

**BYLAWS
DEPARTMENT OF MISSOURI
SONS OF UNION VETERANS OF THE CIVIL WAR**

PREAMBLE

We, the descendants of the Soldiers, Sailors, and Marines who served in the Army and Navy of the United States of America during the War of the Rebellion of 1861 - 1865, have joined this Patriotic and Fraternal Order for the purpose and objectives set forth by the National Organization, Sons of Union Veterans of the Civil War, and in so doing pledge ourselves to commemorate our forefathers' deeds, render loyal services to citizenship with respect for and honor to the flag.

ARTICLE I: NAME

The name of the **Order** shall be the **Department of Missouri, Sons of Union Veterans of the Civil War , Allied Orders of the Grand Army of the Republic**, hereafter referred to as the **Department**.

ARTICLE II: DEFINITION

Section A. National as used in these **Bylaws**, shall mean the **National Organization** of the **Sons of the Union Veterans of the Civil War**.

Section B. Camp, as used in these **Bylaws**, shall mean a **Camp** as defined in the **Constitution and Regulations** of the **National**, and established and governed as set forth in the **Constitution and Regulations** of the **National** and the **Rituals, Bylaws and Policies** of the **Department**.

ARTICLE III: PURPOSE

The purpose of the **Department** and **Camps**, shall be to perpetuate the memory of the **Grand Army of the Republic** and of the men who served the Union 1861-1865; to assist in every practicable way in preservation and making available for research of documents and records pertaining to the **Grand Army of the Republic** and its **Members**; to cooperate in doing honor to all who have patriotically served our country in war; to teach patriotism and the duties of citizenship, the true history of our country and the love and honor of our flag; to oppose every tendency or movement that would weaken loyalty to, or make for the destruction or impairment of, our constitutional Union; and to inculcate and broadly sustain the American principles of representative government, of equal rights and impartial justice for all. shall not conduct activity or act in any manner inconsistent with the **Policies, Procedures, Orders, Constitution, Regulations, Rituals, Bylaws**, or other governing pronouncements of the **National**.

ARTICLE IV: PROHIBITED ACTIVITIES

Section A. The **Departments** and **Camps** shall not be conducted for profit.

Section B. The **Departments** and **Camps** being strictly non-sectarian and non-partisan.

Section C. The **Departments** and **Camps** shall not discriminate on the basis of Race, Creed or Religion.

Section D. The **Department** shall not conduct activity or act in any manner inconsistent with the **Policies, Procedures, Orders, Constitution, Regulations, Rituals, Bylaws**, or other governing pronouncements of the **National**.

Section E. The **Camps** shall not conduct activity or act in any manner inconsistent with the **Policies, Procedures, Orders, Constitution, Regulations, Rituals, Bylaws**, or other governing pronouncements of the **National** or **Department**.

ARTICLE V: CAMP MEMBERSHIP

Section A. MEMBER: A **Member** shall be any male descendant, whether through lineal or collateral line, not less than fourteen (**14**) years of age, who are blood relatives to a Soldier, Sailor Marine or member of the Revenue Cutter Service. Who was regularly mustered and served honorably in, or was honorably discharged from the Army, Navy, Marine Corps or the Revenue Cutter Service of the United States of America during the war of the Rebellion of 1861-1865; and has never been convicted of any infamous or heinous crime; or who has, or whose ancestors through whom membership is claimed, have never voluntarily borne arms against the Government of the United States of America. A **Member** shall also be considered a **Life Member** and **Honorary Member** as set forth in the **National Constitution and Regulations**.

Section B. ASSOCIATE: An **Associate** shall be any male descendant, not less than fourteen (**14**) years of age who cannot document ancestral lineage to a Union Veteran of the War of the Rebellion of 1861-1865; and who has never been convicted of any infamous or heinous crime and who has never voluntarily borne arms against the Government of the United States of America. The number of **Associates** shall not exceed 1/3 of the total membership of the **Camp**.

Section C. JUNIOR: A **Junior** shall be any male descendant, whether through lineal or collateral line, not less than eight (**8**) years of age and not more than thirteen (**13**) years old, who are blood relatives to a Soldier, Sailor, Marine Corps or the Revenue Cutter Service. Who was regularly mustered and served honorably in, or was honorably discharged from the Army, Navy, Marine Corps or Revenue Cutter Service of the United States of America during the war of the rebellion of 1861-1865; and has never been convicted of any infamous or heinous crime; or who has, or whose ancestors through whom membership is claimed, have never voluntarily borne arms against the Government of the United States of America.

Section D. Each application for membership, whether it is for **Member, Associate** or **Junior** shall be recommended by a **Member** or **Associate** of the **Camp** who shall vouch for the applicant's eligibility and moral character.

Section E. A **Camp** must vote to accept any **Member** into the **Camp**. All persons duly elected by the **Camp** for **Membership** shall be enrolled into the **Camp**, and, if possible, **Initiated** as per the **Ritual** of the **Order**. Upon acceptance into the **Camp** the **Member** shall sign **Camp** copy of the **Camp Bylaws**, and receive a copy of the **Camp Bylaws**.

