

## Chapter Handbook

### FOREWORD

The information contained in this handbook represents the combined effort of the 1983-1984 National Board of Directors of the Women's Army Corps Veterans Association (WACVA).

The information provided within is intended to be a guide and can be depended upon in all cases to which it is applicable and is not inconsistent with the National Constitution and Bylaws. All changes must be approved by the National Board of Directors and changes and comments are always encouraged.

It is recommended that every chapter obtain an additional copy of this Handbook to keep on file for new members.

The cost of this Handbook is dependent upon the current cost of printing or reprinting and postage.

### THIS IS THE FIRST EDITION

Prepared by Doris L. Caldwell, National Constitution and Bylaws Chairperson; Edna M. Dryden and Martha J. McBroom, Past National Presidents; and Eldora M. Engebretson, National Sergeant-at-Arms; under the administration of: Mary "Cathy" Aleshire, National President, Women's Army Corps Veterans Association.

### PREAMBLE

We, the members of the Women's Army Corps Veterans Association, humbly petition the blessings of our Heavenly Father upon all our activities, that we may grow in grace and glorify our purpose to be of service to all veterans. We pledge allegiance to the United States of America and to the members in whose name we serve. We are resolved to promote justice, tolerance, peace, and good will among all men toward the end that all wars may cease.

WAC VETERANS ASSOCIATION HANDBOOK

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## SECTION A - NATIONAL

### POLICY

The Women's Army Corps Veterans Association shall have its existence in perpetuity and as such its purpose is to promote the general welfare of all veterans, especially the veterans of the Women's Army Corps and of the Women's Army Auxiliary Corps, in hospitals or wherever they may be; to provide publications pertaining to its members; and to further the general education and civic betterment programs for the general welfare of the community.

### HISTORY

Veterans and active members of the Women's Army Corps met in Chicago, Illinois, in 1946, under the sponsorship of the WAC Mother's Association, to organize a Women's Army Corps Veterans Association. On May 14, 1946 the Chicago Women's Army Corps Veterans Association was formed. On July 26, 1946, they were chartered as a general non-profit corporation in the State of Illinois.

Efforts to organize in other cities began and in August 1947 with a membership of approximately 150 members from five cities (Chicago, Illinois; Cleveland and Columbus Ohio; Milwaukee, Wisconsin; and Pittsburgh, Pennsylvania) the first meeting was held to establish a national association.

The first WAC-Veterans Flag was presented to the Association at the second National Convention held in Cleveland, Ohio, in 1948. In 1956 the original flag was sent to the WAC Center at Fort McClellan, Alabama.

On May 11, 1951, the National Certificate of Incorporation was notarized for signatures and on May 14, 1951 it was received for the record in the Office of the Recorder of Deeds, District of Columbia.

At a National Convention held in August 1951, the National Honor Guard was established by a resolution. Its purpose and formation of twenty-two (22) members was further amplified by a recommendation which was accepted at the 1952 mid-year board meeting. Members were selected from those who lived closest to Washington, DC to provide representatives for participation in ceremonies held in the District of Columbia.

The National Executive Council approved the formation of chapters within the Association, at a mid-year board meeting in 1953. As we enter into our 51st year we can be proud of our many accomplishments and contributions, and it is with this same pride and dedication that we can anticipate success in our future endeavors.

## SECTION B - CHAPTER

### SUGGESTED CHAPTER BYLAWS

The material presented in this section is intended to provide a guide for chapters in the preparation of their Bylaws. Chapter Bylaws should not be a duplicate of the National Bylaws, since a number of the Articles in the National Bylaws pertain only to the operation of the National Organization. The suggested Model has combined several articles in an effort to make Chapter Bylaws easier to develop at the local level. A chapter must give precedence to its needs and capabilities and of its members and insure there is no conflict with national policy.

Chapters must submit their Bylaws and any changes thereof, to the National Constitution and Bylaws Chairperson, for review to insure there is no conflict with national policy. They will become effective upon receipt of her approval and of course any decisions rendered by the National Constitution and Bylaws Chairperson are subject to appeal to the National Executive Board.

A chapter's Bylaws are a reflection of its abilities and goals and it is for those reasons that they need to be kept current and in keeping with national policy.

The information contained in these model bylaws can be depended upon in all cases to which it is applicable and is not inconsistent with the National Constitution and Bylaws.

## WOMEN'S ARMY CORPS VETERANS ASSOCIATION

### SUGGESTED MODEL OF BYLAWS

The following information is provided as a guide to assist you in writing your Chapter Bylaws. You are cautioned that your Bylaws must not conflict with the National Bylaws. However Chapters may combine any of the offices except President. Chapters may also deviate from officers duties as required by local circumstances. The National Chairperson of the Constitution and Bylaws will review your Bylaws to insure conformity with the National Bylaws and issue final approval.

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### PREAMBLE

We, the members of the Women's Army Corps Veterans Association, humbly petition the blessings of our Heavenly Father upon all our activities, that we may grow in grace and glorify our purpose to be of service to all veterans. We pledge allegiance to the United States of America and to the members in whose name we serve. We are resolved to promote justice, tolerance, peace, and good will among all men toward the end that all wars may cease.

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### CERTIFICATE OF INCORPORATION

In conformity with the Certificate of Incorporation filed by the Women's Army Corps Veterans Association on May 14, 1951, pursuant to the Code of Laws for the District of Columbia, we do certify as follows:

FIRST: The name of this organization shall be the \_\_\_\_\_ Chapter of the Women's Army Corps Veterans Association, herein after referred to as the Sample Chapter, WAC Veterans Association.

SECOND: The object of the \_\_\_\_\_ Chapter of the WACVA shall be the promotion of the general welfare of all veterans, especially the veterans of the Women's Army Corps and of the Women's Army Auxiliary Corps, in hospitals or wherever they may be; to provide publications pertaining to the members; to further the general education and civic

betterment programs for the general welfare of the community; and to promote social contacts among the members to further benefit the Chapter.

## BYLAWS

### ARTICLE I - POLICY

Refer to National Bylaws.

### ARTICLE II - MEMBERSHIP

Refer to National Bylaws.

*Committee Guidance:*

*Caution is given in selecting Honorary Members that the order of precedence be approved by the Chapter Executive Board prior to a vote by the Chapter members.*

### ARTICLE III - DUES

Refer to National Bylaws.

*Committee Guidance:*

*Dues for the Chapter should be in excess of that required for National Dues to cover local operating expenses such as printing and postage for the local newsletter, and participation in community and veteran projects.*

### ARTICLE IV - OFFICERS

Refer to National Bylaws.

*Committee Guidance:*

*Chapters may combine any of the elected offices except President. Term limits for Chapters shall be determined by local circumstances.*

*Nominations: A nominating committee of at least 3 members will be elected at the April meeting to present a slate of officers to the floor at the May meeting. Additional nominations may be made at the May and June meetings, prior to the elections.*

*This Article is an appropriate place to include elections, vacancies and duties of officers.*

### ARTICLE V- BOARDS COMMITTEES AND DUTIES

Refer to National Bylaws

*Committee Guidance:*

*Care must be taken to differentiate between Executive Board and Board of Directors.*

*The following listed standing committees are required:*

*Constitution and Bylaws/Parliamentarian, Historian/Publicity, Hospital/VAVS, Community Projects, Ways and Means.*

*Assignment of duties may be as the local situation warrants.*

*Publication of a newsletter is at the discretion of the Chapter.*

*Special Committees may be appointed as dictated by local circumstances.*

Included in ARTICLE V.

#### ARTICLE VI - REPORTS

- Section 1. All Officers and Chairperson of Standing and Special Committees shall submit to the membership a written report at each meeting. Those not able to attend a regular scheduled meeting will relay their reports to the Corresponding Secretary prior to the meeting. An annual written report will be submitted to the Chapter President and forwarded to the National Committee Chairperson as appropriate.

#### ARTICLE VII - MEETINGS

- Section 1. Meetings of the chapter shall be held at the time and place designated by the Chapter Executive Board
- Section 2. A special meeting of the chapter may be called by the President, or a majority of the Board of Directors or by the Executive Board, or by written request of one-third (1/3) of the chapter members.

