

RITUAL  
and  
Special Services



Blue Star Mothers  
of America, Inc.



## Dedication

The history of the progress of humanity is a rough and winding path, slowly laboriously climbing up the heights of selfishness towards the fair plains of brotherhood, harmony, happiness, justice and peace. With the principles exemplified by Christianity, we have struggled on-now near-now far removed-from its standards.

Blindness, greed, ignorance and indifference, man's inhumanity to man, have loaded mankind down with an almost insuperable impediment to advancement. We have faltered and floundered on with narrow vision in mass progress. But with God's Light, we have blundered on somehow, and by His Grace we have been tediously mounting the hills of the path to the top of mountain of eventual attainment and freedom; the Truth makes men free.

With these milestones of slow achievement behind us, we can look down the vistas of the years ahead to the heights, as we tortuously wind mankind's weary way through the valleys and over the hills, ever upward and onward.

Our impediments are man-made and man-indulged. They are still the same old Nemesis, Materialism, Selfishness, Lust, Ignorance, and the Occupations of the Passing Day - which cause men's steps to weary and wander from the path. The self-gratifications of today become the impediments and the detours of tomorrow.

But today, we are met in appreciative memory of those who have spent themselves in the cause of troubled progress for us, that we may have another opportunity to dare to rid ourselves of our shortcomings, and frailties and to accept the Beacon wisdom of that Light set on the hills ahead.

Every new effort for mankind - every new sacrifice - is a lift toward the Beacon Light.

Today our memories are green. Today, we dedicate ourselves and our attitudes anew. Today we lay a wreath of appreciation on the brows and their memories in dedicating this Ritual to them who have served and saved and prolonged us and left us more firmly and fixedly on the Path.

We hereby dedicate this Ritual in loving memory of their patriotism and their sacrifices - the men and women veterans who have served and sacrificed and saved us.

May God richly bless them - living and dead for their worthy deeds and may their timeless efforts and glory mark a new and upward milestone toward the peak of Light, Truth, Justice, Brotherhood, and Peace.

(This dedication to be used if desired by States and Chapters when asked to dedicate a monument, buildings, flag staffs, or money when used for a memorial.)

Rudyard Kipling's "Recessional" or other poems may be used in closing.

### **"TO A GOLD STAR MOTHER"**

There's a land where the birds are singing  
And the skies are always blue  
On the other side of the rainbow  
Where your soldier waits for you.  
Safe at last from the sins of mankind  
And the ravages of war  
On the other side of the rainbow  
Is the son that you adore.  
In his eyes is the light of Heaven-  
On his face is the same loved smile-  
On the other side of the rainbow  
Where he'll greet you in a while.

## **ORIGIN AND HISTORY**

On January 22, 1942, the Flint News Advertiser printed a coupon in their newspaper, asking the Mothers of servicemen to fill it out, giving their name, address and telephone number. Also, the number of boys and their names in the various branches of the Armed Services.

On February 1st over three hundred Mothers met for the first time in the Durant Hotel at Flint, Michigan. Captain George H. Maines, who had conceived the idea for the group, acted as chairman. He reported that over one thousand applications had been received by the News Advertiser. It was decided to form a permanent organization, to be known as the Blue Star Mothers. Temporary officers were chosen.

On February 6th the story of the organization of the Blue Star Mothers was published in full, in the Congressional Record in Washington, D.C.

On March 8th over six hundred Mothers attended a meeting in the Flint High School Auditorium. Mrs. Mathilda Burling of New York, National President of the Gold Star Mothers of W.W.I. installed the National Officers with Mrs. Adda Harris of Flint as our first National President.

Chapters were quickly organized throughout Michigan, Ohio, and Wisconsin. In June, both Michigan and Wisconsin instituted Departments. In May 1943, the Department of Ohio was organized. In September 1945 the Department of California was instituted with Pennsylvania and New York not far behind. As so the Blue Star Mothers was organized from coast to coast with other departments in Iowa, Oregon and Washington, and Chapters at large in several other states and Hawaii.

Our Hospital, Rehabilitation and Welfare work is surpassed by none. We have received National recognition from the President of the United States as a fine patriotic service organization.

Whatever our individual church, whatever our personal creed, our common faith in God is a common bond among us all. In our fundamental faith, we are all one. Together, we thank the great Power that has guided the progress of our organization and that has preserved us as a nation.

## **NATIONAL CHARTER**

The Blue Star Mothers of America were incorporated by an Act of the Eighty-sixth Congress of the United States at the City of Washington.

Signed by: Sam Hayden, Speaker of the House of Representatives  
Carl Rayburn, President of the Senate Pro Tem

Approved and signed by the Honorable Dwight D. Eisenhower,  
President of the United States

June 1, 1960

## **OBJECTS**

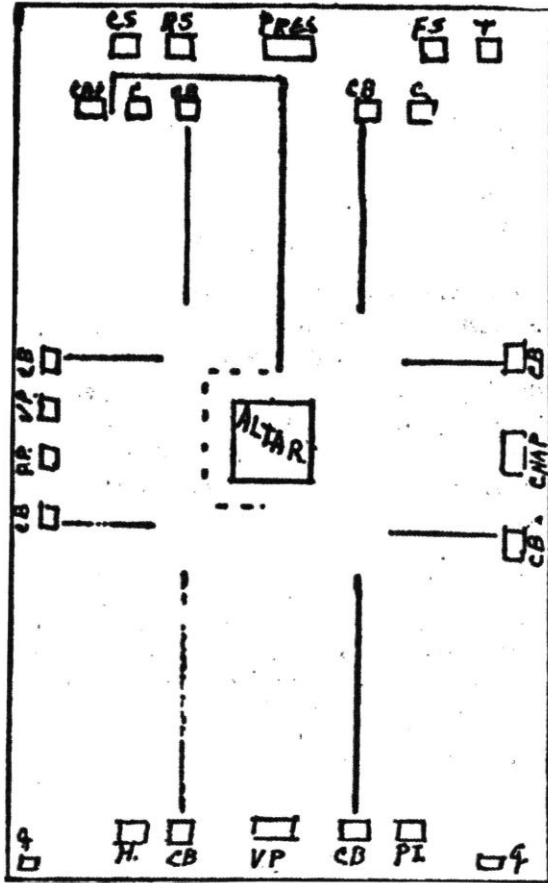
The objects and purposes of the Blue Star Mothers of America, Inc., shall be patriotic, educational, social, and service; to maintain true allegiance to the Government of the United States of America; to be true to the high ideals of Democracy; to encourage the principles of universal liberty, equal rights and full justice to all men.

## **LOYALTY OATH**

I do solemnly swear that I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny any person their rights under the Constitution of the United States.

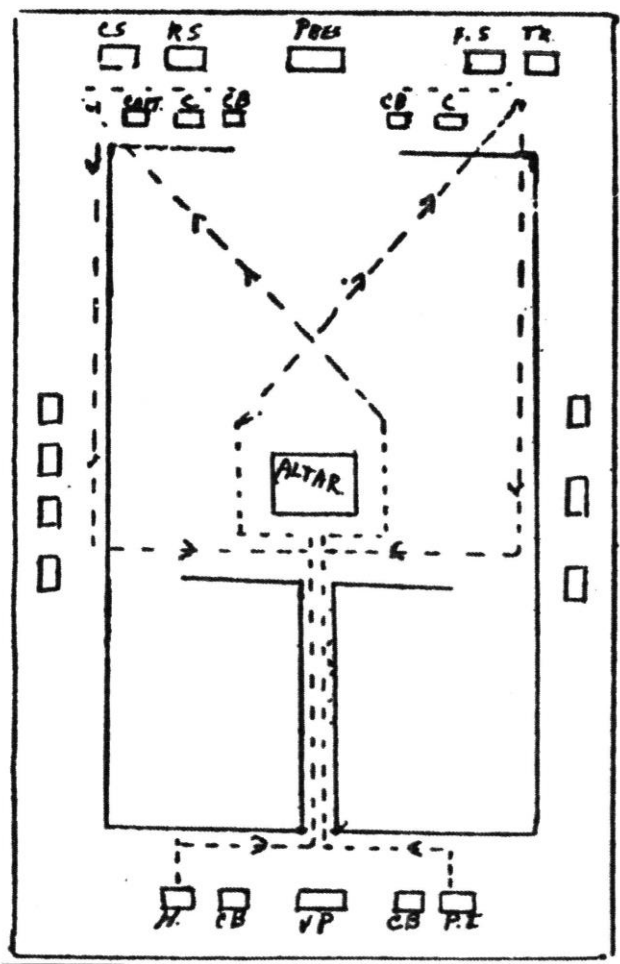
I do further swear that I will not so advocate, nor will I become a member of such an organization during the period I am a member of the Blue Star Mothers of America, Inc. I will support and defend the Constitution of the United States against all enemies foreign or

domestic; that I will bear true faith and allegiance to the same; that I sign the oath freely without any mental reservation or purpose of evasion, So Help Me God.



At State and National Conventions where there are more than two Vice Presidents, they can be seated as follows: 1st Vice President in the regular station, 2nd and 3rd Vice Presidents in the 2nd Vice President and Jr. Past President station, and 4th Vice President on the Chaplain's right. The Parliamentarian should be seated near the President with the Recording Secretary, Color Guards will be seated beside the Flag and Banner.





### Retiring of Flag and Banner

Solid line is for Color Bearers to follow. Dotted line is for the Patriotic Instructor and Historian to follow.

## **Charter and Organization Property**

Each Chapter shall be in possession of a Charter which must be in the room at each meeting.

The President is responsible for the safe-keeping of the Charter and will deliver it to her successor at Installation.

Each officer is responsible for property of her office and will deliver it to her successor within thirty days.