Section F. A rejected applicant shall not be eligible to apply again for **Membership** within the **Camp** until six (**6**) months have elapsed after such rejection.

Section G. Any **Brother** of the **Camp** who is three (3) months in arrears in the payment of dues can be dropped by a 2/3 vote of **Members** present at the **Camp** meeting. Until his name is dropped from the roll, the **Camp** shall be subject to per capita tax on such a **Brother**. A dropped **Brother** may be reinstated in the **Order** on re-election by a 2/3 vote of **Members** present at the **Camp** meeting, after payment of such dues, reinstatement fee or indebtedness to the **Camp** as it may prescribe. If the **Camp** is no longer in existence, the sum to be paid shall be fixed by the **Department Commander** and paid to the **Department of Missouri**.

Section H. A person holding a **Camp Transfer** cannot be admitted to the **Camp** during its sessions unless given permission by vote of the **Camp**. He is a **Brother** of the **Order** for purposes of discipline only, and shall be considered honorably discharged if his transfer card is not deposited with and accepted by a **Camp** within a year. A **Brother** thus discharged can be admitted to **Membership** again only in the same manner as an applicant for original membership.

Section I. A **Camp**, from which a **Member** wishes to transfer, shall complete the transfer paperwork when requested by a **Member** within ten (10) working days.

Section J. Voting rights are reserved for **Members** and **Associates** of the **Camp**, and not applicable to **Juniors** until reaching the age of fourteen (14) years and becoming a **Member** of the **Camp**.

Section K. **Junior Members** will be governed under the guidelines of the **Camp Bylaws** in which **He** is a **Member**.

ARTICLE VI: DEPARTMENT MEMBERSHIP

Section A: Voting Membership of a **Department Meeting** shall be constituted as follows:

1. All **Past Commander-in-Chiefs**, **Past Department Commanders**, and **Past Camp Commanders** who are members of the **Department**, in good standing, who have served a full term or having been elected to fill a vacancy have served to the end of that term, and any current **Camp Commanders**, & **Department Commander**.
2. One (1) **Delegate** for each **Camp**, whatever its **Membership** and One (1) additional **Delegate** for every ten (10) **Members**, or major fraction thereof in good standing, based upon the report for the quarter preceding the **Encampment**.
3. It's own **Elective** and **Appointed Officers**. (accept Aides)
4. Any **Member** serving as **Camp Secretary** or **Camp Treasurer** continuously in office for a period of ten (10) years may have conferred upon him rank of **Past Camp Commander** with its voting privileges at Department Encampments.

Section B: Vacancies in **Delegate** representation to and at the time of the **Department Encampment** may be filled by a vote of **Delegates** from the **Camp** in attendance at the **Encampment**; the **Camp Commander** having the prior right to appoint members to fill vacancies. **All Delegates** must be present to vote (no proxy votes).

Section C: A **Camp** which fails to pay its per capita tax or other indebtedness by the 10th or fails to make reports within the appropriate time period, may not be entitled to representation at the **Department**

Encampment or Department Meetings until such time as they are brought current with the **National**, at the sole discretion of the **Department Commander**.

Section D: To obtain restoration of rank of **Past Camp Commander** the member shall make request in writing to the **Camp** of which he is a **Member**. If acted upon favorably by the **Camp** in regular session, said request shall be forwarded to the **Department Commander**, setting forth the causes of loss of rank, and reasons for request or restoration. The **Department Commander** shall present same to the **Department Encampment** where if acted upon favorably, such rank shall be restored.

Section E. All **Members** are entitled to be at **Department Meetings** and **Encampments**. Only those **Members Elected** as **Delegates** or an **Alternate** entitled to vote will be allowed to vote at said **Meetings or Encampment**.

Article VII: DEPARTMENT DELEGATES FOR NATIONAL ENCAMPMENT

Section A: Membership of a **National Encampment** shall be constituted as follows:

- 1.** All **Past Commander-in-Chiefs, Past Department Commanders**, in good standing, who have served a full term or have been elected to fill a vacancy and have served to the end of that term, and the **Department Commander**.
- 2.** **(1) Delegate** for each **Department**, whatever its **Membership** and **(1) additional Delegate** for every twenty-five **(25) Members**, or major fraction thereof in good standing, based upon the report for the quarter preceding the **Encampment**.
- 3.** A **Department Secretary** or **Treasurer** holding office for ten **(10)** consecutive years may have bestowed on him the rank of **Past Department Commander** with its voting privileges at the **National Encampment**.

Section B. **Department Delegates** shall be elected for the **National Encampment**. All other **Members** in attendance at the **National Encampment** may be **Alternates**, at the discretion of the **Department Commanders**.

