 has been patented since 1887 and may only be reproduced outside this Order by express written permission of the National Convention or Advisory Council. (Ratified 2014)

CHAPTER VII

ARTICLE I Discipline

Section 1. Offenses recognizable by the Ladies of the Grand Army of the Republic, Inc., shall be:

- a. Disloyalty to the United States or violation of pledge to perpetuate the objects of the order.
- b. Disobedience to the Rules and Regulations or lawful orders.
- c. Conduct prejudicial to good order and discipline.

Section 2. Penalties to either are:

- a. Dishonorable discharge
- b. Suspension for a specified period
- c. Reprimand at the discretion of the Court of Inquiry

Section 3. All accusations against any member of the Ladies of the Grand Army of the Republic, Inc., shall be made in the form of written charges and specifications, signed by three members in good standing in the Circle of which she is a member. The Circle, Department or National Presidents shall have the discretionary power over the accusation within their jurisdiction and shall after having investigated said charges and specifications convene a Court of Inquiry. In cases where the President decides it is unnecessary to convene such a Court, an appeal, may be taken to higher organizational level; Circle to Department to national. Also, if a Sister of one Circle makes derogatory statements against a Sister of another Circle, charges may be preferred to the Department President, who shall appoint a Court of Inquiry. (Decided at Twenty-fifth National Convention held in Rochester, NY, 1911.)

Section 4. The sentence of Court of Inquiry shall not

be carried into effect until the proceedings shall have been submitted to the officer by whose order the court was convened for confirmation or disapproval, and orders in the case; and no sentence of dishonorable discharge shall be carried into effect until the sentence has been approved by the officer next superior to the one ordering the court.

Section 5. A Court of Inquiry shall consist of not less than five disinterested members in good standing and of equal rank with the accused, and may be appointed by the President from the Circle, provided the accused does not object.

Section 6. The accused shall receive notice at least ten days before the said trial takes place. Said notice shall contain a copy of the charges and specifications and shall name the time and place of trial. If personal service of said notice cannot be had, depositing in the United States mail, addressed to her last known post office address, shall be considered due notice; provided, however, that in the willful absence of the accused, after due notice of said trial the Court may proceed in all respects as if she were present, and had pleaded "not guilty."

Section 7. Any member of the Order in good standing may be summoned to give testimony at a Court of Inquiry on her word of honor as a woman.

Section 8. The evidence being concluded, a vote shall be taken upon the guilt or innocence of the accused of each charge and specification, a majority vote being necessary to a decision. The grade of punishment shall be: First, Dishonorable discharge; Second, Suspension; Third, Reprimand. The accused having been found guilty, the Court shall proceed to vote upon the grade of punishment,

commencing with the highest. Should the majority vote in the negative, they shall proceed to vote upon the next in like manner, until a grade of punishment is arrived at.

Section 9. After the finding of the Court, all papers and written evidence in the case, and the written report or trial and sentence by the Court, shall be by them submitted to the President, by whose order the Court was convened.

Section 10. That officer, on receipt of papers, as above specified shall proceed to issue her decision and orders in the case and such decision shall have full force and effect until reversed by competent authority; provided, however, that in the case of a sentence of dishonorable discharge by the Court of Inquiry, the report and other papers shall be submitted by the President, with a copy of her decisions and orders, to the President next in authority, for her confirmation or disposal, after which a copy of the decision of the President by whom the Court was convened, with the ruling of the superior officer, shall be delivered to the accused; whereupon the ruling of the officer last referred to shall be and remain in force until reversed upon appeal to higher authority.

Section 11. When a member is convicted of immoral character by civil courts, she may be dropped from the Order by vote of the Circle without trial.

Section 12. No member of the Order shall be dropped without trial, except in accordance with the provisions of Sec. 11 of this Article, or after due notice has been given for nonpayment of dues.

Section 13. When a member is dropped or dishonorably discharged, a record of such action shall be entered by the Circle Secretary in the proposition book, under the heading of "Remarks,"

and shall forward the name in the semi-annual reports following such action. The Department Secretary having entered the name upon the reference book of the Department shall forward it to National Secretary for similar action.

Section 14. Charges having been preferred against an officer, she may be suspended from the duties of her office by the Circle, Department or national President in their respective jurisdiction. During the suspension of a Circle President or Department President, the office shall be filled by the Sr. Vice President.

Section 15. Any member guilty of causing the disbanding of any Circle, without good and sufficient reason for such disbanding, shall not be entitled to an honorable discharge card, and will not be considered eligible to membership in any other Circle of the Order.