#### ARTICLE VIII - QUORUM

- Section 1. One-fifth (1/5) of the voting membership shall constitute a quorum at a regular chapter meeting.

Committee Guidance:

Where local circumstance preclude the above special permission may be granted by the National Constitution/Bylaws Chairperson.

- Section 2. One-half (1/2) of the members of either the Executive Board or the Board of Directors shall constitute a quorum at their respective meetings.

#### ARTICLE IX - ORDER OF BUSINESS

- Section 1. The order of business at each meeting shall be in accordance with Robert's Rules of Order Newly Revised.

#### ARTICLE X - NATIONAL CONVENTION

- Section 1. Authorized representation at the annual convention shall be in accordance with the National Bylaws. Delegates and Alternates to attend the National Convention shall be elected at the last chapter meeting of the fiscal year, and they shall be certified as required in the National Constitution and Bylaws.
- Section 2. Registration fees of the president and of the delegates may be paid by the chapter if the treasury warrants.
- Section 3. To be eligible to attend as a Chapter Delegate, Alternate, or the Chapter president or her representative, national dues for the current fiscal year must have been paid not later than sixty days prior to the end of the fiscal year. Members who have not paid their dues by May 1st may not represent the chapter at the National Convention as a representative for the chapter.

#### ARTICLE XI - FISCAL YEAR

- Section 1. The fiscal year for the Chapter shall be from July 1st of each year through June 30th of the following year.

#### ARTICLE XII - DUTIES OF THE CHAPTER

- Section 1. It shall be the responsibility of the Chapter to comply with the provisions of ARTICLE XIII of the National Constitution and Bylaws.

#### ARTICLE XIII - PARLIAMENTARY AUTHORITY

- Section 1. The rules of parliamentary practice comprised in Robert's Rules of Order Newly Revised, shall govern all proceedings of the chapter, its Board of Directors and its Executive Board, and is subject to any special rules as may have been or may be adopted by the chapter.

#### ARTICLE XIV - AMENDMENTS

- Section 1. These Bylaws may be amended by two-thirds (2/3) vote of the voting members present, provided the changes have been submitted in writing at a previous meeting to the Constitution / Bylaws Chairperson, and has been read to all of the members present, and a written notice has been provided to all of the chapter members, prior to the meeting in which a vote is to be taken upon such amendment.
- Section 2. To avoid conflicts all proposed amendments to these Bylaws shall be submitted to the National Constitution / Bylaws Chairperson for approval and shall only become effective for the chapter upon receipt of approval.

#### ARTICLE XV - NATIONAL EMERGENCY

- Section 1. In the event of an National Emergency, the Board of Directors will set up the machinery to carry on the work of the Chapter.

SECTION C

APPENDIXES

This portion of the Handbook is designed to supplement the information contained in the Suggested Chapter Constitution/Bylaws.

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APPENDIX A

INSTALLATION OF OFFICERS

OFFICERS WILL BE FORMED AS FOLLOWS:

- a. President
- b. First Vice-President
- c. Second Vice-President
- d. Recording secretary
- e. Corresponding Secretary
- f. Treasurer
- g. Chaplain
- h. Sergeant-at-Arms

THE FOLLOWING IS TO BE READ BY THE INSTALLING OFFICER:

TO ALL OFFICERS:

You are doubtless fully aware that the price of privilege is responsibility. In assuming the position of an officer in the Chapter of the Women's Army Corps Veterans Association, you will be looked upon as a representative of the Association.

TO THE PRESIDENT:

(Call the Name). As the President to you goes the highest honor this group has to bestow; the arrow of distinction or failure of its aims and purposes will point to you. You will uphold the constitution of the Association and the Chapter. You will earnestly endeavor to conduct the business of the Chapter, honestly and democratically, to the best of your ability.

You shall be worthy of the faith placed in you by virtue of your office. You will serve the Chapter unselfishly, and further its aims to be of service to its members, and to the United States of America.

TO THE FIRST VICE-PRESIDENT:

(Call the Name). As the First Vice-President you will acquaint yourself with the duties of the Office of the President. You will hold yourself ready to assist her at all times, and to conduct the meetings of the Chapter in her absence. You will also serve as the Program Coordinator for the Chapter, and render assistance and advice as needed.

TO THE SECOND VICE-PRESIDENT:

(Call the Name). As the Second Vice-President, in the absence of the First Vice-President, you will assume her responsibilities. You will be the Chairperson of Membership and, in this capacity, you will work diligently toward increasing chapter membership.

TO THE RECORDING SECRETARY:

(Call the Name). As the Recording Secretary you will record all the minutes of the Chapter's meetings, with the knowledge that accuracy of your records is essential to the proper conduct of the business of the Chapter..

TO THE TREASURER:

(Call the Name). As the Treasurer and keeper of the funds of the Chapter, you will perform your duties with honor and dignity. It will be your duty as Treasurer to receive all funds, pay all authorized bills, and keep accurate records of all properties belonging to the Chapter.

TO THE CORRESPONDING SECRETARY:

(Call the Name). As the Corresponding Secretary, you will write all the business correspondence approved by the President or the membership.. You will hold yourself in readiness to carry out the aims of the President through the medium of your office. Communications sent out by you will be the silent messengers of your chapter. Exercise caution that they will reflect the best abilities you possess and that not only you, but your chapter will be benefited and recognized by your efforts.

TO THE CHAPLAIN:

(Call the Name). As the Chaplain, yours is a sacred responsibility. You will lead each meeting in prayer; you will aid the sick, comfort the distressed, offer condolences, and render such other kindred services as are pertinent to your office.

TO THE SERGEANT-AT-ARMS:

(Call the Name). As the Sergeant-at-Arms, yours is an important trust. You will perform the duties of your office with dignity and dispatch. You will see to it that the National Colors are properly displayed at all regular meetings and at all functions where indicated. Following the presentation of the Colors, you will lead the assembly in the Pledge of Allegiance, and the Preamble. You will be ready at all times to assist the presiding official.

TO ALL THE OFFICERS BEING INSTALLED:

To each of you, consider and perform well the duties of the office which you have been elected to hold. In so doing, you again pledge allegiance to the government of the United States of America, promising to uphold its Constitution and earnestly endeavoring to foster its true ideals of democracy and Americanism.

WITH THIS KNOWLEDGE, DO YOU DESIRE TO ACCEPT THE OFFICE TO WHICH YOU HAVE BEEN ELECTED?

Response: I DO.

AS A MEMBER OF THE WOMEN'S ARMY CORPS VETERANS ASSOCIATION, DO YOU SOLEMNLY PROMISE TO EXERCISE YOUR KNOWLEDGE OF RULES AND REGULATIONS SO AS TO PROMOTE FELLOWSHIP, HARMONY AND THE WELFARE AND DIGNITY OF THE CHAPTER?

Response: I DO.

Acquaint yourselves with the duties of your office immediately so that you may conduct the affairs of the chapter in a businesslike manner, impartially and impersonally, and promote the progress and well-being of the Association.

TO THE ENTIRE ASSEMBLAGE:

IT IS THE DUTY OF EACH OF YOU AT THIS TIME TO PLEDGE YOUR FULL SUPPORT AND COOPERATION TO THESE, YOUR NEWLY-ELECTED AND INSTALLED OFFICERS THAT THEIR BURDENS MAY BE LIGHTENED AND THEIR DUTIES MAY BE A PLEASURE.

## APPENDIX B

### CHAPLAIN

Each Chapter Chaplain should have available, to her, "The Chaplain's Handbook", which may be obtained from the National Office.

Be available to lend your advice, counsel, and services to members of your chapter.

In the event the chapter publishes a newsletter prepare a "Chaplain's Corner" column to report the death of members, non-members and immediate family members. Also, report the names of members who are ill and would benefit from cards and prayers from the membership.

Send get-well cards to those who are ill and sympathy cards to next of kin of the deceased. Get Well cards may be ordered through the National Chaplain.

Offer condolences and assistance. (Contact next of kin, advise them of the importance of having the deceased's DD214 or Discharge in order to obtain a flag and any benefits that might be available). Participate at funerals or services of members or family, when requested to participate by the family.

