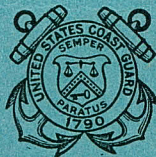


FIRST ANNUAL REPORT  
AND  
BY - LAWS  
OF THE  
LEAGUE OF COAST GUARD WOMEN



WASHINGTON, D. C.

1924 - 25



**FIRST ANNUAL REPORT**  
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The Board of Control of the League of Coast Guard Women submits its first annual report, and requests that it be given careful consideration.

The Board believes that the League has fully demonstrated its willingness to be of service and earnestly appeals for your cooperation and support.

Mrs. F. A. Hunnewell, Chairman	Mrs. B. M. Chiswell
Mrs. F. C. Billard, Honorary President	Mrs. C. W. Cairnes
Mrs. D. F. A. deOtte, Honorary Vice President	Mrs. H. F. Schoenborn
Mrs. Q. B. Newman, Honorary Vice President	Mrs. T. G. Crapster
Mrs. R. O. Crisp	Miss Mary Maxam, Secretary
	Mrs. C. S. Root, Treasurer
	<i>Board of Control</i>

**First Annual Meeting of the League of Coast Guard Women**

Washington, D. C., Nov. 2, 1925.

The first annual meeting of the League of Coast Guard Women was held on Monday, November 2, at 2:00 p. m., at Coast Guard Headquarters. The Honorary President of the League, Mrs. F. C. Billard, presided. The Secretary of the Board of Control, Miss Maxam, was asked by the President to record the minutes of the meeting. Admiral F. C. Billard, Commandant of the Coast Guard, gave an inspiring address to the meeting, in which he stated that the League had justified its existence by the splendid work it had done. At the request of the President the annual reports of the Secretary and Treasurer of the Board of Control were read. The Secretary's report contained an account of the philanthropic work of the Board of Control for the past year, and an account of the activities and benefactions of the various units of the League. The Treasurer's report was an accounting of League funds received and disbursed for the past year. A motion was made by Mrs. Newman and carried that a vote of thanks be given to the Chairman, Secretary and Treasurer for their excellent work during the past year. The Chairman of the Board of Control, Mrs. Hunnewell, was asked by the President to inform the meeting of the changes in the By-Laws recommended by the Board of Control. It was recommended that Article IV of the By-Laws be changed to read, "The annual dues shall be \$1.00, payable on the first day of December each year to the Treasurer of the League. The membership of any member joining the League and paying dues within three months before December first shall be considered to extend through the year following." The motion was made by Mrs. Hunnewell, and seconded, that this recommendation be made a by-law; the meeting voted that the recommended change in Article IV of the By-Laws be adopted. It was further recommended that Article VIII, Section 4, of the By-Laws be changed to read, "Of funds raised by any Unit, by entertainments or in other ways, for the pur-

poses of the League, three-fourths may be retained by said Unit; the remaining fourth shall be forwarded to the Treasurer of the League, with a report." The motion was made by Mrs. Hunnewell, and seconded, that this recommendation be made a by-law; the meeting voted that the recommended change in Article VIII, Section 4, be adopted. The President announced that nominations were open to elect the members of the Board of Control for the ensuing year. The motion was made by Mrs. Johnston, and seconded, that the same members of the Board be reelected for the next year as served for the past year. A vote was taken and the motion carried. Mrs. Yeandle, however, a member of last year's Board, retired in favor of Mrs. H. F. Schoenborn, and Mrs. de Otte succeeded Mrs. B. L. Reed. Mrs. Billard and Mrs. Hunnewell both gave interesting talks on the work and accomplishments of the League for the past year. Mrs. Bryan, Chairman of the New York City Unit of the League, and Mrs. Chester Jones, member of the Baltimore Unit, were present.

The meeting was adjourned.

MARY MAXAM, *Secretary*.

### **First Annual Report of the Secretary of the Board of Control to the Chairman of the Board of Control of the League of Coast Guard Women**

Washington, D. C., November 2, 1925.