ARTICLE VIII: DUES & FEES

Section A. Each **Member** shall pay dues which are not less than the sum of the **National Organization** and the **Department** per capita tax. Annual dues shall become payable the **1st** day of **January** of each year. During the November meeting of each year a report shall be given by the **Camp Treasurer** stating the planned operating expenses of the **Camp** for the new year. The **Camp membership** will increase or decrease the level of dues required of each **Brother** for the new year using this report as its basis for decision. New **Brothers** initiated into the **Camp** during months other than January, may be subject to appropriate dues structure based on the number of months remaining in the calendar year.

Section B. Each **Camp** shall pay **Department and National** per capita tax in accord with the **Regulations** and **Procedures** established by the **National** and **Department**.

Section C. **Camp Membership Dues** are required by the **31st** day of **January**. If not received by the **31st** day of **March** or arrangements made, acceptable to the **Camp Commander** or **Camp Council**, all **Camp** correspondence may be discontinued, and will be provided upon receipt of the appropriate payment for dues.

Section D. An **Application Fee** of **\$10.00** shall be assessed from each **New Member** upon induction into the **Order**.

Section E: Department Dues and National Per Capita Tax are to be paid to the **Department** by the **Camps** on or before the first day of the new quarter (**January 1, April 1, July 1, October 1**). **Department Dues** and **National Per Capita Tax** must be filed on or before the **(10th)** day of the Month, after which the **Camp** may be considered delinquent and could lose privileges with the **Department**.

Section F: When a transferring **Member** is accepted by another camp, any remaining portion of the dues shall be sent to the other camp within ten **(10)** business days.

ARTICLE IX: DEPARTMENT AND CAMP OFFICERS

Department or Camp Officers shall be of two types: **Elected** and **Appointed**.

Section A. Elected Officers

1. The **Elected Officers** shall be **Commander, Senior Vice Commander, Junior Vice Commander, Secretary, Treasurer, Council, Delegate** and **Alternate** to **Department** and **National Encampment**. The **Department Council** shall be compiled of three members of the **Department** not holding the office of **Department Commander, Secretary** or **Treasurer**, **Camp Council** may be compiled of three Members of the **Camp** not holding the office of **Commander, Secretary** or **Treasurer**. All elected **Officers** will be for a one **(1)** year term except for the position of **Secretary, Treasurer, Secretary/Treasurer**, and **Council** they shall hold office for a two **(2)** year term.

2 **Department Officers** shall be elected at the Annual **Department Encampment**. No **Member** shall be eligible for election to the office of **Department Commander** unless he has a rank of **Past Camp Commander**, is presently serving as **Camp Commander**, or is present at the **Encampment**. No **Member** shall be eligible for election to the office of an **Elected Department Officer** without having held or is presently holding an equal or greater position within a **Camp**.

3 **Camp Officers** shall be elected at a **Regular** or **Special Meeting** of the **Camp** during the last quarter of the calendar year.

Section B. Appointed Officers

The **Appointed Officers** of a **Department** or **Camp** shall be as follows: **Patriotic Instructor, Chaplain, Guide, Guard, Color Bearer, Guard, Graves Registration** and **Counselor**. They shall be appointed by the **(Department/Camp) Commander** and shall perform such duties as prescribed by the **Ritual of the Order** or directed by the **(Department/Camp) Commander**. Upon assuming office, the **(Department/Camp) Commander** shall appoint all other **(Department/Camp) Officers**; he may also appoint an Assistant to the **Secretary** or **Secretary/Treasurer**.

Section C. Installation of Officers

1. **Department Officers** shall be installed at the **Department Encampment** by the **Commander-in-Chief** or a person appointed by him. Upon installation of **Elected Department Officers** they shall sign a **Department** copy of the **Department Bylaws** and receive a copy of **Department Bylaws**.

2. **Camp Officers** shall be installed at a **Camp Meeting**. The **Camp Meeting** shall be held on a day between the first day of November and the last day of January, inclusive. The **Department Commander** shall install the **Camp Officers** or he shall have the authority to designate a **Member** in good standing to represent him and to install the **Officers**. Upon installation of the **Camp Commander**, the **Camp Commander** shall sign a **Department** copy of the **Department Bylaws**. The **Department Commander** shall supply the **Camp Commander** with a copy of the **Constitution and Regulations, Rituals** and **Department Bylaws** upon the **Camp Commander's** installation.

Section D. A majority vote shall be required to elect all elective **Officers** with the exception of **Camp Council, Delegate** and **Alternate**, which shall be elected by a plurality vote. The **Commander** shall appoint the non-elected **Officers**.

Section E. Vacancy

1. Any vacancy which may occur in an elective office of the **Department** shall be filled by a majority vote of the **Department Council** until the next **Department Encampment**. In the event the term of the office is normally for a period longer than one (1) year, the person elected by the **Department** shall serve the unexpired term.

2. Any vacancy which may occur in an elective office of the **Camp** shall be filled temporarily by the **Officer** next in rank. Such vacancy shall be approved for the unexpired term by the **Council** or by the **Members** at the next **Regular** or **Special Meeting**.