The National Chaplain shall be notified by using the Form WACVA-CHAP-2 found In Section D. to report the death of any member, parent of a member, immediate family member, or former member, as soon as possible. If the Chapter Chaplain is aware of the death of a women who served in the Army she may report her name.

The National Chaplain should be notified by letter of ill members. Please list the complete name and address. (NOTE: Report serious illness only - such as: Heart attacks, strokes, terminal illness, broken bones and surgery).

Arrange to have flowers sent as appropriate (if this is the policy of your chapter). NOTE: Floral displays for funerals are not always permitted at funeral services. It is advisable to consult with the local priest, pastor, or rabbi or with a member of the bereaved family before sending flowers.

Be responsible for invocations and benedictions at business meetings, social functions and such other prayers as required, and shall be in charge of Memorial Services.

## APPENDIX C

### EDITOR

If your Chapter publishes a newsletter the following information is provided as guidance:

- a. All those who submit reports or other informative data shall bear in mind the need for brevity.
- b. Officers and Chairperson are responsible for submitting reports, informative material, or other pertinent material within the deadline set by the Editor. The Editor should not publish any committee or officer's report on her own initiative, but may request submission of material from Officers and Chairpersons for publication. The responsibility of disseminating material in the publication rests with the Board of Directors.
- c. The Editor shall familiarize herself with the provisions of the Chapter's Constitution and Bylaws, and shall review all material for publication to preclude any conflict. If any question, concerning the material submitted for publication, should arise the matter will be referred to the Chapter's President for a final decision.

## APPENDIX D

### HISTORIAN/PUBLICITY

#### HISTORIAN:

An accurate record of the history of the Chapter is of vital concern to all members.

The Historian will record the history that occurs throughout her term. She shall gather news items, clippings, pictures and any other material concerning the activities of the chapter and/or the WAC Veterans Association.

She will be responsible for the maintenance of a scrapbook and use the materials she has gathered in each year of her term in office. Additionally, she should provide the National Historian with pictures and any other pertinent material for enclosure into the National Scrapbook. All pictures sent to the National Historian must be documented with the date, place, event, and properly spelled first and last names. The National Historian presents the scrapbook to the National President at the end of the President's term in office.

The Historian will also be responsible for writing the history of the chapter and should have access to all of the minutes of chapter meetings and Board meetings. Additional information can be obtained from chapter correspondence and personal notes taken of any social gatherings.

#### PUBLICITY:

Publicity for a chapter is very important. The Community needs to become aware of our purpose and activities. There are also many former service women who may be unaware of our Association that may be willing to provide the chapter with additional support.

Chapters need to establish contact with the editors of the local newspapers, radio and television offices/stations. When an event of importance is scheduled at the chapter, be sure the editor(s) is notified with strict adherence to individual deadlines.

A follow up to the editor just prior to an activity should include an invitation to attend. Remember, the press never pays a tab.

Whenever photographs are submitted to the print media, be sure to first query the editor as to their specific requirements. Color photos are never acceptable and most newspapers require at least 5"x7" and usually 8"x10", black and white glossies. Type your caption with proper identification of persons pictured – always with first and last names -- on a separate piece of paper. Put your own name, the chapter name and number, and your phone number on a slip of white paper and attach to the bottom edge of the picture, in case the editor needs more information. NEVER WRITE ON A PHOTO. Don't expect your photos to be returned.

For more specific information, including detailed examples of actual news releases and radio spots contact the National Historian/Publicity Chairperson. A Historian/Publicity Handbook is available from the National Office. Form WACVA CHAP 17 found in Section D will be used to report the Chapters Publicity efforts to the National Historian/Publicity Chairperson.

## APPENDIX E

### HOSPITAL VAVS

One of the major activities of the Association is to provide volunteer services in Veterans Administration (VA) Hospitals wherever possible.

Chapters shall achieve representation at VA hospitals to assist the National Association to obtain and maintain membership on the National Hospital Veterans Affairs Voluntary Service (VAVS) Board. Our objective is to obtain voting privileges on the National Committee for the Veterans Administration Voluntary Services (VAVS) Committee.

The National VAVS Representative must certify the Chapter VAVS Representative and the Deputy VAVS Representative to the area VA Hospital.

Each VA Hospital has a VAVS Committee. The committee is the best way to determine the needs of the hospital and to avoid duplication of the work of other groups.

The Chapter VAVS Representative and/or the Deputy VAVS Representative shall provide reports to the chapter members concerning the various activities and any other pertinent information that has been obtained from the VAVS Committee meetings.

Form WACVA CHAP found in Section D shall be used to request the certification of the Chapter VAVS Representative and the Deputy VAVS Representative has been provided in the forms section of this handbook.

Various activities include participation in voluntary services in not only VA Hospitals but in any hospital or medical facility where they may be needed.

Projects and activities at these institutions may include but are not limited to:

- Decorating.
- Distributing gifts and party favors.
- Furnishing and/or serving refreshments.
- Furnishing prizes.
- Holidays and associated parties.
- Operating booths at the VAVS Carnival.

Cash donations are usually made by the chapter to support the members participation at the Hospitals for parties.

## APPENDIX F

### COMMUNITY PROJECTS

To assure a growth posture is maintained a chapter shall become involved within the Community. A community may be defined as an individual, a group, an immediate neighborhood, city, state.

Chapter members shall provide the Chapter Community Projects Chairperson their volunteer activities using form WACVA CHAP found in Section D.

The Chapter will provide information on participation in community projects on form WACVA CHAP 5 and 6 found in Section D..

Suggested list of activities: Collect for various community drives, such as: Cancer, Heart, MD, March of Dimes, etc.

Volunteer to participate in disaster activities with Civil Defense or the American Red Cross.

Collect items for recycling and assist in any way to preserve our natural resources.

Participate in local civic patriotic activities/programs.

Offer personal assistance to foreign visitors.

Adopt a child through one of the non-sectarian organizations that support orphanages and/or schools.

Contribute to CARE with money, clothes or books.

Assist at various Society for Prevention of Cruelty to Animals (SPCA) or local humane societies with fund-raising activities.

The Army Community Services of a nearby military installation is continuously seeking volunteers.

#### Committee guidance

Monthly volunteer reports will result in a more complete annual report.

It is recognized that a chapter cannot participate in all of the activities suggested. It is recommended a selection of one major program that would be best suited to the capabilities of the chapter and of its members be pursued.

## APPENDIX G

### WAYS AND MEANS

Ways and Means is a method of raising funds and the type of fund raising activities is limited only by the imagination of the members of the Chapter.

The National Ways and Means Chairperson has many items for sale such as, the WAC Veterans Seals, the Chapter Past President Pins, WAC Veterans pins and charms. A list will be published in the "THE CHANNEL" and will indicate current items and prices.

A few suggestions from reported successful methods are:

- a. Rummage Sales
- b. Candy and Cake Sales (CAUTION - there may be some local/state restrictions on the sale of food items - be sure to check with the local government to determine if a vendor's license is required.)
- c. Promotional Dinners.
- d. Sale of Greeting Cards.
- e. Card Parties.
- f. Mini-Conventions.
- g. Sale of items purchased or donated by members.
- h. Raffles.
- i. Recycling of aluminum cans.

## APPENDIX H

### CHAPTER PROGRAMS

The program of the chapter is the sum of all of its activities. It represents the recommendations, thoughts, desires and ambitions of all of its members who strive to enhance the operation of the chapter.

When the chapter is first started, the first part of any program should be to become familiar with the National Constitution and Bylaws. This should provide the basis for the chapter to then plan their own program, keeping their capabilities as foremost and insuring there is no conflict with national policy.

The chapter should have a representative at each Pre-Convention Board, of Directors meeting and at each National Convention There is ample opportunity to present Chapter ideas, or to ask questions, and to solve problems associated with your chapter.

