

DAMES OF THE LOYAL LEGION

OF THE UNITED STATES



INSTITUTED MAY 11, 1899

CONSTITUTION AND BY-LAWS

Revised 2014

Dames of the Loyal Legion of the United States of America
Constitution and By-laws
4 October 2014

Constitution

Article I. Title

The name of this Order shall be **Dames of the Loyal Legion of the United States of America**.

Article II. Principles

This Order acknowledges as its fundamental principles: First, A firm belief and trust in Almighty God, extolling Him under whose beneficent guidance the sovereignty and integrity of the Union have been maintained, the honor of the Flag vindicated and the blessings of civil liberty secured, established and enlarged; Second, True allegiance to the United States of America, based on paramount respect for and fidelity to the National Constitution and Laws, manifested by discountenancing whatever may tend to weaken loyalty, incite to insurrection, treason or rebellion or impair in any manner the efficiency and permanency of our free institutions.

Article III. Objects

The objects of this Order shall be to foster the spirit of patriotism and to cherish the memory of those men and women whose distinguished services during the Civil War so largely aided in preserving the integrity of the Government of the United States of America; to maintain the historical truths of that period; to protect the rights and liberties of American citizenship; and to maintain National Honor, Union and Independence.

Article IV. Organization

Section 1. This Order shall be composed of a National Society, State Societies, and Members-at Large.

Section 2. There shall be but one Society in each State, designated by the name of the State in which it is located, except the Society of the District of Columbia, which shall be designated as such. The Constitution and By-laws of the National Society shall be the Constitution and Bylaws of the State Societies.

Section 3. The relative seniority of the State Societies shall be determined by the dates when their Charters were granted.

Section 4. Authority to organize a State Society may be granted by the National Executive Board upon written application signed by six or more women eligible to membership with residence in such State. Upon payment of all fees and dues, a Charter shall be issued.

Section 5. The Societies may become incorporated subject to the provisions of this Constitution. It is suggested that they seriously consider this matter.

and _____, and of the Independence of the United States of America the _____, and of the Order the _____.

President

Recorder

Registrar

Article VII. Transfer of Membership

A member in good standing may be given permission by the National Executive Board to transfer from one State Society to another, provided she has received a written invitation from the Society to which she wishes to transfer. The certificate of transfer must be signed by the National Registrar and the Registrar of the Society receiving the transferring member. The wording is as follows:

M _____
A member of the Dames of the Loyal Legion of the Society of the State of _____ having requested a transfer of membership to the Society of the State of _____, consent to such transfer is hereby granted. When the Society of the State of _____ shall be notified that the member has been received by the Society of the State of _____ the membership of the applicant shall cease in the Society of the State of _____.

Registrar _____ Society

Date _____

National Registrar

Article VIII. Members

Section 1. The members of this Society shall be (1) lineal and collateral female descendants of the commissioned officers of the Regular and Volunteer Forces of the United States during the Civil War, eligible to membership in the Military Order of the Loyal Legion and (2) mothers, wives and widows of Companions of the Military Order of the Loyal Legion.

Section 2. Every application for membership must be endorsed by two members of the organization. The initiation fee and the first year's dues of the Society must be included. After approval of the applicant's genealogy by the National Registrar, the information is presented to the National Executive Board. Upon final acceptance, the National Registrar assigns a National number to the new member and notifies the State Registrar who then welcomes her to the Society. Eligible women in the states where there is no State Society may, upon application to the National Executive Board, become Members-at-Large, providing the application is signed by two members of the organization.

Section 3. Honorary memberships may be conferred in the National and State Societies with the recommendations for such memberships having been submitted to the National Executive Board and agreed to by a two-thirds vote of that body. Honorary memberships must be limited to three

in the National and in each State Society and are to be conferred only on distinguished living people.

Section 4. A member in good standing may resign from membership in the Society.

Section 5. Supplementary membership applications may be filled out by those who are eligible to membership in the Order of the Dames of the Loyal Legion of the United States of America through more than one line of descent at a cost of \$2.00 each.

Article IX. Officers

Section 1. The Officers of the National Society shall be a President, a Senior Vice President, a Junior Vice President, a Chaplain, a Recorder, a Treasurer, a Registrar, a Chancellor, an Historian and, if so desired, a Corresponding Secretary and a Parliamentarian. These officers shall constitute the National Executive Board. A quorum shall be a minimum of 3 of those officers. Whenever possible the National President shall be selected from among those who have served as a State President or a National Officer.

