

Jewish War Veterans of the USA

Manual of Ceremonies

January 2020

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STATEMENT OF PRINCIPLES

The preamble to the Jewish War Veterans of the USA (JWV) Constitution adopted in 1896 and which spells out the goals of the organization requires amplification in response to the historic developments of the twentieth century affecting the Jewish community. During this period of two world wars, the Holocaust perpetrated by Nazi Germany, the miracle of Israel's rebirth in its homeland, the Korean and Vietnam Conflict, the perseverance of the Jew haters throughout the world and those dramatic changes which have occurred within Jewish life and which have altered significantly the goals and programs of the Jewish War Veterans of the USA.

The impact of these historical events have been monumental. It has resulted in mass shifts of Jewish population throughout the world. Some countries where Jews have resided for more than two thousand years are now without Jews. The United States of America has emerged as the largest, wealthiest and most effective organized Jewish community in the history of our people. With the birth of Israel, Jews have recognized their obligations by building strong and meaningful links both with Jews living in Israel and Jews in the Diaspora while maintaining their loyalty and support for their native country.

In no period in Jewish history have Jews played a more significant role in military affairs. Since the destruction of the second Temple in 70 A.D. Jews were most often prevented from military participation. Their experience during the twentieth century changed markedly both in the numbers who were actively engaged in the military and the responsibilities which they assumed. This has resulted in the largest aggregate number of Jewish veterans in our people's history.

This population shift and the growth of the veteran population (Jewish and non Jewish) have enlarged the goals and programs of the Jewish War Veterans. History will record that the JWV was an early supporter of the birth of a Jewish homeland in Palestine. Since 1948, JWV has given an earnest concern to Israel's security and development. Our organization helped in the rescue of Jewish refugees from war torn Europe and sought legislation for their safe transfer to more secure lands. JWV was among the founding organizations of the National Conference of Soviet Jewry to open the doors to permit Jewish emigration.

The Jewish War Veterans of the United States of America has developed relationships and special ties with veterans in our country as well as our Jewish brethren who served in the armed forces of friendly nations. Our goals on the domestic scene are to preserve our nation's democratic heritage and to provide comfort and sustenance to those veterans and their dependents who served in our nation's defense. With our Jewish brethren overseas, we have forged links to advance common goals for world peace and to provide for Jewish security at home and abroad.

The Jewish War Veterans of the United States of America has supported a better organized and more disciplined Jewish communal structure - through participation in cooperative enterprises such as the National Jewish Community Relations Advisory Council, the Conference of Presidents of Major Jewish Organizations, the National Conference on Soviet Jewry, the National Jewish Welfare Board and the Association of Jewish Chaplains. It participates in the World Conference of Jewish War Veterans. Echelons of the JWV have been encouraged to join and partake in the deliberations of local Jewish community relations councils.

The Jewish War Veterans of the United States of America has also maintained defined and cooperative links in the veterans community through the activation of allied veterans councils. Through its unique status under American law, the JWV has assumed a leadership role in pursuing legislation for improving the welfare of veterans and their dependents as well as seeking support on those issues which are of immediate concern to our Jewish brethren.

Our further uniqueness is that the Jewish War Veterans of the United States of America is the singular national Jewish organization which interrelates with the non-Jewish community on a daily basis in the Veterans Affairs Medical Centers (VAMC), soldiers homes, community committees, coalitions and the like; and our members serve and participate as members in and with the other Veterans Service Organizations (VSO).

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The past is but prologue to the future. Just as the Jewish War Veterans of the United States of America, since its birth and coming into its 100th year has responded to the tides of history to fulfill its mandate to the Jewish people and to its fellow veterans, it pledges continued dedication to the principles enumerated in its preamble of 1896 and the subsequent enrichment of its goals reflected in our National Museum of American Jewish Military History in our Nation's Capital.

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PART I: MEETING RITUALS

OPENING CEREMONY RITUAL

Colors having been advanced or posted.

COMMANDER: “Comrades, this is a regular (or special) meeting of _____ Post No. _____ Jewish War Veterans of the United States of America.”

The names, ranks, official times of any and all visitors shall be listed and submitted to the Commander by the Officer of the Day.

COMMANDER: “Officer of the Day, prepare the Altar.”

Officer of the Day presents himself before the Altar, comes to attention and salutes the Commander; opens the Bible, comes to attention, again salutes and says:

OFFICER OF THE DAY: “Commander, the Altar is prepared.”

COMMANDER: (raps gavel three times Post rises)

“Post, ATTENTION! Salute COLORS! DOWN!

Pledge of Allegiance:

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

“The Chaplain (or a distinguished Comrade, or visiting Rabbi, or Cantor or Clergyman) will deliver an opening prayer.”

COMMANDER: “PARADE REST.”

CHAPLAIN: “Almighty God, at this opening of our meeting, we pray to you for a full measure of wisdom and strength, that our two fold heritage of Americanism and Judaism may be alive and meaningful within us. May the ideals of democracy continue to grow and develop in the world to bring blessings to all men/women. May the tradition and faith of Israel continue to enrich and ennoble our lives. Grant, O Heavenly Father, that our Command ever be motivated by this heritage. In peace as in war, may we always be champions of righteousness and warriors for justice. Guide our deliberations and bless us, that we may bring closer to reality your Kingdom upon earth, our vision and our goal through the ages. Amen.”

COMRADES: “Amen.”

COMMANDER: I now declare this regular (or special) meeting of _____ Post No. _____ of the Jewish War Veterans of the United States of America duly convened.”

One rap of gavel seats the Post.

Note: The above Opening Ceremony should be modified to reflect the echelon involved in the meeting.

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CONDUCTING MEETINGS

- a) Thoroughly familiarize yourself with the order of business.
- b) Be familiar with parliamentary procedures. However, do not be a stickler for the rules unless it is necessary to do so.
- c) Prepare an Agenda (Order of Business) for each meeting, so that both you and the membership know exactly and in advance what will take place.
- d) Permit full discussion of any matter on the floor. With properly functioning committees, the time taken for each matter business will be shortened to the discussion of the main issues involved.
- e) Start the meetings promptly.
- f) Request and insist that each person having the floor be given full opportunity to express his views without interruption, unless it may be for a point of order or correction.
- g) Where a program is combined with the business meeting, be certain that the full time allotted to the program is given to it.

RECEPTION OF VISITORS

It is suggested that Introduction of Visitors at a Meeting shall be confined to complimentary introductions of such other visitors by the Commander, or his/her duly constituted delegate, in an informal manner, at the discretion of the echelon Commander, except in cases of visiting elected NATIONAL, STATE, and DISTRICT or COUNTY OFFICERS of the Jewish War Veterans of the United States of America and of our National Ladies Auxiliary, Jewish War Veterans of the United States of America, Inc. (JWVA), and of National Officers of other recognized veterans' organizations, and State and District Officers thereof.

When the "visitor" is not seated at the Commander's dais, the said visitor shall be introduced at his/her seat in the audience. When the visitor is of National and/or State rank the Commander shall rap his/her gavel three times and the entire assemblage will rise. (Officer of the Day presents distinguished guests before Altar and Commander may invite guests to sit on dais).

At public functions and ceremonies the manner of reception and introduction of visitors shall be in conformity with practicality, respect and high dignity in keeping with the occasion.

PROTOCOL ON SUBSIDIARIES AND AFFILIATES OF JWV

It must be recognized and understood by all of the members of the Jewish War Veterans of the United States of America that:

- a) The JWV-USA National Memorial, Inc. (NMI) and its National Museum of American Jewish Military History - a separate Congressionally Chartered Organization- is the legacy organization affiliated with the JWV; and
- b) The National Ladies Auxiliary, Jewish War Veterans of the United States of America, Inc. (JWVA), with their respective echelons, are a co-equal subsidiary of the JWV.

Thus, when the National organization or any of its echelons - Posts, Counties, Districts or Departments - act as hosts or participants in a public or an organization function, affair or meeting to which any one affiliate or subsidiary is invited than ALL affiliates or subsidiaries MUST likewise be invited and acknowledged.

For example, if you invite the JWVA to your affair or to place a message in your bulletin, you must also accord a like invitation to the representatives of the NMI and vice-versa.

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Our own members and the people from your communities should recognize and understand the identity and unique substance of the JWV and of its affiliate and subsidiaries. While we work for the JWV, we should also seek to provide support for our affiliate and both of our subsidiaries in the obtaining of membership and in the realization of their purposes and programs.

Each affiliate or subsidiary though separately defined are, in effect with the JWV, a policy and program of each other. It is only through this process that the design for the creation of a Jewish War Veterans and its continued existence can be realized in the accomplishment of its purpose.

INSTRUCTIONS ON DECORUM AT MEETINGS

Colors may be posted in stands prior to opening of meeting (or advanced where feasible). Post meetings shall be conducted with dignity, and when appropriate, military precision.

Under the supervision of the Officer of the Day, no one shall be permitted to enter, or remain in the quarters, except bona fide members of the Jewish War Veterans of the United States of America, and such others as may be invited guests and acceptable to the Post. The Officer of the Day shall ascertain and carry out the wishes of the Commander.

No one shall be permitted to enter, or leave, during the opening or closing ceremony, during the initiation of new members, during any ceremony of the post, and/or at any time when the rule for high secrecy and/or executive session is voted by a majority of the Comrades present.

No one at any time, and for any reason, shall ever walk, or be permitted to talk in that triangular space formed by the Altar, the National colors and Commander's dais, which space is in memory of and sacred to all departed Comrades and men and women of the Jewish Faith who made the supreme sacrifice in the service of our country.

It is suggested that a Registry for comrades and visitors be kept at each meeting by the Officer of the Day.

ORDER OF BUSINESS

1. Opening Ceremony.
2. Introduction of Visitors.
3. Reading Membership Applications and balloting on new members.
4. Adjutant's Report.
5. Quartermaster's Report and reading of the bills.
6. Correspondence.
7. Report of Committees.
8. Old and Unfinished Business.
9. New Business: Election of Officers always is the first order of New Business.
10. Induction of New Members.
11. Good and Welfare.
12. Closing Ceremony.

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RULES OF ORDER

The order of business at any one meeting may be altered by the Commander with the consent of the Post.

Seven members shall constitute a quorum for the transaction of business.

An appeal from the ruling of the Commander may be taken to the Post on any matter not involving the constitutionality of the question. The vote of the majority of Comrades of the Post present and voting shall be final on that question.

When an appeal from the Commander's ruling is made the Commander shall turn the chair over to the next ranking officer, provided he/she is not the appellant.

An appeal shall be argued only by the Comrade who makes the appeal and may be answered by the Commander. No other Comrade shall be given the privilege of discussion during an appeal from the chair.

The question shall be put thus:

“Shall the ruling of the chair be sustained?”

Motions and resolutions shall be made in writing when requested by the Commander or two Comrades of the Post.

A division of a motion or a resolution containing two or more distinct propositions may be requested by any Comrade.

When a question is before the body the only motions in order will be:

- a) To adjourn;
- b) To lay on the table;
- c) The previous question;
- d) To postpone indefinitely;
- f) To postpone to a definite period;
- g) To refer to a Committee;
- h) To Amend.

A motion to adjourn while a question is before the Post shall require a two thirds vote of the Comrades of the Post present and voting.

A motion to lay on the table will stop all debate on the main question and the vote on whether or not to lay on the table shall be immediately taken.

When the previous question has been moved, debate on the question shall stop and the question shall be put in this form:

“Shall the main question be now put?”

On an affirmative vote the main question is put. On a negative vote, discussion shall continue.

No more than two amendments shall be permitted to any question.

A motion to adjourn shall always be in order except:

- a) While a member is speaking;
- b) While a vote is being taken;
- c) When to adjourn was the last preceding motion.

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All matters of order and procedure not herein specifically provided for shall be governed by the Constitution and By Laws of the Jewish War Veterans of the United States of America, and if not provided for therein, the Post will be guided by Robert's "Rules of Order."