APPENDIX I

RECOMMENDED ORDER OF BUSINESS

- I. CALL TO ORDER
- II. ADVANCEMENT OF COLORS
- III. INVOCATION
- IV. PLEDGE OF ALLEGIANCE
- V. WAC PREAMBLE
- VI. ROLL CALL -OR ESTABLISH A QUORUM
- VII. READING OF MINUTES
- VIII. REPORTS OF OFFICERS
- IX. REPORTS OF COMMITTEES
  - A. STANDING COMMITTEES
  - B. SPECIAL COMMITTEES
- X. INTRODUCTION OF NEW MEMBERS
- XI. UNFINISHED BUSINESS
- XII. NEW BUSINESS
- XIII. RETIREMENT OF COLORS
- XIV. BENEDICTION
- XV. ADJOURNMENT

## APPENDIX J

### LETTER OF TRANSFER

A letter of transfer may be issued to any member upon her request. She may request a transfer to another chapter provided she has been accepted for membership in that chapter; or she may request to transfer to a Member-at-Large status. The member asks her present chapter to prepare a letter of transfer, see form WACVA-CHAP-5 found in Section D.. The letter is then sent to either the President of the gaining chapter or is sent to the National Office in the case of a transfer to become a Member-at-Large.

## APPENDIX K

### NATIONAL PUBLICATIONS

The publications indicated below may be obtained from the National Office and/or reproduced from the Chapter Handbook.. If a cost is indicated, be sure to check with the National Office before ordering.

CHAPLAIN'S HANDBOOK: (COST).

CONVENTION MINUTES:. Normally available in January following the National Convention in August.  
(COST)

CONVENTION PLANNING PROCEDURE BOOK: (COST).

HANDBOOK FOR THE HONOR GUARD: (COST).

\*NATIONAL CONSTITUTION AND BYLAWS: (COST).

NATIONAL HANDBOOK FOR CHAPTERS. (COST).

RESUME OF HISTORY AND POLICIES OF THE WOMEN'S ARMY CORPS VETERANS ASSOCIATION: (COST).

National publicity handbook: (COST)

Available from National Office at no cost:

MEMBERSHIP BROCHURES:

MEMBERSHIP CARDS:

NATIONAL OFFICERS AND NATIONAL COMMITTEE CHAIRPERSONS ONLY. National Letterhead Stationery, Envelopes, and Inter-organizational Memorandums may be obtained by sending a request, specifying the quantity of each item needed.

AUTOMATIC DISTRIBUTION OF PAMPHLETS/PUBLICATIONS: When Association publications are printed or revised there is an automatic distribution to the National Board of Directors.

All proposed changes to national publications must be sent to the National Officer or the National Chairperson having responsibility for the publication, for review. Upon concurrence with the recommended changes, she must obtain the approval of the current Board of Directors prior to implementation.

All proposed changes to the National Constitution and Bylaws must be sent to the Chairperson for review who then has the recommended changes published in THE CHANNEL not later than 60 days prior to the National Convention. If the 60 day requirement cannot be met then the changes must be unanimously approved by the National Convention Body.

APPENDIX L

CALENDAR

|          |  |
|----------|--|
| FEBRUARY | 15 February Profiles for candidates for National Office submitted Chairperson of the nominating committee.<br><br>Proposed Bylaw changes submitted to National Constitution/Bylaws Chairperson.<br><br>Proposed resolutions submitted to National Resolutions Chairperson whose name shall be announced in THE CHANNEL.      |
| APRIL    | Chapter Nominating Committee presents slate of Officers to Membership.<br><br>National dues are required for those who will attend the National Convention as a voting member.   |
| JUNE     | Annual election of Chapter Officers.<br><br>Election of Chapter Delegates and Alternates to National Convention.<br><br>30 June: End of fiscal year  |
| JULY     | 1 July: Dues of all members are payable and are to be sent to the National Treasurer.<br><br>3 July: Final Reports are due in the National Offices of the First Vice-President, Second Vice-President, National Hospital Chairperson, National Historian/Publicity Chairperson, and National Community Projects Chairperson. |
| NOV      | 1 Nov. ALL MEMBERS whose dues have not been paid by this date are delinquent.  |
| ANNUALLY | NATIONAL CONVENTION - date and location is decided two years prior.  |

SUGGESTED HOLIDAYS TO BE OBSERVED

|           |  |
|-----------|--|
| JANUARY   | Martin Luther King Day (3 <sup>rd</sup> Monday in January)   |
| FEBRUARY  | Washington's Birthday (3 <sup>rd</sup> Monday)   |
| MAY       | Armed Forces Day (Usually 3 <sup>rd</sup> Saturday)<br><br>Women's Army Corps Anniversary (14 May)<br><br>Memorial Day (Last Monday) |
| JUNE      | Flag Day (14 June)   |
| JULY      | Independence Day (4 July)  |
| SEPTEMBER | Constitution Day (Citizenship Day, 17 September)   |
| OCTOBER   | Columbus Day (Second Monday)   |
| NOVEMBER  | Veterans Day (11 November)   |
| DECEMBER  | Bill of Rights Day (15 December)   |

## APPENDIX M

### NATIONAL HONOR GUARD

The National Honor Guard for this Association was established in 1951 with 22 members who resided closest to the Washington, DC area. This was done to assure the Association was well represented, amid the other veteran groups, when participating at various ceremonies held in the District of Columbia.

The overall supervision of the Honor Guard is under the direction of the Captain of the Honor Guard. With the exception of the election of the Captain and Lieutenant of the Honor Guard which is conducted by the National Sergeant-at-Arms.

Application for membership in the National Honor Guard is always encouraged from any member of this Association.. A sample application form is located in the form section of this handbook..

Additional information may be found in the "Handbook for the Honor Guard", which was developed by the National Board of Directors, and is available for purchase from the National Office. New members to the Honor Guard will be provided a copy of the Handbook.

## APPENDIX N

### CONTRIBUTIONS

The organizations listed in this appendix are only a partial list of those to which this Association makes contributions to.

#### SEMPERVIRENS FUND - WAC VET REDWOOD MEMORIAL GROVE:

The grove was purchased as an everlasting tribute to all those who have served in the Women's Army Corps. The grove is 10 acres of land located in the Big Basin Redwoods State Park, in the Santa Cruz Mountains, in California. The land cost \$8,500 and was adopted as a National WAC Veterans Association project in 1972 and was paid in full in less than two years.

Donations are still being used to save even more Redwood trees by bringing them into the State Park where they will be preserved.

Send donations to: Sempervirens Fund, WAC Vet Redwood Memorial Grove, Los Altos, CA 94022.

#### THE WOMEN'S ARMY CORPS FOUNDATION:

The WAC Foundation, established in 1969, exists to raise funds to support the WAC Museum and to promote the role of women in the United States Army. It purchases equipment, supplies and services to enhance the operation of the WAC Museum. Funds for this work are primarily donated by former WACs, their friends and relatives, and women serving in the Army today. The Foundation sponsors a WAC Museum Reunion on even years in the month of May; it publishes a newsletter, "The Flagpole", twice a year, and it operates a WAC souvenir shop, THE FOOTLOCKER, in the WAC Museum. This non-profit organization is a private corporation that has been authorized to operate at Fort McClellan, Alabama. In 1983 when the WAC Museum Society was dissolved, the WAC Foundation accepted its assets and inventories to use for the benefit of the WAC Museum.

Donations may be sent to the WAC Foundation, PO BOX 5339, Ft. McClellan, Alabama 36205.

#### HOSPITALIZED VETERANS WRITING PROJECT (HVWP):

The HVWP began in 1946 by Elizabeth Fontaine, a journalist, who felt writing was good therapy for the men and women veterans in VA Medical Centers. The Veterans Administration first accepted creative writing as a recreational activity and today it is considered to be an aid to rehabilitation.

In 1952, another journalist, Margaret Sally Keach began the "Veterans' Voice", a publication to allow the veterans to see their efforts in print.

The efforts of these and many other journalists has required countless hours of dedication to insure this project is carried on in all VA Medical Facilities.

Donations may be sent to the Hospitalized Veterans Writing Project, 5920 Nail, Mission, Kansas 66202.

#### CATHEDRAL OF THE PINES:

This memorial was dedicated in 1946 to all the dead of WWII. In 1966 the Association approved a resolution to donate a sum of money to aid in the maintenance of the Bell Tower and to have the Association's name placed on a plaque which is permanently affixed to the wall of the Bell Tower.