Section 2. The minimum Officers of the State Societies shall be a President, a Chaplain, a Recorder, a Treasurer, and a Registrar. In this case, the Chaplain would act as the Vice President, the Treasurer would assume the duties of Chancellor, and the Registrar would also be the Historian. In those Societies, having a large membership the Officers may be the same as those named in Article IX, Section 1 and, where applicable, include a Corresponding Secretary and a Parliamentarian. In addition to Officers, the Executive Board of the State Societies may, if so desired, include a Council consisting of past Presidents of the State Society and past National Presidents who are members of the State Society.

Section 3. No Officer of National or any State Society who has served two consecutive terms of two years each or who has remained in her position for four years shall be eligible to succeed herself in the same office except the Treasurer, the Registrar, and the Historian if these officers are especially qualified for their positions. Service for a half term shall be considered a full term. The President shall not hold more than one National office at the same time.

Section 4. In the event of death, resignation, or removal of any officer, the President must appoint a successor within a three-month period to fill such vacancy for the unexpired term, except the office of President. If the President fails to do so within this period, the position is to be filled by the Executive Board calling a special meeting if necessary. In the event of the office of President becoming vacant, the Senior Vice President shall succeed to the office of President for the unexpired term. In the event of death, resignation, removal, or advancement of the Senior Vice President, the Junior Vice President shall advance to the office of Senior Vice President for the unexpired term or to the office of President if the Senior Vice President is unavailable.

***Dames of the Loyal Legion of the United States of America
Constitution and By-laws***

By-laws

Article I. Duties

Section 1. The President shall preside at all meetings of the Society and the Executive Board, enforce strict observance of the Constitution and By-laws, appoint all committees not otherwise provided for, approve all orders drawn upon the treasury for expenses and appropriations, and perform such other duties as customary and as parliamentary usage may require. She shall be ex-officio a member of all committees except the Nominating Committee. She shall relinquish the President's pin and gavel to the incoming President at the time of her induction into office. She shall, also, immediately transfer to her successor the flags, all records, and other property of the Society in her possession.

Section 2. The Vice Presidents shall assist the President in the performance of her duties as she may request them and shall, according to rank, perform the duties of the President in her absence. They shall immediately transfer to their successors all records and other property of the Society in their possession.

Section 3. The Chaplain shall keep a list of passing members and have charge of all memorial services. She shall conduct the devotional exercises of the meetings of the Society and the meetings of the Executive Board, and perform any other spiritual or ceremonial offices required of her. She shall immediately transfer to her successor all records and other property of the Society in her possession.

Section 4. The Recorder shall take the minutes of all meetings of the Society and the Executive Board and keep a complete record of the proceedings of the Society. The Recorder, or the Corresponding Secretary, if there is one, shall issue notices for all meetings of the Society and Executive Board and conduct all correspondence. The State Recorder shall notify the National President and the National Recorder of the names of new officers and shall annually, on the first of June, send a complete list of officers and their addresses. The National Recorder shall include in the minutes of each National meeting the Registrar's report in full. All Recorders shall immediately transfer to their successors all records and other property of the Society in their possession.

Section 5. The Treasurer shall have charge of all funds belonging to the Society. She shall collect dues, pay bills, and make disbursements as directed by the President and the Executive Board. She shall submit a complete report of receipts and disbursements at each meeting of the Executive Board and shall present a complete annual report at annual assemblies and meetings of the Society. The Treasurer's books must be available for audit even when the Treasurer is unable to attend in person. The National Treasurer shall issue statements for per capita tax to State Presidents, January first annually. All Treasurers shall immediately transfer to their successors all moneys, records and papers belonging to the Society. They shall furnish bond if required.