## **Bible and Altar**

The open Bible, on an Altar, in the center of the room, must be present in every Chapter when the Chapter is open for business.

After the Bible is opened, no member will pass between the Altar and the Presiding Officer's station except the officers doing floor work.

No article shall be laid on the Altar while the Bible is open.

The Bible shall be closed during the collection of all monies except Sunshine March.

## **Flag**

The Flag of the United States of America is necessary equipment of every Chapter and shall be displayed during each meeting. It should be placed to the right of the Presiding Officer.

The Flag of the United States of America should always be carried in an upright position. Do not dip the Flag to any person or thing.

Members in giving the Salute to the Flag when pledging allegiance to the Flag do not raise the arm until the word Pledge is spoken.

In giving the pledge, a pause follows the words “One Nation under God, indivisible.”

To salute the Flag properly, one will come to attention, raise the right arm on a level with the elbow; placing the right hand over the heart with the thumb in the center of the chest, pointing directly to the chin.

All Officers and members except the Color Bearers, shall stand at attention facing the Flag during the Pledge of Allegiance and National Anthem.

When the Flag passed, during the presentation of the Colors, salute and hold, until the Flag is posted. Then drop hand with precision to the side.

The Flag when passing on parade should always be saluted with the heart sign.

When holding the American Flag (either large or small) do not sing nor give pledge of allegiance.

## **Signs**

An officer or member may not enter a Chapter room, when the Chapter is open, without the permission of the Guard, except as provided in the ritualistic ceremonies of the Blue Star Mothers of America.

On being admitted to the room, the member will advance to the center of the room, behind Altar, salute Presiding Officer, then about face, go to First Vice President’s station and be seated.

When addressing the presiding officer the member shall stand and wait to be recognized.

When a member wishes to leave the room, she must stand, address the chair, ask to be excused then go to the altar, salute, and retire.

## **Uniform**

The uniform consists of the regular Blue Star Mother cap with the nationally adopted insignia, worn on the left side of cap, two inches from the front of cap; and long-sleeved, belted or straight white uniform, white gloves and white shoes. Capes optional but if used must be long, blue with white lining or white. Long white cape worn only by National President or Past National Presidents.

Blue Star Mothers must be fully uniformed for all public appearances as representatives of the organization.

The Colors and Officers doing the floor work must be fully uniformed at all times.

## **Floor Work**

Floor work as given in the ritual must be followed unless membership is insufficient. All meetings shall be opened with the Ritual's opening prayer and salute to the Flag, and shall be closed with the Ritual's closing prayer.

No officer shall change this floor work, but may, in public installations or memorials, add tableaus to beautify the floor work.

## **Gavel Instructions**

One rap of the gavel brings the assembly to order, or seats anyone standing. Two raps for the officers to rise, and three raps for the assembly to rise.

## **Presentation of Guests**

The Conductress will retire to the anteroom upon the announcement of guests, escort them to the Altar, and present them to the Presiding Officer who will receive them. If the visitors are of high standing, national or state officers, dignitaries of our Country, or speakers of renown, the Captain and the Colors will accompany the Conductress and Assistant Conductress to the anteroom. On the return march, the Captain and Colors shall precede the Conductresses and guests to the Altar, open ranks, forming an honor guard for them to approach the Altar. The Conductress will introduce the guests, and after they have been received by the Presiding Officer and seated, the Conductresses will go to their stations. The Captain and Colors will square the Altar and return to their stations.

## **Guards**

The Guards shall inquire the cause of all alarms. If by an intruder, dismiss her or him; if by a Mother, admit her.

The Guards must not admit anyone to a meeting during prayer, or when a report is being given.

The Guards, in reporting to the Presiding Officer, will march on the same line of entrance march, approach the Altar, salute and report. Salute again and return to their stations.

## **INSTRUCTION FOR FORMAL ENTRANCE OF OFFICERS**

One rap of gavel seats Officers and Members.

Officers retire in regular formation, and re-enter, escorted by Colors, except the Flag and Banner, marching clear around the room clockwise in square formation (double file - marching line to be kept to paces from officer's chairs and Altar). March to First Vice President's station, thence to Altar, Colors squaring same, to President's station; stop, Officers and Colors open ranks, face center, forming guard of

honor for President to go to her station. Close ranks. March to the right in double file, squaring the room to seat the First Vice President. Open ranks, seat officers, close ranks.

Square room to Second Vice President's and Junior Past President's stations. Open ranks, seat Officers, close ranks. Continue the line of march in square formation. When the Secretaries come to their station they step out of line and go directly to their stations. The same procedure follows for the Financial Secretary and Treasurer. Line of march continues to the Chaplain's station. Open ranks, seat Chaplain, and close ranks. Continue march, seating Patriotic Instructor, Historian, Conductresses and Guards who will step out of line to their stations. Proceed to the First Vice President's station. The Colors shall square the Altar and return to their stations. At the command of the President to retire and present the Flag and Banner. Colors No. 1 and 2 shall right and left face to the side of the room and around to the 1st Vice President station, with Colors No. 3-4-5-6-7-8 falling in line of march with the Patriotic Instructor and Historian falling in line of march to the Altar. At the Altar the Colors form a straight line behind and to each side, with the Patriotic Instructor and Historian stopping at the Altar and saluting the President. As the President returns the salute, the Colors right about face and counter-march to a point behind the Altar, thence to the 1st Vice President station and to the anteroom with the Patriotic Instructor and Historian following.

The Patriotic Instructor and Historian, with the Flag and Banner, will precede the Colors as they return to the Altar, and after the Colors have again formed a straight line behind and to each side of the Altar, the Patriotic Instructor and Historian shall square the Altar and proceed in a diagonal line, crossing halfway between the Altar and the President's station, to a place prepared for the Flag at the right and Banner at the left of the President. The Historian shall wait to post the Banner, until the Patriotic Instructor has posted the Flag and given the Heart Salute. The Patriotic Instructor and the Historian shall right and left face to the sides of the room, and return to their former positions

behind the Altar by way of a direct line of march, two paces beyond the line of Colors at the Altar. Face center and march to former position at Altar. Salute Presiding Officer. Colors square the Altar and return to their stations as in opening, followed by the Patriotic Instructor and the Historian.

When only two working Flags are used they shall assume the No. 1 and 2 positions. When four Flags are used they shall assume the No. 1 and 2, and 7 and 8 positions. The foregoing instructions can and should be followed whether 2-4 or 8 Flags are used.

In stacking the Colors, Color Guards march from their station to the Altar. There all lift their Flags in unison and place staffs on Altar while the President gives her charge, then they resume their former positions.

### **LINE-UP OF OFFICERS FOR ENTRY**

Captain

No. 1 Color Guard

No. 2 Color Guard

No. 3 Color Guard

No. 4 Color Guard

No. 5 Color Guard

No. 6 Color Guard

No. 7 Color Guard

No. 8 Color Guard

Inner Guard

Outer Guard

Ass't Conductress

Conductress

Historian

Patriotic Instructor

Chaplain

Treasurer

Financial Secretary

Recording Secretary

2nd Vice President

Jr. Past President

1st Vice President

President

### **INSTRUCTIONS FOR RETIRING OFFICERS**

Captain and Colors form square at the Altar. The Captain then faces and marches to the right of Altar, squares to center back of Altar and salutes the President. Then all march up to the station of the

President, who steps to inner line of march. Continue march to 1st Vice President, who steps in with the President. Then around to Jr. Past and 2nd Vice Presidents who enter line of march, as do the Recording Secretary, Financial Secretary, Treasurer and Chaplain. Continue to Patriotic Instructor and Historian, who step in line as do the Conductress, Assistant Conductress and Guards. All pass into the anteroom.

Note: If you retire officers for formal entry, the Color Guards open rank, officers pass through. Then all officers change sides for correct position for entry.

## **INSTRUCTIONS FOR CHAPLAIN IN OPENING CEREMONIES**

On command of the Presiding Officer, the Chaplain carrying the Bible, and the Colors will march in a direct line of march to the Altar. The Colors stopping three feet therefrom. The Chaplain will take one step forward, turn left squaring Altar to a position in back of it. "Place Bible on Altar, open it facing the Chaplain and give the ritual opening prayer." After the prayer she will turn right squaring Altar to former position with Colors; then all right about face, and return to their stations.

For the closing prayer, the Chaplain will go to the Altar alone. She will follow the same line of march as in the opening.

All members will stand with the left hand clasping the right hand in front of them during prayer.

### **Opening Ceremonies**

**President:** (two raps of Gavel) "The Officers will retire for formal entry and opening of the Chapter." (Optional)

**President:** "Blue Star Mothers, we have met to transact such business as may come before our Chapter."

“The Officers will retire and present the Colors.” (3 raps of gavel for assembly to rise) As Flag enters the room; all give heart salute. After the Patriotic Instructor posts Flag, she salutes it; then Banner is posted and officers return to Altar and, thence to their stations.

**President:** The Officers and Members will sing the National Anthem, or America, or stand at attention while the National Anthem is played.

**Guard:** (Approaching the Altar) “Madam President, the doors are closed and guarded.”

**President:** “Madam Chaplain, you will lead in our opening prayer.”

**Chaplain:** “Let us pray:”

“Dear God, we ask Thy blessing upon those here assembled, that we may perform the duties that lie before us, according to Thy Divine love and mercy, that mankind may benefit through our actions. Teach us to be loyal and true to the ideals for which our sons and daughters fought. Help us to serve our fellow men, and by the principles of brotherly love and patriotism, lead us toward a just and lasting peace. Help us, God, in all we do and to Thee alone shall we give all honor and praise. Amen.”

**Patriotic Instructor:** “Officers and Members you will unite with me in the Pledge of Allegiance to the Flag of Our Country.”