3. Any vacancy of **Appointed Officers** shall be filled by the (**Department/Camp**) **Commander**.

Section F. All officers of the **Department** and **Camps** shall upon their retirement from office turn over to their successor all property of the (**Department/Camp**) within thirty (30) days after leaving office.

Section G. No **Junior Member** shall hold an elected or appointed office within the **Department** or **Camp**.

ARTICLE X: OFFICERS DUTIES

Section A. Commander

1. **Department Commander** shall preside at all meetings of the **Department**, He shall decide all questions of the order without debate; subject however to an appeal to the **Department**. It shall be his duty to detail all **Department Officers** and appoint all **Department Committees** (of which he shall be a member ex-officio) not otherwise provided for, approve all orders of requisitions made on the **Department Treasurer** or **Department Council** for appropriations of money, or any property of the **Department**. He shall remain impartial, objective and govern the **Department** in the best interest of the **Order**. He may inspect each **Camp** for the purpose of ascertaining the condition of the **Camp**. It shall be his duty to educate the **Camp Commanders** on their duties, assist and direct the **Camps** in proper procedures, promote the goals of the **Sons of Union Veterans of the Civil War**, and perform all other duties pertaining to his office.

2. **Camp Commander** shall preside at all meetings of the **Camp**, He shall decide all questions of the order without debate; subject however to an appeal to the **Camp**. He shall remain impartial and govern the **Camp** in the best interest of the **Order**. He shall supply the **Elected Camp Officers** a copy of the **Constitution and Regulations, Rituals and Department Bylaws**. He shall supply the **Members** of the **Camp** with a copy of the **Constitution and Regulations and Department Bylaws** when requested. It shall be his duty to detail all **Camp Officers** and appoint all **Camp Committees** (of which he shall be a member ex-officio) not otherwise provided for, approve all orders of requisitions made on the **Camp Treasurer** or **Camp Council** for appropriations of money, or any property of the **Camp**, and perform all other duties pertaining to his office.

Section B. Senior Vice Commander

1. **Department Senior Vice Commander** shall assist the **Department Commander** and shall perform such duties as pertain to their office. He shall also preside over **Department Meetings** in the absence of the **Department Commander**. Promote **Department** activities in the media. Act as a personal representative upon the request of the **Department Commander**. He shall annually review the **Department Bylaws** and bring to the attention of the **Department** any necessary revisions. Forward information about the **Department** and **Camp** activities to the Editor of the Banner, and other duties pertaining to his office.

2. **Camp Senior Vice Commander** shall assist the **Camp Commander** and shall perform such duties as pertain to their office. They shall also preside over **Camp** meetings in the absence of the **Camp Commander**. Promote **Camp** activities in the local media. Gather appropriate data about **Camp** activities and forward to the **Department Senior Vice Commander**, and perform all other duties pertaining to his office.

Section C. Junior Vice Commander

1. **Department Junior Vice Commander** shall assist the **Department Commander** and shall perform such duties as pertain to their office. He shall also preside over **Department Meetings** in the absence of the **Department Commander** and **Senior Vice Commander**. Contact prospective **Members** whose names are supplied to the **Department** by the **Junior Vice Commander-in-Chief** within two (2) weeks of receipt of said name, and perform all other duties pertaining to his office.

2. **Camp Junior Vice Commander** shall assist the **Camp Commander** and shall perform such duties as pertain to their office. They shall also preside over **Camp Meetings** in the absence of the **Camp Commander** and the **Senior Vice Commander**. Act as a personal representative upon the request of the **Camp Commander**. Contact prospective members whose names are supplied to the **Camp** by the **Department Junior Vice Commander**. Encourage delinquent **Brothers** to remain in the **Order**, and perform all other duties pertaining to his office.

Section D. Secretary

1. **Department Secretary** shall perform all duties pertaining to his office, keep all books of record, make duplicate quarterly reports to the **National Secretary** and **Department Commander** on or before the tenth (10th) day of **January, April, July and October** upon forms prescribed by the **Order** and furnished by the **National Secretary**, showing all gains or losses in **Membership** and the total **Membership**; and forwarding said report along with per capita tax to the **National Secretary** on or before the twenty-fifth (25th) day of the month. He shall ensure that a duplicate copy of the report is placed in a file. He shall draw requisitions upon

the **Department Treasurer** for reimbursements of **Department** expenditures, and submit the same to the **Department Commander** for his approval. He shall also provide a current copy of the **Department Membership List** to the **Department Commander, Senior Vice Commander, Treasurer** and the last **Past Commander** available (**Department Membership list is for Department use only**). He shall order and have ready for the **Department Encampment** a **Past Commanders Badge** for the out going **Department Commander**, and perform all other duties pertaining to his office.

