



Bylaws  
Department of Missouri  
Sons of Union Veterans of the Civil War  
2018

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## **Preamble**

We, the descendants of soldiers, sailors or marines who served in the Army, Navy, Marine Corps, or Revenue Cutter Service of the United States of America during the War of Rebellion of 1861-1865, have joined this patriotic and fraternal order for the purpose and objects 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, to render loyal service to our country, and to promote the maintenance of unqualified American citizenship with respect for and honor to the flag.

## **Article I - Organization**

**Section 1.** The Department shall be constituted and remain constituted as provided by the Constitution and Regulations (C&R) governing the National Organization, Sons of Union Veterans of the Civil War, and shall be known as the DEPARTMENT OF MISSOURI, SONS OF UNION VETERANS OF THE CIVIL WAR, hereafter referred to as the Department.

**Section 2.** The Department is incorporated as a nonprofit corporation under the laws of the State of Missouri. The Department is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future tax code.

## **Article II - Meetings**

**Section 1.** The Encampment of the Department of Missouri, Sons of Union Veterans of the Civil War, shall be held annually on the first Saturday in June. The place of said Department Encampment shall be determined by the Encampment Site Committee.

**Section 2.** The Department Commander will give notice of the location, date, and time of the Department Encampment to the Camp Commanders and Camp Secretaries; and the notice will be posted on the Department's website and also distributed minimally by electronic transmission to all members of the Department at the last known electronic contact address known to the Department.

**Section 3.** Special meetings of the Department may be called by the Commander, with the consent of the Council, or be convened by the Commander upon the receipt of a petition approved by a majority of the Camps; provided that not less than thirty (30) days notice of said meeting shall be given to each Camp. No business shall be transacted at any special meeting other than that for which it was called - and the call for all special meetings shall state the object and purpose of same.

**Section 4.** There shall be at least two regular business meetings each year besides the Department Encampment. One meeting will be in October and one meeting will be in March. The Department Commander shall make arrangements for the meeting locations, dates and times, and will give notice by a Department Order at least 30 days prior to the meetings(s). Meeting notices should be posted on the internet web page and also distributed, at least, by electronic transmission to all members of the Department at the last known electronic contact address known to the Department. The regular business meetings may address and approve any business before the Department, but may not approve Bylaw changes.

**Section 5.** A quorum of members of the Department is met by those present and entitled to vote when the meeting was called following any of the above procedures. A member needs to have his membership card and present it when requested at the start of the meeting.

### **Article III - Officers and Their Duties**

**Section 1.** The elected officers of the Department shall be as follows: Commander, Senior Vice Commander, Junior Vice Commander, three (3) members of the Council, two of which will be elected on even number years and one on odd numbered years, a Secretary/Treasurer or a Secretary and a Treasurer who shall serve a term of 2 years. The Secretary/Treasurer or a Secretary elected in even years and the Treasurer elected in odd years. The same member may hold the office of Secretary and the office of Treasurer simultaneously. The Commander, Treasurer, or the Secretary/Treasurer may not serve on the Council. All officers shall serve until their successors are duly elected and installed. All subsequent officers and committee references in these bylaws shall be regarded as Department related unless described otherwise. The officers shall be elected at the Department Encampment by the brothers present and entitled to vote. No brother shall be eligible for election to the office of Department Commander unless he has served as a Camp Commander.

**Section 2.** The Commander, after his election, shall appoint other officers for the term of one (1) year to perform the duties described in the C&R. The appointed officers shall include, but not be limited to: Patriotic Instructor, Chaplain, Counselor, Historian, Graves Registration Officer, and Civil War Memorials Officer. The Commander may also appoint any other positions required by the C&R, the Order's Ritual and Ceremonies, these Bylaws, or Department Policy.