Donations for the care and maintenance of this memorial may be sent to:  
Cathedral of the Pines Trust  
Ringe, New Hampshire 03461

APPENDIX O

CHAPTER PARAPHERNALIA

Prices are not quoted below because they are constantly changing. It is suggested that you contact the company and verify prices before placing the order.

ITEM

\*WAC VET Flag - Nylon Single  
Double

8' Staff (Oak)  
Spear

8' Aluminum Pole w/Spear

Cord and Tassel

Carrying Belt, White Web Single  
Double

Dust Cover

Eagle

\*NOTE: WAC VET Flag: Gold Background  
Green Letters (Cost per letter is  
Green WACVA LOGO (ADD PICTURE OF FLAG)

These items are handled by:

Colonel R. K. Walker Flag Company  
PO Box 14008  
Iroquois Station  
Louisville, KY 40214

(Phone: (502) 366-6516 or (502) 363-2188)

24 hour FAX Number: (502) 361-9994

Offices also in: Jacksonville, FL; Baltimore, MD; Memphis, TN;  
Brigham City, UT; and Washington, DC

Optional:

Caps Keystone Uniform Corporation  
428 N. 13<sup>th</sup> Street  
Philadelphia, PA 19123  
Attention: Jean Touhey  
Phone (215) 922-5493

APPENDIX P

INSTRUCTIONS FOR NATIONAL DUES TRANSMITTAL

Chapter Dues are due and payable on **July 1** of each fiscal year. They will be considered delinquent if not received by the National Treasurer by **November 1<sup>st</sup>**. Transmittals should be forwarded as frequently as necessary and the last one of the Fiscal Year should be in the hands of the national Treasurer **by June 30<sup>th</sup>**. The distribution of "THE CHANNEL" is based on the paid membership.,

Members listed on the Transmittal Form are to be in **alphabetical order and numbered in sequence, starting with #1 at the beginning of each fiscal year.** each additional Transmittal Form forwarded after #1 should commence with the next number in sequence. **Do not list auxiliary or associate members. Please code the Transmittals as follows:**

**CODE**

**R**      **Renewal** - Chapter members renewing their membership.

**N**      **New** -      New Person Joining - Indicate under remarks - **NEW**

**TRF**    A chapter Member who was formerly a MAL or member transferring from one chapter to another. In remarks section, indicate if member is a MAL transfer with MAL number or state if member is a "Former Member of Chapter \_\_\_\_". If a member transfers from one chapter or another or from MAL, National Dues for that year will normally have been paid., **DO NOT FORWARD ANY MONEY.** List them on the Transmittal, assigning a membership number in your current sequence.

**RE**      Use the RE Code when a member asks to be reinstated into the Association when they fail to pay their dues for the past Fiscal Year.

**If a member has a name change and/or address change, indicate such in the "Remarks Section" on the Transmittal**

If a member pays dues in advance of the current fiscal year their name should still appear on the FY Transmittal that advance dues were paid.

|                                 |         |   |
|---------------------------------|---------|---|
| <b><u>Current dues are:</u></b> | \$10.00 | All Renewals and New Members for the Full year effective <b>July 1<sup>st</sup></b> .                 |
|                                 | \$ 5.00 | <b><u>New</u></b> members joining January 1 <sup>st</sup> through June 30 of the current Fiscal Year. |

**CHECKS ARE TO BE MADE PAYABLE TO:                      WAC VETERANS ASSOCIATION - not to the Treasurer by name.**

**Reproducible forms are found in Section D of the Handbook.**

**EXAMPLES:**

| <b>CARD NO.</b> | <b>CODE</b> | <b>NAME, ADDRESS, &amp; ZIP +4</b>                                      | <b>AMOUNT</b> | <b>REMARKS</b>   |
|-----------------|-------------|---|---------------|--|
| <b>1/97</b>     | <b>R</b>    | <b>Adams, Sue<br/>111 Smith Avenue<br/>Chicago, IL 60606-6266</b>       |               | <b>New<br/>Address</b>                                 |
| <b>2/97</b>     | <b>N</b>    | <b>Brown, Ann<br/>2012 Brown Court<br/>Chicago, IL 60605-1212</b>       |               | <b>New<br/>Member</b>                                  |
| <b>3/97</b>     | <b>TRF</b>  | <b>Kelly, Joan<br/>111 Smith Avenue<br/>Chicago, IL 60604-9898</b>      |               | <b>From MAL<br/>#18-97<br/>Dues paid</b>               |
| <b>4/97</b>     | <b>TRF</b>  | <b>King, Louise<br/>303 Norway Street<br/>Chicago, IL 60606-6266</b>    |               | <b>TRF from<br/>#3 Dues<br/>paid to<br/>Chapter #3</b> |
| <b>5/97</b>     | <b>RE</b>   | <b>Wood, Betty<br/>212 Palm Desert Blvd.<br/>Chicago, IL 60605-5555</b> |               | <b>Reinstated<br/>was<br/>member in<br/>Chap. 96</b>   |
|                 |             |   |               |  |

The above sample shows the codes and way to prepare your Transmittal. Take just a moment and review - if done properly it will save time for both the Chapter Treasurer and the National Second Vice President (Membership). Accurate records are a must and will prevent duplication of names.

APPENDIX Q

ANNUAL BULLETIN

Annually the editor of THE CHANNEL publishes the Chapter Officer's names and addresses. A reproducible form can be found in Section D, WACVA-CHAP-8.

APPENDIX R

HONORARY CERTIFICATES FOR MOTHERS

Certificates may be awarded to a member's mother a means of showing respect and honor. A reproducible form can be found in Section D, WACVA-CHAP-11.

APPENDIX S

PRESIDENT'S ANNUAL REPORT

Each Chapter President is required to submit an annual report of the Chapter's activities to the National First Vice President. A reproducible form can be found in Section D, WACVA-CHAP-12.

## APPENDIX T

### ANNUAL CONVENTION

A chapter member wishing to run for a National Office must submit a Candidate Profile Form and be approved by her Chapter. A reproducible form can be found in Section D, WACVA-CHAP-14. This form must be submitted to the Chairperson of the Nominating Committee no later than 15 February.

Each Chapter elects delegates and Alternates to attend the Annual Convention. See the National Bylaws for the number eligible. A reproducible form can be found in Section D, WACVA-CHAP-15. This form must be forwarded to the National Credentials Chairperson.

A Chapter Presidents or delegate may exercise a proxy vote (See National Bylaws). A reproducible form can be found in Section D, WACVA-CHAP-16. Proxies are allowed when a Chapter is located more than 750 miles from the site of the Annual Convention. The completed form needs to be signed by the elected Chapter member and presented to the Credentials Chairperson.

APPENDIX U

National Office Functions

Listed below are the administrative functions to be carried out by the National Office:

- a. Maintain the membership files of members-at-large including preparation of transmittals and membership cards, posting of current information to the files, forwarding all funds received to the National Treasurer, on a weekly basis, and forwarding of National Dues Transmittal copies to the required officers and chairpersons.
- b. Prepare and mail membership packets to prospective members-at-large.
- c. Maintain supplies of organizational emblem imprinted stationary, envelopes, membership cards, etc., reordering when required.
- d. Maintain supply of convention ribbons (to be used with badges) to be provided annually to the current convention committee upon request. Ribbons are to be purchased in bulk, replenishing the supply as needed.

Standard Ribbon Colors:

|          |        |           |      |
|----------|--------|-----------|------|
| National | White  | Alternate | Blue |
| Delegate | Yellow | Host      | Red  |
| Member   | Green  | Honor     | Pink |

- e. Maintain a supply of the association membership brochures.
- f. Provide storage for scrapbooks and other memorabilia, from Past National Presidents, if they desire.
- g. A computer shall be located in the National office and the mailing list for THE CHANNEL shall be maintained and updated by the office. The office shall have the responsibility of coordinating matters with the Editor of THE CHANNEL and the publisher/printer.
- h. Retain files on active and inactive chapters.
- i. The National office shall have the responsibility for printing, distribution and maintaining adequate supplies in stock for the following association publications:
  - 1. National Constitution and Bylaws
  - 2. National Handbook for Chapters
  - 3. Handbook for the Honor Guard
  - 4. Chaplain's Handbook
  - 5. Resume of History and Policies of the WACVA
  - 6. Convention Planning Procedure Book
  - 7. Minutes of the Annual National Convention
  - 8. Any other publication, as may be directed by the Executive Board.