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PROTOCOL: VISITS BY THE NATIONAL COMMANDER & NATIONAL STAFF

When the National Commander, National Staff or other important Jewish War Veterans of the United States of America dignitaries visit your community, the Post officers should be prepared. To assist in your planning for a visit from a JWV dignitary, National Headquarters has outlined the proper protocol for a visit. By following these procedures, we can insure JWV credibility before the American public.

1. A written invitation must be sent to National Headquarters well in advance of the event including:
 - a) The type of function and/or proposed schedule of other events which you desire the National Commander to attend while in your area;
 - b) Date, time and place of the function(s) or event(s);
 - c) The names of other speakers being invited on the same program and their titles or positions;
 - d) The number of people expected to attend;
 - e) Whether a question and answer period is desired;
 - f) All confirmations of attendance will be sent from National Headquarters;
 - g) Consideration should always be given that all invitations for proposed visits by the National-Commander carry with it a reasonable and current contribution to the programs directly implemented by the JWV or by our National Museum of American Jewish Military History (NMA-JMH) and Archives.
2. Following acceptance by the National Commander or National Staff, consider inviting:
 - a) National Executive Committee Representatives from your area;
 - b) Department, Council and Post Commanders and members from your area;
 - c) Representatives of JWVA and the Descendants;
 - d) Local public officials;
 - e) Federation and local Jewish Leadership.
3. The better events for presentation of your National Commander are public affairs or major echelon affairs.
 - a) The National Commander is to participate in your program as a featured speaker. He/she will NOT attend merely to give greetings or remarks or to adorn your dais or platform.
 - b) Examples of excellent public affairs to which your Commander could speak are: Memorial Day; Pearl Harbor Day; Brotherhood Week of celebration; Friday night or Saturday morning ser-vices at local synagogues and Department and Council Conventions, etc.
4. You should take advantage of the National Commander or National Staff's presence by arranging one or more of the following while he/she is in your locale:
 - a) Newspaper and media coverage of the event and/or personal interviews during the visit;

- b) Meetings with:
 - 1) The Mayor, City Council member and/or other public officials;
 - 2) Local Jewish Federation and/or CRC leaders, lay and professionals;
 - 3) Allied veterans' organization leaders;
 - c) Visits to local VA facilities, defense and military in-stallations.
5. Please be aware that all local expenses of the National Commander or National Staff are the responsibility of the local JWV sponsoring echelon. National Headquarters only pays for round trip transportation.
 6. The following arrangements will need to be made for the program by the sponsoring echelon:
 - a) Transportation to and from airport, if required;
 - b) Hotel or motel accommodations;
 - c) A meeting - either before or after the function for a briefing to our echelon commanders and members on current JWV policies and positions;
 - d) Your own photographer to be present at the function do not depend on a newspaper to send a photographer;
 - e) Meeting notices are to be mailed to your members at least three weeks before the function requesting that they all attend and meet with the National Commander; Additionally, be sure to invite JWVA and Descendants;
 - f) A telephone squad should be used to assure a large attendance at the function.
 7. After the event has taken place, send copies of all press clippings appearing in your local newspaper to National Headquarters and a list of all radio/television coverage.

JWV LAPEL BUTTON

Every Jewish War Veterans of the United States of America Button in the lapel of a JWV member is a mute reminder of the service rendered by the wearer to his/her country in its military forces. Every member of the JWV is urged to cultivate the custom of wearing this insignia at all times. Posts are reminded of the fact that they must present each new member with such a button.

CLOSING CEREMONY RITUAL

COMMANDER: (Standard Prayer) "Comrades, there being no further business before this Meeting, I am about to close same. The Chaplain will deliver the benediction."

COMRADES: "Amen."

Commander raps gavel three times--Post rises.

(The following prayer is to be used if new members have been obligated).

CHAPLAIN: "Heavenly Father, Before we part, we pray that the inspiration of this hour not quickly fade but that it remain with us throughout the days ahead. Grant strength to those who have newly entered into the ranks of the Jewish War Veterans of the United States of America. Endow them with a willing and steadfast spirit to carry on our worth endeavors. May they ever be dedicated and committed

to the principles of our American and Jewish ways of life. Help them, O Lord, to give of themselves in supporting the efforts of the JWV. May their service to our fraternity help in the attainment of our highest ideals. Amen.

COMRADES: “Amen.”

Commander raps gavel three times Post rises.

(Prayer to be regularly used)

CHAPLAIN: “Heavenly Father, ere we part, we pray that the inspiration of this hour not quickly fade, but that it remain with us throughout the days ahead. May we carry forth with us the high resolve that the noble sacrifice of our fallen comrades be not in vain. May we hold firmly the torch which fell from their hands. Help us to build the better world of which they dreamed. Help us to guard the America for which they died, and to preserve, strong and meaningful, their religious Faith and ours.

“To these great purposes, O Heavenly Father, we rededicate ourselves tonight and continuously in the future. Bless us, and give us the strength and courage to live up to our noble resolves. Amen.”

COMRADES: “Amen.”

COMMANDER: “Post, ATTENTION! Salute COLORS! DOWN! Officer of the Day, prepare the Altar for closing.”

Officer of the Day salutes Commander, goes to Alter, closes Bible, comes to attention and salutes the Commander.

COMMANDER: “I hereby declare this Meeting of Post No. of the Jewish War Veterans of the United States of America duly closed.”

INSTALLATION OF OFFICERS

It is of the utmost importance that those in charge of arrangements for the Installation of Post Officers, particularly if it is to be a public ceremony, take every care that all details be completely worked out in advance of the installation, so that there shall be no long delay between the several parts of the ceremony, or that the ceremony be not unduly prolonged. Local public officials and Rabbis should be invited if possible. It should be carried out in precise, prompt, military fashion.

Be sure that Officers-Elect are fully instructed and that they are properly assembled so that they can respond promptly when called.

If arrangements have been made for music; military or otherwise, it is important that there be instructions precisely as to their part in the ceremony. The only anthem to be played is the “Star Spangled Banner” unless a foreign dignitary is present.

There shall be prepared in advance several typewritten copies of the list of Officers-Elect, arranged in the proper order of seniority of office. These shall be turned over to the Installing Officer.

The following Officers shall be installed:

Commander	Chaplain
Senior Vice Commander	Patriotic Instructor
Junior Vice Commander	Officer of the Day
Judge Advocate	Sergeant at Arms

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Surgeon
Adjutant
Quartermaster

Color Bearers (2)
Color Guards (2)

Additional officers may be installed at the discretion of the echelon.

It is desirable that the installing staff wear the cap of the Jewish War Veterans of the United States of America. Every person on the installing staff shall make himself/herself familiar with his/her part of the ceremony and the installing officer shall ascertain that each person is proficient in his/her part.

If a public installation is held, the center of the hall shall remain cleared.

The meeting shall be called to order by the retiring commander, each of the retiring officers occupying his proper station. The installing officer and honored guests shall be escorted to a position of honor at the rostrum immediately after the call to order and before the opening of the ceremony. Installation may be open or closed.

If a closed installation is held, the echelon, if it wishes, may proceed with its usual course of business until the completion of Old and Unfinished Business. If a public installation is held, no regular business of the echelon shall be transacted. In any event the meeting shall be opened in due form.

The retiring Commander will then introduce the In-Installing Officer and turn over the gavel and Commander's station to the Installing Officer.

INSTALLATION RITUAL

The Installing Officer, in assuming charge, will make appropriate remarks indicating that by a warrant duly issued, and having the honor to be the personal representative of the National Commander, charged with the duty of installing the officers of Post No. for the year In his/her discretion he/she might extend his/her remarks to include the activities of the particular Post, and should make such reference to the general activities, aims and objects of the organization as might be appropriate or necessary.

INSTALLING OFFICER: "Present the retiring Officers!"

The Retiring Officers will go to the rear of the hall to be marched down by the Officer of the Day. (This O.D. is a member of Installing Staff)

OFFICER OF THE DAY: (Marches in retiring officers) "Sir/Madam, I present the Retiring Officers."

INSTALLING OFFICER: "Comrades, you have served the Post well during the past year and by so doing you have helped carry out the avowed objects of our Command. All of you are deserving of thanks for the efforts you have expended. On behalf of our National Organization, which I have the honor to represent, please accept these assurances of appreciation for the services you have rendered.

"Do not lose interest in your echelon's activities, but, by the common ties that bind us together, continue in the labor of love for humanity and support of our free institutions.

"You are hereby honorably discharged from your respective offices and duties.

"Officer of the Day - dismiss all the outgoing officers with the exception of the outgoing Commander whom you will escort to the dais."

OFFICER OF THE DAY: "Retiring Officers ATTENTION! About FACE! Forward MARCH!"

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Officer of the Day then escorts the outgoing Commander to the dais. Presentations are then made to the outgoing Commander and he/she may read his/her final report, etc.

INSTALLING OFFICER: “Officer of the Day, present before the Altar the Officers-Elect of this Post.”

The Adjutant or the Installing Staff will read in pairs the names and ranks of the Officers to be installed. The Officer of the Day will march the two officers to a position in front of the altar as their names are called. This is repeated until the Officers are before the altar.

When all the officers-elect, except the Commander, are in place, the Officer of the Day will give the following order:

OFFICER OF THE DAY: “Officers-Elect, to the center--FACE!”

The two files of Officers-Elect will face each other, leaving an open lane in the center. The Retiring Commander or some other designated Officer will then go to the back of the quarters, where the Commander-Elect will be waiting. They will then advance through the lane of Officers to the altar.

When the Commander-Elect and escort reach the Altar, they shall salute the Installing Officer. The Officer of the Day will give the order “Officers-Elect, Front-FACE,” causing the Officers-Elect to face the Installing Officer.

ESCORT: “Installing Officer, I have the honor to present Comrade, Commander-Elect of Post No. “

The Installing Officer will give three raps of the gavel, calling on all to rise.

INSTALLING OFFICER: “Officers-Elect, raise your right hand and repeat after me:

OATH OF OFFICE: “In the presence of the Com-rades of this Post (County or Department) I do hereby assume the Office to which I had been elected (or appointed). I hereby pledge my word of honor that I will faithfully discharge the duties of my office to the best of my ability. I swear to support the Constitution of the United States and the Constitution and By-Laws of the Jewish War Veterans of the United States of America so Help Me God.”

INSTALLING OFFICER: “You may lower your hands.”

He/She raps the gavel once to seat audience. He/She may then instruct each Officer in his/her respective duties by referring them to the Manual of Ceremonies for proper instructions for the statement as to their respective duties.

INSTALLING OFFICER: “Officer of the Day, dismiss the Officers with the exception of the incoming Com-mander whom you will escort to the dais.”

OFFICER OF THE DAY: “ATTENTION! About FACE! Forward MARCH!”

Dismisses officers when they reach rear of the hall. Then escorts incoming Commander to the dais.

The Installing Officer will then commend Installing Staff for their faithful performance of their duties. The Installing Officer will then address the newly sworn in Commander and in a few words turn over the gavel to him/her completing the ceremonies with the announcement:

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INSTALLING OFFICER: “I hereby declare the Officers of Post No. for the year of to be duly and properly installed and duly au-thorized to carry out the duties of their several offices.”

The new Commander will then proceed with whatever may be on the program. The meeting, whether public or private, shall be closed in due form.

INSTITUTION OF NEW OR MERGED POSTS

Upon the authorization of a Charter, the Department Commander having jurisdiction, shall appoint or authorize any other National or Department or County Council officer to institute said Post in accordance with the regulations and install its officers.

The Constitution and Manual of Ceremonies shall be given to the Instituting Officer, and he/she shall in turn deliver them into the keeping of the Post Commander, after he/she has been installed, and shall instruct the Officers of the Post in their duties, and shall perform such other services as the laws and Manual may prescribe.

Each new Post should be instituted within sixty (60) days of the date the charter is authorized by the National Commander.

The Instituting Officer shall inspect the applications of all prospective members of Posts before they are instituted and shall countersign the reports of meeting, certifying that all applications for membership in the new Posts are eligible according to our Constitution and By-Laws.

No Post shall be instituted with less than ten (10) qualified members whose fees and dues are paid.