“I pledge allegiance to the Flag of the United States of America and the Republic for which it stands - one Nation under God, indivisible, with liberty and justice for all.”

**President:** “Madam First Vice President, what are your duties?”

**First Vice President:** “To preside in the absence of the President, assist in all Chapter projects, and perform any other duties that may be required.”

**President:** “Madam Second Vice President, what are your duties?”

**Second Vice President:** “To assist the President and the First Vice President in the duties of their respective offices, to preside when the President and First Vice President are absent and to perform such other duties as may be required.”

**President:** “Madam Historian, you will lead in the Preamble of the Blue Star Mothers of America.”

**Historian:** “We the Mothers of members of the Armed Forces of the United States of America, do unite to establish a permanent organization.”

“Desiring to continue to be of service to our Nation, we dedicate our time and our lives, if necessary, to the perpetuation of democratic government and are proud and honored that our sons and daughters have been chosen to serve their Country.”

**President:** “The objects of our order are patriotic, benevolent, and charitable. May our proceedings be harmonious and beneficial to all. I now declare this Chapter opened for the transaction of business.”  
(One rap of the gavel to seat the assembly)

## **ORDER OF BUSINESS**

Roll Call of Officers

Reading of Minutes (Include all special meetings)

Presentation of Distinguished Guests

Report of First Vice President

Report of Treasurer

Report of Committees  
Applications for Membership  
Initiation of New Members  
Reading and Disposing of Communications  
Reading and allowing of Bills  
Unfinished Business  
New Business  
Draping of Charter  
Sunshine March  
Financial Secretary's Report (Money received during meeting)  
Remarks for the Good of the Order  
Closing Ceremonies

## **CLOSING CEREMONIES**

**President:** "Officers and Members, I am about to close this meeting. It is hoped that it has been pleasant and profitable to all of us. You will arise and assist in the closing ceremonies."

(Three raps of gavel) "We will now sing our Closing Song. "We're the Blue Star Mothers of America."

"Madam Chaplain, you will now ask a parting blessing."

**Chaplain:** "God, our Father, we commend to Thy loving care the transactions of this meeting. May our every act be dedicated to Thy Glory and Honor. As we separate, one from another, let the memory of our services, and mutual love prevail. Imbue us with that Spirit of Peace and Harmony, that our efforts may shed joy and happiness upon the paths of those less fortunate than ourselves. Help us, O God, to walk in Thy way and teach us to be truly thankful for all good things. Amen."

(Chaplain closes Bible, and returns with it to her station.)

**President:** "The Officers will retire the Flag and Banner."  
"We will have the Stacking of Colors."

“Americanism is an unfailing love of country;  
Loyalty to its institutions and ideals;  
Eagerness to defend it against all enemies;  
Undivided allegiance to the Flag and desire to secure our blessings of  
liberty to ourselves and posterity.” “I now declare this meeting closed  
until our next regular meeting -- unless otherwise ordered. Officers  
will retire.”

### **Initiation**

**President:** “Madam Secretary, have you any applications for membership in our Chapter?”

**Secretary:** “Madam President, we have \_\_\_\_\_ (reading name or names) who have been sponsored by \_\_\_\_\_ and wishes to become a member of our Chapter.”

**President:** “If these Mothers are in the room will they please retire to the anteroom.”

“The Captain, Colors and the Conductress will retire and present these Mothers to the Altar.”

**Conductress:** “Madam President, I wish to introduce to you these Mothers who desire to become members of our organization.”  
(Introduce them by name).

(The assembly will rise and remain standing until the new members have been escorted to their seats and the Color Bearers return to their stations.)

**President:** “Madam Chaplain, you will obligate these Mothers.”

**Chaplain:** “You will raise your right hand and repeat after me:  
“In the presence of the Eternal God, surrounded by these Blue Star Mothers, I swear to support the Constitution of the United States, to

do my utmost to protect its Flag and institutions. I pledge my services to assist the parents of servicemen and of veterans and their dependents, who may need aid, encouragement, or protection; to be true to the ideals of our democracy; to encourage the doctrine of universal liberty, equal rights and full justice to all men; to be loyal to the principles of patriotism and good citizenship to the best of my ability. I promise to obey the Constitution and By-Laws of the Blue Star Mothers of America, and the Department under whose jurisdiction I may be, and to obey all orders that may emanate from the properly constituted authority. This obligation I promise to fulfill, so help me God.”

“Let us pray.”

“Our Heavenly Father, we beseech Thy Blessings upon these Blue Star Mothers. Heed our prayer and sustain them in the obligation they have taken. May these new members create a greater understanding of friendship, comradeship, and loyalty, and may they be spared many years for useful life. Endow them with the spirit of love that they comfort and help those in need and one another. We ask this is thy Holy Name. Amen.”

**President:** “It gives me great pleasure to welcome you into our Organization and trust that you will be so impressed with our labors that you will readily assist us in carrying on the work of our Chapter.”

“The Captain, Colors and Conductress will escort you to your seats.”

## **INITIATION INSTRUCTIONS**

The Captain, Colors and Conductress and the Mothers who wish to become members retire to the anteroom.

When the Officers and new members are ready for entrance, at a signal from the Captain, the Chaplain goes to the altar, salutes the President, squares the altar to the left, then marches to a position in

front of the President's station when she is met by the President, and they approach the altar together.

Line up of Officers: The Captain leads, followed by the Colors who form a V; the top of which is two paces beyond the front line of the altar. The Conductress will escort the new members to a line back of the altar, for the obligation and prayer.

After the initiation, the President and Chaplain retrace their steps to their respective stations. The Captain and Colors will square the Altar and continue march with new members until all are seated. Then the Colors will return to the Altar, square it, and return to their stations.

During the obligation and prayers, all members stand.

After the meeting the Chapter will welcome the new members.

## **INSTALLATION OF OFFICERS**

**President:** "The Captain and Colors will retire and present the Installing Officer." Installing Officer is introduced by the President and presented with the gavel.

**Installing Officer:** "Madam President, have the books of your finance officers been audited and are they ready to be turned over to the successor? Have the new officers been elected and appointed according to our constitution and by-laws?"

"Madam Financial Secretary, are the officers-elect in good standing, according to your records?"

"I now declare the offices of this Chapter vacant and we are ready to proceed with the installation."

“Captain and Colors, you will retire the officers and escort the newly elected and appointed officers into the room for installation.”

**Captain:** “Madam Installing Officer, I have the pleasure of presenting these officers to you for installation.”

**Installing Officer:** “Madam Secretary, you will read the names and office of the Officers to be installed.”

**Installing Officer:** “Officers elect, you have been chosen to care for the welfare of this organization. This fact proves that the members have confidence in your ability to conduct the affairs of the Blue Star Mothers of America in a successful and conscientious manner. You know the principles involved and realize the necessity for keeping both the business and the social life to the highest standard. You will instruct its members in its purposes and aims. You will protect the good name of the Blue Star Mothers before the people of America. You will strive to prevent the distinction of class and creed. There is no rank among us, for we all answered the call of our country, when we gave our sons and daughters in its defense.”

“Are you ready to assume the obligation?”

(The assembly will rise and remain standing during the obligation, then be seated during the charges to the Officers.)

**Installing Officer:** “Madam Chaplain, you will obligate the officers-elect.”

**Chaplain:** “You will raise your right hand and repeat after me.”

“In the presence of Almighty God, I do solemnly promise that I will, to the best of my ability, faithfully perform the duties of the office to which I have been selected; that I will conform to and abide by the Constitution and By-Laws of the Blue Star Mothers of America and Department under whose jurisdiction I may be. I promise to do all within my power to promote the welfare of all Blue Star Mother

Chapters; I will be kind and considerate of my associate Blue Star Mothers members in word and deed. These obligations I promise faithfully to keep. So help me, God.”

**Installing Officer:** “Madame First Vice President, you have been chosen to an office second in importance to the President. It shall be your duty to assist the President in the discharge of her responsibilities, to preside in her absence, secure new members, and perform all other duties required.”

“Madame Second Vice President, it shall be your duty to assist the President and the First Vice President in the discharge of their duties. You will be required to preside in the absence of the President and the First Vice President. Therefore, you should familiarize yourself with the duties of these officers, that you may capably function for them, and perform such other duties as may be required.”

“Madam Third Vice President, it shall be your duty to assist the President, and the first and second Vice Presidents in the discharge of their duties. You will be required to preside in the absence of the President and the first and second Vice Presidents, therefore you should familiarize yourself with the duties of these officers, that you may capably function for them and perform such other duties as may be required.”

“Madam Fourth Vice President, it shall be your duty to assist the President, first, second and third Vice Presidents, in the discharge of their duties. You will be required to preside in the absence of the President, first, second and third Vice Presidents, therefore you should familiarize yourself with the duties of these officers, that you may capably function for them, and perform such other duties as may be required.\*

\*(In National and Departments the Vice Presidents shall be required to organize and institute new Chapters and Departments in their respective Districts.)

“Madam Recording Secretary, it shall be your duty to keep an accurate record of all meetings, read all communications, write all letters requested by the President, Executive Board or by the Chapter. You shall carry on the correspondence between this group and all other organizations, therefore, your good judgement and discretion will assist to preserve harmony and goodwill.”

“Madam Corresponding Secretary (optional), it shall be your duty to carry on any correspondence necessary and perform any other duty that may be required by the Chapter.”

“Madam Financial Secretary, it shall be your duty to receive all monies, keeping an accurate record of the same. You shall pay all monies to the Treasurer at the close of each meeting, taking her receipt for the same. You shall send in all per capita tax reports and have charge of all supplies.”

“Madam Treasurer, it shall be your duty to receive all monies from the Financial Secretary, giving her your receipt for the same. You shall pay all bills when properly authorized and signed by the President.”