2. **Camp Secretary** shall perform all duties pertaining to his office, keep all books of record, make duplicate quarterly reports to the **Department Secretary** on the **1st** days of **January, April, July** and **October** upon forms prescribed by the **Order** and furnished by the **Department Secretary**, showing all gains or losses in membership and the total membership; and forwarding said report along with per capita tax to the **Department Secretary** on or before the tenth (**10th**) day of the month. He shall ensure that a duplicate copy of the report is placed in the camp file. He shall draw requisitions upon the **Camp Treasurer** for reimbursements of **Camp** expenditures, and submit the same to the **Camp Commander** for his approval. He shall also provide a current copy of the **Camp Membership** list to the **Camp Commander, Senior Vice Commander** and the last **Past Commander** available, and perform all other duties pertaining to his office.

Section E. Treasurer

1. **Department Treasurer** shall be accountable for receipt and disbursement of **Department** funds, serve as custodian of **Department** property not otherwise provided for, keep the accounts of the **Department**, collect all moneys due the **Department**, provide annual financial reports for review of the **Department Council** at the annual **Department Encampment**, and the fund balance in his hands. He shall make quarterly financial reports through the **Department Secretary** to the **National Secretary**. He shall exhibit the account books of the **Department** to any elected **Department Officer** upon reasonable request; file all tax and other financial reports required of the **Department**, cause an audit to be performed on an annual basis; shall provide completed dues notices, to be sent by the **Secretary**, and perform all duties that are incident to the office of the **Treasurer**, and perform all other duties pertaining to his office.

2. **Camp Treasurer** shall be accountable for receipt and disbursement of **Camp** funds and have charge of its property not otherwise provided for; keep the accounts between the **Camp** and its **Member**; collect all moneys due the **Camp**, given in all cases receipts therefore, notify all members in arrears by the (**1st**) day of **March** that they are delinquent, provide monthly, quarterly, and yearly financial reports to the **Camp Membership** and the fund balance in his hands. He shall make quarterly financial reports through the **Camp Secretary** to the **Department Secretary-Treasurer**. He shall exhibit the account books of the **Camp** to any elected **Camp Officer** upon reasonable request; file all tax and other financial reports required of the **Camp**; cause an audit to be performed on an annual basis; shall provide completed dues notices, to be sent by the **Secretary**, and perform all duties that are incident to the office of the **Treasurer**, and perform all other duties pertaining to his office.

Section F. Secretary/Treasurer

The **Department** and **Camps** may elect one person to hold the **Office of Secretary/Treasurer**.

Section G. Council

1. **Council** shall meet after installation and elect a **Chairman** and **Secretary**.

2. Department Council shall devise and recommend measures for preserving and increasing funds of the **Department**, make its investments, leases and other contracts, examine the books, vouchers and other papers of the different **Officers**, and at the **Department Encampment** make a report of the **Council's** findings. The **Council** may fill for the unexpired year any vacancy which may occur in an elected **Department Office** with a majority vote of the **Department Council**, and perform all other duties pertaining to his office.

3. Camp Council shall devise and recommend measures for preserving and increasing funds of the **Camp**, make its investments, leases and other contracts, settle and dispose of all disputed accounts between the **Treasurer** and members of the **Camp**, examine the books, vouchers and other papers of the different officers, and at the end of each quarter render a complete report showing its transactions and the financial condition of the **Camp**. The **Council** may fill any vacancy which may occur in an elected **Camp** office with a majority vote of the **Camp Council**, and perform all other duties pertaining to his office.

ARTICLE XI: DEPARTMENT MEETINGS

Section A. The **Department** shall meet in an Annual **Encampment**. Said **Encampment** shall be held on a day between the first (1st) day of **January** and the first (1st) day of **July**.

Section B. The **Department Commander** may call **Department Meetings** throughout the year other than the **Department Encampment**.

Section C. The **Department Commander** may call **Special Meetings**, by and with the consent of the **Department Council**. No business shall be transacted at any **Special Meeting** other than the purpose for which the **Special Meeting** was specifically called, and the notice of the **Special Meeting** shall state the purpose and object of said meeting.

Section D. The **National Council of Administration** shall have the authority to grant exceptions to the dates prescribed by these regulations for **Camp** elections and installations of **Officers**, and for **Department Encampments**, when requested, for adequate reasons, by a **Department**.

Section E. A **majority** of the **Membership** reported present and entitled to vote shall constitute a quorum.

Section F. Notification of **Regular** and **Special Meetings** to the **Camps** shall be the responsibility of the **Department Secretary**. A minimum of thirty (30) days notice shall be given to **Camps** for **Regular Meetings** and fifteen (15) days notice for **Special Meetings**.

Section G. **Special Meeting** of the elected **Department Officers** may be called by the **Department Commander**. All business conducted at said **Meeting** shall require ratification by the **Camp Delegates** at the next **Regular** or **Special Meeting** of the **Department**.

