

# BYLAWS OF THE DEPARTMENT OF KANSAS

(Revised January 9, 2016)

## PREAMBLE

**W**

e, the descendants of the 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 the Rebellion of 1861-1865, have joined this Patriotic and Fraternal Order for the purposes and objects set forth by the National Organization, Sons of Union Veterans of the Civil War, and in doing so pledge ourselves to commemorate our forefather's deeds, render loyal service to our country, and to promote the maintenance of unqualified American citizenship with respect for and honor to the flag.

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## CHAPTER I ORGANIZATION OF DEPARTMENT

### Article I: NAME

The name of the Order shall be the **Department of Kansas, Sons of Union Veterans of the Civil War**, hereafter referred to as the Department.

### Article II: PURPOSE

To perpetuate the memory of the Grand Army of the Republic and of the men who saved the Union 1861 - 1865; to assist in every practicable way in the 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 any 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 of impartial justice for all.

### Article III: PROHIBITED ACTIVITIES

#### Section A. NON-PROFIT.

The Department shall not be conducted for profit.

#### Section B. NON-SECTARIAN AND NON-PARTISAN.

The Department, being strictly non-sectarian and non-partisan, shall not introduce, discuss or foster sectarian or partisan topics.

## CHAPTER II CAMPS

### Article I. FORMING AND NAMING CAMPS

#### Section A. FORMATION.

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

#### Section B. CAMP NAMES AND NUMBERS.

Camps shall be named in accordance with the National Regulations of the Order (Chapter 1, Article 1, Section 1). The camp number will be assigned sequentially, with the exception that no number previously used by a camp of this Department since the formation of the Department in 1996 shall be reused.

### Article II. CAMP CHARTERS

#### Section A. CAMP CHARTER.

Upon the 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 twenty-five dollars (\$25.00). The fee shall be paid to the Department and shall accompany the application for a Charter.

**Section B. SUSPENSION OF CAMP CHARTER.**

A Camp failing to pay per-capita dues or neglecting to forward reports within the time specified by law, will be suspended by the Department Commander. Suspended Camps may be reinstated by forwarding reports and paying all arrearages of per-capita dues.

**Section C. SURRENDER OF CHARTER.**

No Charter shall be surrendered by any Camp, so long as ten brothers thereof, in good standing, demand its continuance; and provided further, the Department Commander and each and every brother of the Camp shall receive at least twenty (20) days notice, in person or by mail, of the intention to surrender the Charter.

**Section D. REVOCATION OF CHARTER.**

The Department Commander shall have the authority to recommend to the Commander-in-Chief the revocation of the Charter of any Camp which does not conform to the Constitution and Regulations of this Order.

**Article III. ELECTION AND INSTALLATION OF CAMP OFFICERS****Section A. ANNUAL ELECTION AND INSTALLATION OF CAMP OFFICERS.**

Camps shall hold annual elections of officers as follows:

1. Camps which hold meetings in December shall hold the election of camp officers at their first November meeting. The officers shall be installed at the first December meeting.
2. Camps which do not meet in December shall hold the election of camp officers at their first October meeting. The officers shall be installed at the first November meeting.
3. Camps which meet less than monthly must hold a meeting in October, November, or December for the purpose of electing officers. The camp must then hold a meeting in November, December, or January for the installation of officers. If the camp chooses, it may hold the election and installation of officers at the same meeting provided the meeting is held in November or December. The camp must assure this does not delay the forwarding of the report of election and installation of officers.
4. Camps shall furnish the exact dates of their scheduled election and installation to the Department Secretary no later than September 30, each year.

**Section B. INSTALLING OFFICER AND REPORT OF ELECTION AND INSTALLATION.**

1. The Department Commander shall install all camp officers, if possible. In those instances where the Department Commander is unable to install the new officers, he shall appoint a brother to install the camp officers.
2. The Department Commander or other installing officer shall forward the report of election and installation of camp officers to the Department Secretary within seven (7) days of the installation.

**Article IV. USE OF RITUAL AND CEREMONIES AT CAMP MEETINGS.**

The Ritual and Ceremonies of the Order are an integral and historic part of the Sons of Union Veterans of the Civil War. As such, all Camps within the Department of Kansas shall conduct meetings as provided in the Rituals and Ceremonies of the Order, except when circumstances are prohibitive.