“Madam Chaplain, yours is a sacred trust. In the discharge of your duties, you will be required to lead in the devotional exercises, and to invoke God’s blessings at all meetings and obligate new members. It shall be your duty to respond to all sickness and deaths reported, and to perform such other duties as may be required.”

“Madam Patriotic Instructor, it shall be your duty to display the Flag of our Country and to formulate plans to instill in the minds of members and the public, love and reverence to the Flag; to have it suitably guarded and to have due homage rendered to the Flag when publicly displayed. You shall lead in the Pledge of Allegiance to the Flag.”

“Madam Historian, it shall be your duty to compile a report of the leading accomplishments of the Chapter that are of general interest to

its members; to display the Blue Star Banner; and lead in the preamble to the Blue Star Mothers.”

“Madam Parliamentarian, it shall be your duty to act in an advisory capacity to the President. You may give an opinion in accordance to Robert’s Rules of Order; but the final decision is up to the Presiding Officer.”

“Madam Conductress and Assistant Conductress, it shall be your duties to properly prepare the room for all meetings; to assist in the initiation of members, the introduction of visitors; and to perform such other duties as may be required.”

“Madam Captain (optional), you shall see that the room is properly set up, and have charge of tableaux, drill work, and marches, under the direction of the President.”

“Madam Color Guards, it shall be your duty to assist the Captain and Conductresses, in the performance of their duties; the No. 1 and No. 2 Color Guards shall act as guards for the Flag and Banner.”

“Madam Musician, it shall be your duty to have charge of the musical exercises. The beauty and rhythm of the work shall be greatly enhanced by a proper execution of your music.”

“Madam Choral Director, it shall be your duty to promote vocal groups and to inspire more musical interest with our Organization.”

“Madam Guards, it shall be your duty to guard the door and prevent improper interruptions and to preserve order, under the direction of the President, when called upon so to act.”

**Installing Officer:** “Captain and Colors, you will now present the President at the Altar.”

(The assembly will rise and remain standing until the President has been escorted to her station, and then be seated).

**Installing Officer:** “Madam President, you have been elected to the highest office within the gift of the members. With this high honor come responsibilities and duties which you will be required to perform with fidelity and justice. You are the presiding officer. You appoint all Committees, unless otherwise provided for. It will be incumbent upon you to provide energetic and well informed leadership, plans and working provisions. I now present you with the gavel, your emblem of authority. Use it firmly and with discretion, but never in a dictatorial manner. Remember that the President is expected to set a good example. The success of this Chapter, for the period of your office, depends in a great measure upon your wise conduct of its affairs. I congratulate you and wish you great success.”

**Chaplain:** “Let us pray.”

“God, Our Father, Who dost control the lives and destinies of Thy people, bless these new officers in the obligations they have assumed. Give them wisdom to perform their duties, courage to overcome all obstacles, love to exemplify the beauty of our service, and honor that they may be a blessing to mankind, our Sons and Daughters, and Thee, their God. This we ask in Thy Glorious Name. Amen.”

(Installing Officer assumes her station and the Chaplain returns to her station).

**Installing Officer:** “Madam Captain, you and the Colors will escort the President to her station.”

“Madam Captain, you and the Colors will escort the Installed Officers to their stations.”

(The Captain and Colors return to Altar for instructions).

**Installing Officer:** “Madam Captain, you and the Colors will escort the Jr. Past President to the Altar.” (To receive her Past President’s Pin and History Book).

(Three raps of the gavel calls up Assembly).

**Installing Officer:** “By authority vested in me as \_\_\_\_\_ I hereby declare the Officers of this Chapter/Department duly elected and legally installed.”

“Officers and Members, I am happy and honored to present to you your President, \_\_\_\_\_. May this Chapter/Department have a happy and harmonious year under her leadership.”

### **INSTRUCTIONS FOR INSTALLATION OF OFFICERS**

Musician should have clear view of the floor work and officers.

Captain and Colors go to Altar, salute, and retire in regular line of march to anteroom, (or pick up Installing Officer, if she is in the room). They return and present the Installing Officer to the Altar, as an honored guest. She is then escorted to the President’s station when she is introduced by the President. Outgoing and Incoming Officers retire in regular formation. Installing Chaplain takes her place at Chaplain’s station. When the newly elected officers are ready, at a signal from the Captain, the Chaplain goes to the Altar, salutes the Installing Officer, squares the Altar to the left, and then marches to a position in front of the President’s station, where she is met by the Installing Officer. These Officers remain in this position until all the Officers, except the President, are installed.

Line of march of Officers:

Captain leads, followed by Colors, then the First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary (optional), Financial Secretary, Treasurer, Chaplain, Patriotic Instructor, Historian, Conductress and Assistant Conductress, Two Guards, Captain, and President who will enter with Officers and stand at the head of the V. The Officers are lead to a position directly in front

and a little forward of the First Vice President's station, where the Captain stops to form the point of a letter V. Colors and Officers separate and march diagonally to a point two paces beyond the front line of the Altar.

Installing Officer gives charge to officers elect.

Chaplain obligates the Officers. Assembly may then be seated.

As the Installing Officer give the charge to each Officer, that Officer steps one step out of line, toward the center, assuming her position in line, as her charge is completed.

**Installing Officer:** "Captain and Colors you will present the President at the Altar to receive her instructions."

The Colors countermarch to the Captain's position and the President is escorted by the Captain and Colors to the Altar as a high guest. When in position, the Installing Officer and Chaplain will approach to within two paces of the Altar. Captain introduces President to Installing Officer, and Charge is given. Chaplain gives Installation prayer, and Installing Officers about face, march back to previous positions, Installing Officer continuing to the President's station. The Installing Chaplain turns right, squares the line of Officers and returns to the Chaplain's station. The President is then escorted to her station, preceded by the Colors. The Captain and Colors counter-march to original position. Captain and Colors lead Officers, seating them as formal entry. (At State or National installation, the officers may be seated one at a time with additional ceremony).

The Captain and Colors return to Altar for instructions.

The Jr. Past President is escorted to the Altar to receive her pin and history book.

## INSTITUTION OF CHAPTER

**Presiding Officer:** “Here assembled are the designated Charter Members of \_\_\_\_\_ Chapter, Number \_\_\_\_\_ ready to be instituted into a Blue Star Mothers Chapter. It is fitting that we ask the Divine Guidance of our Heavenly Father in this undertaking, that He may imbue us with wisdom and love of service.” (Three raps of gavel).

“Madam Chaplain, you will attend the Altar.”

Chaplain (opens Bible): “Let us pray.”

“Almighty God, we invoke Thy Benediction upon the purposes of this assembly. May our service be established in Thine Honor. Let the light of Thy Love and Presence prevail in this new Chapter \_\_\_\_\_ Number \_\_\_\_\_. Make their meeting place one where love, harmony and service will always dwell. Endow the officers with wisdom, and may the membership be mindful of their duties toward Thee and one another. May they be loyal to the Blue Star Mothers of America and render love and service to our Veterans. Amen.”

**Presiding Officer:** “Madam Secretary, you will read the names of these mothers.”

**Secretary:** “Madam Presiding Officer I have the honor of presenting the following Mothers who desire to become Charter Members of this Chapter.”

(These Mothers will rise and answer “Present” when their names are read).

**Presiding Officer:** “Madam Conductress, and Colors, you will place the Mothers in the proper position to be obligated.” (Mothers are conducted to proper positions). “In the institution of this Chapter dedicated to service and love of humanity, with high ideals and an earnest desire to accept its responsibilities, we, the Mothers of men

and women who are serving or who have served with the armed forces of the United States of America, have formed ourselves into a permanent organization, to keep before us those ideals of humanity, liberty and patriotism, which our sons and daughters have fought to preserve, to the end that they might not have fought, suffered, or died in vain, and to perform such other duties as the Constitution and By-Laws may require.”

“With this knowledge of the purpose of this organization, are you ready to assume your obligation?” (Mothers answer, “I am”). “Madam Chaplain, you will administer the obligation.”

**Chaplain:** “That you may faithfully represent the Blue Star Mothers, maintain its honor and dignity, and perform the requirements indicated by its purposes, raise your right hand, and repeat after me.”

“Before this patriotic and sacred Altar, in the presence of those here assembled, I do solemnly and sincerely promise, before Almighty God, that I will abide by the Constitution of the United States of America, support its laws, traditions, and institutions. I promise that I will conform to the Constitution and By-Laws of the Blue Star Mothers of America and of the Department under whose jurisdiction I may be. I promise to keep green the memories of all Veterans of the United States of Armed Forces, and the do all within my power to aid them in the problems arising from their services to the Country.”

“I further pledge myself to assist in promoting peace, the advancement of liberty, democracy, justice, equality, and fair play in this Nation, that Veterans and ourselves may have opportunity, security, general welfare and happiness. I further promise that I shall promote harmony and cooperation among all Blue Star Mothers of this organization by word and act in every way. The solemn pledges I promise to perform and keep.”

**Presiding Officer:** “You will now be escorted to your seats.”

## INSTRUCTIONS FOR INSTITUTION OF CHAPTERS

The Chaplain will use the same line of march as in the regular opening. If work is done by a team, she will be escorted by the Colors. She returns to her station in the same manner.

The Mothers who wish to become members will assemble at the rear of the room. The Conductress will place the Mothers in a V back of the Altar, using the same procedure as for initiation.

After the initiation the next procedure is the election and installation of officers.

The presiding officer will then present the new Chapter with their Charter.

## DRAPING OF CHARTER

**President:** “Mothers, I regret to report the passing of Mother \_\_\_\_\_ since our last meeting.”

“Madam Chaplain, and Colors, prepare for the ceremony of draping the Charter.”

**Chaplain:** “With loving reverence we drape this Charter in memory of Mother \_\_\_\_\_ who has been called to her eternal home.” (Lovingly and reverently place drape or bow). “Let us pray.”