Section H. Any members of the **Auxiliary** to the **Sons of Union Veterans of the Civil War**, the **Women's Relief Corps**, the **Daughters of Union Veterans of the Civil War**, and the **Ladies of the Grand Army of the Republic**, may be admitted to the session of the **Department**.

Section I. **Meetings** of the **Department** shall have the **United States Flag** and the **Camp Charter** displayed. All **Meetings** of the **Department** shall be held within the boundaries of the **Department of Missouri**.

Section J. All meetings of the **Department** shall be conducted by the guidelines of the **Ritual of the Order** and the current edition of **Robert's Rules of Order**, in that order.

ARTICLE XII: COLOR GUARD

The **Camp** may have a **Color Guard** unit composed of members of the **Sons of Union Veterans of the Civil War**. Said **Color Guard** shall consist of not more than fourteen (14) **Members**, with the highest rank that of **Colonel**. At such time, **Color Guard** is larger than fourteen (14) **Members**, they must join the **Sons of Veterans Reserve (S.V.R.)** and follow the guidelines of the **National Military Affairs Committee**.

ARTICLE XIII: CAMP MEETINGS

Section A. Regular meetings of the **Camp** shall be held according to the **Camp's** bylaws. The meeting of the **Camp** shall be at such time and place as chosen by the **Camp Commander**. **Meetings** of the **Camp** shall be held within the boundaries of the **Department of Missouri**.

Section B. Special meetings of the **Camp** may be called by the **Camp Commander**.

Section C. Notification of **Regular** and **Special Meetings** to the **Members** shall be the responsibility of the **Camp Secretary**. A minimum of five (5) days notice shall be given to **Members** for either **Regular** or **Special Meetings**.

Section D. **Special Meeting** of the elected **Camp Officers** may be called by the **Camp Commander**. All business conducted at said meeting shall require ratification by the **Camp Membership** at the next **Regular** or **Special Meeting** of the **Camp**.

Section E. Any members of the **Auxiliary** to the **Sons of Union Veterans of the Civil War**, the **Women's Relief Corps**, the **Daughters of Union Veterans of the Civil War**, and the **Ladies of the Grand Army of the Republic**, may be admitted to the session of the **Camp**.

Section F. **Meetings** of the **Camp** shall have the **United States Flag** and the **Camp Charter** displayed

Section G. The use of **Ritualistic Ceremonies** in the conducting of regular **Camp Meetings** is encouraged of all **Camps**.

Section H. All meetings of the **Camp** shall be conducted by the guidelines of the **Ritual of the Order** and the current edition of **Robert's Rules of Order**, in that order.

ARTICLE XIV: COMMITTEES

Section A. **Special Committees** may be created by action of the (**Department/Camp**) **Commander** and shall be for the period of time designated in the creation thereof. Duties and responsibilities of the **Special Committee** shall be defined by the (**Department/Camp**) **Commander**.

Section B. The (**Department/Camp**) **Commander** shall serve as ex-officio on all **Special Committees** unless otherwise noted.

Section C. All **Department Standing Committees** shall be approved at **Department Encampment**.

ARTICLE XV: BOOKKEEPING

Section A. Fiscal year

1. The fiscal year of the **Department** shall begin on the first (**1st**) day of **July** and end on the thirtieth (**30th**) day of **June** of each year.
2. The fiscal year of the **Camp** shall begin on the first (**1st**) day of January and end on the thirty-first (**31st**) day of December of each year.

Section B. Annual financial statements of the (**Department/Camp**), prepared in accordance with Generally Accepted Accounting Principles, that offers full General Ledger Accounting, shall be prepared shortly after the end of each fiscal year. All financial statements and records shall be subject to an annual audit; the results of which shall be reported to the (**Department/Camp**) **Council** and (**Department/Camp**) **Commander**.

Section C.

1. **Department** funds shall be deposited in a reliable depository as the **Department Council** may direct. The **Department** may have a checking and savings account, and may establish such financial accounts as necessary for the **Department's** welfare. The **Department Commander** may disburse funds from the checking account. In the case of the **Department Treasurer**, he shall for reimbursements of personal losses occurred from **Department** expenditures, have a signed itemized receipt from the **Department Commander** or **Senior Vice Commander**, or must have an itemized receipt signed within 30 days of verbal approval from the **Department Commander** or **Senior Vice Commander**. The **Department Treasurer** or the **Department Commander** may withdraw or transfer funds from the savings account, with the approval of the **Department Council**, withdraw or transfer must be reported to the **Department** at the next regular or special **Department** meeting.
2. **Camp** funds shall be deposited in a reliable depository as the **Camp Council** may direct. The **Camp** may have a checking and savings account, and may establish such financial accounts as necessary for the **Camps** welfare. The **Camp Commander** may disburse funds from the checking account. In the case of the **Camp Treasurer**, he shall for reimbursements of personal losses occurred from **Camp** expenditures, have a signed itemized receipt from the **Camp Commander** or **Senior Vice Commander**, or must have an itemized receipt signed within 30 days of verbal approval from the **Camp Commander** or **Senior Vice Commander**. The **Camp Treasurer** or the **Camp Commander** may withdraw or transfer funds from the savings account, withdraw or transfer must be reported to the **Camp** at the next regular or special **Camp** meeting.