After such institution and installation of officers, the Installing Officer shall make a report to the Department Commander who in turn will notify National with the name and number of said Post, the number of mem-bers obligated at the time of the institution and the names and addresses of the officers elected to serve for the first year, together with complete roster of mem-bers installed.

Announcement of institution of Posts shall be sent to the following:

- a) National Commander;
- b) Department Commander;
- c) District or County Council Commander;
- d) Commanders of Posts within County or District in which the new unit is to take place.

It shall be necessary for the Post to obtain the following articles:

- a) Altar Cloth,
- b) Bible (Jewish Scriptures),
- c) Gavel,
- d) A lapel button and a copy of the Constitution for each new member;
- e) Colors and stands.

There should be prepared several typed copies of the list of applicants and of the list of officers to be installed. These should be turned over to the Installing Officer.

The program should be as brief as possible and the following is a suggested outline:

- a) Calling to order (By Temporary Chairman);
- b) Introduction of Instituting Officer by Chairman;

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- c) Opening remarks by Instituting Officer;
- d) Opening in due form;
- e) Introduction of visitors;
- f) Induction of new members;
- g) Introduction of Installing Officer by Chairman;
- h) Installation of Officers;
- i) Presentation of charter and Bible (By high ranking Jewish War Veterans of the United States of America Officer);
- j) Turning over the gavel;
- k) Response by new Commander;
- l) Benediction.

The Installing Officer may modify the provisions of this manual as best suits the occasion and may delegate portions of the proceedings to visiting Officers of the Organization. He/She shall, however, be in complete charge and act as the Presiding Officer until the gavel has been turned over to the duly installed Commander of the new Post.

BALLOTING OF APPLICANTS FOR MEMBERSHIP

There shall be only members of the Organization present in the meeting quarters when election of membership is conducted. Those present who are not members must be courteously requested to step out of the quarters for a few minutes.

COMMANDER: “The Adjutant will present applications for membership.”

Adjutant reads names of applicants and their sponsors.

COMMANDER: “Have the discharges of these applicants been examined?”

CHAIRMAN OF MEMBERSHIP COMMITTEE (or Adjutant): “We find the applicants eligible for membership in the Jewish War Veterans of the United States of America.”

COMMANDER: “Comrades, you have heard the names of the applicants who have been found eligible to membership in our organization. We will now ballot upon them individually are there any objections? (Hearing none) Those voting to elect say “Aye” - those opposed “No.” The applicants are (not) elected.”

(Note: a voice vote is in order, but, if requested by a majority present, a written ballot may be used. If a written vote is taken it shall be on slips of paper, furnished by the Commander. Two tellers will take charge of the vote, and shall tally it, when the slips have been collected. One of the tellers shall report the result to the Commander, saying:

TALLY CLERK: “Commander, I find the vote is (not) favorable.”

COMMANDER: “I therefore declare that the vote being favorable (unfavorable), have (has) been duly elected to (denied) membership in this Post.”

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INDUCTION OF NEW MEMBERS

The Officer of the Day shall arrange the applicants in a column of two whenever possible. It is suggested that on formal occasions where new members are to be inducted, they shall be presented in a body by the Officer of the Day. In all cases they shall be presented (whether marched into the room on formal occasions or whether presented in a group in a special section of the meeting room) by:

OFFICER OF THE DAY: “Comrade Commander and members of Post No., I present (individual names of applicants) who are ready to assume their obligation as members of the Jewish War Veterans of the United States of America.” (Salutes and takes a position to the right of the group).

The Senior (Sr.) Vice Commander shall then advance to the Altar, face the Commander, salute, about face so that he/she shall be facing the inductees.

SR. VICE COMMANDER: “You have been honorably discharged from the Armed Forces of the United States - Are you now prepared to take your obligations as members of our Post?”

INDIVIDUAL: “I am, Sir/Madam.”

SR. VICE COMMANDER: (Executes about face, salutes) “Commander, these veterans have been honorably discharged from the Armed Forces of the United States, with records clean and untarnished, and they are prepared to enlist in the ranks of the Jewish War Veterans of the United States of America.”

Sr. Vice Commander salutes and returns to station.

COMMANDER: “Jr. Vice Commander, instruct these new members in the aims and objects of our organization.”

Jr. Vice Commander advances to the Altar, faces the Commander, salutes, executes about face.

JR. VICE COMMANDER: “Comrades, the aims and objects of the Jewish War Veterans of the United States of America are:

- a) To maintain true allegiance to the United States of America;
- b) To foster and perpetuate the highest ideals of our country;
- c) To challenge whatever tends to impair our free institutions;
- d) To encourage the doctrine of universal liberty, equal rights, and full justice to all men/women;
- e) To oppose the powers of bigotry and darkness wherever originating and whatever their target;
- f) To uphold the fair name of the Jew and fight his/her battles whenever unjustly assailed and to perpetuate the eternal values of Judaism;
- g) To inculcate and keep alive the spirit of Comradeship among the men and women of our Faith who served in the Armed Forces of the United States;
- h) To assist such Comrades and their families as may stand in need of help;
- i) To honor the memory of our heroic dead and shield their graves from neglect.”

“Commander, the new members have been instructed in the aims and objects of our organization.”

Jr. Vice Commander Salutes and returns to station.

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COMMANDER: “Having heard our aims and objects, are you prepared of your own free will and accord to accept the obligation of the Jewish War Veterans of the United States of America upon the assurance that it will in no way conflict with your moral, civil or religious rights or duties?”

EACH NEW MEMBER: “I am.”

The Commander or such member of the organization as may be designated for the purpose shall then administer the following obligation.

COMMANDER OR DESIGNEE: “I will now administer the obligation. New members will raise their right hands and repeat after me, using your name where I use mine.”

Obligation should be read slowly and distinctly, pausing where indicated for repetition by the inductees.

OATH OF OBLIGATION

“In the presence of God, surrounded by Comrades dedicated to the Flag and the Faith I, swear or affirm to support the Constitution of the United States of America and to respect and protect its Flag and Institutions. I will obey the Constitution and By Laws of the Jewish War Veterans of the United States of America and obey its orders.

I pledge that I will uphold the principles of Judaism and live by its highest ideals to the best of my ability. I will do my best to obtain justice for veterans for their families and dependents.

I will maintain true loyalty to the principles of our democratic institutions our religious values and my fellow veterans.

This obligation I promise to fulfill ON MY HONOR and in the presence of the Flag of my Country, so help me God.”

CHAPLAIN: “And may each of you be true to your sacred obligation.”

One rap of the gavel seats the echelon.

COMMANDER: (The Commander may designate a Past Commander or a visiting comrade for this purpose.) “Patriotic Instructor, advance to decorate our new Comrades with the emblem of our organization.”

PATRIOTIC INSTRUCTOR: (rises, salutes the Commander, walks to the Alter and says:) “This emblem of the Jewish War Veterans of the United States of America is presented to you and denotes the relationship between eternal faith and our beloved country. Upon the face of the emblem appears the Star of David, historical reminder of our origin as Jews, within the wreath of American victory. Superimposed thereon is the American Eagle, symbolic of freedom, while in the center are inscribed the initials U.S., both of which are emblematic of the highest rights of free men/women. The entire arrangement typifies the interwoven histories of our steadfast religious belief and emblem as a symbol of our religious faith and your love for our nation and its institutions, and wear it proudly in brotherhood/sisterhood and patriotism.”

After this address, lapel buttons shall be pinned on each new member. The Comrade designated to make this address and presentation may call on other Comrades to assist him/her. Upon completion he/she shall face the Commander, salute, and return to his/her station. It is suggested that in addition to lapel buttons, the Post present a gift to each new member. The Commander (or substitute of his choice) shall deliver the charge but the delivery may be delegated to an echelon Commander or to a visiting high ranking officer. The charge shall be delivered from a position at the altar facing the new members.

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CHARGE: “The Jewish War Veterans of the United States of America is founded upon Patriotism, Comradeship and the love which we have long borne for our eternal Faith. You have exemplified your Patriotism and Love of Country by your loyal and faithful service in the Armed Forces. The welfare of our country is the chief concern of our organization. We dedicate ourselves to the protection and perpetuation of the Constitution of the United States and its guarantees of human liberties so that all men/women, regardless of race or creed, may live together in peace and harmony, secure in the permanency of its laws.

“The prophets have handed down the principles of our noble heritage. We must be ever mindful that Judaism and democracy are closely bound by common principles.

“A knowledge of our own history as Americans and as Jews will bring us a true understanding of the role we play. Dignity in the daily walks of life, patriotic devotion to our Country, and loyalty to the traditions of our Fathers, are our ideals and chief aims.

“I greet you here in the spirit of comradeship. It is that spirit that binds all men/women who have shared a common danger and who are joined in a common cause. In that spirit we lift the fallen comrade and extend aid and sympathy to the needy and distressed and to their families and dependents.

“Yours is the hand that helped to uphold our Flag in glory. I am proud to grasp it now in the warmth of this new comradeship. Welcome and Mazel Tov.”

The Commander or substitute shall execute about face and walk to his/her station.

COMMANDER: “Comrades, it is my pleasure to present to you Comrade:”

“You are now a full fledged member of the Jewish War Veterans of the United States of America. Since its origin in 1896, it has fought against the forces of bigotry and darkness wherever originating and wherever directed, advocated the highest principles of our faith and the implementation of those ideals to the advancement of the American way of life.

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PART II: FUNERAL & MEMORIAL SERVICES

FUNERAL SERVICES

General Protocol:

Any echelon of the Jewish War Veterans of the United States of America, may officially attend the funeral of any veteran or service-person, who has died in the service of the United States, or who has been honorably discharged therefrom, regardless of the race, creed, or color of such individual, and regardless of affiliation with this or any other veterans organization.

The Funeral Service of the Jewish War Veterans of the United States of America shall be given only at the funeral of an honorably discharged veteran or service person of the United States of the Jewish faith, whether a member of the JWV or not. In the case of non Jews, participation shall be limited to serving as escorts, guards, pallbearers, eulogies and the like.

In no case shall any unit of the Jewish War Veterans of the United States of America perform this Funeral Service or participate beyond mere attendance at any funeral without the request of the near surviving relatives. Such request must be made to the Commander or other responsible officer of the Post. If any doubt exists as to the wishes of the family, the Commander, or his/her representative shall make proper inquiries.

The Commander shall be in full charge of the Jewish War Veterans of the United States of America participation. In his/her absence, the Chaplain shall assume the Commander's responsibility. In the absence of both, the highest ranking officer present shall take charge.

The Comrade in charge of the Jewish War Veterans of the United States of America ceremony will make all assignments to duties and arrangements. He/She shall ascertain well in advance of the time of the service whether the JWV are to conduct the ceremony at the chapel, at the grave, or both.

During the chapel service, colors shall not be carried, but shall be set in standards near the casket. At the cemetery, colors shall be carried along the path to the grave.

Whoever is in charge of the ceremony shall designate the persons to officiate as follows: Commander, Chaplain, Senior Vice Commander, Junior Vice Commander, and Officer of the Day. In addition to these five, he/she shall assign all other Comrades present to one of the following groups, according to the number present and the general arrangements necessary:

- a) Color Guard,
- b) Honor Guard,
- c) Pallbearers,
- d) Escort of Officers,
- e) Escort of Comrades.

The Officer of the Day shall arrange the line of marchers in the aisles of the Chapel or in the lanes of the cemetery according to the shape and dimensions of the hall or cemetery and the Officer of the Day shall also arrange their position during the service, according to the available space. When all are in their proper places the Officer of the Day shall so notify the Commander by reciting the opening of the service.

At the chapel service, the Commander, the Chaplain and the Sr. Vice Commander shall stand facing the assemblage, on the far side of the casket. The Chaplain shall be at the right of the Commander, and the Sr. Vice Commander at his/her left. The Jr. Vice Commander shall be at one end of the casket and the Officer of the Day at the other. If one Comrade must serve in several capacities, the Commander

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may likewise take the part of the Sr. Vice Commander, while the Officer of the Day may serve also as Jr. Vice Commander.