The responsibility for revising and updating the above items remains with the officer or chairperson to whom the duty has previously been associated, or to whom it has been assigned. The responsible officer, or chairperson, will provide camera ready copy to the National Office when changes and reprinting are required.

SECTION D

FORMS TO BE USED BY CHAPTERS

This portion of the Handbook is designed to supplement the information contained in the suggested Chapter Bylaws.

The forms included in this section shall be used in transmitting information to the National Association. They may be reproduced at the local level. Computer generated forms shall be exact duplicates..

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**Women's Army Corps Veterans Association**  
**APPLICATION FOR MEMBERSHIP**

Name: (Miss / Ms / Mrs.) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_

Telephone No.:(\_\_\_\_) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name while in Service: \_\_\_\_\_

Branch of Military Service: \_\_\_\_\_

Serial No.: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Date of enlistment: \_\_\_\_\_ Place: \_\_\_\_\_

Date of discharge: \_\_\_\_\_ Place: \_\_\_\_\_

Places served: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Please do not write below this line**

Directions:

Eligible women wishing to join the Women's Army Corps Veterans Association, Chapter \_\_\_\_\_ should return this application to the Membership Chairperson along with a copy of your DD214 (Armed Forces of the United States Report of Transfer or Discharge) or equivalent and the applicable dues:

1. Women who have served or are now serving honorably with the United States Army, the United States Army Reserve or Army National Guard of the United States, the Women's Army Auxiliary Corps, or the Women's Army Corps may join as Regular Members. Women who have served or are now serving honorably with any Branch of Military Service other than the Army may join as Affiliate Member.
2. Regular Member's dues are \$\_\_\_\_\_ per year; fiscal year is July 1 to June 30. For new members joining after Jan 1st, dues to the end of the fiscal year are \$\_\_\_\_\_ and then \$\_\_\_\_\_ per fiscal year thereafter, no matter when she renews.
3. Associate member's dues are \$\_\_\_\_\_ per year. For new Associate Members joining after Jan 1st, dues to the end of the fiscal year are \$\_\_\_\_\_ and then \$\_\_\_\_\_ per fiscal year thereafter no matter when she renews.
4. Attach **PHOTOSTAT COPY** of discharge papers only. These copies **WILL NOT** be returned to you.
5. All Regular Members will receive six (6) issues of the official national publication, "THE CHANNEL", per year. Associate Members do not receive "THE CHANNEL". All Members will receive ten (10) monthly issues of the local publication where applicable.

Date discharge checked: \_\_\_\_\_ By: : \_\_\_\_\_

Dues received: \_\_\_\_\_ Amount: \_\_\_\_\_

By: \_\_\_\_\_

Card No.: \_\_\_\_\_

**Women's Army Corps Veterans Association  
Inter Organizational Memorandum**

FROM: Chapter (Name & No.): \_\_\_\_\_ Date: \_\_\_\_\_

TO: National Chaplain

SUBJECT: Death Notice

**DEATH NOTICE FORM - Information for National Chaplain**

NAME OF DECEASED: \_\_\_\_\_

NAME IN SERVICE: \_\_\_\_\_ SERVICE SERIAL NUMBER \_\_\_\_\_

DATE OF DEATH: \_\_\_\_\_ CHAPTER NO.: \_\_\_\_\_ MAL: \_\_\_\_\_

NAME OF NEXT OF KIN: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP +4: \_\_\_\_\_

REPORTED BY: \_\_\_\_\_ CHAPTER NO.: \_\_\_\_\_

MAL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP +4: \_\_\_\_\_

**DEATH NOTICE FORM - Information for National Chaplain**

NAME OF DECEASED: \_\_\_\_\_

NAME IN SERVICE: \_\_\_\_\_ SERVICE SERIAL NUMBER \_\_\_\_\_

DATE OF DEATH: \_\_\_\_\_ CHAPTER NO.: \_\_\_\_\_ MAL: \_\_\_\_\_

NAME OF NEXT OF KIN: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP +4: \_\_\_\_\_

REPORTED BY: \_\_\_\_\_ CHAPTER NO.: \_\_\_\_\_

MAL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP +4: \_\_\_\_\_

**DEATH NOTICE FORM - Information for National Chaplain**

NAME OF DECEASED: \_\_\_\_\_

NAME IN SERVICE: \_\_\_\_\_ SERVICE SERIAL NUMBER \_\_\_\_\_

DATE OF DEATH: \_\_\_\_\_ CHAPTER NO.: \_\_\_\_\_ MAL: \_\_\_\_\_

NAME OF NEXT OF KIN: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP +4: \_\_\_\_\_

REPORTED BY: \_\_\_\_\_ CHAPTER NO.: \_\_\_\_\_ MAL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP +4: \_\_\_\_\_

**Women's Army Corps Veterans Association  
Inter Organizational Memorandum**

FROM: Chapter (Name & No.) \_\_\_\_\_ Date: \_\_\_\_\_

TO: National Hospital/VAVS Representative

SUBJECT: VAVS Representative and/or Deputy Representative Certification and  
Re-certification Request

1. Name and complete address of the VA Medical Center: \_\_\_\_\_  
\_\_\_\_\_

2. Name of the Chief of Voluntary Service for the VA Medical Center: \_\_\_\_\_  
\_\_\_\_\_

3. VAVS Representatives for (RE)Certification  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone Number: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

4. VAVS Deputy Representative for (RE)Certification  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone Number: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

This is a New Certificate: \_\_\_\_\_ This is a Re-certification: \_\_\_\_\_

Request that the named Representative be certified for a period of:

One year: \_\_\_\_\_ Two years: \_\_\_\_\_ Until Replacement is named: \_\_\_\_\_

If the Chapter has more than one Deputy Representative, Check here: \_\_\_\_\_  
and provide complete information on each, as above, on the reverse side of this form.

Chapter President: \_\_\_\_\_ Date: \_\_\_\_\_

**Women's Army Corps Veterans Association  
Inter Organizational Memorandum**

FROM: Chapter (Name & No.) \_\_\_\_\_ Date: \_\_\_\_\_

TO: National Hospital/VAVS Representative

SUBJECT: Hospital VAVS Annual Report

**Volunteering as Hospital VAVS Representative**

1. Name of VA Hospital(s): \_\_\_\_\_  
\_\_\_\_\_
2. Non-VA Hospital(s): \_\_\_\_\_  
\_\_\_\_\_
3. VAVS Representatives, Number: \_\_\_\_\_  
Deputy Representatives, Number: \_\_\_\_\_  
Number Regular Scheduled Volunteers: \_\_\_\_\_  
Number Non-Chapter Volunteers: \_\_\_\_\_  
Total Number of Volunteers \_\_\_\_\_  
Total Number of Hours: \_\_\_\_\_
4. Number VAVS Meetings Attended:  
Representatives: \_\_\_\_\_ Deputy Representatives: \_\_\_\_\_
5. Services to which Volunteers assigned: \_\_\_\_\_  
\_\_\_\_\_
6. Certificates/Awards: (Annual only) Give Names: \_\_\_\_\_  
\_\_\_\_\_
7. Parties: Number: \_\_\_\_\_ Types: \_\_\_\_\_
8. Donations: Money: \_\_\_\_\_ Objects: \_\_\_\_\_
9. Chapter participated in the following activities:  
National Salute: \_\_\_\_\_ Holiday Events: \_\_\_\_\_ Memorial Day: \_\_\_\_\_  
Patient Carnival: \_\_\_\_\_ Veterans Day: \_\_\_\_\_ Ward Parties: \_\_\_\_\_  
National Hospital Day Blood Drive: \_\_\_\_\_ Other: \_\_\_\_\_
10. Refreshments furnished: \_\_\_\_\_
11. Special assistance to Female Patients: \_\_\_\_\_  
\_\_\_\_\_
12. Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hospital/VAVS Chairperson: \_\_\_\_\_