Section D. **Department/Camp Officers** may be entitled to reimbursement of certain expenses necessary for the conduct of their respective office provided the **Department/Camp Council** approves a policy for the reimbursement of officers.

Section XVI: BONDS

Section A. The **Department Commander**, **Department Secretary**, **Department Treasurer**, or **Department Secretary/Treasurer** shall, within twenty (**20**) days from the date of his installation furnish a

bond in a amount to be fixed by the **Department Council** which sum not be less than one thousand dollars (**\$1,000**), for the faithful performance of their duties, and a just accounting for all funds and property of the **Department** that may come into their possession, said bonds to be taken in the name of the **Department of Missouri, Sons of Union Veterans of the Civil War** and to be held in trust for the **Department of Missouri**.

Section B. The bond shall be taken in a reliable surety company, authorized to conduct and conducting business in the State of Missouri, and shall be paid out of the funds of the **Department of Missouri**.

ARTICLE XVII: CAMP FORMATION AND DISBANDMENT

Section A. A **Camp** may be formed by Authority of the **Department Commander** with the approval of the **Commander-in-Chief**.

Section B. A **Provisional Camp** may be formed with a minimum of five (**5**) or more **Members**. A **Provisional Camp** shall have all the powers and duties of a **Full Camp**, and shall file all required forms. After a period of two (**2**) years, at which time the **Provisional Camp** must meet the minimum ten (**10**) **Members** requirement of a **Full Camp** in **Membership**.

Section C. Upon formation of a **Camp**, there shall be issued to it a **Charter**, which shall be signed by the **Department Commander**, attested by the **Department Secretary**, and approved by the **Commander-in-Chief**. The **Charter Fee** for a new **Camp** shall be paid by the **Department**.

Section D. No **Charter** shall be surrendered by any **Camp**, so long as ten (**10**) **Members** therefore, in **Good Standing**, demand it's continuance; and provided further, the **Department Commander** and each and every **Member** of the **Camp** shall receive at least twenty (**20**) days notice, in person or by mail, of the intention to surrender the **Charter**.

Section E. In the case of the surrender or forfeiture of a **Camp Charter**, all the **Camp** property and money shall be turned over to the **Department Commander** or to his duly authorized representative, and become property of the **Department**. Any transfer or disposal of any of its property by a **Camp** or its **Members** in arrears for its per-capita tax shall be fraudulent and void, and any such transfer or disposal by a **Camp** or its **Members** of its property in contemplation of disbandment or surrender of its **Charter** shall also be fraudulent and void. All property of a **Camp** is held by it as a charitable trust that is to be held and used for the purpose for which this **Order** exists, and any such transfer or disposal within six (**6**) months of disbandment or surrender of its **Charter** without written consent of the **Department** shall be conclusively presumed to be in contemplation of such disbandment or surrender. No **Camp** shall divide its property among its **Members**.

Section F. A **Camp** one year or more in arrears in the payment of per-capita tax and failing or neglecting to forward reports, may be disbanded and the **Charter** thereof revoked.

Section G. **Camps** having been dropped may be reinstated upon payment of a required fee of \$25.00 and may retain their original **Charter**.

Section H. A **Camp** failing to pay per-capita tax or neglecting to forward reports within the time specified by law, may be suspended by the **Department Commander**. Suspended **Camps** may be reinstated by forwarding reports and paying all arrears of per-capita taxes.

Section I. No **Camp** shall secede from the **Department** without approval of the **Department** and the **Commander-in-Chief**. In no case may a **Camp** secede from a **Department** and become a **Camp-at-Large**.

ARTICLE XVIII: DEPARTMENT DISBANDMENT

Section A. In the case of the surrender or forfeiture of the **Department Charter**, all the **Department** property and money shall be turned over to the **National Commander-in-Chief** or his duly authorized representative. Any transfer or disposal of any of its property by a **Department** or its **Members** in arrears for its Per Capita Tax shall be fraudulent and void, any such transfer or disposal by a **Department** or its **Members** of its property in contemplation of disbandment or surrender of its **Charter** shall also be fraudulent and void. No **Department** shall divide its property among its **Members**.

Section B. In the event the **National Organization** is no longer in existence **Department Property** shall be turned over to the Missouri Historical Society (St. Louis).

ARTICLE XIX: DISCIPLINARY ACTION

Section A. Charges may be preferred against a **Member** for violation of duties and obligation to the **Order** and subordinate bodies, or the doing of anything tending to injure a veteran or **Brother** of the **Order** or the **Order** itself.

Section B. The **Camp Commander** shall have original jurisdiction over charges preferred against any **Member** of the **Camp** by a **Member** of the **Camp**. When made by a **Camp** files charges, the charges shall be addressed to the **Department Commander**. When the **Department** files charges against a **Member**, the charges shall be addressed to the **Commander-in-Chief**.

