

MILITARY ORDER OF THE LOYAL LEGION OF THE UNITED STATES



COMMANDERY GUIDE FOR PREPARING APPROVABLE HEREDITARY APPLICATIONS

**Adam P. Flint
Registrar-in-Chief
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GUIDE FOR APPROVING HEREDITARY APPLICATIONS

- 1.) Every candidate shall complete an Application for Membership on acid free paper and in duplicate form. Each application shall be submitted with one set of supporting documents.
- 2.) Applications should be completed using the fill-in pdf form. Alternatively when an electronic Application is not available, a neatly printed (ink) handwritten form may be accepted.
- 3.) The applications must be filled out on the front (page 1), on the lineage section (page 2), and the reference section (page 3). The panel section (page 4) is to be completed and signed by the Commandery Recorder.
- 4.) Candidates for Hereditary membership should indicate on page one whether their qualifying ancestor was an Original Companion or a Deceased Officer by crossing out the one that does not apply. "Original" means that the qualifying ancestor was a member of the Order.
- 5.) The application must contain the signatures and insignia numbers of two Hereditary Companions of the Commandery the applicant wishes to join.
- 6.) The lineage section on page two must be completed with as much information as available. The information provided must be sufficient to establish a link between each generation.
- 7.) References must be given on page three to substantiate the information provided in the lineage section on page two.
- 8.) Proof of service and commission of the qualifying ancestor must be submitted.
- 9.) The candidate's own birth certificate must be included.
- 10.) The application must be reviewed and action taken at a meeting of the Commandery or at a meeting of the Board of Officers, as the rules of the Commandery may prescribe.

APPLICATION GUIDELINES FOR THE COMMANDERY

There are four types of membership application forms: Hereditary Long Form, Hereditary Short Form (son, grandson, or nephew of a current member), Associate, and Honorary. Honorary applications may be completed by the candidate or by the Commandery.

The appropriate application is to be given to the candidate with copies of the following:

- 1.) Selections from the MOLLUS Constitution
- 2.) Membership Requirements
- 3.) Directions for preparing Membership Applications

The application fee, payable to the Commandery-in-Chief, is twenty dollars (\$20). The Commandery should forward a check for this amount with the application to the Registrar-in-Chief. It is the discretion of the Commandery to request a check from the candidate payable to the Commandery, which can include the Commandery's application fee, if any.

“Every application for membership shall be passed upon by the Registrar of the Commandery or other officer designated for this duty and referred to a Committee. The report of the committee including the opinion of the examining officer shall be read and action taken on the application at a meeting of the Commandery or at a meeting of the Board of Officers, as the rules of the Commandery may prescribe.” (By-Laws I, Paragraph A., Section 2.)

If the candidate is elected, the Commandery Recorder shall enter the date at which the candidate was elected in the space provided and sign both originals of the application certifying to the election. The Recorder will then forward the application, supporting documents and the application fee to the Registrar-in-Chief. The minutes of the meeting at which the candidate was elected DO NOT need to accompany the application. The signature of the Recorder shall be considered proper certification of election.

SELECTED EXCERPTS FROM THE MOLLUS CONSTITUTION

PREAMBLE

We, Officers and honorably discharged Officers of the Army, Navy, and Marine Corps of the United States, whose names are hereunto annexed, having aided in maintaining the honor, integrity and supremacy of the National Government at a critical period of its history, and holding in remembrance the sacrifices in common made and the triumphs together shared in discharge of this sacred duty, unite to ordain and establish a permanent association for the purposes and objects hereinafter set forth, and to this end pledge our honor, as officers and gentlemen, to be governed by the following Constitution and By-Laws.

ARTICLE I TITLE

This association shall be known as THE MILITARY ORDER OF THE LOYAL LEGION OF THE UNITED STATES.

ARTICLE II PRINCIPLES

This Order acknowledges as its fundamental principles-

First. A firm belief and trust in Almighty God, extolling Him under whose beneficent guidance of the sovereignty and integrity if the Union have been maintained, the honor of the Flag vindicated, and the blessings of civil liberty secured, established and enlarged.

Second. True allegiance to the United States of America, based upon paramount respect for and fidelity to the National Constitution and Laws, manifested by discountenancing whatever may tend to weaken loyalty, incite insurrection, treason or rebellion, or impair in any manner the efficiency and permanency of our free institutions.

ARTICLE III OBJECTS

The objects of this Order shall be to cherish the memories and associations of the war waged in defense of the unity and indivisibility of the Republic; strengthen the ties of fraternal fellowship and sympathy formed by companionship-in-arms; advance the best interests of the soldiers and sailors of the United States, especially of those associated as Companions of this Order, and extend all possible relief to their widows and children; foster the cultivation of military and naval science; enforce unqualified allegiance to the General Government; protect the rights and liberties of American citizenship, and maintain National Honor, Union and Independence.