If there be any marching alongside of the hearse, or casket, through streets or cemetery lanes, the following positions in line shall be observed:

- a) The Commander,
- b) Senior and Junior Vice Commanders,
- c) Colors and Color Guard,
- d) Firing Squad (if any),
- e) Chaplain,
- f) Casket or Hearse with Pallbearers and Honor Guard,
- g) Escort of Officers,
- h) Mourners.

Arriving at the grave, the other marchers shall halt while the pallbearers carry the casket to the grave. The Comrades shall separate at the right and left, while mourners proceed through the lines thus formed to the grave. The echelon shall then be formed about the grave or tomb in the manner most appropriate for the occasion and as the space and the contour of the ground will permit. When ceremonies are over, the Comrades again form two lines along the cemetery lane so that mourners may pass through first in leaving the cemetery.

FLAGS FOR FUNERALS

Flags are provided for burial services of military personnel and most veterans. If a person dies while on active duty, his/her own Service furnishes the flag used to drape his/her coffin. Flags for the funerals of veterans are provided by the U.S. Department of Veterans Affairs (VA) and may be obtained at local post offices. The veteran must have been discharged under conditions other than dishonorable and must have served either in wartime or other conflict, or released sooner for disability incurred in line of duty.

The flag will be presented at the proper time during the burial service to the next of kin. In the event that there is no next of kin, it will be presented, upon request, to a close friend or associate of the deceased veteran. Before issuing a flag, the VA officials will require evidence of the character of discharge as well as origin of death. When proper evidence is given, the flag will be issued promptly.

When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder.

The flag should not be lowered into the grave or allowed to touch the ground.

FUNERAL SERVICE AT THE CHAPEL

Colors are already posted in their standards near the casket. Veterans enter in this order: Color Guard, and/or Honor Guard, Pallbearers, Commander, Sr. and Jr. Vice Commanders, Chaplain, Officer of the Day, and other officers of the post (or posts) go directly to their stations. The Officer of the Day faces about as he/she reaches the end of the aisle and facing the marchers directs them to their places near the casket; then he/she takes his/her own station at one end of the casket and by his/her opening words signifies that all is in readiness for the service. All stand at parade rest during the service.

OFFICER OF THE DAY: “We are here to salute our departed Comrade and bid him/her farewell.”

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COMMANDER: “It is well that we are here, my Comrades, for here is one that shared with us in the defense of our Country; and who bore the same distinctions we do. Whether his/her life was brief, or whether it outnumbered three score years and ten, he/she was known to all the world by the same titles we bear: a veteran and a Jew. His/Her was a noble portion, for he/she aided in the defense of this beloved land, and all who have worn the uniform of our Country are Comrades forever throughout eternity. It is a bond that death cannot remove.

“Let us therefore pray in this dark hour of his/her departure into the realm of eternal life, that our Comrade may be received in mercy before the throne of God and there be sheltered by His protecting grace. Let us likewise pray that all the love he/she created and that all the good he/she performed here on earth may endure in the hearts and lives of his/her dear ones.”

CHAPLAIN: “Almighty God, Whose protecting arm has shielded our Comrade and has spared him/her to us and to his/her family until this hour, we thank You for the service he/she has rendered within the circle of his/her family, his/her friends and his/her comrades, and for the larger service he/she has rendered to the two great causes we hold dear, Our Country and Our Faith. Bless his/her endeavors and grant that the United States and the people of Israel may secure those blessings which he/she ardently desired for them. So may he/she continue to live among us through the fulfillment of the ideals he/she cherished, and so may his/her memorial here on earth endure forever. Amen.”

COMRADES: “Amen.”

COMMANDER: “No words can adequately describe our feelings. Our Comrade has left us, and we are powerless to describe our loss. Gone from us, our Comrade, you are at peace in the realm of eternity. Eagerly would we express our feeling, deeper than words can tell.

EULOGIES (If Desired)

The officers who participate in the ceremony move toward the places from which they can best step forward to perform their parts, while the Commander says:

COMMANDER: “Comrades, ATTENTION! Let us salute our departed Comrade for the last time.”

All come to salute and hold it throughout this ceremony.

SR. VICE COMMANDER: “This flag we have placed here on behalf of our beloved country, for whose integrity our Comrade has served.”

COMMANDER: “Honor! Peace! Patriotism! And Love! May these be forever associated with the memory of our departed Comrade (name). Let the (Department or Post) of the Jewish War Veterans of the United States of America, which is pledged to shield from neglect the graves of our heroic dead, be true to this sacred purpose.”

COMMANDER: (dropping the salute) “At ease, my Comrades! “

ALL: (dropping the salute) “At peace, our Comrade!”

CHAPLAIN: “Lord, You have been our refuge in all generations. Before the mountains were brought forth, before You formed the earth and the world, even from everlasting to everlasting. You are God.”

“But man You turn into dust, and say, ‘Return to me, all you children of men.’ Man is like grass, which flourishes and grows in the morning, but in the evening is cut down and withers.”

“We bring our years to an end as a tale that is told. Teach us to number our days that we may get us a heart of wisdom.”

“Let Your work appear to Your servants and Your glory upon their children. And let the grace of the Lord, our God, be upon us.”

“Establish the work of our hands.”

ALL: “Amen.”

“May the grace of Heaven be upon us, that we may all find the peace of God on earth, and the blessings of eternal rest hereafter. Amen.”

When it is time to leave the hall in which the service is held, if space permits, the Post should form in the aisle ahead of the casket in this order: Commander, Sr. and Jr. Vice Commanders, Chaplain, Guard of Honor, other Commanders, other officers, pallbearers are on either side of casket or directly before it, behind the casket come the mourners. At the end of the procession come the Color Guards who take the colors to the cemetery if rites are to be performed at the grave. (Otherwise colors are not taken to the cemetery) Officer of the Day is last to leave, having attended to forming line of march, etc.

INTERMENT SERVICE AT THE GRAVE

OFFICER OF THE DAY (loudly and slowly): “Parade, REST”

COMMANDER: “The moment has come when we must bid the last solemn farewell to our departed Comrade. With sorrowing hearts we have brought to this place of eternal rest all that remains of the mortal flesh of him/her who was dear to us in life and whose spirit shall still abide with us. Let us invoke God’s blessings and His favor for the bereaved ones here, who like ourselves, have lost the visible presence of their loved one but still cherish memories that shall not die.”

CHAPLAIN: “Oh, God of Hosts, in the presence of the dead who have passed on before us and who slumber here in peace, we ask Thy gracious blessing for those who mourn here now. May they be strengthened in their grief and find courage to overcome their sorrow. For all who thus lament the passing of men/women in their vigor and for all who have been widowed or orphaned through war, for all who have suffered in the struggle for any good and righteous cause, we ask Thy divine mercy. Amen.”

COMRADES: “Amen.”

COMMANDER: “At EASE!”

SR. VICE COMMANDER: “Farewell, our Comrade. May you find peace everlasting in the realm of the hereafter.”

Weather and general conditions permitting, a brief address by Commander or Chaplain or other Comrade may be given especially if no Jewish War Veterans of the United States of America service was given at the chapel.

JR. VICE COMMANDER: “Farewell, our Comrade. Go your way for the Lord has called you; go your way, and the Lord be with you. May He who protected you on land and sea, shelter you now and forever.”

ALL: “Farewell, our Comrade.”

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After the Kaddish, the Commander signals firing squad which fires three volleys. Commander then calls "ATTENTION." Bugle sounds Taps. The Post Colors, are drooped flying freely over the grave. After Taps, Comrades will form rows through which mourners pass on to the graves. Then, at the discretion of the Officer of the Day, they may form ranks and march away with quick precision.

GRAVE SIDE MILITARY CEREMONY WITH FIRING SQUAD

For Original Committal and Re-committal.

The following is to be used in rendering military honors at grave side ceremonies with Rifles:

Number of personnel required:

- a) 1 Extra person to assist in folding flag;
- b) 6 Riflemen;
- c) 1 Bugler;
- d) 1 JWV officer in charge.

Formation procedure:

The following procedure as outlined below will take place before, during and after the ceremony to be conducted at the grave sight.

1. Shortly before the funeral party arrives at the cemetery, the Jewish War Veterans of the United States of America officer in charge will form his/her detail so that the extra person will be in lead when a column is formed, followed by the Rifleman and then the Bugler.
 - a) He/She then will give the command to the Riflemen to load and lock their pieces.
 - b) The JWV officer in charge will then march the detail in single file with the rifles being carried at "Trail Arms", to the grave side, placing the detail approximately five (5) feet from and parallel to either side of grave.
 - c) As soon as the first Rifleman reaches the foot of the grave, the JWV officer in charge will halt the detail and give the command "Right (or Left) FACE", followed by the command "Parade REST".
2. Immediately after the casket is removed from the hearse, the JWV officer in charge will bring the detail to "ATTENTION" and give the command "Present ARMS".
 - a) The squad will remain at "Present ARMS" until the casket is placed over the grave on the lowering device and the Flag properly draped.
3. The squad will then be given "Order ARMS" followed by the command "Parade REST."
 - a) The squad will remain in this position while the religious and/or other services are being conducted.
4. Immediately after the conclusion of the religious and/or other services, the squad will be brought to "ATTENTION."
5. The JWV officer in charge then commands: "1. Escort, Less Firing Party, 2. Present, 3. ARMS, 4. Firing Party, 5. FIRE THREE VOLLEYS."

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- a) The bugler at the command “ARMS”, takes position at the head of the grave and “Presents Arms”. (Bugler executes his/her movements without special commands to him/her.)
 - b) After the command “FIRE THREE VOLLEYS” the JWV officer in charge will give the command “READY.” At this command the Riflemen will face half right and carry their right feet 12 inches to the right and to such a position as will secure the greatest firmness and steadiness of the body, and assume the position of “Port Arms.” Immediately after the Riflemen are in position, he/she will give the command “AIM.” At this command they will raise their rifles to the firing position simultaneously; in doing so they will unlock their pieces. His/Her next command will be “FIRE”; at this command the trigger is squeezed quickly. The rifles will then be lowered to the “Ready” position and reloaded.
6. In reloading the JWV officer in charge must pause long enough to enable each person to reload i.e., by allowing the new cartridge to be driven in the chamber securely, before giving his/her next commands which are “AIM”, “SQUAD”, “FIRE”.
 - a) This same procedure of reloading the piece and firing will be done once more. (3 volleys to be fired, therefore procedure will be repeated twice).
 7. Immediately after the third volley is fired, the Riflemen will come to the ready position, lock their pieces and remain in that position until the last note of Taps has been played.
 8. The bugler will play Taps immediately following the third volley.
 9. The JWV officer in charge then gives the squad “Order ARMS” and proceeds with the extra person to remove the Flag and fold same.
 10. The JWV officer in charge will present the flag to the next of kin and then take position to march the detail away from the grave by giving the command either “Right (or Left) FACE”, and at Trail Forward MARCH.”

This concludes the military ceremony at grave side.

Immediately upon departure from the immediate vicinity of the cemetery the JWV officer in charge will halt the detail, give them the command “Right FACE” and then give them the order “Inspection ARMS” AND THEN “Order ARMS”. This is done to insure that no live ammunition is left in the chambers of the rifles.

GRAVE DECORATION SERVICE

The Commander or the Senior officer present shall designate any Jewish War Veteran of the United States of America to take the positions of the following officers if they are not present:

- a) Commander,
- b) Sr. Vice Commander,
- c) Jr. Vice Commander,
- d) Chaplain,
- e) Officer of the Day.

The echelon will form in a column of two at the cemetery gate and march to the grave preceded by the Colors. The Commander and Chaplain will take places at or as near as possible to the head of the grave; the Sr. and Jr. Vice Commanders at the right and left respectively, and the Officer of the Day near the

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foot. The Comrades will arrange themselves around the grave. The Officer of the Day will take charge of their arrangements.

OFFICER OF THE DAY: “One of the principal purposes of the Jewish War Veterans of the United States of America is `To honor the memory and shield from neglect the graves of our heroic dead.’ We have come to the resting place of our departed Comrade , a member of Post No. to carry out this purpose.” (In the event an individual was not a member of the JWV, delete the section in the last sentence from `a member of’ to the end of Post No.).”