**Section 3.** All officers shall be brothers of the Department of Missouri and shall perform the duties as specified by the C&R, Ritual and Ceremonies, these Bylaws, and the orders of the

Commander. The officers shall have such other duties, which are described in the official Department officer's job descriptions as adopted by the National Organization.

**Section 4.** If a vacancy should occur in any elected office, the Council shall convene, and by a majority vote of said Council, elect a brother of the Department of Missouri to fill said vacancy until the next Annual Encampment. If a vacancy should occur in any appointed office, the Commander may appoint another brother of the Department to fill said vacancy until the next Encampment, the removal from office of any elected or appointed officer for misconduct of duty shall be as provided by the C&R and these Bylaws.

**Section 5.** All officers (elected and appointed) shall upon their retirement from office, turn over to their successor all property of the Department within ten (10) days after leaving office. All property shall be confirmed with a written inventory list.

**Section 6.** Pursuant to the C&R, a sufficient number of brothers of the Department of Missouri shall be elected as delegates and alternates to attend and represent the Department of Missouri at the Annual Encampment of the order. Said election shall occur at the Department Encampment preceding the National Encampment in question.

**Section 7.** The installation of Department officers shall be performed at the Department Encampment.

#### **Article IV - Authorized Expenditures**

**Section 1.** The Commander may be entitled to reimbursement of certain expenses necessary for the conduct of his office. Approval for reimbursement will be subject to a vote of the Council. Expenses may include but are not limited to, long distance telephone calls, and postage.

**Section 2.** The Senior Vice Commander may be entitled to reimbursement of certain expenses necessary for the conduct of his office. Approval for reimbursement will be subject to a vote of the Council. Expenses may include, but are not limited to, long distance telephone calls, and postage.

**Section 3.** The Junior Vice Commander may be entitled to reimbursement of certain expenses necessary for the conduct of his office. Approval of reimbursement for expenses will be by vote of the Council. Typical expenses may include but are not limited to, long distance telephone calls, and postage.

**Section 4.** The Secretary may be entitled to reimbursement of certain expenses necessary

for the conduct of his office. Approval for reimbursement will be by a vote of the Council. Typical expenses may include, but are not limited to, long distance calls and postage.

**Section 5.** The Treasurer may be entitled to reimbursement of certain expenses necessary for the conduct of his office. Approval of reimbursement for expenses shall be obtained by a vote of the Council. Expenses may include but not be limited to, long distance telephone calls and postage.

## **Article V - Council**

**Section 1.** The Council shall meet after their installation and elect a Chairman, Vice Chairman and Secretary. They shall have charge and supervision of all investments of funds and property of the Department. They shall convene on the day of and just before the Department Encampment for the purpose of a full audit of the Department books and accounts, and accounting of all Department property, and to review a budget prepared by the Treasurer for the ensuing year and for the consideration of such other business as may be brought to its attention.

**Section 2.** The Treasurer shall have all necessary books, papers, etc. at the time and place designated and shall render assistance in making said audit. Failure to comply without just cause or prior arrangements may result in disciplinary measures set forth in the C&R and these Bylaws.

## **Article VI - Reports**

**Section 1.** All officers of the Department shall present an annual written report at the department encampment.

**Section 2.** The Secretary shall make and keep a record of the proceedings of the Department Encampment. He shall make a regular report of the correspondence received and sent, and other activities as required by his office, to the Commander as often as required by the C&R. He shall also make reports, as may be deemed necessary by the Commander and / or Council.

**Section 3.** The Treasurer shall prepare and maintain records of all the Departments finances, reporting the total receipts, expenditures and balances on hand. This report shall be presented at the Department Encampment. He shall also make special reports, as may be deemed necessary by the Commander and / or Council.

## **Article VII - Department Committees**

**Section 1.** The Standing Department Committees shall be: Bylaws, Awards, and Encampment Site. Committee Chairman may appoint other Brothers to assist them in their committee functions at their discretion.