Chapter President Approval: \_\_\_\_\_

## **Women's Army Corps Veterans Association Chapter Memorandum**

FROM: (Member): \_\_\_\_\_ Date: \_\_\_\_\_

TO: Chapter Chairperson, Community Projects

SUBJECT: Community Projects Individual Annual Report

### **Volunteering in the Community**

| <i>Activity</i>   | <i>Approximate Hours</i> |                     |
|---|--------------------------|---------------------|
| <i>For Organizations</i>                                      | <i>Monthly Total</i>     | <i>Yearly Total</i> |
| NON Veteran Hospital/Clinic                                   |                          |                     |
| NON Veteran Retirement Center/Nursing Home                    |                          |                     |
| Senior Center   |                          |                     |
| Handicapped   |                          |                     |
| School/Library  |                          |                     |
| Other:  |                          |                     |
|   |                          |                     |
|   |                          |                     |
| <i>For Individuals</i>  |                          |                     |
| Driving People to appointments, etc.                          |                          |                     |
| Helping shut-ins/Handicapped                                  |                          |                     |
| Meals on Wheels or Similar projects                           |                          |                     |
| Assisting Neighbors/Friends                                   |                          |                     |
| FUND DRIVES: i.e., Cancer, Heart, Arthritis, United Way, etc. |                          |                     |
| Other:  |                          |                     |
|   |                          |                     |
| <i>Special Projects:</i>                                      |                          |                     |
| Collecting Clothing, Coupons, Can Labels, Tabs, etc.          |                          |                     |
| Working in Soup Kitchen, Shelters, etc.                       |                          |                     |
| Aiding Local Community Groups                                 |                          |                     |
| Money Donation - Chapter, etc.                                |                          |                     |
| Money Donation - Individual                                   |                          |                     |
| Others:   |                          |                     |
|   |                          |                     |
|   |                          |                     |
|   |                          |                     |
| Total Hours   |                          |                     |

Please use additional sheet if necessary to describe community service not covered.

Member's Signature: \_\_\_\_\_



## **Women's Army Corps Veterans Association Inter Organizational Memorandum**

FROM: Chapter (Name & No.) \_\_\_\_\_ Date: \_\_\_\_\_

TO: National Chairperson, Community Projects

SUBJECT: Community Projects Chapter Annual Report

### **Volunteering in the Community**

| <i>Activity</i>   | <i>Approximate Hours</i> |                     |
|---|--------------------------|---------------------|
|   | <i>Monthly Total</i>     | <i>Yearly Total</i> |
| <i>For Organizations</i>                                      |                          |                     |
| NON Veteran Hospital/Clinic                                   |                          |                     |
| NON Veteran Retirement Center/Nursing Home                    |                          |                     |
| Senior Center   |                          |                     |
| Handicapped   |                          |                     |
| School/Library  |                          |                     |
| Other:  |                          |                     |
|   |                          |                     |
| <i>For Individuals</i>  |                          |                     |
| Driving People to appointments, etc.                          |                          |                     |
| Helping shut-ins/Handicapped                                  |                          |                     |
| Meals on Wheels or Similar projects                           |                          |                     |
| Assisting Neighbors/Friends                                   |                          |                     |
| FUND DRIVES: i.e., Cancer, Heart, Arthritis, United Way, etc. |                          |                     |
| Other:  |                          |                     |
| <i>Special Projects:</i>                                      |                          |                     |
| Collecting Clothing, Coupons, Can Labels, Tabs, etc.          |                          |                     |
| Working in Soup Kitchen, Shelters, etc.                       |                          |                     |
| Aiding Local Community Groups                                 |                          |                     |
| Money Donation - Chapter, etc.                                |                          |                     |
| Money Donation - Individual                                   |                          |                     |
| Others:   |                          |                     |
|   |                          |                     |
|   |                          |                     |
| Total Hours   |                          |                     |

Please use additional sheet if necessary to describe community service not covered.

Chapter Community Project Chairperson: \_\_\_\_\_

Chapter President Approval: \_\_\_\_\_

**Women's Army Corps Veterans Association**  
**Inter Organizational Memorandum**

FROM: Chapter (Name & No.): \_\_\_\_\_ Date: \_\_\_\_\_

TO: Chapter (Name & No.): \_\_\_\_\_ MAL status: \_\_\_\_\_

SUBJECT: Letter of Transfer

This is to certify that: (name of member) \_\_\_\_\_  
is and has been a member in good standing in our Chapter of the WACVA since: \_\_\_\_\_.

She has requested a transfer of her membership from this chapter to become a Member-at-Large(MAL) or a member of a new chapter for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

Note: She has held the following offices: \_\_\_\_\_

\_\_\_\_\_

Signatures: President: \_\_\_\_\_

Second Vice President: \_\_\_\_\_

Treasurer: \_\_\_\_\_

**Women's Army Corps Veterans Association**  
**Inter Organizational Memorandum**

FROM: (Applicant's name) \_\_\_\_\_ Date: \_\_\_\_\_  
TO: National President

SUBJECT: Membership in the National Honor Guard

Copies of the following sample form may be obtained from the National Sergeant-at-Arms, or may be reproduced locally by the Chapter. Submit the form in duplicate

**Application for Membership in the National Honor Guard**

I would like to volunteer to be a member of the National Honor Guard. I pledge to participate in one or more of the required appearances each Fiscal Year.

I am a: Member of Chapter # \_\_\_\_\_, or a Member-at-Large \_\_\_\_\_

I further affirm that I am able to meet the physical requirements necessary to be a member of the Honor Guard, as indicated in the Honor Guard Handbook.

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code+4 \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

\*\*\*\*\*

On (date): \_\_\_\_\_ Chapter (Name & No.): \_\_\_\_\_  
approved the application for the above applicant, for membership in the National Honor Guard and have verified the information above.

Chapter President: \_\_\_\_\_

(or 1<sup>st</sup> Vice Pres. If Applicant is Chapter President)

\*\*\*\*\*

Dates:

Appointed: \_\_\_\_\_ Applicant Notified: \_\_\_\_\_

Not Appointed: \_\_\_\_\_ Lieutenant Notified: \_\_\_\_\_

Notice to Channel: \_\_\_\_\_

Captain's Signature: \_\_\_\_\_

National President's Signature: \_\_\_\_\_

**Women's Army Corps Veterans Association  
Inter Organizational Memorandum**

FROM: Chapter (Name & No.): \_\_\_\_\_ Date: \_\_\_\_\_

TO: National Treasurer

COPY TO: National 2<sup>nd</sup> Vice President  
National Headquarters

SUBJECT: National Dues Transmittal

TRANSMITTAL FORM NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

A check in the amount of \$\_\_\_\_\_ is enclosed for the National membership dues of the following, for fiscal year ending June 30, \_\_\_\_.

Please list members alphabetically in numerical sequence by chapter membership card number.

| CARD NO. | CODE | NAME, ADDRESS, & ZIP +4 | AMOUNT | REMARKS |
|----------|------|-------------------------|--------|---------|
|          |      |                         |        |         |
|          |      |                         |        |         |
|          |      |                         |        |         |
|          |      |                         |        |         |
|          |      |                         |        |         |
|          |      |                         |        |         |
|          |      |                         |        |         |
|          |      |                         |        |         |
|          |      |                         |        |         |
|          |      |                         |        |         |

Remitted by Chapter Treasurer: \_\_\_\_\_

Page: \_\_\_\_\_ of \_\_\_\_\_



**Women's Army Corps Veterans Association**  
**Inter Organizational Memorandum**

FROM: Corresponding Secretary \_\_\_\_\_  
Chapter (Name & No.): \_\_\_\_\_ Date: \_\_\_\_\_

TO: THE CHANNEL Editor:  
National Corresponding Secretary  
Chapter File

SUBJECT: Chapter Officers

The following is a list of the Chapter Officers for publication in the annual bulletin.