COMMANDER: “On this day, sacred to the memory of those who served their country, it is eminently fitting that we make this pilgrimage to the last resting place of our departed Comrade (Comrades). He/She was a soldier of his/her country (They were soldiers of our country). As he/she (they) served loyally and faithfully, ready to lay down his/her (their) life (lives) for the Flag we love and the institutions we hold sacred. A loyal and patriotic American(s), he/she was firm in his/her abhorrence of the powers of bigotry, and stalwart in the advancement of his/her (their) faith and the ancient tradition of Israel. The double bond thus forged holds us together throughout eternity. Even death cannot rend it asunder. He/She (they) still abides (abide) with us through the precious memories we retain; he/she (they) still guides (guide) our actions through the inspiring example of patriotism and loyal performance of duty which he/she has (they have) provided.”

“Let us therefore pay homage to his/her (their) memory and pray that he/she has (they have) found perfect peace and rest at the throne of our Divine Maker Who blesses the righteous.”

OFFICER OF THE DAY: “Parade Rest!”

If service involves Dedication of Tombstone, add the following prayer.

CHAPLAIN: “Lord, Thou hast been our refuge in all generations. Before the mountains were brought forth, before Thou hadst formed the earth and the world, even from everlasting to everlasting. Thou art God. But man Thou turnest into dust, and sayest: `Return unto me, all ye children of men.’ Man is like grass, which flourisheth and groweth up in the morning, but in the evening is cut down and withereth.”

“We bring our years to an end as a tale that is told. Teach us to number our days that we may get us a heart of wisdom. Let Thy work appear unto Thy servants and Thy glory upon their children. And let the grace of the Lord, our God, be upon us.”

“Establish Thou, the work of our hands.”

OFFICER OF THE DAY: “ATTENTION. Hand SALUTE.” (Comrades will stand at salute).

JR. VICE COMMANDER: (Places grave marker--to be used for JWV members only). “I place as a symbol of our undying love this emblem of the Jewish War Veterans of the United States of America. It is stamped with the Star of David which is the traditional emblem of our people. Within this shield is the Eagle, the symbol of our Country’s greatness, and surrounding both is the wreath of victory and peace.”

SR. VICE COMMANDER: (Small American Flag [12” x 18”] will be attached to grave marker). “This flag is here on behalf of our Comrade. The red and white of its stripes typify those virtues in him which mark the American soldier and citizen as a man of courage and purity of motive. The blue field is a symbol of that noble aspiration for ideals which reaches even to the stars. This Flag he/she loved, and we place it here that it may mark his/her resting place in death as it marked the noble ideals in his/her life.”

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(Due to possible objection by Orthodox families to placing wreaths, consent should be obtained by the Commander or any Comrade whom he/she may designate).

COMMANDER: “It is customary on this day that the last resting places of veterans of our land shall be decorated with living blooms to symbolize the ever recurrent freshness of their memories in the hearts and minds of their comrades. In accordance with that custom and on behalf of Post No. of the Jewish War Veterans of the United States of America, I place this wreath as a token of our undying comradeship.”

POST: “At peace, our Comrade!”

If possible, the El Moley Rachamim in Hebrew and English should be recited (see Appendix).

CHAPLAIN: “O God, full of compassion who dwells on high, grant to the souls of our departed, perfect rest beneath the shelter of Your divine presence, in the exalted places among the holy and pure who shine as of the brightness of the firmament. We beseech You, Lord of Compassion, shelter them forevermore under the cover of Your wings, and let their souls be bound up in the bond of eternal life together with the souls of the righteous who are ever with You.”

“And the work of the righteous shall be peace, and the effect of righteousness, quietness and confidence forever. Nation shall not lift up sword against nation, neither shall they learn war any more. And the glory of the Lord shall be revealed for all men to see. Amen.”

If there is a firing squad, it will volley immediately after the conclusion of the prayer.

“Taps” will sound immediately after the volley. While “Taps” is blown, Comrades will stand at salute. Post colors will droop over the grave.

Immediately after the blowing of “Taps” the Commander will call:

COMMANDER: “Post ATTENTION! FALL IN!”

The lines will form quickly as in entering.

COMMANDER: “Forward MARCH!”

The Post will march off.

SERVICE FOR DEDICATION OF A TOMBSTONE

The service herein set forth may be modified for use at the grave of a Jewish veteran who was not a member of the organization; the grave marker of the organization may be used for a non member with the permission of the family. In decorating the grave of a non Jewish veteran, the religious portions of the service should be omitted entirely and the grave marker of the organization not used.

COMMANDER: “In the name of the family of our departed Comrade and of the Post, Jewish War Veterans of the United States of America, we now consecrate this monument to the memory of as a token of respect and love.”

“May his/her soul be bound up in the bond of Eternal Life.”

CHAPLAIN: “O, Lord, our God, in Whose hands are the souls of all the living and the spirit of all flesh, standing at the grave of our beloved Comrade who served his/her country faithfully and who left us a heritage of patriotic devotion, we thank You for all that was good and true in his/her life, for all that was

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brave and strong in his/her character. Love dies not; righteousness is mightier than the grave. They that walk uprightly among us and sow seeds of truth and loving kindness live on in everlasting remembrance.”

“May this hour consecrated to the memory of the departed bring its message of consolation unto those who mourn him/her. May Your all embracing love comfort and sustain them, that, walking in the valley of the shadow of death, they may see Your light.”

“As we place this monument of stone (or tablet of bronze) upon this grave, may we recognize that it is but a symbol, that the memory of our departed Comrade is honored best through the lives, deeds and thoughts of us who remain. We pray, O God, that strength of will and purity of purpose be given unto all of us, that through our actions and our aspirations we may reflect honor upon him/her whom we remember at this sacred moment. May his/her memory lead us to love You with all our hearts and loyally cleave unto the faith of Israel. Then indeed will his/her name be a blessing.”

“May this moment be not only one of memorial, O God; may it also be one of dedication and promise. May we who are gathered in loving remembrance of one who has let us, here and now consecrate ourselves in pursuit of those ideals of freedom and justice for which he/she lived and died. We recite our people’s ancient Kaddish as a reaffirmation of those ideals and as a pledge to keep our Comrade’s memory fresh by striving continually for a world of peace and justice.” (Kaddish is recited by Chaplain, Rabbi or Comrade).

MEMORIAL SERVICE

Graves of deceased members of the organization shall be decorated annually on Decoration Day (Memorial Day) or the earliest convenient day preceding Decoration Day (Memorial Day) together with the Eleven O’Clock Ceremony (see page 48). The service herein set forth may be modified for use at the grave of a Jewish veteran who was not a member of the organization; the grave marker of the organization may be used for a non member with the permission of the family. In decorating the grave of a non Jewish veteran, the religious portions of the service should be omitted entirely and the grave marker of the organization not used.

COMMANDER: “In the name of the Post (or Department, or the National Organization) of the Jewish War Veterans of the United States of America, I summon all Comrades within hearing to join in reverent tribute to our departed comrades, whose names remain forever on our rolls, though their faces have vanished from our midst. They still abide with us through the precious memories we retain. They inspire and influence our actions, through their examples of loyalty and devotion to performance of duty.”

“To our comrades who surrendered their lives on the battlefield, in the hours of our Nation’s need, we pay the highest measure of tribute. We likewise memorialize here all our comrades who wore the uniform of the United States of America, returned safely to serve their nation in peace as they did in war, and were then called to their eternal rest.”

“Comrades, let us pray for the eternal peace of those who have departed. To those who have honored us in life and in death, let us pay the full measure of our loyal devotion. And let us here highly resolve to dedicate our own strength and lives to the ideals of freedom for which they gave their utmost.”

CHAPLAIN: “Lord, You have been our refuge in all generations. Before the mountains were brought forth, before You had formed the earth and the world, ever from everlasting to everlasting, You are God.”

“But man You turn into dust, and say, ‘Return to Me, all you children of men.’ Man is like grass, which flourishes and grows in the morning, but in the evening is cut down and withers.”

“We bring our years to an end as a tale that is told. Teach us to number our days that we may get us a heart of wisdom.”

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“Let Your work appear to Your servants and Your glory upon their children. And let the grace of the Lord, our God, be upon us.”

“Establish the work of our hands.”

COMMANDER: “We are here to pay tribute to the many heroes of all races, and of all creeds, who in their lifetime rendered patriotic service to our country. Let us bow our heads and let our voices be hushed in memory of every American who made the supreme sacrifice in the defense of our nation.”

CHAPLAIN: “Lord, our God, You who are our inspiration in life, and give comfort and consolation in death, we pray this day that You may send Your comforting influence into the homes which are marked by the gold star of bereavement. To the widows and orphans of all who have fallen in defense of our nation’s ideals; to the parents, the brothers and sisters; to all who were deprived of their dear ones through the devastation of war, grant Your divine consolation.”

“O merciful God who dwells on high and is full of compassion, grant perfect rest beneath the shelter of Your divine presence among the holy and pure who shine as the brightness of the firmament, to our dear departed who have gone to their eternal home. May their souls be bound up in the bonds of eternal life. Grant that their memories ever inspire us to noble and consecrated living.” Amen.

“We pray, O God, that the spirit of devotion may abide with us strongly in peace as in war; that the service rendered America by us, the living sons and daughters of Israel, may be as eloquent and challenging as the sacrifices of our brethren who gave their lives in battle.”

“Bless us and the world with peace, that there may be no further need for the instruments of war. Let all nations beat their swords into plowshares and their spears into pruning hooks. Let them learn war no more. Give all mankind such understanding and counsel, that living together in peace and in harmony, they may promote their mutual welfare and perpetuate the ideals of our nation.” Amen.

“Let us in silent devotion, recall our own precious memories of departed comrades, and each speak in his/her own heart the prayer that loving memory calls forth.” Amen.

This is followed by:

- a) One minute of silence.
- b) El Moley Rachamim prayer.
- c) Audience is seated.
- d) Address OR Addresses

(Following the speech or speeches, an appropriate song may be sung by soloist or choir.)

COMMANDER: “Let us now conclude these memorial rites with the traditional prayer we Jews have used for many centuries. As we recite the Kaddish we are mindful of a multitude of unnamed Jewish souls who sleep in marked and unmarked graves throughout the world. In addition to those who died in combat we add the long muster of other Jewish service men and women who having returned to civilian life, have since passed to the life beyond.”

(If list of names is to be read).

COMMANDER: “I call upon the Adjutant to read the names of departed veterans of (select one; City, or who passed away during the last year, or former Comrades of Jewish War Veterans of the United States of America, or Departed soldiers whose memories are held dear to the Comrades of the Post).”

Adjutant reads names.

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Be sure to have suitable list prepared in advance, otherwise omit the above paragraph.

COMMANDER: “We rise for the Kaddish. Parade REST!” (Kaddish is recited by all. At last word of the Memorial Kaddish bugle sounds Taps.) (See page 80).

Close with singing of “AMERICA.”

ELEVEN O’CLOCK CEREMONY

This service should be held whenever possible at meetings and particularly at public functions on Memorial or Veterans Day.

COMMANDER: “This hour has assumed for us a special significance. At this time we pause to honor the heroic dead of all wars who died that our Country might live, and to dedicate ourselves anew, in peace as in war, to the safeguarding of the American principles of liberty, justice and democracy, so that these honored dead shall not have died in vain.”

“Let us in this hour be mindful of our duty to the wounded, the stricken, and the bereaved, that they shall not lack the necessary sustenance that this great nation can give. Let us also in this hour recall in tender memory, those comrades who, having returned to their usual pursuits, have since gone from our midst to the peace that is eternal. Let us also in this hour renew the pledge of mutual comradeship, that we may carry on and perpetuate the ideals of the Jewish War Veterans of the United States of America.”

Commander will give three raps of the gavel. All rise and face east.

Chaplain will invoke divine blessings.

CHAPLAIN: “O, God, full of compassion, grant to the souls of our departed, perfect rest beneath the shelter of Your divine presence, in the exalted places among the holy and pure who shine as of the brightness of the firmament. We beseech You, Lord of Compassion, shelter them under the cover of Your wings, and let their souls be bound up in the bond of eternal life, together with the souls of the righteous who are ever with You.”