Section 6. The Registrar shall keep a register of members with their National numbers, dates of admission, marriages, divorces, resignations, transfers, and deaths, and immediately report changes to the President and the Treasurer, with the State Registrar also notifying the National Registrar. She shall keep a notation of Dames who are eligible for membership through their own line of descent and those who entered the Society as wives of companions of the Military Order of the Loyal Legion of the United States. She shall issue application blanks at the discretion of the Executive Board. She is responsible for checking the genealogy of the applicant. The National Registrar shall have custody of application blanks and shall issue them to the State Registrars on order. She shall review all applications to membership approved by the State Societies and present them to the National Executive Board for final acceptance. The National Registrar shall issue orders for engrossing certificates for members and, when directed by the National President, shall transfer members and issue orders for charters. She shall also have custody of the Seal. All Registrars shall immediately transfer to their successors all records and other property of the Society in their possession.

Section 7. The National Chancellor shall have charge of the granting of permits for the Insignia of the Society. All Chancellors shall immediately transfer to their successors all records and other property of the Society in their possession.

Section 8. The Historian shall have custody of all historical and biographical papers and data of the Society. The National Historian shall collect from the State Societies biographical sketches and items of interest concerning members and their families. They shall immediately transfer to their successors all records and other property of the Society in their possession.

Section 9. The Executive Board shall have supervision over all property of the Society and shall have authority to direct a depository for the archives; President's Insignia, gavel, Colors, and all papers.

Section 10. Each State President shall make a full report on the condition and proceedings of her State Society at the National Assembly.

Article II. Meetings

Section 1. The location and date of annual meetings of the National and State Societies shall be at the discretion of the Presidents and their respective Boards.

Section 2. The National Assembly of the Society shall be scheduled in conjunction with the Congress of the National Society of the Military Order of the Loyal Legion of the United States.

Section 3. All Dames of the Loyal Legion of the United States of America may attend the National Assembly. Guests are not eligible to vote.

Section 4. The Presidents of the National and State Societies may call special meetings with the consent, or upon the request of the Executive Boards, giving not less than one month's notice. All members shall be notified in a letter.

Section 5. A meeting of the National Executive Board shall be held in February in conjunction with the annual Lincoln Birthday Ceremony in Washington, DC. All members must be duly notified two months or in the Journal in advance of the meeting. Any National Officer unable to attend the meeting may vote by proxy. Her voting letter to the National President is to be dated and applicable only to that meeting.

Section 6. If possible, the State Societies shall hold at least one meeting a year. After a State Society meeting, if there is to be an election or appointment of one or more officers at the meeting, the Recorder shall at once send to the National President the names and addresses of the newly elected or appointed officers.

Section 7. Members of a State Society, or Members-at-Large to the number of five or more, residing at a distance from the headquarters of a State Society, may, with the approval of the State Society organize a Chapter, or if no State Society, the approval of the National Executive Board, and hold meetings at such time and place as may best serve their interests. Reports of such meetings must be sent to the State Recorder, or to the National Recorder. Chapters shall be governed by the same rules as State Societies.

Article III. National Assemblies and Annual Meetings

Section 1. Notice of the time and place for holding the National Assembly of the Society shall be sent to the entire membership two months prior to and via the *Loyal Legion Journal* preceding such meeting.

Section 2. A nominating committee shall be appointed consisting of a minimum of three members. Following the reading of the slate at the National Assembly there shall be a vote by members. Guests may not vote.

Section 3. The order of business at National Assemblies and annual meeting shall be as follows:

- Call to Order by the Presiding Officer and Quorum Noted
- Prayer
- Pledge of Allegiance
- Reading of the Principles of the Order
- Reading of the Objects of the Order
- Reading and Acting upon the Minutes of the previous National Assembly or Annual Meeting and of all Special Meetings
- Report of the Treasurer
- Reports of the Officers shall be heard
- Reports of the State Presidents shall be heard
- Reports of special Committee Chairmen shall be heard
- Other Business and Announcements
- Election and Installation of Officers
- Memorial Service
- Adjournment

Section 4. The quorum of the National Executive Board must be present or their proxies received making a majority before a vote can be taken. General Parliamentary Law shall govern meetings of the National and State Societies.

Article IV. Seal

The Seal of the Society shall be two and one-eighths inches in diameter and shall consist of a wreath of laurel; a hemisphere crowned with a shield; thereon a National Eagle in defense, proper; above the eagle the legend United States of America; the letters MDCCCXCIX in base; the whole encircled by a band, thereon the legend; Seal of the Order of the Dames of the Loyal Legion.