The following report is submitted:

During the year ending November 2, 1925, the Secretary has conducted the routine correspondence of the Board of Control; has kept the records of the League, including a complete file list of the names of all members of the League, and a complete file of all correspondence between the Board of Control and the various Units of the League; and has kept the minutes of the twelve regular monthly meetings and of the four special meetings of the Board of Control.

#### **ACTIVITY OF THE BOARD OF CONTROL**

The Board of Control has met in sixteen sessions during the year, twelve regular meetings and four special meetings, in order to administer the affairs of the League, and to authorize disbursement of various sums of the League fund.

The Board has contributed substantially to the Coast Guard World War Memorial Fund. It has voted a fund to be used for the relief and aid of a widow of a Service man, who was found to be living in poverty. At Christmas it voted sums of money to be expended for gifts to the Service men in hospital at Fort Stanton, New Mexico, and at the Marine Hospital in Philadelphia. It also sent a check as a Christmas remembrance to an aged couple living in poverty in Maine. The man is blind from injuries received in the Service. It provided the former Philadelphia Unit with an emergency fund to be used in cases needing immediate relief. The latest benefaction of the Board was the loan of a sum of money to an employee at Coast Guard Headquarters in order to help alleviate a very distressing condition in his home.

#### **UNITS OF THE LEAGUE**

At the close of its first year of work the League of Coast Guard Women has a membership of 668 members. These members, with the possible exception of 100 members who are not attached to Units, comprise the personnel of the twenty-eight Units of the League. This number, twenty-eight Units, includes the twenty Units that are now actually organized and functioning; five units that are to be organized in the near future; and three units, the organization of which is pending replies from the women who have been asked to form the units.



The twenty organized and functioning units are as follows:

Portsmouth (N. H.) Unit.	Elizabeth City (N. C.) Unit.
Boston (Mass.) Unit.	New Bern (N. C.) Unit.
Provincetown (Mass.) Unit.	Wilmington, (N. C.) Unit.
New London (Conn.) Unit.	Key West (Fla.) Unit.
Bay Shore (N. Y.) Unit.	Galveston (Tex.) Unit.
New York City Unit.	Buffalo (N. Y.) Unit.
Atlantic City (N. J.) Unit.	Sault Ste. Marie (Mich.) Unit.
Baltimore (Md.) Unit.	Grand Haven (Mich.) Unit.
Washington (D. C.) Unit.	Green Bay (Wis.) Unit.
Norfolk, (Va.) Unit.	San Diego (Calif.) Unit.

The five units that are to be organized in the future are:

*Portland (Me.) Unit*—To be organized on return of Cutter *OSSIPEE* to port  
*Wakefield (R. I.) Unit*—New District Superintendent just assigned—no opportunity yet to take up work of League.  
*Lewes (Del.) Unit*—New District Superintendent just assigned—no opportunity yet to take up work of League.  
*Astoria (Ore.) Unit*—So few Coast Guard women on station that organization could not be effected—they have promised to organize this Fall.  
*Seattle (Wash.) Unit*—Matter of appointing a chairman for this unit pending decision of Board of Control.

The three units, organization of which is pending replies from the women who have been asked to form the units, are:

*Savannah (Ga.) Unit*—Organization postponed several times because of insufficient personnel.

*Portland (Ore.) Unit*—Organization postponed because of insufficient personnel.

*San Francisco (Cal.) Unit*—The first organization of this unit was not effective.

An attempt was made to establish units at Woods Hole (Mass.); Miami (Fla.); Mobile (Ala.); Detroit (Mich.); Juneau (Alaska); and at Nome (Alaska).

*The Woods Hole Unit* was abandoned because there was not sufficient personnel to warrant establishing a unit. *The Miami Unit* was abandoned because it was impossible to obtain an acceptance of the chairmanship in order to organize. *The Mobile Unit* was abandoned because it was impossible to obtain an acceptance of the chairmanship in order to organize. *The Detroit Unit* was abandoned because of insufficient personnel. *The Juneau and Nome Units* were abandoned because of insufficient personnel. However, Mrs. Ross, wife of the officer in charge of the Coast Guard Station at Nome will report to the Board of Control any cases in the personnel of the Service in Nome needing relief and aid from the League.