Section 16. Any member of a Circle or Department who shall resort to courts of law to secure settlement of trouble arising before proper action toward settlement has been taken by the Department or National organization, shall be subject to dishonorable discharge by direct action by a majority vote of the National Convention; and that all laws, Rules and Regulations in conflict herewith are hereby repealed.

ARTICLE II Appeals

Section 1. All members shall have the right of appealing through the proper channels from the acts of the Circle President and Department President or Convention to the next highest authority and the National President, whose decision shall be final, unless reversed by the National Convention, but all decisions appealed

from shall have full force and effect until reversed by competent authority.

Section 2. A President may appeal to higher authority from the ruling of her superior officer disapproving of a sentence of the Court of Inquiry and her own decision in the case at trial. In every appeal all papers relative to the matters shall be submitted to the officers receiving the appeal.

Section 3. All appeals shall be taken within two months from the rendering of a decision from such appeal is taken.

Section 4. A Department Convention not being in session, an appeal may be taken direct to National President from the action of Department President.

CHAPTER VIII

ARTICLE I General Rules

Section 1. Rules and Regulations shall emanate from National, through the respective Departments to Circles.

Section 2. All badges, whether regulation or recognition, Rules and Regulations, Rituals and all supplies needed for the proper conducting of business in Circles, shall be purchased from the National Treasurer. (Ratified 2014)

ARTICLE II

Section 1. The Ritual and unwritten forms of the Ladies of the Grand Army of the Republic, Inc. and all matters pertaining to the admission or rejection of candidates shall be kept secret, but any part of the proceedings of Circles may be published, if ordered by vote of Circle, and any part of the proceedings of a department and National Convention may be published, if ordered by their respective Convention or President.

There shall be no publicity given concerning the application of a candidate for membership into the Circle until after election to Membership.

Section 2. Any member divulging any of the private affairs of a Circle, or violating the Rules and Regulations of the Order, or is guilty of conduct unbecoming a lady, as a member of the same, upon charges being brought against her in writing, signed by three members in good standing in the Circle of which she is a member, shall be subject to suspension or discharge.

ARTICLE III

Section 1. No National or Department officer shall contract a debt for which the National or Department could become liable, without the consent of the Advisory Council.

ARTICLE IV

Section 1. It shall be a misdemeanor for a Circle, Department, or National officer to remove any stubs from any official book, or to change in any manner official records of the Order, or to retain, after expiration of her term or office, possession of records or official papers of any kind properly belonging to the office on vacating the same.

ARTICLE V

Section 1. Exemplification of the Ritual shall be conducted within the Department Conventions and within the National Convention. (Ratified 2014)

ARTICLE VI

Section 1. The National Advisory Council and the Advisory Council of Departments shall, at a meeting held prior to the opening of their

respective Conventions; pass upon all questions of discipline brought before them on appeal and shall consider all questions properly submitted relative to construction of rules or government. Any decision or ruling rendered by such Council shall be submitted to the Convention for sustainment or reversal.

Section 2. No question shall be considered by the Advisory Council of Department or National that has not been submitted through the proper channel and signed by the officer through whom it has been forwarded.

Section 3. The proper channel, through which all questions for decision must pass, is from Circle members, through their President, to Department President, and from Department President or Convention to National President, thence through National Advisory Council to National Convention.

Section 4. If for any reason it is desired to reopen nominations at an election, it may be done by a majority vote. This motion is undebatable.

ARTICLE VII

Section 1. At any stated meeting of a Circle, Department or National, the regular order of business may be suspended by two-thirds vote, and they may proceed to the transaction of business which caused the change.

ARTICLE VIII

Section 1. The Rules governing the Grand Army of the Republic, Inc. in similar cases, or "ROBERTS RULES OF ORDER" shall be authority in all matters not clearly governed by the RULES of the Ladies of the Grand Army of the Republic, Inc.

ARTICLE IX

Section 1. The Rules and Regulations, and the Ritual of the Ladies of the Grand Army of the Republic, Inc. shall only be altered or amended by the National Convention, by a two thirds vote of the members present at a regular annual meeting thereof. But any action therein may be suspended for the time being, at any annual meeting of the National Convention by unanimous vote.

Section 2. Proposed amendments to Rules and Regulations must be presented to the National Secretary at least twenty days before the Annual National Convention.

ARTICLE X

Section 1. All rules and decisions made prior to the printing of these Rules and Regulations which are not incorporated herein, are hereby annulled. Junior Circle Constitution and Bylaws are available upon request.

END OF DOCUMENT



NOTES