President: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip +4 \_\_\_\_\_

First Vice-President: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip +4 \_\_\_\_\_

Second Vice-President: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip +4 \_\_\_\_\_

Recording Secretary: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip +4 \_\_\_\_\_

Corresponding Secretary: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip +4 \_\_\_\_\_

Treasurer: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip +4 \_\_\_\_\_

FROM: Chapter (Name & No.): \_\_\_\_\_ Date: \_\_\_\_\_

TO: THE CHANNEL Editor  
Corresponding Secretary  
Chapter File

SUBJECT: Chapter Officers Continued

Chaplain: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip +4 \_\_\_\_\_

Sergeant-at-Arms: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip +4 \_\_\_\_\_

Meetings: \_\_\_\_\_

\_\_\_\_\_

Chapter Paper: \_\_\_\_\_

Editor: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip +4 \_\_\_\_\_

Signatures: (Corresponding Secretary) \_\_\_\_\_

(Chapter President): \_\_\_\_\_

**Women's Army Corps Veterans Association**  
**Inter Organizational Memorandum**

FROM: Chapter (Name & No.): \_\_\_\_\_ Date: \_\_\_\_\_

TO: National President:

SUBJECT: Honorary Membership for Mothers of WACVA Members

Please issue a Certificate of Honorary Membership for Mothers for the following:

Mothers name: \_\_\_\_\_ Mother of: \_\_\_\_\_

Mother's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip +4 \_\_\_\_\_

Please issue a Certificate of Honorary Membership for Mothers for the following:

Mothers name: \_\_\_\_\_ Mother of: \_\_\_\_\_

Mother's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip +4 \_\_\_\_\_

Please issue a Certificate of Honorary Membership for Mothers for the following:

Mothers name: \_\_\_\_\_ Mother of: \_\_\_\_\_

Mother's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip +4 \_\_\_\_\_

Please issue a Certificate of Honorary Membership for Mothers for the following:

Mothers name: \_\_\_\_\_ Mother of: \_\_\_\_\_

Mother's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip +4 \_\_\_\_\_

Please issue a Certificate of Honorary Membership for Mothers for the following:

Mothers name: \_\_\_\_\_ Mother of: \_\_\_\_\_

Mother's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip +4 \_\_\_\_\_

Signatures: (Chapter President): \_\_\_\_\_

**Women's Army Corps Veterans Association  
Inter Organizational Memorandum**

FROM: Chapter (Name & No.) \_\_\_\_\_ Date: \_\_\_\_\_

TO: National First Vice-President

SUBJECT: Presidents Annual Report

Provide the following, as applicable:

Membership:

Total Number of members: \_\_\_\_\_

Community Projects:

Services Rendered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Number of members: \_\_\_\_\_

Hospital/Nursing Home Service:

Services Rendered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Number of members: \_\_\_\_\_

Patriotic Activities:

Veteran's Day: \_\_\_\_\_

Memorial Day: \_\_\_\_\_

Other: \_\_\_\_\_

Total Number of members: \_\_\_\_\_

Cash Donations:

Amount Given: \_\_\_\_\_

Publicity:

TV: \_\_\_\_\_

Radio: \_\_\_\_\_

Newspapers: \_\_\_\_\_

Other: \_\_\_\_\_

Number which gave publicity: \_\_\_\_\_

Chapter President: \_\_\_\_\_ Date: \_\_\_\_\_

**Women's Army Corps Veterans Association  
Inter Organizational Memorandum**

FROM: Name: \_\_\_\_\_ Date: \_\_\_\_\_

TO: National President

SUBJECT: Request for Payment

Make check payable to: \_\_\_\_\_

Send to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reimbursement requested for the following items:

| CHARGE TO POSTAGE, SUPPLIES, TRAVEL, ETC. | AMOUNT |
|---|--------|
|---|--------|

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ TOTAL \_\_\_\_\_

Each item for which payment is requested must be accompanied by a valid receipt or invoice attached to this Request for Payment.

Requested by: \_\_\_\_\_

Approved by (National President): \_\_\_\_\_

Date Approved: \_\_\_\_\_

**Women's Army Corps Veterans Association  
Inter Organizational Memorandum**

FROM: Chapter (Name & No.): \_\_\_\_\_ Date: \_\_\_\_\_  
or Member-at-Large: \_\_\_\_\_

TO: National Nominating Committee Chairperson

SUBJECT: Candidate Profile

**Profile Form - Candidate for National Office**

Name of Candidate: \_\_\_\_\_

Address of Candidate: \_\_\_\_\_  
STREET

\_\_\_\_\_ CITY STATE ZIP CODE

Phone Number of Candidate: ( ) \_\_\_\_\_

The name of: \_\_\_\_\_ is submitted as a candidate for the  
office of \_\_\_\_\_ in the Women's Army Corps Veterans  
Association and offers the following profile in support of its submission:

1. Service at the National Level:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Service at the Local Level:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Other pertinent information: (This may include other veterans work, service in the  
Army, employment, education, and membership in other organizations.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Sponsor: \_\_\_\_\_

This form must be submitted in duplicate.

**Women's Army Corps Veterans Association  
Inter Organizational Memorandum**

FROM: Chapter (Name & No.) \_\_\_\_\_ Date: \_\_\_\_\_

TO: National Credentials Chairperson  
National Treasurer  
National Corresponding Secretary

SUBJECT: Chapter Delegates to Annual Convention

**Delegates to Annual Convention**

**Name of Chapter President (for current year ending 30 June):** \_\_\_\_\_

Chapter President **WILL:** \_\_\_\_\_ **WILL NOT:** \_\_\_\_\_ attend in her capacity as a National Officer or Standing Committee Chairperson. If the Chapter President will not attend the convention, or will be attending in her capacity as a National Officer or Standing Committee Chairperson, the following **Chapter member is named as Chapter President Representative:** \_\_\_\_\_

---

| CHAPTER DELEGATES | CHAPTER ALTERNATES |
|-------------------|--------------------|
| 1. _____          | 1. _____           |
| 2. _____          | 2. _____           |
| 3. _____          | 3. _____           |
| 4. _____          | 4. _____           |
| 5. _____          | 5. _____           |
| 6. _____          | 6. _____           |
| 7. _____          | 7. _____           |
| 8. _____          | 8. _____           |
| 9. _____          | 9. _____           |
| 10. _____         | 10. _____          |

Note: INDICATE IF THE DELEGATE OR ALTERNATE IS TO HAVE A PROXY VOTE.

Signed Chapter President or Secretary (specify which): \_\_\_\_\_

**Women's Army Corps Veterans Association  
Inter Organizational Memorandum**

FROM: Chapter (Name & No.) \_\_\_\_\_ Date: \_\_\_\_\_

TO: National Credentials Chairperson, Annual Convention, WACVA

SUBJECT: Proxy Authorization

**Proxy**

Please be advised that I, \_\_\_\_\_, Delegate

From Chapter (number and name): \_\_\_\_\_

In (City and State): \_\_\_\_\_

to the Annual Convention of the Women's Army Corps Veterans Association scheduled to  
be held at the (name of hotel): \_\_\_\_\_

in (name of City and State): \_\_\_\_\_

hereby appoint the following as my Proxy, to vote and act in my name at all meetings and  
on all matters where authorized by the National Bylaws, with the same effect as if I were  
personally present.

Appointed member holding Proxy: \_\_\_\_\_

Status of Proxy Holder:

Chapter Delegate: \_\_\_\_\_

Chapter President or her Representative: \_\_\_\_\_

National Officer or National Standing Committee Chairperson from my Chapter: \_

I hereby revoke any Proxy or Proxies heretofore given by me to any person.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Women's Army Corps Veterans Association**  
**Inter Organizational Memorandum**

FROM: Chapter (Name & No.) \_\_\_\_\_ Date: \_\_\_\_\_

TO: National Publicity Chairperson

SUBJECT: Annual Report on Publicity

Annual reports will be sent to the National Publicity Chairperson by 3 July. The report should include: (Use extra sheets of paper if necessary.)

1. Newspaper publicity: (Include clippings, name of publication and date.)
  
  
  
  
  
  
  
  
  
  
2. TV stations and cable: (List type of coverage.)
  
  
  
  
  
  
  
  
  
  
3. Radio: (List type of coverage.)
  
  
  
  
  
  
  
  
  
  
4. Speeches: (List events and name of person giving speech, including date and place.)
  
  
  
  
  
  
  
  
  
  
5. Other events where publicity was presented about the Women's Army Corps Veterans Association.

Chapter Publicity Chairperson: \_\_\_\_\_

Chapter President: \_\_\_\_\_