A unit was organized last November in Philadelphia (Pa.) and functioned splendidly and effectively until Spring, when it was dissolved as the entire Coast Guard personnel on the station was transferred. The base was only a temporary one used for the reconditioning of destroyers.

#### NOTEWORTHY ACTIVITIES OF UNITS

*The Portsmouth (N. H.) Unit*, under the chairmanship of Mrs. John S. Cole, has an excellent organization, a large membership, and fine cooperation among the members. They have an effective philanthropic committee which looks after the Service men and their families in case of illness, and which has brought comfort and cheer to them while in hospital with gifts of flowers and fruit. In August they gave a benefit lawn party clearing a large sum of money for the work of the League. The Portsmouth press featured this event.

*The New London (Conn.) Unit*, under the chairmanship of Mrs. H. D. Hinkley, has done a splendid year's work. This unit has a large membership and keen interest in the work has been shown by the members. Following are some of the manifold activities and benefactions of the unit:

Benefit card parties.

Benefit dances.

Large contribution to Coast Guard World War Memorial Fund.

Week's salary paid to nurse for attendance on wife of one of the men at Destroyer Base.

Extensive visiting of sick in hospital.

Flowers furnished for sick and for funerals.

*The New York City Unit*, under the chairmanship of Mrs. John I. Bryan, has a good membership and has done fine work. Emergency relief has been furnished to families of sailors coming into the Base, as follows:

Rent paid for family.

Homes located for families.

Sums of money advanced for emergencies.

Gas and electric companies requested to turn on current without deposits.

The unit has held benefit card parties, a benefit luncheon, and a dance.

It has also contributed to the Coast Guard World War Memorial Fund.

*The Washington (D. C.) Unit*, under the chairmanship of Mrs. F. C. Billard, has a large membership, and has had a very useful and active year of work. Funds for the use of the unit were raised by a series of afternoon card parties, and a considerable amount was realized from one large evening party. This unit has done especially fine welfare work in visiting the sick in hospital and sending flowers in many cases. An exceptionally worthy instance of emergency relief work was accomplished in the case of an employee at Coast Guard Headquarters, whose wife was confined in a hospital. Through the instrumentality of the unit, and the personal intervention of the chairman, the employee's wife was restored to his home where he might give her his personal attention. This unit has contributed generously to the fund for the Coast Guard World War Memorial.

*The Norfolk (Va.) Unit*, under the chairmanship of Mrs. A. J. Henderson, has had a successful year. The membership is large and a commendable interest in the work is shown by all the members. The unit has done excellent welfare work in visiting the sick of the Service in hospital. A benefit card party was given to augment the revenue of the unit.

*The New Bern (N. C.) Unit*, under the chairmanship of Mrs. G. U. Stewart, and latterly Mrs. R. P. Montague has done exceptionally good work during the year. The unit has looked after and contributed regularly to the needs of the aged widow of a Service man, who was discovered by the unit to be living in want. The unit has held monthly cake and candy sales on board the *PAMLICO* from which a working capital has been derived. Its work in visiting the sick of the Service has been noteworthy. It has contributed to the Coast Guard World War Memorial Fund.

*The Galveston (Tex.) Unit*, under the chairmanship of Mrs. J. P. Steinhart, should be especially commended for the fine work done by its hospital committee. The unit also inaugurated the plan of visiting the stations within the district, and giving card parties and dances for the men on duty there.

*The Buffalo (N. Y.) Unit*, under the chairmanship of Mrs. R. T. Crowley, has a large membership and a keen interest has been shown by the members in the work. It has been gratifying to note the interest in the League shown by the men of the Service at Buffalo. The personnel of the office of the Inspector of Machinery gave a theatre benefit and turned over the proceeds, a very large sum, to the Buffalo Unit.

*The Sault Ste. Marie Unit*, under the chairmanship of Mrs. A. C. Norman, has had a successful and excellent year. The membership is large. They realized quite a revenue from a large card party, a dance, and a cake sale. Their work in visiting the sick in hospital is worthy of especial mention.