“And the work of the righteous shall be peace, and the effect of righteousness, quietness and confidence forever. Nation shall not lift up sword against nation, neither shall they learn war any more. And the glory of the Lord shall be revealed for all mankind to see. Amen.”

“Taps” will sound immediately after the prayer.

Silence.

CHAPLAIN: “May their souls be bound up in the bonds of eternal life.”

One rap of the gavel seats the audience.

PRAYER IN MEMORY OF THE JEWISH MARTYRS

“May God be mindful of the souls of all our brothers, departed members of the house of Israel who sacrificed their lives for the sanctification of the Holy Name and the honor of Israel. Grant that their heroism and self-sacrificing devotion find response in our hearts and the purity of their souls be reflected in our lives. May their souls be bound up in the bonds of eternal life, an everlasting blessing among us.” Amen.

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PART III: POLICIES, DUTIES, ETC

JWV POLICY ON SABBATH AND HOLY DAYS

1. All Jewish War Veterans of the United States of America units, echelons and the Officers and members or these units, are directed to refrain, as members of the JWV, on a Jewish Holy Day or on the Sabbath, from participating in or as part of:
 - a. Any parade, or;
 - b. the carrying of any colors in any parade, or;
 - c. Demonstrations or counter-demonstrations.
 - d. Conducting of fund-raising activities, or;
 - e. Allowing of the use of any echelon owned buildings for fund-raising, or;
 - f. Attendance at any cemetery function.
2. It is further directed that units and members explain in writing to the Marshal or other person in charge of a parade, or other secular event, JWV's reason for abstaining and re-request that the parade or other event be held on a different day:
 - a. If a date change cannot be accomplished, the Marshal or person in charge should be urged to issue a public statement explaining that the reason for abstention of the JWV from a patriotic observation or secular event is because of religious convictions.
 - b. It should be explained that this prohibition prevents any JWV unit from allowing its colors to be carried in such a parade, or being presented at the secular event on a Jewish Holy Day (Rosh Hashanah-1 & 2 Tishri; Yom Kippur-10 Tishri; Sukkot-15 & 16 Tishri; Shemini Atzeret-22 Tishri; Simchat Torah-23 Tishri; Passover-15, 16, 21, & 22 Nisan; Shavuot-6 & 7 Sivan) or Sabbath, by persons or units not of the Jewish faith.
3. This policy, of course shall not apply to vigils, non-denominational religious community affairs or Jewish religious observances, or services conducted on the Sabbath or Jewish Holy Days. The wearing of the JWV cap in an audience or as a non-participant observer should not be prohibited as a form of head covering at events which rule out JWV participation.
4. Members of the Jewish War Veterans may preform Bikor Cholim visits to any hospital to bring cheer to hospitalized veterans. They may wear their caps, insignia, etc.
5. When requested to participate in, or when an echelon requests the right to participate in any secular activity on the Sabbath or a Jewish Holy Day, clearance from National Headquarters is required, and is to be requested well in advance (except for emergency conditions) from the National Headquarters and must be approved by a committee composed of the National Commander, the Chairman of the National Executive Committee and the National Executive Director, and with advice of the local rabbinical leaders as appropriate.
6. On occasion when attending events at a non-Jewish cemetery, church, or other religious building, (but never on Sabbath or Holy Days), the wearing of the cap is dependent on the customary use thereof by other, non-Jewish veterans. If they wear their caps, so do we. If they remove their caps, so do we. If the event is in a secular building or outdoors, we may continue to wear our caps even during an invocation or benediction.

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DUTIES OF OFFICERS

QUALIFICATIONS: for Commander, Senior Vice Commander and Junior Vice Commander.

- a) Loyalty to the Jewish War Veterans of the United States of America, its aims and purposes.
- b) Loyalty to the principles of Judaism.
- c) Efficiency in the administration of his/her duties.
- d) Resourcefulness in planning and executing the duties of his/her office.
- e) Initiative in devising activities to carry out the JWV purpose and program.
- f) Personality based upon tolerance, patience, enthusiasm and a sense of humor.
- g) The ability to work with people.
- h) The ability to devote the time necessary to the proper carrying out of the duties of the office.
- i) For Commander: one year service as a member of the JWV except in newly instituted Posts.

COMMANDER

Shall enforce the Constitution and By Laws of the Jewish War Veterans of the United States, and of the respective echelon of JWV, and the Orders of the National Convention and the National and State Executive Committees, and for this purpose he/she may issue such orders as may be necessary.

The Commander shall preside at meetings.

The Commander shall appoint all officers where so provided and may remove them at his/her discretion.

The Commander shall appoint such committees as may be required and vest them with powers not inconsistent with the Constitution and By Laws.

The Commander shall hold all bonds furnished by officers for the faithful performance of their duties and shall countersign the bonds of the respective JWV order.

The Commander shall see that the Adjutant and the Quartermaster, whether elected or appointed, unless they are continued in office by his/her successor, turn over to their successors in office all property, and in the case of the Quartermaster, all funds of the organization for which they may be held accountable, and shall be held responsible for any delay on the part of these officers in performing these duties, in accordance with the provisions of the rules and regulations.

The Commander shall render to the organization at the meeting at which the Annual Installation of officers takes place a complete report of his/her administration, showing the condition of the order in all material aspects, this report to include a summary of the reports previously furnished to him/her by the Adjutant, the Quartermaster, and the Historian, and may contain such matters of interest and such recommendations as he/she deems may be of value to the respective echelon.

Aids In Conducting Office:

Appointment of Committees

The success of a JWV order depends primarily upon the complete interest, activity and cooperation of every member. It is therefore necessary that the Commander do everything possible to ensure that every member be given full opportunity to participate to the greatest degree. The success of each and every officer depends also upon this cooperation.

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APPOINTMENT OF COMMITTEES

Most of the work of any JWV-organized order is done through committees. This insures that proper planning has been done prior to the meeting and that all, or nearly all, of the business and of the program part of the meeting has been thrashed out and clarified before it comes before the echelon. This procedure insures proper discussion of the main issues in the minimum of time and permits all matters to be taken care of that had been planned for the meeting.

It is therefore necessary that committees be carefully chosen. The following suggestions are helpful in the choice of committees:

- a) Choose those members on committees who are definitely interested in that phase of the program;
- b) Place as many of the members on a committee as is possible without making it unwieldy;
- c) Limit to one, or the most two, the number of committees upon which any member may serve;
- d) Committees should meet several days in advance of the meeting at which they are to report;
- e) Insist that committees report regularly, and in writing, as to their progress and recommendations; in the event the Chairman is absent, the report should be read by one of the committee members; this written report should be filed with the Adjutant as a permanent record;
- f) Do not hesitate to drop members from committees, or the whole committee, where they prove inactive;
- g) In the event that you do not appoint the entire committee, then you should permit the Chairman, whom you appoint or who is elected, to choose those individuals with whom he/she knows he/she can work best subject to the Commander's approval.

SENIOR AND JUNIOR VICE COMMANDERS

Shall act as representatives of the Commander on all matters referred to them by him/her, and perform such other duties as are usually incident to the office.

Shall at all times exercise proper PUBLIC RELATIONS in all dealings on echelon matters.

Preside at meetings in the absence of the Commander.

Chairmen of the major functioning committees of the echelon if designated. As for example:

- a) Program & Fund Raising (Senior Vice Commander) Topplan the affairs and to coordinate the work of the committees to insure its full success - fund raising activities may include a Military Ball, card parties, bingo, theater parties, carnivals, etc; suggestions for Post programming are issued periodically by National Headquarters;
- b) Membership (Junior Vice Commander) - to plan membership campaigns, to properly induct new members and to maintain their interest and their development for leadership.

To confer regularly with the Commander and other officers of the organization on its progress and activities.

To report to the Commander, at the meeting before the expiration of their terms of office, the full year's workings of their committees and their duties and functions, together with their recommendations for the continuation of the activities in which they engaged, and the conduct of their respective offices.

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JUDGE ADVOCATE

The Judge Advocate shall advise the officers and Executive Committee on all legal matters including the construction and interpretation of the Constitution and By Laws and the Rules of Order and shall perform such other duties as are usually incident to the office.

The Judge Advocate shall familiarize himself/herself with legislative matters and be able to interpret to the concerned echelon the legal implications involved, and action to be taken.

Wherever possible this office should be held by an Attorney at Law.

The Judge Advocate shall maintain a file of all legislation, local, state and national, for quick and ready reference. This file shall be turned over to his/her successor at the conclusion of his/her term of office.

SURGEON

The Surgeon shall have charge of the welfare, institutional and rehabilitation activities of the organization and issue such advice as in his/her opinion may contribute to the general health of the comrades of his/her echelon. He/she shall be a physician, dentist or surgeon, duly licensed by the proper authorities of the State of his/her residence.

ADJUTANT

Shall keep correct records of the proceedings of the meetings after they have been corrected and approved.

Under the direction of the Commander, conduct correspondence and issue all necessary orders and meeting notice

Prepare such books and blanks as are required for the use of the organization.

Keep proper files of all correspondence and copies of all general and special releases numbered in the sequence in which they are issued.

Keep a roster of the organization, consisting of the names and addresses of all current officers, all Past Commanders and all other members.

Keep a list of applicants rejected by the order, making immediate report of such rejections in all cases through channels to Department Headquarters and National Headquarters.

Keep a copy of the original application of every member admitted to the order.

Keep a roll of departed comrades.

Keep a register of all visitors to the echelon meetings.

Promptly transfer to his/her successor all books, papers and property of the order which may be in his/her possession and perform such other duties as are usually required by his/her office.

QUARTERMASTER

Shall have the responsibility of sending statements for annual dues to every delinquent member. A member is delinquent when he/she has not paid annual dues following receipt of a final invoice from National Headquarters.

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Collecting total annual dues from each new or delinquent member and filling out such annual records as furnished by National Headquarters.

Remitting to National Headquarters the dues voucher and the total annual dues and necessary records for each new or delinquent person who is to be a paid up member.

Take charge of the funds, securities, vouchers and all other property of the organization.

Keep a correct account of all monies due and receivable from all sources.

Keep a correct account of all liabilities of the order.

Pay such obligations of the organization as authorized by the Executive Committee or other properly designated authority.

Pay by check all bills submitted on approved vouchers. Checks are to be signed by the Quartermaster (and should also be countersigned by the Commander if so desired)

Furnish from time to time, at the request of the Commander, a statement of all funds, supplies, and other property in his/her hands or under his/her control.

Furnish a bond in the amount determined by the Executive Committee, or report to National so that proper coverage under blanket bond is available.

Deliver promptly to his/her successor all funds, records and property belonging to the echelon.

Furnish to the Commander, just prior to the time for holding the meeting at which the Annual Installation of officers is to take place, a complete report in writing of the work of his/her office during his/her term, showing:

- a) All receipts and disbursements by the Quartermaster of the monies of the echelon;
- b) amounts due to and from the organization;
- c) extent, condition and value of all property of the echelon, including supplies, which is in his/her custody;
- d) This report, together with his/her books of account, vouchers, and other papers relating thereto, shall be placed in the hands of the Commander on or before the day to be fixed by the Commander.

CHAPLAIN

The Chaplain shall be the spiritual leader of his/her echelon and supervise the observance of all religious holidays and participate in the proceedings at those functions.

The Chaplain shall render all prayers at each meeting and any other prayers as the occasion may warrant and present.

The Chaplain need not be a member of the clergy, but should be well-versed in Judaism and lead an exemplary Jewish life.

PATRIOTIC INSTRUCTOR

The Patriotic Instructor shall be responsible for carrying out a continuous program of education and orientation in the respective order and in the local community, based on the heritages and traditions of the United States, and to instruct on proper display of the flag and flag etiquette.

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OFFICER OF THE DAY

The Officer of the Day shall be responsible for maintaining proper decorum at all meetings of the organization. The Officer of the Day shall have the Quarters properly arranged for all meetings. He/She shall introduce all distinguished guests.