**Article V. SUSPENSION, REINSTATEMENT, AND CLOSING OF CAMPS****Section A. FAILURE TO PAY PER-CAPITA OR FORWARD REPORTS.**

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

**Section B. DISPOSITION OF CAMP PROPERTY.**

In case of the surrender or forfeiture of a Charter, all of the Camp property and money shall be turned over to the Department Commander or to his duly authorized representative, and become the property of the Department. Any transfer or disposal of any of its property by a Camp in arrears for its per-capita dues shall be fraudulent and void, and any such transfer or disposal by a Camp 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 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 brothers.

**Section C. REINSTATEMENT OF CAMPS.**

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

**Article VI – ADMISSION OF ASSOCIATES AND JUNIOR ASSOCIATES****Section A. ASSOCIATES.**

The Department permits Camps to admit Associates to the Camp, provided the Camp complies with all of the provisions of the Constitution of the Sons of Union Veterans of the Civil War. Camp bylaws must permit Associates in the camp in order to allow Associates to join the camp.

**Section B. JUNIOR ASSOCIATES.**

The Department permits Camps to admit Junior Associates to the Camp, provided the Camp complies with all of the provisions of the Constitution of the Sons of Union Veterans of the Civil War. Camp bylaws must permit Junior Associates in the camp in order to allow Junior Associates to join the camp.

**CHAPTER III  
DEPARTMENT MEMBERS AT LARGE (DMAL).****Section A. AUTHORITY TO ESTABLISH.**

In accordance with Chapter II, Article X, Section 1, National Regulations, the Department shall allow Department Members at Large (DMAL).

**Section B. MUST FIRST BE ASSIGNED TO CAMP.**

Brothers shall be assigned to the DMAL only after the application has first been processed as shown, below. No brother will be placed directly into the DMAL without having first been assigned to a camp for the remainder of the current membership year unless approved by the Department Commander.

**Section C. OPPORTUNITY TO SELECT CAMP.**

When applications are received from the National Organization for MAL, the Department Junior Vice Commander shall contact the brother and give him the opportunity to select one of the Camps in the Department to join.

**Section D. GEOGRAPHIC ASSIGNMENT TO CAMP.**

If the new MAL does not elect to choose a Camp, he shall be assigned to the Camp closest to his place of residence.

**Section E. DEVELOPMENT OF GUIDELINES.**

The Department Council shall develop guidelines for Camp assignment.

**Section F. ESTABLISHMENT OF DMAL CAMP.**

1. A separate camp may be established for DMAL. When a DMAL camp has not been established, the Department Secretary shall be responsible for the administrative requirements concerning brothers assigned to the DMAL.
2. Designation of DMAL Camp. Said camp shall be designated as Col. John A. Martin Camp No. 8.
3. DMAL Camp Officers. When a DMAL camp has been established, the Department Commander shall appoint a Camp Commander and Camp Secretary/Treasurer for the camp. No other camp offices shall be required for the DMAL Camp. The appointed officers need not be assigned to the DMAL camp.
4. No brother may be assigned to the DMAL or DMAL camp if he holds membership in another camp or department.
5. The dues for the membership of the DMAL shall be set at the equivalent of the highest camp dues within the department as established by the annual camp reports submitted as of March 31 the previous year.

**CHAPTER IV  
DEPARTMENT ENCAMPMENTS AND MEETINGS****Article I: DEPARTMENT ENCAMPMENTS****Section A. GOVERNING OF DEPARTMENT.**

The Department shall be governed by its Department Encampment, subordinate to the National Organization.

**Section B. DEPARTMENT ANNUAL ENCAMPMENT.**

1. The Department shall meet in Annual Encampment. Said Annual Encampment shall be held on the **Second Saturday in January** each year.

2. In the event inclement weather is expected to cause hazardous travel conditions for the Department Encampment day, the Department Commander may postpone the encampment until the fourth Saturday of January. Such notice of rescheduling shall be announced no later than the Wednesday evening immediately prior to the scheduled Department Encampment date.