“Infinite and merciful God, Thou Who dost rule over the lives and destinies of Thy people, be with us in the solemn hour. May she who has been taken from our midst ever live within our memories, and may her kindly acts be our inspiration until we meet in that Chapter above, Eternal in the Heavens. Amen.”

Sacred song or appropriate music. (Then return to stations).

## **INSTRUCTIONS FOR DRAPING CHARTER**

The draping of Charter will be the same procedure as escorting the Chaplain to the Altar for opening prayer. When Chaplain is in position back of Altar, the Colors will lead to the President's station, turning right to the Blue Star Banner. Colors open rank for the Chaplain to go through, who places drape and offers prayer. An appropriate song may be used here. The Colors and Chaplain will proceed to the Altar form square, and return to their stations.

All members should remain standing during entire ceremony.

Sacred music should be played. The drape should be white or lavender, either a drape or large bow, and placed at the Chaplain's station and carried by her on open palms.

## **COMMITTAL SERVICE**

The Flag and Banner lead, followed by the Chaplain; then officers in two's form an avenue of each side of the grave. After the minister has said his prayer, the Chaplain steps to the head of the grave, with the Flag on the right side and Blue Star Banner on the left. Each Mother hold a flower to be later placed on the casket.

(The following address and prayer are suggested to be used in a church, mortuary, or home for a deceased Mother. Omit the Committal Ceremony unless used at the grave).

### **Address:**

**President:** "We come to the final hour on earth with the remains of our dear Mother. Death in our midst is always a shock no matter what may be the circumstances. The work day of life still leaves us unprepared for parting with our loved ones."

"Each of us is summoned to earth by the mystery of birth and we depart by the mystery of death. From heaven we descend to our life here and at its end we return again to God and Heaven."

“There is no mystery, unless we have been too attentive to the passing day, and engrossed with the Now, have not had concern with Tomorrow. Life is a mere interlude for every man in the endless path of eternity. It did not commence with birth, and it does not end with death. We are in a timeless universe without beginning or end.”

“Here, is our opportunity for service and growth in understanding. We win our reward in Heaven by the good we have accomplished. At the same time we may find that light which makes our future steps a lighted way, as far as we have need.”

“Let us dry our tears. We have not lost this Mother. May we think of her as living - and loving you as before. May we understand and be comforted.”

**Chaplain:** (Prayer)

“Infinite God, we turn to Thee again, in the hour of deep solemnity, seeking more of understanding, of comfort, and of Thine aid.”

“We are gathered to bid farewell and Godspeed to our departing Mother, as the gates of Heaven open to her; welcoming her to the joys of a higher and better life. She is now with Thee. Thou hast explained to her the mystery of death, as each of us, in turn, must be taught. We are comforted by this consolation; like the stranger who asked for a light that he might find his way into the unknown, we too place our hand in Thine and trusting Thee find answer, better than any known light.”

“And now, O God, give us strength and peace and comfort as we depart. In his name, Amen.”

**Committal Ceremony:** “Tenderly, O Freed Soul, do we relieve Thee of the last clinging touch of the house of clay in which Thou hast lived; we know we do Thee service, Blue Star Mother, by committing these material elements to the bosom of Mother Earth.”

(Tenderly drop flowers on casket as words, “by committing these material elements to the bosom of Mother Earth.”)

## **ANNUAL MEMORIAL CEREMONIES**

This ceremony may be used as the Annual Memorial Service at a regular or special meeting held nearest to the 30th day of May, or as a public ceremony in honor of Memorial Day.

The Altar Cloth to be used is white. It is to be folded in a square and placed at the First Vice President’s station. As she joins the procession, she carries it out of the room, and then gives it to the Altar Cloth Bearers to handle. Number of Color Bearers is optional: 4, 6, or 8.

A white Bible is to be used for this service. If the Bible on the Altar is white, the Chaplain will approach the Altar in the usual manner, close the Bible and retire with it, after the other officers have left the room. The Altar Cloth is carried, reverently outspread so that it may be gently lowered into place. When all are in line, and the Altar has been draped, then the Chaplain, with the white Bible, shall step forward three paces, place the Bible in the center of the Altar, resting the back of the Bible on the Altar gently as she at the same time opens it, and then again steps back three paces and remain standing there until the ceremony is completed, after which she again steps forward to within one pace of the Altar and says her prayer, then again resuming her former position three paces back.

The President, two paces in front of her station facing the Altar, reads the following Scriptures, slowly, reverently, and distinctly, while the procession enters the room, and while the Altar is draped and the Bible is placed and opened: St. John XIV, 1st verse. “Let not your heart be troubled. Ye believe in God, believe also in Me.”

2nd “In my Father’s house are many mansions. If it were not so, I would have told you. I go to prepare a place for you.”

3rd “And if I go and prepare a place for you, I will come again and receive you unto Myself; that where I am, there ye may be also.”

4th “And whither I go ye know, and the way ye know.”

5th “Thomas sayeth unto Him, Lord, we know not whither Thou goest; and how can we know the way?”

6th “Jesus sayeth unto him, I am the way, the truth, and the life; no man cometh unto the Father but by me.”

15th “If ye love Me, keep My Commandments.”

16th “And I will pray the Father, and He will give you another Comforter, that He may abide with you forever.”

18th “I will not leave you comfortless; I will come to you.”

26th “But the Comforter, which is the Holy Ghost, whom the Father will send in My Name. He shall teach you all things, and bring all things to your remembrance, whatsoever I have said unto you.”

27th “Peace I leave with you. Peace I give unto you; not as the world giveth, give I unto you. Let not your heart be troubled, neither let it be afraid.”

**Blue Star Mother Candle Bearer:** “Death has entered our midst and has summoned the following Blue Star Mothers to their Eternal Home.”

**Blue Star Mother Eulogist:** Reads the list of names of deceased Blue Star Mothers.

**Veterans' Candle Bearer:** "In this solemn hour, we honor our illustrious dead, who have made the supreme sacrifice that Democracy might live."

**Veterans' Eulogist:** Read the list of such known Service Men and Women. If none are listed then refer to all Service Men and Women who have made the supreme sacrifice.

**Blue Star Mothers' Eulogist:** "We pause in loving tribute to the deceased Blue Star Mothers, who only yesterday were our companions of earth, joined in our mutual patriotic efforts."

"Before us passes in review the kindly services they rendered to our Veterans and to all fellow men."

"The tapestry of service rendered, in their lives, causes us to bow in homage - it gives us spiritual strength and bids us not to falter in our line of duty, in the pattern they have woven."

"They imparted courage and strength to others in the face of the storm of life - spiritual blessing in the hour of trial - and security in the time of need."

"Each of these dear Blue Star Mothers has met the challenge of mortal service and for each is laid up a crown of righteousness. May they press on to God's farthest heights and His Blessings rest upon them, as the Angel hosts surround; and peace forever more."

"We shall miss them. Theirs, too, is illustrious service."

"Not til the loom is silent,  
And the shuttles cease to fly,  
Shall God unroll the canvas,  
And explain the reason why.  
The dark threads are needful,

In the Weaver's skillful hand.  
And the threads of gold and silver,  
In the pattern He has planned."

**Veterans' Eulogist:** "Today, we are met in profound Memorial of these Service Men and Women - these Veterans who have served humanity, country, the world and God. To these timeless ideals and rewards, they have contributed their last full measure of loyalty. This is their endless honor, their infinite praise, their highest consummation. Their reward is now that closeness to Infinity which is man's ultimate aim. The only justification for their supreme sacrifice is that men may have peaceful homes, a peaceful nation, a peaceful world, and a peaceful soul. For their Country and for all nations, they served that man may pursue life and eternity with freedom, with justice, with opportunity, and equality; 'where no man profits at another's ill and all are brothers'."

"This torch they have now passed to us to fulfill first, and then to enjoy. To us they have left the challenge. We are the Service Men and Women of peaceful days and how we are measuring up to the heritage left us - as citizens?

"There is no death. Life is without beginning and without end. We came from the throne of Heaven and to God we return."

"Bright Spirit, let thy light be given,  
With tender and celestial ray,  
Beaming like some Star from Heaven,  
To guide us on our earthly Way.  
Clad in Thy Immortality,  
Even now, we hear Thee joyfully sing,  
'O Grave, where is thy victory,  
O Death, where is thy sting'."

**Chaplain** (Prayer): "In Thine Infinite Wisdom and Love, O God, Thou has called these Blue Star Mothers and Service Sons and Daughters to their eternal abode, with Thee. Mayest Thou, in Thy Infinite Mercy, heal every broken heart and wipe away all tears of those who loved." "May we who are left behind to finish our unfinished labors find greater love in our dedication to their principles and causes. In our efforts, may we find completion of those end for which they were expendable. They strove for the four freedoms; a just and lasting peace; a nation of the dignity of every man; a true democracy for all."

"O God, this is a giant task, help us to its fulfillment. Will Thou, grant us the fortitude to carry on till Truth and Light shall reign forevermore. Amen."

(This prayer may be used in a church, a mortuary, in a home or at a grave. If for a Blue Star Mother, omit the mention of Service Sons and Daughters, or vice versa.)

## **INSTRUCTIONS OF ANNUAL MEMORIAL**

For a public or annual memorial, the Flag, Banner, and Colors enter as in the usual presentation of Flag and Banner. (Eight or four may be used) and take their station, slightly in rear and to both sides of Flag and Banner. After the ceremony is over the Flag and Banner should remain in their positions.