*The Green Bay (Wis.) Unit*, under the chairmanship of Mrs. O. A. Littlefield, has the largest membership of the units of the League. It has striven untiringly to increase its membership. The fact that the stations within the district are at great distances from one another makes it difficult to get all the members together for regular meetings.

*The San Diego (Calif.) Unit*, under the chairmanship of Mrs. Barnett Rashin, has made quite a feature of its welfare work for the Service men in hospital. Its members, though the number is small, are good workers for the League, and they have given the project wide publicity in the San Diego press. The unit contributed the proceeds of a card party to the Coast Guard World War Memorial Fund.

*The Philadelphia (Pa.) Unit*, under the chairmanship of Mrs. M. S. Hay, and Mrs. H. G. Hamlet, did very fine work during the time it was active. Relief work was done at the Marine Hospital at Christmas in providing gifts and



flowers to the sick of the Service. The case of a sailor up for court martial was personally investigated, and care was provided for the ill wife and small child. The wants of the girl-wife of a sailor under arrest were attended to. The girl was found in a pitiable condition in a lodging house without food. A benefit party was also given by the unit.

It should be understood that the same or even an approximate degree of activity cannot exist in all units, and a comparison in this regard is not practicable due to the separation, frequently by great distances, of the members of the unit from the headquarters of the unit. Component parts of units are in many cases also separated by considerable distances. This results, necessarily, in a limitation of activities.

It is believed that the first year of the League of Coast Guard Women has shown the wisdom of its establishment, and evidences of the uses it can serve hereafter.

MARY MAXAM, *Secretary*.

### Audit of First Annual Report of Mrs. C. S. Root, Treasurer, League of Coast Guard Women

Statement of Receipts and Payments for period ending October 31, 1925.

#### RECEIPTS

Dues (668 members at \$2.00 each).....	\$1,336.00
Receipts from units.....	548.07
Interest on bank balance.....	7.12
Gross receipts .....	1,891.19
Less: Returned checks .....	12.00
Net receipts .....	1,879.19

#### PAYMENTS

##### *Administrative:*

Stationery and Printing (Schedule A).....	\$127.81
Clerical Hire (Schedule B).....	33.76
Organization Work (Schedule C).....	8.75

Welfare Work (Schedule D) .....	\$170.32
World War Memorial (Schedule E).....	270.00
	305.00
Total payments .....	745.32
Cash balance .....	1,133.87

#### RECONCILIATION

Balance as per bank statement .....	\$1,138.62
Less: Outstanding check .....	8.75
True bank balance .....	1,129.87
Cash in hands of Treasurer .....	4.00
True Cash Balance .....	\$1,133.87

W. H. WEBB,  
A. W. CULVERWELL,  
C. W. HAMPTON.

Washington, D. C., November 7, 1925.

#### SCHEDULE A.

*Expenditures for stationery and printing for the period ending October 31, 1925.*

Date	Explanation	Amount
1924		
Nov. 25.	Virginia Paper Co.....	\$ 8.43
Nov. 25.	O. M. Maxam, for postage.....	4.03
Dec. 2.	Virginia Paper Co.....	4.85
Dec. 16.—	F. A. Hunnewell, by-laws, envelopes, etc.....	46.73
Dec. 16.	Mrs. C. S. Root, for supplies.....	8.15

1925		
Jan. 7.	Virginia Paper Co., for stationery .....	1.25
Jan. 7.	Mrs. F. B. Lincoln, for stationery .....	5.75
Jan. 16.	Byron S. Adams, for additional 18 P. P. By-laws .....	10.75
Jan. 16.	Globe Wernicke, for folders .....	2.60
Feb. 4.	Miss Mary Maxam, for stamps and postal cards .....	4.70
Feb. 7.	Virginia Paper Co., for supplies .....	2.70
March 2.	E. F. Clark, for postal cards .....	1.00
March 2.	Mrs. C. S. Root, for envelopes .....	4.38
April 9.	Miss Mary Maxam, for postage .....	3.00
May 6.	Virginia Paper Co. ....	3.25
June 3.	Mrs. C. S. Root, for envelopes .....	3.29
July 10.	Miss Mary Maxam, for postage .....	1.75
July 10.	Miss Mary Maxam, for envelopes .....	11.20
TOTAL .....		127.81