COLOR SERGEANT

The Color Sergeant shall be responsible for the care, custody and maintenance of the order's Colors. He/She shall be responsible for ensuring that Colors are present at all functions, as directed by the Commander, and shall be in charge of properly presenting the Colors when necessary.

COLOR BEARERS

The Color Bearers shall carry the echelon's Colors at all functions, as directed by the respective Commander. They shall be under the supervision of the Color Sergeant.

COLOR GUARDS

The Color Guards shall protect the Colors and assist the Color Sergeant in maintaining the Colors in good condition at all times.

TRUSTEE

The echelon may elect or appoint trustees. In most instances, the Trustee becomes a member of the echelon's Executive Committee and in that capacity helps coordinate and plan the overall operation of the discussed organization. He/She (or they) may be further authorized to supervise and approve final issuance of payment of Post Debts by the Quartermaster.

SERVICE OFFICER

The Post Service Officer and the JWV National Service Officer shall act as liaison between the order and the local VA office or other accredited veterans representatives. He/She shall assist members in obtaining information and furthering any action through the VA of benefit to the individual member. He/She shall be in charge of all matters pertaining to veterans' legislation in which the organization may be interested.

HOSPITALIZATION OFFICER

The Hospitalization Officer shall be the Hospitalization Committee chairperson and cooperate with the Surgeon and Service Officer in aiding such comrades as may be in need of assistance in securing hospitalization under the auspices of the U.S. Department of Veterans Affairs, as they may be rightfully entitled. The Hospitalization Officer shall also use his/her efforts towards lending aid and encouragement to comrades who may be confined to hospitals and other Veterans' Voluntary Service.

HISTORIAN

It shall be the duty of the Historian to compile a history of his/her respective echelon, keeping it up to date. He/She shall have charge of a portfolio in which there shall be placed in permanent bound form, all suitable newspaper clippings and notices submitted to him/her for this purpose. The Historian shall

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cause to have bound in permanent bound form and a complete file of the official publication of the organization as currently issued; one complete file of all general and special orders emanating from the Commander; and one complete copy of the minutes of the echelon's Executive Committee. The Historian shall acquire the necessary scrap books and other articles within which to properly place the items gathered. The Historian shall, at the expiration of his/her term, turn over to his/her successor all of the items, records, books, etc.

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PUBLICITY OFFICER

The Publicity Officer shall arrange adequate coverage in local newspapers and radio facilities as deemed necessary to promote the public relations of the JWV and the publicity of the echelon's programs and activities. He/She shall plan and arrange for publicity in any manner which will further the cause of the JWV.

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EDITOR

The Editor shall be in full charge of issuing and editing the official publication of his/her JWV echelon. He/She shall be responsible for all matter printed therein.

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The Editor shall appoint a staff to assist with the publication, in order to insure full coverage of all news. He/She shall develop this staff to a point where it could carry on in the event that he/she finds it necessary to relinquish his/her office and duties.

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The Editor shall maintain a file of each bulletin published and issued and shall turn over to his/her successor, at the time of the expiration of his/her term, such file.

The Editor shall be responsible for the distribution of his/her Post bulletin (or newspaper) to the membership.

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OTHER OFFICERS

Other officers may be appointed or elected and assigned appropriate duties.

PATRON STATUS

A Post, Department, County or District Council or the National Organization, may only designate or award "Patron" status to those who subscribe to, pursue or reflect the purpose, policies and aims of the Jewish War Veterans of the United States of America as follows:

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1. Life Patrons:

- a) a father, a mother, a wife, a child or children, a brother or a sister of the person or persons for whom a Post is named;
- b) and Gold Star fathers, mothers, widows, child or children.
- c) Holocaust Survivors, (Amended 8/14)
- d) Veterans and Non-Veterans. (Amended 8/14)

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2. Annual Patrons:

- a) Holocaust Survivors,
- b) Public Officials,
- c) Veterans and Non-Veterans,

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d) and institutional, organizational, corporate or business contributors.

All presentations, designations or awards of such status are revocable at will by the granting echelon or by the National Headquarters. Patrons may not hold any elective office or act as a delegate of any echelon.

A card, certificate or other appropriate memento designed, designated and issued by National Headquarters may be presented annually to the recipient of such Patron status, upon receipt of the appropriate patron contribution. (Amended 2/19)

National Headquarters shall be notified in writing of the name and address of any person or other entity so designated as a Patron.

The contribution for a Patron shall be the same amount as the dues for a member. (Amended 2/19)

The National Organization may directly invoice and collect annual Patron contributions.

The National Organization shall furnish each annual Patron during any year in which a contribution is received the following:

- a) The Jewish Veteran or other materials and publications of general interest;
- b) An identification card indicating the status as a Patron and the year of such Patron status;
- c) Such other materials that the National Organization may make available to every member in good standing; National Headquarters shall make available to Patrons a cap which shall contain the legend Patron either as to piping and/or color or design so as to distinguish it in some fashion from members; such design may be by executive order of the National Commander and may change from time to time; Patrons may obtain, upon renewal, additional designation of additional letters to be placed upon such distinctive cap appropriate for the hat, lettering, and piping and other incidents thereto as may be determined from time to time by executive order of the National Commander;
- d) Patrons may not serve as delegates, but may attend National Conventions and International Conferences of the Jewish War Veterans as official observers;
- e) Unless a rule is invoked placing a meeting in executive session, they shall be permitted to attend all meetings; such convention, meeting, or session may impose rules which authorize or allow Patrons to address the meeting or session; in the absence of such rule, and, the failure of the session to waive any objection, no patron will have the right to speak or debate.

DEFENDER STATUS

The National Headquarters - by a committee consisting of the National Commander, Chairman of the National Executive Committee and the National Executive Director - may name or award and constitute the requisites of "Defender" status to those who subscribe to, pursue, or reflect the purposes, policies and aims of the Jewish War Veterans of the United States of America.

- a) All presentations, designations or awards of such status are revocable at will by the National Headquarters;
- b) Defenders may not hold any office or act as a delegate of any echelon;
- c) A card, certificate or other appropriate memento designed, designated and issued by National Headquarters, may be presented to the recipient of such Defender status;
- d) National Headquarters shall be notified, in writing of the name and address of any person or other entity so designated as a Defender.

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PART IV - APPENDIX

INFORMATION ON COLORS, SALUTES, ETC.

The word “Colors” is used for both the American Flag and the Post Flag.

Rules for Post Flag will also apply to County, Department and Headquarters Flags. Commanders will appoint a Color Guard to consist of two bearers and two guards. The bearer of the American Flag may be the Color Sergeant in charge of the color guard. The bearer of the Post Flag will be next in rank. Inasmuch as it is a distinction to carry colors, Commanders will entrust this service to members of the organization worthy of the honor. The guard will be subject to the orders of the Commander.

The American Flag renders no salutes and is carried upright at all times.

Saluting is done with the Post Flag only. In passing in review, the Color Sergeant will order “Eyes, Right!” The Post Flag will salute, the bearer of the American Flag and the guard on the left will execute “Eyes, right!” The guard on the right will not execute “Eyes right!”

When six paces past reviewing stand, the Sergeant will order “FRONT!” the Post Flag will return to the “carry” position, all eyes return front.

The Color Guard is formed and marched in one rank, the Color Bearers in the center, the National Colors always to the right. It is marched in the same manner and by the same commands as a squad, substituting in the commands the word “Guard” for “Squad.” The Guard will not execute “about face” or “to the rear march.” The Guard executes “Guard right (or left) about march” as the front rank of a squad.

Position of the Colors at the “Carry:” the heel of the pike rests in the socket of the sling; the right hand grasps the pike at the height of the shoulder, elbow at a sharp angle, level with the shoulder; the pike is inclined slightly to the front. This is the usual position when marching.

Position of the Colors at the “Order:” the heel of the pike rests on the ground on line with and touching the toe of the right shoe. The right hand at a convenient place on the pike clasps it with the thumb, back of the hand to the right, and holds it in a vertical position.

Position of the Colors at “Parade Rest:” the heel of the pike is on the ground, as at the “order:” the pike is extended with the right hand and the position of “Parade Rest” is assumed. The “order” is resumed at the command “Attention.”

Position of the Colors at the “Salute:” this position is assumed from the carry by slipping the right hand up the pike to the height of the eye, then lowering the pike by straightening the arm to the front.

“Present Colors” is executed from the “order” position, by bringing the Colors to the “carry” and then executing the “Salute.” The National Colors remaining always at the “Carry.”

Colors will be at “Parade Rest” during prayer.

Colors will be at “Present” for the National Anthem and “To the Colors.” Colors shall be at “Attention” for “Taps” excepting at a funeral, interment or grave decoration service when the colors will be at “Present.”

At a public ceremony at which many colors participate, the assembled colors will be in the charge of the Officer of the Day who will execute the orders of the Commander.

Assembly of Colors should be carefully planned and each movement thoroughly understood in advance by all concerned. Bearers and Guards should thoroughly understand what is wanted.

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If involved marching is to be done, it is advisable to place file guides who have been thoroughly rehearsed at the head of each file.

If music is present, the band or orchestra leader should understand thoroughly the part he/she is expected to take in the ceremony.

On the order “Post Colors,” the bearers will move forward to the places designated either on or near the speaker’s platform or rostrum. If the assembly of colors is held in a house of worship or other indoor place of assembly, a section of seats should be set aside at the right of the speaker’s stand for the bearers and guards of the American Flags and a similar section to the left of the speaker’s stand for the bearers and guards of the echelon’s Flags, who will occupy these sections with their Colors.

American Flags, having entered so that they are on the right facing the rostrum must cross over so that they will be on the right facing the audience, when posted.

The echelon’s Flag, having entered so that it is on the left facing the rostrum, should cross over so that it will be on the left facing the audience, when posted.

In crossing, the bearer of the American Flag will cross in front of the bearer of the echelon Flag, before passing the Altar.

The Colors of the Host Unit shall not participate in the assembly but shall be advanced prior to the assembly, and posted.

The National Anthem shall be played at every assembly of colors. If no band or orchestra is present, then it may be sung by a vocalist or the assembled audience.

During the playing of the National Anthem, or “To the Colors,” comrades in uniform will stand at “Salute,” if not in ranks. Comrades in ranks will stand at “Attention,” officers only standing at “Salute.” Comrades wearing organization caps shall be considered as in uniform.

During rendition of the National Anthem when the Flag is displayed, all present except those in uniform should stand at attention facing the flag with the right hand over the heart. Men/women not in uniform should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should render the military salute at the first note of the anthem and retain this position until the last note. When the Flag is not displayed, those present should face toward the music and act in the same manner they would if the Flag were displayed there. Veterans and active-duty military not in uniform may render the military-style hand salute during the playing of the national anthem. (9/09)

Comrades will stand at “Attention” for the playing of “Taps” unless the Officer of the Day, or someone in authority at a given function has ordered another position.

Comrades will stand at the “Salute” for “Taps” when played at a burial or at the Grave Service.

Comrades who are not in uniform will remove their hats and stand in respectful silence during the playing of “Taps.”

HOW TO DISPLAY THE FLAG

1. It is the universal custom to display the Flag only from sunrise to sunset on buildings and on stationary flagstuffs in the open. However, when a patriotic effect is desired, the Flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.