**Section 2.** Special Committees may be created by action of the Commander and shall exist for the period of time designated in the creation thereof. Duties and responsibilities shall be defined at the time of Committee creation.

**Section 3.** All Standing and Special Committees shall, except as where otherwise noted, consist of Brothers of the Department of Missouri in good standing within their respective camps. The Commander shall appoint the Chairman of each Committee unless otherwise specified. The Commander shall serve as ex-officio member on all Standing and Special Committees, unless otherwise noted.

**Section 4.** The Bylaws Committee shall be chaired by the Senior Vice Commander and shall review these Bylaws in even years and the Policy and Procedures Manual in odd years, bringing any necessary revisions to the attention of the Department membership.

**Section 5.** The Awards Committee, consisting of the last three (3) Past Department Commanders and chaired by the Senior Vice Commander, shall oversee the process to nominate and present awards to Camps, brothers, and people outside the Order who are worthy of the awards presented by the Order. They shall review the current rules governing each award and may recommend modifications to the criteria for future awards. The Secretary, Treasurer, and other Past Department Commanders may act in advisory capacities to this Committee.

**Section 6.** The Encampment Site Committee, consisting of at least two (2) members appointed by the Department Commander, shall find potential meeting locations for the Department Encampment, investigate costs, make arrangements, and report their actions at a regular business meeting. The Encampment Site Committee shall strive to rotate the Department Encampment location. Any Camp that would like to make arrangements will forward their request to the Encampment Site Committee for consideration.

## **Article VIII - Camps**

**Section 1.** The Department Commander may annually inspect any Camp for the purpose of ascertaining the condition of the same.

**Section 2.** The use of ritualistic ceremonies in the conducting of regular Camp meetings is encouraged of all Camps.

**Section 3.** The initiation of candidates into the Order is encouraged to be done as per the Ritual of the Order at a regular Camp meeting.

**Section 4.** Camps are encouraged to meet at least quarterly throughout the year in ritual session.

### **Article IX - Camp Charter Fees and Per Capita Tax**

**Section 1.** The charter fee for all new Camps within the Department of Missouri will be paid by the Department.

**Section 2.** Each new Camp within the Department shall receive a packet containing the Department Bylaws, and a listing of current Camps and Officers within the Department.

**Section 3.** The per capita tax for the ensuing year shall be fixed at the October business meeting or a special Department meeting after the National Encampment.

**Section 4.** Camps shall be exempt from Department per capita tax assessment on real sons, life members, and juniors.

### **Article X - Camp Elections**

**Section 1.** The Camps of this Department shall elect Camp officers between the first regular meeting of the Camp during the month of October and the first meeting of December, inclusive; said elections shall conform to regulations established by the C&R.

**Section 2.** The Camps of this Department shall install Camp officers between the first regular meeting of the camp in November through January, inclusive. Said installation shall conform to regulations established by the C&R and shall be performed by the Department Commander or his designee or the Commander-in- Chief or his designee who shall make report thereof. The installing officer shall complete the installing officer's report (Form 22) before departing and provide the same to the Camp Secretary to be filed with the Department Secretary.

### **Article XI - Membership at Large**

**Section 1.** In accordance with Chapter II, Article X, Section 1, National Regulations, the



Department shall not maintain membership at large (MAL). When applications are received from the National Organization for MAL, the Department Junior Vice Commander shall contact the member and give him the opportunity to select one of the Camps in the Department to join. If the new MAL does not elect to choose a Camp within 30 days, he shall be assigned to the Camp closest to his place of residence. The Junior Vice Commander shall develop and maintain a map of the Department to serve as a guideline for Camp assignment.

## **Article XII - Associates, Juniors and Junior Associates**

**Section 1.** Associates may be enrolled only into existing Camps within the Department pursuant to the order's C&R.

**Section 2.** The Associate applicant shall observe all procedures of application, membership and dues structures as the member applicant.