Article V. Insignia

Section 1. The Insignia of the Society shall be:

Obverse a cross of eight points, gold enameled in white with blue border, cantoned with rays of gold, forming a star, its long diameter one and eleven thirty-seconds inches; its short diameter thirteen-sixteenths of an inch, in the center thereof, within a circle one-half inch in diameter, a rosette displayed in colors of red, white and blue. On the circle, enameled in blue, in relieve, the legend:

DAMES OF THE LOYAL LEGION

Reverse, the name of the member, and an engraved number corresponding to that of the registered number of the member to whom issued.

In no case shall the Insignia be altered by jewels, inscriptions or other device.

Section 2. The Recognition Pin shall be as follows:

Round in form, nine-sixteenths of an inch in diameter, with irregular edge similar to an old Roman coin, or with plain round edge; in the center one-half inch in diameter, a gold circle with the words thereon in blue:

DAMES OF THE LOYAL LEGION

Within the circle a rosette in red, white and blue, like the rosette in the center of the Insignia. The Recognition pin may be made into a miniature with a ribbon attached.

Section 3. The official ribbon shall be pale blue, with narrow vertical stripes of red, white, and blue through the center, the whole, one and one-quarter inch in width.

Section 4. The Insignia shall be worn by members and Honorary Members over the heart on a short ribbon as described in Section 3 with the red stripe on the wearer's right, at all stated meetings and on occasions of public ceremony. All past and present National Officers may wear the Insignia on a neck ribbon as described in Section 3. The dark blue stripe will be worn next to the neck and the red at the outer perimeter.

Section 5. Both the National President and the Society Presidents shall relinquish the insignias of their offices to the incoming Presidents at the time of their induction into office. The National President shall also relinquish to her successor the gold and silver gavel bearing the inscription:

Dames of the Loyal Legion of the United States of America - Presented by the Several State Societies - Made of treasured gifts, dedicated to noble service, a symbol of perfect unity -
Dedicated by Mrs. Wellington Q. Hunt, President, April 11, 1930

The gavel is the property of the National Society and not any State Society. The National President is held responsible for the safety of her insignia of office and the gavel. When not in use they are to be kept in a safety deposit box and clearly identified as the property of the National Society of the Dames of the Loyal Legion of the United States of America.

Section 6. Past National Presidents may wear the official ribbon three and one-half inch wide as a sash, having colors and stripes with the same proportion as the one and one quarter inch official ribbon.

Article VI. Committees

Section 1. The President shall appoint such committees as the work of the Society or the demands of the times may deem wise. Such Committee Chairmen shall be members of the Executive Board.

Article VII. Finance

Section 1. The National Executive Board shall determine the initial fees and per capita assessments. The following is a list of the charges to be paid to the National Treasurer by the State Treasurers:

\$20.00 - initial fee for an applicant (\$10.00 to go to the state, \$10 to go to National).

\$5.00 - per capita assessment per member to be paid by the first of March annually from the state Society.

\$25.00 - initial fee when organizing a State Society

\$25.00 - cost of a Society Charter to be paid by the State Society

\$2.00 - fee for supplementary line of descent

Member-at-Large fees and dues are paid directly to the Membership-At-Large Chairman. They are the following:

\$20.00 - initial fee unless transferring from a State Society

\$10.00 - annual dues

Section 2. All of the above mentioned charges are subject to review as circumstances warrant and the figures can be adjusted as deemed necessary.

Section 3. All new members joining the State Societies after the billing date of the first of January shall pay the full dues for the year to the State Society and the full per capita assessment to the National Society.

Section 4. Members who are in arrears and who have ignored two statements for dues sent to them by their State Treasurer shall be considered delinquent. Should they not respond to courteous efforts to make contact with them, at the end of one year they must be dropped.

Section 5. No Life Memberships shall be conferred.

Section 6. An allowance towards expenses shall be made available to the National President upon recommendation by the Executive Board.

Article VIII. Amendments

The Constitution and By-laws may be amended by a two-thirds vote of those voting at a duly constituted meeting of the Dames of the Loyal Legion of the United States of America, providing that the proposed amendments shall have been sent in writing to the membership at least two months prior to said meeting.

Date of Amendments: October 4, 2014
Approved at the National Assembly in Framingham, Massachusetts

National President: *Monie Upham*

Signature: _____