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- a) The Flag should be hoisted briskly and lowered ceremoniously.
 - b) The Flag should not be displayed on days when the weather is inclement, except when an all weather Flag is displayed.
 - c) The Flag should be displayed daily on or near the main administration building of every public institution.
 - d) The Flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The Flag should be again raised to the peak before it is lowered for the day. On Memorial Day the Flag should be displayed at half-staff until noon only, then raised to the top of the staff. As used in this section, the term “half-staff” means the position of the Flag when it is one-half the distance between the top and the bottom of the staff.
2. The Flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the Flag’s own right, or, if there is a line of other flags, in front of the center of that line.
- a) The Flag should not be displayed on a float in a parade except from a staff.
 - b) The Flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the Flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.
 - c) When the Flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.
3. No other flag or pennant should be placed above, or if on the same level, to the right of the Flag of the United States of America.
- a) The Flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right and its staff should be in front of the staff of the other flag.
 - b) The Flag of the United States of America should be at the center of the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.
 - c) When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the Flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the Flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the Flag of the United States or to the united States flag’s right.
 - d) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be approximately equal size. International usage forbid the display of the flag of one nation above that of another nation in time of peace.
 - e) When the Flag of the United States is displayed from staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the Flag should be placed at the peak of the staff unless the Flag is at half-staff. When the Flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the Flag should be hoisted out, union first, from the building.
 - f) When displayed either horizontally or vertically against a wall, the union should be uppermost and to the Flag’s own right, that is, to the observer’s left. When displayed in a window, the

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Flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

4. When used on a speaker's platform, the Flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a public auditorium, the Flag of the United States of America should the position of superior prominence, in advance of the audience, and in the position of honor at the speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the speaker or to the right of the audience.
 - a) When the Flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the Flag to the observer's left upon entering. If the building has more than one main entrance, the Flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.
5. The Flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.
 - a) The Flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.
 - b) The Flag should never be carried flat or horizontally, but always soft and free.
 - c) The Flag should never be used as wearing apparel, bedding or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red always arranged with the blue above, the white in the middle, and the red below should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.
 - d) The Flag should never be fastened, displayed, used or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
 - e) The Flag should never be used as a covering for a ceiling.
 - f) The Flag should never have placed upon it, nor any part of it nor attached too it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.
 - g) The Flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.
 - h) The Flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to the staff or halyard from which the Flag is flown.
 - i) No part of the Flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military fire or police personnel, and members of patriotic organizations. The Flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica should be worn on the left lapel near the heart.
6. No disrespect should be shown to the Flag of the United States of America; the Flag should not be dipped to any person or thing. Regimental colors, State flags, and organization or institutional flags are to be dipped as mark of honor.

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- a) The Flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.
7. During the ceremony of hoisting or lower the Flag, or when the Flag is passing in a parade or in review, all persons present except those in uniform should face the Flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men/women should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the Flag in a moving column should be rendered at the moment the Flag passes.
- a) During rendition of the national anthem, when the Flag is displayed, all present except those in uniform should stand at attention facing the Flag with the right hand over the heart. Men/ Women not in uniform should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should render the military salute at the first note of the anthem and retain this position until the last note. When the Flag is not displayed, those present should face toward the music and act in the same manner they would if the Flag were displayed there.
 - b) The Pledge of Allegiance to the Flag: “I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.” This should be rendered by standing at attention facing the Flag with the right hand over the heart. When not in uniform men/women should remove their headdress with their right hand and hold it at the left shoulder; the hand being over the heart. Persons in uniform should remain silent, face the Flag, and render the military salute.

FLAG PRESENTATION PROTOCOL - JWV

Generally, the flag is presented to the appropriate family member after Taps is played.

The presenter stands, facing the flag recipient, and holds the folded flag waist-high, with the straight edge facing the recipient. The presenter then leans toward the recipient and solemnly presents the flag. Each of the armed services uses slightly different wording for the presentation. Use the wording associated with the deceased’s branch of service.

Army: This flag is presented on behalf of a grateful nation and the United States Army as a token of appreciation for your loved one’s honorable and faithful service. God bless you and this family, and God bless the United States of America.

Navy: On behalf of the President of the United States and the Chief of Naval Operations, please accept this flag as a symbol of our appreciation for your loved one’s service to this County and a grateful Navy. God bless you and this family, and God bless the United States of America.

Marine Corps: On behalf of the President of the United States, the Commandant of the Marine corps, and a grateful nation, please accept this flag as a symbol of our appreciation for your loved one’s service to Country and Corps. God bless you and this family, and God bless the United States of America.

Air Force: On behalf of the President of the United States, the Department of the Air Force, and a grateful nation, we offer this flag for the faithful and dedicated service of (Service member’s rank and name) God bless you and this family, and God bless the United States of America.

Coast Guard: On behalf of the President of the United States, the Commandant of the Coast Guard, and a grateful nation, please accept this flag as a symbol of our appreciation for your loved one’s service to Country and the Coast Guard. God bless you and this family, and God bless the United States of America.

THE STAR SPANGLED BANNER

“Oh! say can you see, by the dawn’s early light,
What so proudly we hailed at the twilight’s last gleaming;
Whose broad stripes and bright stars through the perilous fight,

O’er the ramparts we watched, were so gallantly streaming?
And the rockets red glare, the bombs bursting in air,
Gave proof through the night that our Flag was still there;
Oh, say, does that star spangled banner yet wave
O’er the land of the free and the home of the brave?

“On the shore, dimly seen through the mists of the deep,
Where the foe’s haughty host in dread silence reposes,
What is that which the breeze o’er the towering steep
As it fitfully blows, half conceals, half discloses?
Now it catches the gleam of the morning’s first beam
Its full glory reflected now shines on the stream,
‘Tis the star spangled banner! Long may it wave
O’er the land of the free and the home of the brave.

“And where is that band who so vauntingly swore,
That the havoc of war and the battle’s confusion
A home and a country should leave us no more?
Their blood was wash’d out their foul footsteps’ pollution.
No refuge could save the hireling and slave
From the terror of flight or the gloom of the grave,
And the Star-Spangled Banner in triumph doth wave
O’er the land of the free and the home of the brave.

“O thus be it ever when freemen shall stand
Between their lov’d home and war’s desolation,
Blest with vict’ry and peace, may the Heav’n-rescued land
Praise the pow’r that hath made and preserv’d us a nation.
Then conquer we must, when our cause it is just,
And this be our motto, ‘In God is our Trust.’
And the Star-Spangled Banner in triumph shall wave
O’er the land of the free and the home of the brave.”

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AMERICA

My country,--'tis of thee,
Sweet land of liberty,
Of thee I sing;
Land where my fathers died,
Land of the pilgrims' pride,
From every mountain side
Let freedom ring.
My native country,--thee,
Land of the noble, free
Thy name I love;
I love thy rocks and rills,
Thy Woods and templed hills,
My heart with rapture thrills,
Like that above.
Let music swell the breeze,
And ring from all the trees
Sweet freedom's song;
Let mortal tongues awake,
Let all that breathe partake,
Let rocks their silence break,--
The sound prolong.
Our fathers' God, to Thee,
Author of liberty,
To Thee we sing;
Long may our land be bright
With freedom's holy light,--
Protect us by Thy might,
Great God, Our King.

THE 23RD PSALM

The Lord is my shepherd; I shall not want.
He maketh me to lie down in green pastures;
He leadeth me beside the still waters.
He restoreth my soul;
He guideth me in straight paths for His name's sake.
Yea, though I walk through the valley of the shadow of death,
I will fear no evil, for Thou art with me;
Thy rod and Thy staff, they comfort me.
Thou preparest a table before me in the presence of mine enemies;
Thou hast anointed my head with oil; my cup runneth over.
Surely goodness and mercy shall follow me all the days of my life;
And I shall dwell in the house of the Lord forever.

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THE MOURNER'S KADDISH

Reader and Mourners

Yisgadal v'yiskadash sh'me rabbo, b'olmo deevro chiruseh v'yamlich malchuseh, b'chayechon uvyo-mechon, uv'chayey d'chol beys yisroel, baagolo uvizman koreev, v'imru omen.

Congregation

Y'he sh'meh rabbo m'vorach l'olam ulolmey olmayo.

Reader and Mourners

Yisborach v'yishtabach v'yispo ar v'yisromam v'yisnaseh v'yis hador v'yisa ley v'yishal lol sh'meh d'kud sho b'reech hu, l'elo min col birchoso v'shiroso tushb'choso v'nechemoso daamiron b'olmo, v'imru omen.

Y'he sh'lomo rabbo min sh'mayo v'chayim olenu v'al col yisroel, v'imru omen.
Oseh sholom bimromov, hu ya aseh sholom olenu v'al col yisroel, v'imru omen.

EL MOLEY RACHAMIM

El moley rachamim, shochen bamromim,
Hamtzey menucho nechono tachas kanfey hashchino,
Bemaalos k'doshim ut'horim kezohar
Harokeea mazhirim, es nishmas (name)

Sheholach l'olomo, Baavur shenodvoo z'doko b'ad Hazkoras nishmoso, B'gan ayden t'hay m'nuchoso. Locheyn baal horachamim Yastireyhoo b'seser k'nofov l'olomim, Y'yitzror bitzror hachayim Es nish-moso, adonoy hoo nachloso, V'yonuach b'sholom al mishkovo, Vomar omen.

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The Men And Women Of J.W.V.

Lyrics by Paul Lasky © 1956

Music by Lester Friedman
Arranged by Deeva Solove

The musical score is presented in four systems, each with a vocal line and a piano accompaniment line. The key signature has one flat (B-flat), and the time signature is 4/4. Chord symbols are placed above the vocal line. The lyrics are written below the vocal line.

System 1: Chords: G7, C, Amin, Dmin, G7. Lyrics: We fought on the land and in the air, we

System 2: Chords: Dmin, Dmin6/A, Dmin, G7, C, E7, Amin, A7. Lyrics: sailed o-ver seas to ev-ry where. So proud-ly we la-bored to

System 3: Chords: Dmin, A7, Fmin, C, Amin, D7, G7. Lyrics: keep our coun-try free: the men and the wo-men of Double You V We de-d-

System 4: Chords: C, Amin, Dmin, G7, Dmin, Dmin6/A. Lyrics: care our-selves as be-fore. in Peace as we dd in ev-ry

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The Men And Women of JWV

12 Dmin G7 C E7 Amin A7 Dmin A7 Fmin

12 w.r. To up - hold the spi - rit of true De - mo - cra - cy the

15 C Amin Fmin G7 C G+ Cmin6

15 men and the wo - men of J. Double You V. We're the Je - wish War Ve - ter - ans and

18

19 Fmin6 Cmin6 A°7 A°7 G7

19 proud as we can be. that we too are serv - ing the cause of Li - ber - ty. De -

22 C Amin Dmin G7 Dmin Dmin6/A

22 vo - tion to our God a - bore. De - vo - tion to the Land w

Detailed description: This is a musical score for guitar and voice. It consists of four systems of music. Each system includes a guitar chord chart above the staff and lyrics below the staff. The first system (measures 12-15) has chords Dmin, G7, C, E7, Amin, A7, Dmin, A7, and Fmin. The second system (measures 15-18) has chords C, Amin, Fmin G7, C, G+, and Cmin6. The third system (measures 18-22) has chords Fmin6, Cmin6, A°7, A°7, and G7. The fourth system (measures 22-25) has chords C, Amin, Dmin, G7, Dmin, and Dmin6/A. The lyrics are: 'w.r. To up - hold the spi - rit of true De - mo - cra - cy the men and the wo - men of J. Double You V. We're the Je - wish War Ve - ter - ans and proud as we can be. that we too are serv - ing the cause of Li - ber - ty. De - vo - tion to our God a - bore. De - vo - tion to the Land w'. There are also some markings like 'w.r.' and 'w' at the end of the lyrics.

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The Men And Women of JWV

20 DmIn G7 C E7 Amin A7 DmIn A7 Fmin
love. De - vo - ted are we to a world of har - mo - ny. the

25 C Amin DmIn G7
men and the wo - men of Jay dou - ble You

31 C Fmin C
31 Voc

Detailed description: This is a musical score for a piece titled 'The Men And Women of JWV'. It consists of three systems of music. The first system (measures 20-25) features a vocal line and a bass line. The vocal line has lyrics: 'love. De - vo - ted are we to a world of har - mo - ny. the'. The bass line provides accompaniment. Above the first system, the following chords are listed: DmIn, G7, C, E7, Amin, A7, DmIn, A7, Fmin. The second system (measures 26-30) continues the vocal and bass lines. The vocal line has lyrics: 'men and the wo - men of Jay dou - ble You'. Above the second system, the following chords are listed: C, Amin, DmIn, G7. The third system (measures 31-35) shows the vocal line ending with a whole note and the bass line continuing. Above the third system, the following chords are listed: C, Fmin, C. The measure number 31 is written above the vocal staff and below the bass staff.

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