**Section 3.** A rejected applicant for Associate enrollment shall not be eligible to apply again for Associate enrollment until six (6) months have elapsed after such rejection.

**Section 4.** Juniors or Junior Associates may be enrolled only into existing Camps within the department pursuant to the Order's C&R.

**Section 5.** Juniors or Junior Associate applicants shall observe all procedures of application as outlined in their respective Camp Bylaws and the Order's C&R. Juniors and Junior Associates are exempt from the Department per capita tax.

**Section 6.** A rejected applicant for Junior or Junior Associate enrollment shall not be eligible to apply again for Associate enrollment until six (6) months have elapsed after such rejection.

**Section 7.** No Junior or Junior Associate shall hold an elected or appointed office of the department.

## **Article XIII - Youth Protection**

**Section 1.** All Brothers and guests under the age of 18 years of age shall be accompanied by a parent, legal guardian, or chaperon when participating at any SUVCW Department event. A chaperon must be 18 years of age or older, and have written authorization from a parent or legal guardian.

**Section 2.** All Brothers must comply with all applicable laws pertaining to child protection. Any Brother who witnesses or suspects any type of physical, mental, or sexual abuse of any other Brother or guest under the age of 18 is obligated to report such suspicions to local authorities and the Department Commander.

**Section 3.** Every Brother who may have direct contact with or oversight of another Brother or guest under the age of 18 (other than their child) at a SUVCW Department event must complete a child protection course offered by a government agency or other reputable source. Evidence of course completion must be provided to the Department Commander.

**Section 4.** Each Camp shall establish their youth protection policy and procedures for their Camp events.

#### **Article XIV - Ritualistic Equipment**

**Section 1.** Camps are encouraged to provide at least three (3) flags. The first two flags shall be the United States and the Missouri state flags. The third flag shall be the blue, bearing the gold badge of the order, no smaller than 8 by 10 inches centered with the names of the Sons of Union Veterans of the Civil War and the name and number of the Camp. The size of all three flags and poles, respectively, shall be the same. The fringe on all three flags shall be yellow.

**Section 2.** The Department is encouraged to provide three (3) flags. The first two flags shall be the United States and Missouri state flag. The third flag shall be red, bearing a gold badge of the order, no smaller than 8 by 10 inches centered with the names in gold lettering of the Sons of Union Veterans of the Civil War and the Department of Missouri. The size of all three flags and poles, respectively, shall be the same. The fringe on all three flags shall be yellow.

**Section 3.** All flags of the Camps and or the Department shall be displayed, if practicable, at all regular meetings of the respective body, at parades, and when ordered by the Department Commander.

**Section 4.** All Camps and the Department shall make all efforts possible to secure and use the ritualistic equipment provided for in the C&R, Ritual and Bylaws.

#### **Article XV - Sons of Veterans Reserve and Camp Guards**

**Section 1.** The Department of Missouri will encourage the establishment of a military unit known as the Sons of Veterans Reserve (SVR) as outlined within the C&R of the Order.

**Section 2.** The Department Commander may call upon the SVR Officer commanding within the Department and request the SVR to provide an appropriate appearance and military participation on behalf of the Department.

**Section 3.** The senior officer of any SVR unit existing within the Department present at any Department function, shall assume overall command of the military aspects of the Department function. The senior officer of each Camp guard participating in any Department function shall place himself and his Camp Guard under the command of the SVR officer.

**Section 4.** Camps may maintain an independent Camp Guard under the auspices of the Camp. Said Camp Guards shall not be governed by the standard operating procedures of the National Military Department, SVR. The highest ranking officer of any Camp Guard shall be Captain.

**Section 5.** The Department may call upon the various camps and request that the camps provide an appropriate appearance and military participation at a Department function.

**Section 6.** Each Camp with a Camp Guard may regulate the amount of dues for members of such a unit.

**Section 7.** There shall be no money paid out from the Department treasury to any source expense or purpose for the SVR or any Camp Guard.