The President follows the same line of march, immediately behind the colors - squares to right and assumes her station. As soon as the Colors are at their stations, she starts to read the scriptures - slowly, distinctly, and reverently. At the same time, the double file of officers enter the room, marching on lines beyond the Altar so as to keep two paces apart and in a position so the Altar Cloth Carriers will be in a position to drape the Altar. They should keep cloth taut, then gently and slowly drop it over the Altar. The Chaplain enters with white Bible open, carried on opened palms. After all are in position she places the open Bible on the Altar.

When the President has completed her charge, the B.S.M Candle Bearer gives her charge. The Eulogist then reads the names of the departed Mothers. The Service Men and Women's Candle Bearer give her charge, followed by the Eulogist.

Then lighted candles are placed on the Altar by the two Candle Bearers, at the same time. The Eulogists then give their charges. When both are completed, the Flower Girls place two baskets or large vases of flowers in front of the Altar on the floor. When they have resumed their stations, the Chaplain steps forward and gives her prayer. A sacred song should be sung. Then the officers retire, led by the Color Bearers - eight or four as are used - followed by the Patriotic Instructor and the Historian. They march to center, facing the Altar, square the Altar and march out of the room, followed by the other officers who move forward and face center on the same line as Color Bearers, and square Altar and march out of room.

The 23rd or the 90th Psalm is suggested, where the use of the Old Testament is necessary, due to religious belief. Other prayers may be substituted also.

### **LINE-UP OF OFFICERS**

Flag	Banner
Four Colors	Four Colors
Captain	President
Veterans' Candle Bearer	Blue Star Mothers' Candle Bearer
Veterans' Eulogist	Blue Star Mothers' Eulogist
Veterans' Flower Bearer	Blue Star Mothers' Flower Bearer
Two or more Altar Cloth Bearers	Two or more Altar Cloth Bearers
Chaplain	

Other Officers follow in line

### **MEMORIAL SERVICE**

To be used at graves, monuments, and tablets of our departed sons and daughters.

(President approach point of ceremony, flanked by colors number 1 and 2, Chaplain follows, flanked by colors number 3 and 4. Other colors if used will follow).

**President:** “We have come at this time to pay tribute to those sons and daughters who have paid the supreme sacrifice. The message of hope, at this hour and always, comes from the Holy Bible. “I am the Resurrection and the Life; he that believeth in Me, though he were dead, yet shall live, and whosoever liveth and believeth in Me, shall never die.” (If placing a wreath as tribute, make following statement): “In memory of those sons and daughters who have paid the supreme sacrifice, we place this wreath in loving tribute.”

**Chaplain:** “Let us pray:”

“Almighty God our Father, we beseech Thee to comfort the loved one of those who have gone on into the realm of eternity, and bless us with the realization that these lives have not been given in vain. O, God, we pray that we join them at Thy throne. May the blessing of God the Father be with each and every one. Amen.”

Ordered corrected and printed at the National Convention in Detroit, Michigan, October 1963.

ANN CLUMFOOT, Chairman

ANN FETTING, Co-Chairman

Reprinted at the National Convention in New York, New York, August 2017.

CYNTHIA VENTURA, President

LORI THUEME, Chairman

CONSTITUTION  
and  
By-Laws



Blue Star Mothers  
of America, Inc.



# THE CONSTITUTION

## AMERICANISM

“Americanism is an unfailing love of Country; loyalty to its institutions, and ideals; eagerness to defend it against all enemies; undivided allegiance to the Flag; and a desire to secure the blessings of liberty to ourselves and our posterity.”

**PREAMBLE:** We, the mothers of members of the armed forces of the United States of America, do unite to establish a permanent organization. Desiring to continue to be of service to our nation, we dedicate our time and lives, if necessary, to the perpetuation of democratic government, and are proud and honored that our sons and daughters have been chosen to serve their country.

## ARTICLE I

**NAME:** The name of this organization shall be, The Blue Star Mothers of America, Inc.

## ARTICLE II

**OBJECT:** The object of this organization shall be patriotic, educational, social, and for service; to maintain true allegiance to the government of the United States; to educate our members and others not to divulge military, naval, or other government information; to assist in veterans ceremonies; to attend patriotic rallies and meetings. To foster true democracy; to assist the unsupported mothers who gave their sons to the service of the nation; to aid in bringing about recognition of the need of permanent civilian defense for each community and to ever be alert against invasion of un-American activities; to uphold the American institutions of freedom, justice and equal rights, and to defend the United States from all enemies.

### **ARTICLE III**

**LANDMARKS:** The Blue Star Mothers of America, Inc. shall be a non-political, a non-sectarian, non-racial, and a non-profit organization and shall not be used for personal or partisan purposes.

### **ARTICLE IV**

**ELIGIBILITY:** A mother, adopted mother, or stepmother, (a stepmother, eligible for membership in the Blue Star Mothers of America, Inc., can claim that eligibility only if she has given a mother's care to the stepchild from the age of thirteen or under), living in the United States, of a son or daughter serving in the Armed Forces of the United States, or have a son or daughter who has served, or has been honorably discharged from the Armed Forces of the United States in World War II or the Korean hostilities. The term "Armed Forces" shall include the United States Army; United States Navy; United States Marines; United States Air Force; United States Coast Guard; National Guard; United States Army Reserves; United States Navy Reserves; United States Marines Reserves; United States Air Force Reserves; United States Coast Guard Reserves; United States Navy Militia; Merchant Marines; and the Armed Home Guards who have served on active duty.

### **ARTICLE V**

**AUTHORITY:** Section 1. The supreme governing authority of the corporation shall be the National convention hereof, composed of such officers and elected representatives from the several States and other local subdivisions of the corporate organization as shall be provided by the Constitution and By-Laws, to be held annually in October.

Section 2. This organization may acquire by purchase, gift or otherwise, and hold or dispose of any land, buildings, or property, real or personal, capable of being used in connection with any other objects of the Blue Star Mothers of America, and do all acts and exercise all powers and assume all obligations necessary and

incidental to the accomplishments of the objects and the powers herein set forth. The foregoing clauses shall be construed both as objects and powers, and it is hereby expressly provided that the foregoing enumerations of specific powers shall not be held to limit or restrict in any manner the powers of the organization.

Section 3. Upon dissolution or final liquidation of the corporation, after discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets, if any, of the corporation shall be distributed in accordance with the determination of the National Executive Board and in compliance with the Constitution and By-Laws of the Corporation and all Federal and State Laws applicable thereto.

## **ARTICLE VI**

**OFFICERS:** Section 1. National Officers shall be president; first, second, third, and fourth vice-presidents; recording secretary; corresponding secretary (optional); financial secretary; treasurer; chaplain; patriotic instructor; historian; parliamentarian; color guards; conductress; assistant conductress; inner and outer guards; captain (optional); musician; choral director; and three finance officers or trustees.

Section 2. The president; first, second, third, and fourth vice-presidents; recording secretary; financial secretary; and treasurer shall be elected. They shall have the usual qualifications and shall perform the duties incident to their offices. All other officers shall be appointed by the president, with the exception of the finance officers, who shall be the three immediate past presidents.

## **ARTICLE VII**

Section 1. The national executive board of the organization shall consist of the president; jr. past president; first, second, third, and fourth vice-presidents; recording secretary; financial secretary; treasurer; department presidents; and past national presidents.

Section 2. The duties of the executive board shall be to administer the activities and business of this organization, in the interim between national conventions, subject to the control of the national convention.

## **ARTICLE VIII**

Membership in the National Convention shall consist of the National elected officers, appointed officers, appointed chairmen, all Past National presidents, all Department presidents of each organized department, all past presidents and delegates or alternates from each chapter as provided by our by-laws. (Past national presidents, past department presidents, appointed officers and chairmen have no alternates.)

## **ARTICLE IX**

**MEMBERS AT LARGE:** A mother eligible for membership in Blue Star Mothers of America, residing at least fifty miles from an organized chapter may become a member at large.

Membership at large cards shall be issued by the National President after eligibility has been established, upon payment of \$1.50 membership fee and \$1.00 per year retainer fee. A member at large shall be entitled to all privileges of regular membership except vote at Department or National Conventions.

After a chapter is established within said radius of a member at large, she shall be required to affiliate with the chapter by payment of chapter dues and may be a charter member if she so desires. Upon affiliation with a chapter, membership at large status shall terminate and membership at large card shall be returned to the office of the National President.

## **ARTICLE X**

**ASSOCIATE MEMBERS:** Associate members be permitted to wear the uniform dress and cap, without the emblem of the Blue Star Mothers

of America, Inc., and, that they do not pay dues, they do not vote and cannot hold any office, or wear the pin. (Their entire contribution to be voluntary.)

## **BY-LAWS**

### **ARTICLE I**

**EMBLEM:** a. The official emblem of the organization shall be a five pointed blue star in the center of a white field bound in red, with the words Blue Star Mothers thereon.

- a. The Blue Star Mothers of America, Inc.; issue an identification card showing both the Chapter number and words Associate Member.
- b. The official flower of the organization shall be the Blue Painted Daisy.

### **ARTICLE II**

**CHAPTER MEMBERSHIP:** Section 1. No person may hold membership in more than one chapter at one time.

- a. There shall be a triplicate application form properly filled out and presented with the membership fee and dues at the time the name is presented for membership. One to stay in the Chapter records, two shall be sent to the Department Financial Secretary together with the membership fee, who in turn shall send one to the National Financial Secretary, with their portion of the Membership fee.
- b. The loyalty pledge, on the back of the application cards, shall be signed by all members.

Section 2. Membership cards will be issued annually by the chapter financial secretary.

- a. Members with 25 years continuous membership are entitled to a special card and wear a 25-year pin attached to regulation pin by a chain.
- b. Members in good standing may visit other Blue Star Mother Chapters.

Section 3. A member of a disbanded chapter, if in good standing at time chapter is disbanded, may within the year transfer to another chapter, using membership card in place of transfer card.