MEMBERSHIP REQUIRMENTS

Original Companions:

Commissioned officers and honorably discharged commissioned officers of the United States Army, Navy and Marine Corps, Regular or Volunteer, including officers of assimilated or corresponding rank by appointment of the Secretary of War or Navy, who were actually engaged in the suppression of the Rebellion prior to the fifteenth day of April, 1865, and whose names appear in the Official Registers of the United States Army, and Navy and of the Volunteer Force of the United States Army, or appeared upon the official records of the United States War or Navy Department during their term of service as commissioned officers of organizations mustered into service of the United States, and not restricted to service within any given State, or who served under the President's call of the fifteenth day of April, 1861; or who, having served as non-commissioned officers, warrant officers or enlisted men, during the War of the Rebellion, have since been or may hereafter be commissioned as officers in the United States Regular or Volunteer Army, Navy or Marine Corps; and persons who, having served as non-commissioned officers, warrant officers or enlisted men as aforesaid, shall have become eligible to membership by descent from members of the Order, or officers who were eligible as such, who shall have died. All midshipmen in the United States Navy and all cadets of the United States Army, who, while pursuing their course in the United States Naval Academy or the United States Military Academy, actually rendered service, and which service has been or shall be recognized by the United States Congress or the Navy Department as service rendered during the War of the Rebellion.

Hereditary Companions:

The direct male descendants of the age of 18 years or more of deceased eligible officers or of a brother or sister of any such officer (collateral descent).

Associate Companions:

Associate Companions must be male persons of the age of 18 years or more who are not known to be eligible for Hereditary membership in the Order, who subscribe to the Preamble, Principles, and Objects of the Order, who have demonstrated a serious interest in the War of the Rebellion, and whose membership will advance the objects of the Order. Associates may vote and serve on committees, but may not hold office.

DIRECTIONS FOR USE IN PREPARING APPLICATIONS FOR HEREDITARY MEMBERSHIP

The following information is to assist you in filling out MOLLUS application(s) and avoid delays in the processing of your application. Read the entire instructions and make a work copy before beginning to type/print on the acid free Application Form (Note: The Commandery-in-Chief now has Applications Forms that can be completed on a computer.

You are required to do your own genealogical research for each generation back to your Civil War ancestor. The Order does not do genealogical research.

1. PROOF of eligibility requires that beginning with the qualifying Civil War Ancestor (proof of service and commission must be submitted) all generations must be established or supported by suitably photocopied records furnished by the applicant. You are required to include documentation copies for each generation. These may be in the form of birth certificates or baptismal records showing the names of parents, certified copies of church or governmental records, marriage records, obituaries, death records or certificates showing the names and birthplaces of the parents, census records, wills, pension records, probate records giving the names of the children of the descendant by full name, court records, land patents in which the name of the parent and children are explicitly stated, and/or Bible records. A Copy of the applicant's birth certificate is required. Unsupported accounts of town, county, and family histories are not acceptable. ONE copy of each supporting paper is necessary.

2. APPLICATIONS ON MEMBERSHIP printed double sided on acid free paper (Note: Hammermill Copyplus is acid free paper in all sizes) should be carefully prepared in view of the fact it is expected they will become permanent records of the Order. It is required that the application be clearly and neatly typewritten and submitted in duplicate. In the rare instance when a computer or typewriter is not available, a neatly lettered form may be accepted.

(a) The form must be filled out on the front, on the lineage section, the reference section, and the panel section on the back. The front page must bear the name and Insignia Number of Two Hereditary Companions of the Commandery the applicant wishes to join. PLACES of birth, marriage, and death should be typed with dates. All dates shall be typed in the following form: 29 June 1895. No other form is acceptable. Initials may not be used. Supporting papers or membership fees must not be stapled to the application.

(b) The SIGNATURE of the applicant should be written as he expects it to appear on the Roster of Members.

3. REFERENCES: A reference MUST be given on the Application that substantiates the relationship between each generation listed.

(a) Give author, title, date, and page of all genealogical material germane to the lineage. Please send clear and underlined photocopies of all portions of references cited.

(b) Submit photocopies of all unpublished data, via: Bible records, family records, letters, documents, probate records, etc. If submitting obituaries include name and date of newspaper and place of publication.

(c) Do not give as REFERENCE or ANY generation membership numbers of any organization except the MOLLUS. Lineage papers of other organizations are not proof of descent. Being a member of the Sons of Union Veterans of the Civil War, Sons of the American Revolution, Order of the Cincinnati or any other organization is not a requirement of our Order. We are no part of these organizations and do not have access to their records. If you have proven your membership affiliation to any other organization, you had to type/print all pertinent information on their application and supply copies of documentation when applying for membership. Please follow our procedure of providing documentation when applying for membership in our Order. Any applicant may cite lineage from a member's Application for Membership in the MOLLUS.

The U. S. Department of Health issues a pamphlet titled WHERE TO WRITE FOR BIRTH AND DEATH RECORDS. This may be consulted at the major libraries, and may be purchased by writing for Public Health Service Publication No. 630A-1 to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 25001. The web site Vitalrec.com can also be useful in finding birth and death records.

4. UPON COMPLETION OF THE APPLICATION send the duplicate signed copies, the supporting documentation, and a check in the amount of \$20.00 payable to the Commandery-in-Chief of the MOLLUS (national application fee) to the Commandery you are applying to for membership. Additional items including State Commandery fees, a photo of the applicant and the first year dues may also be requested, so please consult the Commandery.

We know you will be a proud member of the Order when proving your ancestor served in the Federal Army/Navy/Marines during the War of the Rebellion. We look forward to you becoming a Companion of the Military Order of the Loyal Legion of the United States.

Reinstatement of a Companion

When a Companion resigns, is dropped, or dies, his name and Insignia Number are never removed from the Commandery-in-Chief records. This allows for the possibility of a Commandery to reinstate a Companion who may have resigned or was dropped. This helps to avoid Companions from getting more than one Insignia Number and nothing in the Commandery-in-Chief Constitution and Bylaws prohibits this.

**Please do not staple anything to the application.
Use Paper clips if need be to keep material together.**