#### SCHEDULE B.

*Expenditures for clerical hire for period ending October 31, 1925.*

Date	Explanation	Amount
1924		
Nov. 25.	C. W. Hampton, for typing .....	\$10.00
Nov. 25.	C. M. Stanton, for typing .....	10.00
1925		
Feb. 4.	Miss Pearl G. Hunter, for stenographic work .....	5.00
April 9.	Miss Pearl G. Hunter, for stenographic work .....	3.98
Sept. 5.	B. A. Shaw, for typing .....	2.12
Sept. 14.	Miss Pearl G. Hunter, for stenographic work .....	2.66
TOTAL .....		33.76

#### SCHEDULE C.

*Expenditures for organization work for period ending October 31, 1925.*

Date	Explanation	Amount
1925		
Oct. 9.	Miss Mary Maxam, for expenses incurred in connection with work at Atlantic City .....	\$8.75
TOTAL .....		8.75

#### SCHEDULE D.

*Expenditures for welfare work for period ending October 31, 1925.*

Date	Explanation	Amount
1924		
Dec. 5.	Mrs. B. M. Chiswell, gift for aged couple .....	\$5.00
Dec. 16.	Mrs. T. F. Starr, hospital work in New Mexico .....	5.00
Dec. 16.	Mrs. M. F. Hay, Xmas work, Philadelphia unit .....	10.00
1925		
Feb. 4.	Mrs. G. U. Stewart, relief work in New Bern .....	50.00
March 12.	Mrs. M. S. Hay, relief work in Philadelphia .....	25.00
Sept. 18.	C. W. Hampton, advance for relief work. This to be repaid in monthly installments .....	175.00
TOTAL .....		270.00

#### SCHEDULE E.

*Expenditures in connection with World War Memorial for period ending October 31, 1925.*

Date	Explanation	Amount
1925		
May 7.	Lieutenant E. M. Webster .....	\$200.00
May 17.	Lieutenant E. M. Webster .....	100.00
July 25.	Lieutenant E. M. Webster .....	5.00
TOTAL .....		305.00



## BY-LAWS

### LEAGUE OF COAST GUARD WOMEN

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#### ARTICLE I.—*Name.*

This organization shall be known as the League of Coast Guard Women.

#### ARTICLE II.—*Object.*

The objects of the League shall be to minister to the general welfare of the commissioned officers, warrant officers, enlisted men, and civilian employees of the Coast Guard and their immediate families; to knit closely together all men and women whose lives are identified with the Coast Guard by the ties of mutual interest and helpfulness; to contribute to the morale, contentment, and happiness of Service personnel; to stand behind the men of the Service; in short, to be "always ready" with whatever form of good fellowship and kindness the situation may demand.

#### ARTICLE III.—*Membership.*

Section 1.—Members shall include women relatives and women friends of any of the Coast Guard personnel who shall signify by payment of the annual dues their desire for membership and their willingness to be of service.

Sec. 2.—A limited number of women not closely identified with the Coast Guard, but who are interested in its welfare, may be elected by a majority vote of the Board of Control as honorary members.

Sec. 3.—Each woman, upon being admitted to membership, shall receive a certificate of membership, signed by the President and the Secretary of the League.

#### ARTICLE IV.—*Dues*

The annual dues shall be \$1.00, payable on the first day of December of each year to the Treasurer of the League. If a member fails to pay her dues within three months her membership ceases.

The membership of any woman joining the League and paying her dues within three months before December 1st shall be considered to extend through the year following.

#### ARTICLE V.—*Officers.*

The officers shall consist of an Honorary President (the wife of the Commandant), two Honorary Vice-Presidents (the wife of the senior line officer on duty at Headquarters other than the Commandant, and the wife of the Engineer-in-Chief), a Chairman of the Board of Control, a Secretary and a Treasurer. The Chairman of the Board of Control, the Secretary, and the Treasurer shall be elected annually.