Section C. Charges shall be made in writing and shall be addressed to the appropriate authority. The appropriate authority shall send a copy of charges to **Accused** at the same time as he appoints the **Trial Commissioner**. The appropriate authority shall send the charges to the **Accused** by certified mail and if the **Accused** refuses acceptance of said charges sent by certified mail, he shall be deemed to have admitted the charges.

Section D. Upon filing of said charges the appropriate authority shall appoint a **Trial Commissioner** who shall give at least ten (10) days notice to the party preferring the charges and to the **Accused** by registered mail, and shall state in said notice the time and place of the hearing. The **Department/Camp Commander** or **Trial Commissioner** shall have the authority to postpone or continue the hearing. The **Trial Commissioner** shall have the authority to subpoena witnesses and shall impartially ascertain all the facts relative to the charges. The **Trial Commissioner** shall make a report within 10 days and send it to the appropriate authority, the person preferring charges, and the **Accused**. The **Department/Camp Commander** shall then decide all issues. The **Department/Camp Commander** shall report in writing his decision to the **Department/Camp** at the next regular or special meeting and send a copy of the decision to the **Accused** by certified mail within 14 days of receipt of the report of the **Trial Commissioner**.

Section E. The sentence may be a reprimand, suspension from the rights and privileges for a given period of time, or expulsion from the **Order**. In addition, the convicted member may be required to reimburse the cost of the trial incurred by the **Department/Camp**.

Section F. An appeal within a **Camp** can be made, by either the party preferring the charges or the Accused, to the **Department** and shall be addressed to the **Department Commander**. An appeal from any decision of a **Department Encampment** must be to the **National Commander-in-Chief**. An appeal from any decision of the **Commander-in-Chief** shall be to the **National Encampment**.

Section G. Charges preferred against the **Camp Commander** by a member of the **Camp** shall be made in writing and addressed to the **Department Commander** and a copy delivered to the **Camp Commander**. Charges preferred against the **Department Commander** shall be made in writing and addressed to the **Commander-in-Chief**.

Section H. The **Commander-in-Chief** shall have original jurisdiction over charges preferred against **Departments** of the **Order** and also against **Members** of the **Camps** when **Camps** or **Departments** fail or neglect to act upon any breach of discipline within their jurisdiction.

Section I. Any **Officer** delinquent in or failing to perform the duties of his office may be removed by the **Department Commander** or the **Commander-in-Chief**.

Section J. The **Camp** may by a 2/3 vote of **Members** present at the **Camp** meeting, first giving five (5) days notice by mail, vacate the position of any **Elective Officer** who shall have been absent from six (6) consecutive regular **Camp Meetings** without good cause and such vacancies shall be filled in the same manner as other vacancies.

Section K. The **Camp** may impeach and remove from office by 2/3 vote of **Members** present at **Camp** meeting, any officer for immoral conduct or for any abuse or dishonorable practice of any kind.

ARTICLE XX: INCLUSION OF STATE AND NATIONAL RULES AND REGULATIONS

Included herein by reference and made a part of these Bylaws are the following rules and regulations, and any subsequent amendments or modifications thereto:

Constitution and Regulations of the Sons of Union Veterans of the Civil War.

ARTICLE XXI: Department and Camp Colors

Section A. The primary colors of the **Department** shall be **Red** with **Gold** as its secondary color.

Section B. The primary colors of the **Camps** shall be **Blue** with **Gold** as its secondary color.

ARTICLE XXII: AWARDS

Department Awards shall be given by the **Department Commander** or by a person appointed by him, as per recommendations of the **Department Council**.

ARTICLE XXIII: SUSPENSION OF BYLAWS

There shall be no suspension of these **Bylaws** during any **Meeting** of the **Department**.

ARTICLE XXIV: BYLAWS AMENDMENTS

These **Bylaws** may be amended at any meeting of the **Department** by a 2/3 vote of the **Members** present at the **Department Encampment**, provided however that a copy of the proposed amendment had been submitted in writing to the **Department Commander, Department Secretary** and the **Camp Secretaries** thirty (30) days prior to the **Department Encampment**. All proposed amendments must be submitted by the **Camp Commander**, attested by the **Camp Secretary**, after having been voted on at the previous **Meeting** of the proposing **Camp**. Before becoming effective all **Bylaws** and **Bylaw Amendments** shall be subject to approval by the **Commander-in-Chief**.

ARTICLE XXV: CONSTITUTION AND REGULATION

Section A: This **Department** shall be constituted and remain constituted as provided by the **Constitution and Regulations (C&Rs)** governing the **National Organization, Sons of Union Veterans of the Civil War**.

Section B: The **Constitution and Regulations** shall supersede the **Department Bylaws**.

Date of Approval by Department: _____

Department Commander: _____

Department Secretary: _____

Commander-in-Chief: _____