Section 4. A member is considered in good standing who has fulfilled her obligations to her chapter.

- a. If a member is three months in arrears with her dues, she is considered delinquent. She shall be notified by the Chapter Secretary, in writing of her delinquency.
- b. After one year, she may be reinstated by the payment of per Capita Tax for one year and current year's dues in advance.
- c. The fiscal year for the Blue Star Mothers of America, national, departments and chapters, shall be from January 1 to December 31.

Section 5. A member in good standing may make application for transfer to another chapter, such application to be accepted by a majority vote of members present in the chapter to which she is transferring.

- a. The form for transfer shall be made out in triplicate. The original form shall be kept in the chapter. The other two forms shall be sent to the department financial secretary. She will place one copy on file for the department records, and transmit the other to the national financial secretary for the records.
- b. Transfers will not be accepted on charter application for a new chapter. Transfer applications may be submitted and voted upon after the officers have been elected and installed.
- c. Transfers for the same member shall be limited to two in the same locality.

Section 6.

- a. A member may be expelled for flagrant insubordination or of subversive activities.
- b. Before a member is expelled, charges must be given to her in writing and signed by the person or persons making the charge. She must be given twenty-one days to prepare a defense, and may have witnesses present in her behalf.
- c. An appeal from expulsion should be first made to the chapter. If the chapter decision is not accepted, an appeal may be made to the department under whose jurisdiction the chapter functions. From the department, a final appeal may be made to the national executive board.

### ARTICLE III

**ORGANIZATION DIVISION:** Section 1. This organization shall be composed of National, Departments, and Chapters.

- a. There may be one department in each state, the District of Columbia, and each territory of the United States.
- b. A department shall be comprised of not less than five chapters.
- c. The charter fee for the department shall be \$10.00

Section 2.

- a. Blue Star Mothers of America Fun Group, to be known as the Big Dipper.
- b. Big Dipper to have standing rules which do not conflict with the Constitution and By-Laws of the Blue Star Mothers of America.
- c. Objectives: Scholarship Fund.
- d. Annual report to parent organization at National Convention.

Section 3.

- a. Blue Star Mothers of America Chapter Auxiliaries.
- b. Auxiliaries to have Constitution and By-Laws which do not conflict with those of the parent organization.
- c. Objectives: Assist Chapters in voluntary service.

Section 4.

- a. Blue Star Mothers of America Past Presidents Club.
- b. Past Presidents Clubs to have Constitution and By-Laws which do not conflict with those of the parent organization.
- c. Objectives: Social and Educational.

## **ARTICLE IV**

**CHARTERS:** Section 1. Departments shall be chartered by the national executive board. Each department charter shall be signed by the national president and the national recording secretary.

Section 2. Chapters shall be chartered by the department under whose jurisdiction they may be. Should there be no department, the chapter shall be chartered by the national president.

- a. Chapter charters shall be signed by the national and department presidents.
- b. The charter fee for a new chapter shall be \$5.00. This is to be divided equally between national and department under whose jurisdiction the chapter functions.

Section 3. On issuing a chapter charter, the department shall notify the national financial secretary of the institution of the new chapter, together with the names of the officers, members, date of institution, charter application and membership fees.

- a. That the Charter application be made in duplicate. The original to be sent to the National Financial Secretary; the other to remain in the Department file, except in States where there is no Department, then both copies are sent to the National Financial Secretary and forwarded by her, to the Custodian of Records.

Section 4. The minimum membership of a chapter shall be ten.

Section 5. No chapter shall be named after any living person.

Section 6. All properties and moneys of a disbanded chapter shall revert to the department under which the chapter functioned, and if no department exists in that state, everything reverts to national.

- a. All chapter members in good standing must be notified in writing of a meeting being called for the purpose of

disbanding. The Department president and vice president for that district must be notified of such meetings.

Section 7. A chapter may be reinstated by ten or more members paying one year's per capita tax.

## **ARTICLE V**

**FEES:** Section 1. The membership fee shall be \$1.50, divided one-third to national, one-third to department, and one-third to chapter. All moneys shall at all times be paid to the financial secretary of the chapter, to be given by her to the chapter treasurer. The chapter treasurer shall send one dollar of this fee to the department financial secretary, who in turn shall send all funds so received to the department treasurer. The department treasurer shall then transmit fifty cents of this fee to the national financial secretary, when then shall send same to the national treasurer. Each officer named above shall receive a receipt for all moneys transmitted by them. Where there is not department, the \$1.00 of the membership fee goes to the national financial secretary, and fifty cents remains in the chapter.

- a. The money derived from membership fees to be set aside as an organizing fund, in obtaining the new Chapters.

Section 2. Dues are to be determined by the local chapters.

Section 3. The per capita tax shall be eighty cents per year, to be divided equally between the department and national. In states where there is no department, the entire eighty cents shall be sent to national. Newly instituted chapters shall not pay this tax until six months after institution.

- a. The form for per capita tax and fees for new members shall be made out in triplicate. The original form shall be kept in the chapter. The other two forms shall be sent to the department financial secretary. She will place one copy on file for the department records, and transmit the other to the national financial secretary, who in turn sends it to the national recording secretary for the national records.
- b. "That acknowledgement of receipt of per capita tax be sent to chapter financial secretary by the department financial

secretary within 30 days of receipt of same and that acknowledgement by sent by national financial secretary to department financial secretary within 30 days of receipt of same. This could be done by regular form postcard.”

## ARTICLE VI

**DUTIES OF OFFICERS:** Section 1. It shall be the duty of the national president to preside at national convention and all meetings of the executive board; to appoint members of all committees and to appoint all officers not otherwise provided for. She shall be ex-officio member of all committees. She shall fill all vacancies of appointed officers, and, with the approval of the executive board, fill all elective vacancies, and perform such other duties as are incident to the office.

Section 2. The vice-president shall assist the national president in the duties of that office. In the absence of the national president, and in the order of their rank, each national vice-president will assume the office of the national president and perform her duties. The national first vice-president automatically assumes the unexpired term of the national president, in case of resignation, illness, removal, or death.

- a. When a vacancy occurs in the office of the first vice-president, and so on, the next in rank automatically moves up and assumes the duties of that office.
- b. It shall be the duty of the first, second, third, and fourth vice-presidents to organize and institute new chapters, and departments in their respective districts.

Section 3. It shall be the duty of the national recording secretary to keep a true record of the proceedings of the national convention and the national executive board. She shall prepare all reports and business of national standing and place them on file within thirty days, and perform such other duties as may be required of her.

Section 4. It shall be the duty of the national corresponding secretary to send out all literature, and call for meetings, carry on all correspondence of the national president and perform such other duties as may be required of her.

Section 5. It shall be the duty of the national financial secretary to receive all money, give a receipt for same, and then transmit all money to the national treasurer. She shall be custodian of supplies. She shall compile a National membership list by states, by Chapter and number of membership of the Chapter, together with officers of National, Department, and Chapters by name, rank, and address.

Section 6. It shall be the duty of the national treasurer to receive all money from the national financial secretary, giving a receipt therefore. She shall pay all bills only upon a warrant, signed by the national president, and the national financial secretary. All checks are to be signed by the national president, and the national treasurer. The national president, the national financial secretary and the national treasurer shall be bonded by an approved surety bonding company. A report shall be made at each national executive board meeting on all moneys received and on all disbursements. The national president and finance committee shall be furnished a monthly report of same.

Section 7. The books of the national financial secretary and national treasurer must be closed at least thirty days before the annual convention, and must be surrendered for audit to a certified public accountant to be selected by the national president.

Section 8. The national chaplain shall perform the usual duties of the office. She will offer prayer at the opening of each day's business and perform such other duties as may be required of her as outlined in the authorized ritual.

Section 9. It shall be the duty of the patriotic instructor to display the Flag of our country and to formulate plans to instill in the minds of members and the public, love and reverence to the Flag, to have it suitably guarded, and to have due homage rendered to the Flag when publicly displayed.

Section 10. It shall be the duty of the national historian to compile a historical record of the national organization and to make a report to the national convention, and to display the Blue Star Mother Banner.

Section 11. It shall be the duty of the parliamentarian to act in an advisory capacity at all times, decisions to be made according to Robert's Rules of Order.

Section 12. It shall be the duty of the national color guards to attend the national colors at all times, to assist the conductress in the performing of her duties and perform such other duties as may be required of them.

Section 13. It shall be the duties of the conductress and assistant conductress to properly prepare the room for all meetings; to assist in initiation of members; the installation of officers and escort work; the introduction of visitors; and to perform such other duties as may be required.

Section 14. It shall be the duty of the captain to have charge of the tableaux, drill work, and marches, under the direction of the president.

Section 15. It shall be the duty of the musician to preside at the piano during the opening and closing ceremonies and during the initiation, and perform any other duties as may be required of her.

Section 16. It shall be the duty of the choral director to promote vocal groups and to inspire more musical interest within our Organization.

Section 17. It shall be the duty of the guards to keep order at all times at the convention. They shall be stationed at the door on order of the presiding officer. When stationed at the door, they shall announce all visitors and receive permission of the presiding officer before admitting them.

Section 18. It shall be the duty of the finance officers to have charge of financing the organization work, and to help raise the necessary funds for successful operation.

## **ARTICLE VII**

**EXECUTIVE BOARD:** Section 1. The national executive board shall meet within twenty-four hours after the adjournment of the national convention and immediately before the succeeding national convention. Seven members of the executive board shall constitute a quorum. A meeting may be called upon the written request of not less than five members of the executive board.

Section 2. The national executive board shall provide for the appointment and employment of subordinate officers and employees

as may be needed for the administration of the affairs of the Blue Star Mothers of America. This may apply to departments and chapters as well.