### **Article XVI - Discipline**

**Section 1.** Disciplinary activities are addressed and governed by the national constitution and regulations ("C&R") in chapter V (General Regulations), article VI (Discipline).

### **Article XVII - Inclusion of Other Regulations**

**Section 1.** 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 National Organization of the Sons of Union Veterans of the Civil War and Standard Operating Procedures of the National Military Department of the Sons of the Veterans Reserve.

### **Article XVIII - Exemption Purpose**

**Section 1.** No part of the net earnings, if any, of this Department, shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that

the unincorporated association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)3.

**Section 2.** No substantial part of the activities of the Department shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Department shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

**Section 3.** Notwithstanding any other provision of these by-laws, the Department shall not carry on any other activities not permitted to be carried on (a) by a nonprofit corporation exempt from federal income tax under section 501(c)3 of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by nonprofit corporation, contributions to which are deductible under section 170(c)2 of the Internal Revenue Code, or the corresponding section of any future federal tax code.

## **Article XIX - Dissolution and Disposition of Assets**

**Section 1.** In the case of surrender or forfeiture of the Department Charter, all Department property and assets shall be turned over to the National Commander-in-Chief of the Sons of Union Veterans of the Civil War or his duly authorized representative and such become the property of the National Organization, Sons of Union Veterans of the Civil War, an organization exempt from taxes under section 501(c)3 of the Internal Revenue Code. The receipts for property and assets shall be added to the surrendered Department records.

**Section 2.** All property of the Department shall be held by the National Organization, Sons of Union Veterans of the Civil War, as a charitable trust and used for the purpose for which the Order exists. Any such transfer or disposal within six (6) months of disbandment or surrender of the Department Charter without the written consent of the National Commander-in-Chief of the Sons of Union Veterans of the Civil War is prohibited. The property and funds of the Department shall not be divided among its members.

**Section 3.** In the event the National Organization, Sons of Union Veterans of the Civil War, no longer exists, said property and funds shall revert to the benefit of the first and any remaining organization of the Allied Orders of the Grand Army of the Republic or in their absence, to the holdings of the Missouri Historical Society.

**Section 4.** Notwithstanding the above language, upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax

code, or shall be distributed to the federal government, or to a state or local government for a public purpose.

## **Article XX - Amendments**

**Section 1.** The Bylaws shall only be amended by a two-thirds (2/3) vote of the brothers present and entitled to vote at any Department Encampment.

**Section 2.** Any proposed amendment, to these Bylaws shall be printed or typewritten and a copy sent to the Commander and Secretary of each Camp for review, at least 30 days prior to any Department Encampment. All Camps shall take action on same and instruct their delegates accordingly.

**Section 3.** These Bylaws and any amendments shall be effective immediately after their adoption at the Department Encampment and subsequent approval of the Commander-in-Chief.

**Department Approval and Signature**

These Bylaws for the Department of Missouri, Sons of Union Veterans of the Civil War, with amendments adopted at the Department of Missouri Annual Encampment on June 2, 2018, is hereby approved.



Randal A. Burd, Jr., PDC  
Commander  
Department of Missouri  
Sons of Union Veterans of the Civil War

2 Jun 2018

Dated

ATTEST:



Edward Krieser, PCinC  
Secretary  
Department of Missouri  
Sons of Union Veterans of the Civil War

2/June 2018

Dated

**National Order Approval and Signature**

The foregoing Bylaws change of the Department of Missouri, Sons of Union Veterans of the Civil War, is found to be in accordance with the Constitution and Regulations (C&R) of the National Organization, Sons of Union Veterans of the Civil War and is hereby approved.



Mark R. Day  
Commander-in-Chief  
Sons of Union Veterans of the Civil War

5/2/18  
Dated

ATTEST:



Jonathan Davis  
Secretary  
Sons of Union Veterans of the Civil War

6/13/18  
Dated