#### ARTICLE VI.—*Board of Control.*

Section 1.—The affairs of the League shall be administered by a Board of Control. This Board shall consist of eleven members, which number shall include the Honorary President and the two Honorary Vice-Presidents as members of the Board *ex-officio*. The remaining eight members shall be elected annually from members of the League residing in the City of Washington or its environs. If a member of the Board of Control removes from Washington, she shall appoint as her successor on the Board a member of the League residing in the City of Washington or its environs.

Sec. 2.—The Board of Control shall elect its Chairman and elect a Secretary and a Treasurer from among its members.

Sec. 3.—In the first week of November of each year there shall be held a meeting in the City of Washington of all members of the League who are able to attend, and at such meeting the members of the Board of Control shall be chosen for the ensuing year. The Board of Control, having been chosen, shall proceed to elect its Chairman, Secretary, and Treasurer.

Sec. 4.—The Board of Control shall meet monthly and the Chairman shall preside at all meetings of the Board.



ARTICLE VII.—*Powers of the Board of Control.*

The Board of Control shall have full power to administer all the affairs of the League and to direct its activities along such lines as the Board may deem best. The Board of Control shall have power to expend the funds of the League for such purposes as the Board may deem for the best interests of the League.

ARTICLE VIII.—*Units of the League.*

Section 1.—The Board of Control may establish Units at various places as the interests of the League require. Members of the League residing in the vicinity of a place where a Unit has been established should affiliate with that Unit. Such members will assemble each year during the first week in November and elect from their number a Chairman of the Unit, a Secretary, and any other officers that they desire for the ensuing year.

Sec. 2.—Members affiliated with a Unit shall meet once a month and a report of said meeting shall be made by the Chairman of the Unit to the Chairman of the Board of Control.

Sec. 3.—When a unit is in need of funds to further the purposes of the League, the Chairman of the Unit may make request for the necessary funds of the Chairman of the Board of Control, explaining fully the necessities of the case.

Sec. 4.—Of funds raised by any Unit, by entertainments or in other ways, for the purposes of the League, three quarters may be retained by said Unit; the other quarter shall be forwarded to the Treasurer of the League, with a report.

ARTICLE IX.—*Duties of Officers.*

Section 1.—The Honorary President shall preside at the annual meeting of all members of the League in the City of Washington in the first week of November, when the members of the Board of Control for the ensuing year are chosen, and at all special meetings in the City of Washington of the general membership of the League.

Sec. 2.—The Chairman of the Board of Control shall preside at meetings of the Board, shall appoint sub-committees and refer to them all matters coming within their jurisdiction, and shall perform such other duties as pertain to her office.

Sec. 3.—The Secretary shall keep the records of the League, conduct the routine correspondence, keep the minutes of the meetings of the Board of Control, and promulgate to the League such notices and information as she may be directed or authorized so to do by the Board of Control. She shall prepare a detailed report on the first of November of each year of the operations of her office, which report shall contain statistics relative to membership, and an account of the general activities of the League. This report shall be submitted to the Chairman of the Board of Control for approval by the Board and, when so approved, a copy shall be issued to each member of the League.

Sec. 4.—The Treasurer shall account for all money received by her and shall deposit the same to the credit of the League in such institution as the Board of Control may designate. She shall receive and acknowledge all dues. As disbursing officer, she shall honor all orders signed by the Chairman of the Board of Control, which orders shall be issued only by authority of a majority of the Board. She shall keep an account of funds supplied to or received from the different Units. On the first of November she shall submit a report to the Chairman of the Board of Control for approval by the Board, and, when so approved, a copy shall be issued to each member of the League.

ARTICLE X.—*Interpretation of the By-Laws.*

The Board of Control shall decide, by a majority vote, any question arising as to the correct interpretation of the by-laws.

ARTICLE XI.—*Changes in the By-Laws.*

Proposed changes in the by-laws may be considered at a special meeting in the City of Washington of all members of the League who can attend such meeting, to be called by the Honorary President upon the request of the Board of Control. Proposed changes may be adopted at such meeting with the consent of two-thirds of the members of the League who are present.