## **ARTICLE VII**

**CONVENTIONS:** Section 1. Sixty days before national convention is to be held, a call for convention shall be ordered by the national president, and such notification be sent out by the national corresponding secretary.

Section 2. A convention fund shall be set up by national and the departments to defray expenses of their respective conventions.

Section 3. Delegates to the national convention shall be elected on the following basis, one delegate for a chapter of 25 or less and one delegate for every additional 25 members or major fraction thereof.

The delegate or her alternate must be present to vote, in absence thereof, her department president or the national president may swear in a delegate from her own department or chapter to cover the needs of the delegate in absence of members of said department that might fill the quota. Where no delegate is present the vote is lost.

Section 4. Each member of the national executive board shall be a delegate to the national convention.

Section 5. The national convention of the Blue Star Mothers of America shall be held annually in October.

## **ARTICLE IX**

Section 1. The standing committee shall be Americanism, legislation, finance, hospitalization, rehabilitation, special services, and such other committees as shall be necessary.

Section 2. The finance committee shall be the three immediate and past presidents, to serve one, two, and three years, respectively. The junior past president to serve as junior member of this committee, and the second past president as intermediate member of this committee, and the third past president as senior member of the committee.

Section 3. A rotating By-Law Committee of three members, one appointed each year, as the Chairman of the Committee retires.

Section 4. A publishing committee should be appointed which would have the power to edit the proceedings of a convention.

## **ARTICLE X**

Section 1. There shall be no elected salaried officers.

Section 2.

- a. Expenses incurred by the national officers and national chairman of standing committees in the exercise of their services and duties to the Blue Star Mothers of America may be paid from the national treasury, by order of the national president or national executive board.
- b. The national president shall be allowed a definite sum per month for general expenses, the amount to be decided by the convention body. Should her expenses exceed this amount she will submit her bill to the finance committee, and upon its approval by said committee, to be reimbursed.

Section 3. The expenses of the department presidents to the national executive board meetings shall be borne by their respective departments.

## **ARTICLE XI**

**ELECTIONS:** Section 1. All nominations shall be made from the floor only.

Section 2. Election of officers shall be by ballot except when there is but one nominee, in which case election shall be viva voce, a majority of votes cast being required to elect. If a majority is not secured by any one candidate on the second ballot, the two leading candidates only, shall remain on the ballot.

Section 3. No national officer may succeed herself with the exception of the financial secretary and treasurer who may succeed themselves once.

- a. Only one vice-president shall be elected from a district.

Section 4. Four districts shall be established by dividing the map of the United States as equitably as possible according to our departments and chapters.

- a. Northeast District: Ohio, Pennsylvania, New York, Vermont, New Hampshire, Maine, Massachusetts, Connecticut, Rhode Island, New Jersey, Delaware, Maryland, Virginia, West Virginia, North Carolina and South Carolina.
- b. East Central District: Illinois, Michigan, Indiana, Kentucky, Tennessee, Mississippi, Alabama, Georgia and Florida.
- c. West Central District: North Dakota, South Dakota, Nebraska, Kansas, Oklahoma, Texas, Minnesota, Iowa, Missouri, Arkansas, Louisiana, and Wisconsin.
- d. Western District: Washington, Oregon, California, Idaho, Nevada, Utah, Arizona, Montana, Wyoming, Colorado, New Mexico, Hawaii, and Alaska.

Section 5. The president may declare an elective office vacant or recall an appointive officer after three months of inactivity.

Section 6. Installation shall be just prior to the close of National Convention.

Section 7. All officers retiring from office shall turn over to her successor all papers, keys, monies or any other organization property that may have come into her possession during her term of office.

## **ARTICLE XII**

Section 1. A nominee for a national office must be a member in good standing for her respective chapter, having served at least one year as Chapter President and one on the state executive board, and must be a registered delegate.

Section 2. National president nominees must have served for at least one year on the national executive board as an elected officer or as a State President.

## **ARTICLE XIII**

The rules contained in Robert's Rules of Order, Revised, shall govern this organization in all cases to which they are applicable and in which

they are not inconsistent with the constitution and by-laws of the national organization of the Blue Star Mothers of America.

## **ARTICLE XIV**

Section 1. The constitution and by-laws of this organization may be amended by a two-thirds vote of the delegates present and voting at any national convention, providing a copy of the proposed amendments has been sent by the National Constitution and By-Laws Committee to all departments and chapters at least thirty days and not more than ninety days before the national convention, and provided further that said amendment has been proposed by the national executive board, national constitution committee, departments or chapters.

Section 2. When, in the opinion of the executive board, an emergency arises, due to catastrophe, death, or extreme illness, the Constitution and By-Laws of this organization may be suspended by a two-thirds vote of the voting delegates present, and to take effect immediately.

Section 3. Amendments to the constitution and by-laws shall take effect at the close of the national convention, at which they are adopted.

## **DEPARTMENT BY-LAWS**

National Constitution and By-Laws cover all Department requirements with the exception of the following:

### **ARTICLE I**

Regional Districts: The State may be divided into two and not more than four Districts.

### **ARTICLE II**

#### **Department Officers**

Section 1. A nominee for a Department Office must be a member in good standing in her respective Chapter and must have served one year as Chapter President and one in the Department as an appointive officer, and must be a registered delegate.

- a. A nominee for Department President or Vice President must have served one year on the Department Executive Board as an elected officer.
- b. When there is no member present who has served on the Executive Board for one year, the delegates may elect as Fourth Vice President, one who has served as an appointed officer, if she meets the other qualifications.
- c. A nominee for Recording Secretary, Financial Secretary and Treasurer must have served one year as a book officer in their respective Chapter.
- d. Departments may have a nominating committee and that this committee be elected at Convention or by the Executive Board at their first meeting following convention.

Section 2. A nominee for an office in a new department must be a member in good standing in her chapter and have served as a chapter elected officer. The duties of the officers in a new department shall conform to the National Constitution and By-Laws.

- a. Small Departments with 10 chapters of less may elect 2 or more Vice Presidents when deemed sufficient, by the Department Convention.

### **ARTICLE III**

The Department Executive Board shall consist of the elected officers and the past department presidents.

### **ARTICLE IV**

Duties of Officers: The duties of the officers will conform to the National Constitution and By-Laws. The vice-presidents shall perform all duties in their districts as arranged by the president and organize or assist in organizing new chapters. They may visit all chapters in their district and shall hold at least one district meeting during the year.

## **ARTICLE V**

Funds: Section 1. The funds of the department shall be general and such other funds as shall be specified from time to time and prescribed by the executive board.

Section 2. General funds consist of per capita tax, membership fees and other sources of revenue.

Section 3. The Finance Committee act as auditors for the Department and Chapters. The Department or Chapter President may appoint a qualified assistant if deemed necessary.

## **ARTICLE VI**

Organization: Upon request of ten eligible mothers, the department president is authorized to institute or cause to be instituted a Blue Star Mother Chapter.

## **ARTICLE VII**

The Voting Membership of Department Conventions:

Section 1. The voting membership of the Department Convention body shall consist of the Department elected and appointed officers. Department standing Chairman, all past Department Presidents, all Past Chapter Presidents, all Past National Presidents, from their respective states, and delegates from each Chapter.

- a. A majority of registered delegates present, constitute a quorum on the department level, and five members present, on the chapter level.

Section 2. Each chapter shall be entitled to one delegate for every fifteen members or major fraction thereof.

- a. Membership is to be based on paid up members as of April 1st of that year.

Section 3. The Department conventions shall be held annually at least sixty days before the national convention.

- a. Reports to be kept concise and to a minimum including only the actual data pertaining to the duties of her office and organization.

Section 4. Installing Officers: Any national or past national president, or any department officer shall install the department officers.

Section 5. Installation of department officers shall be arranged by the convention committee, with the approval of the incoming president.

## **ARTICLE VII**

This Constitution and By-Laws may be amended to conform with the State Laws under whose jurisdiction they may function.

## **SUBORDINATE CHAPTER BY-LAWS**

National and Department Laws cover all chapters and their requirements, with the exception of the following:

### **ARTICLE I**

Officers: Section 1. The Chapter officers will conform to the National Constitution and By-Laws with the following exception, chapters will have only First and Second Vice Presidents. If the chapter deems a nominating committee advisable, a committee of three or five members shall be elected by the chapter one month before the election meeting.

Meetings: Section 2. Each chapter shall have at least one business meeting a month and as many more as the chapter deems necessary.

Section 3. Each business meeting shall be opened with formal entry of officers, in uniform, when possible.

Section 4. The location and date of business meetings shall be filed with the department president, department recording secretary, department financial secretary and department hospital chairman.

Section 5. If a chapter is unable to settle difficulties in their own group, an appeal may be made to the Department President to take immediate action.

If the Department decision is not accepted an appeal may be made to the National executive board.

## **ARTICLE II**

All chapters shall determine their own local dues, which shall not be less than one dollar per year.

## **ARTICLE III**

Nomination and election of officers shall be in December, and installation in January.

## **ARTICLE IV**

All chapter officers may succeed themselves.

- a. Chapter President Pins are available but must remain the property of the Chapter.

## **ARTICLE V**

Chapter reports to be channeled through Department chairmen to National Chairmen.

## **ARTICLE VI**

The chapter executive committee shall consist of the elected officers and the three immediate past presidents.

## **ARTICLE VII**

When a Chapter wishes to confer an honorary membership they shall make application, submitting the qualifications to the Department Executive Board, who in turn will refer the application to the National Executive Board, for approval or rejection.

As passed by the delegates in convention, November 1969 and 1970 and ordered printed in Milwaukee, Wisconsin, October 1970.

ANN CLUMFOOT, Chairman, DOROTHY CHIRSTENSEN, GERTRUDE  
DEVOR

These are original documents are here for historical knowledge only. These are not our current Governing Documents.