3. If, for any reason, the "Host Camp" (as defined in Article VI, Section F) determines that it needs the date(s) of the Annual Encampment to be changed on a "one-time" basis, then the Department Commander shall call for a Special meeting of the Department Encampment (as defined in Article VI, Section B), at a time and place of the Department Commander's choosing, by and with the consent of the Department Council, for the express purpose of changing the date(s) of the Annual Department Encampment.

**Section C. QUORUM.**

A majority of the membership reported present and entitled to vote at a regular or special Department Encampment shall constitute a quorum.

**Section D. DISPLAY OF FLAGS AND CHARTER.**

All meetings of the Department shall have a United States Flag, the Department Flag, and the Department Charter displayed.

**Section E. CONDUCTING MEETINGS.**

All meetings of the Department shall be conducted via the guidelines of the Constitution and the Rules and Regulations of the National Organization of the Sons of Union Veterans of the Civil War, the Ritual of the Order, and the current edition of Robert's Rules of Order, in that order.

**Section F. LOCATION OF MEETINGS.**

The Department Council shall set the location for the Department Encampment.

**Section G. INABILITY OF HOST CAMP TO HOST ENCAMPMENT.**

In the event that the designated "Host Camp" for that year's Annual Encampment shall be unable, for any reason, to host that year's Encampment they shall notify the Department Commander, in writing, as soon as this information becomes available. The Department Commander may call a special meeting of the Department Encampment in accordance with Article VI, Section B, to resolve the situation.

**Section H. SPECIAL DEPARTMENT ENCAMPMENTS.**

Special meetings of the Department Encampment may be called by the Department Commander, by and with the consent of the Department Council; but no business shall be transacted at any special meeting other than that for which it was specifically called, which call shall state the purpose and object of said meeting. Special department encampments must be attended in person and cannot be conducted electronically.

**Section I. MEMBERSHIP OF DEPARTMENT ENCAMPMENTS.**

The membership of the Department Encampments shall be constituted as follows:

1. All Past Commanders-in-Chief, Past Department Commanders and Past Camp Commanders, 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 its sitting Camp Commanders.

2. One Delegate from each Camp, whatever its membership, and one additional Delegate for every ten brothers, or major fraction thereof, based upon the annual report ending March 31 immediately prior to the Department Encampment.

3. Its own Elective Officers.

4. Any brother serving as Camp Secretary or Camp Treasurer continuously in office for a period of ten years may have conferred upon him the rank of Past Camp Commander, with its voting privileges at the Department Encampment.

5. Vacancies in delegate representation to and at the time of the Department Encampment may be filled by a vote of the delegates from the Camp in attendance at the Encampment; the Camp Commander having the prior right to appoint brothers to fill vacancies.

6. A Camp which fails to pay its per-capita dues or other indebtedness or fails to make reports, shall not be entitled to representation at the Department Encampment.

**Section J. RESTORATION OF RANK OF PAST CAMP COMMANDER.**

To obtain restoration of rank of Past Camp Commander the brother shall make request in writing to the Camp of which he is a brother. 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 the request of restoration. The Department Commander shall present same to the Department Encampment where, if acted upon favorably, such rank shall be restored.

**Section K. RESTORATION OF RANK OF PAST DEPARTMENT COMMANDER.**

To obtain restoration of rank of Past Department Commander the brother shall make request in writing to the Camp of which he is a brother. 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 the request of restoration. The request shall be signed by the Camp Commander and approved by the Camp Secretary, with the seal of the camp attached. The Department Commander shall present same to the Department Encampment under the order of new business, where, if acted upon favorably, the Department Secretary shall forward the request to the Commander-in-Chief. The request shall be signed by the Department Commander, attested to by the Department Secretary with the seal of the Department attached. The National Encampment shall make the decision for or against reinstatement, with the National Secretary notifying the Brother(s) as to the decision of the National Encampment.

**Section L. DEPARTMENT ENCAMPMENT BADGE.**

1. The Department Council shall have the authority to determine that a Department Encampment Badge shall or shall not be issued for an encampment. If an encampment badge is to be issued, the Department Council shall review and approve a design for a suitable Department Encampment Badge. Such badge shall contain appropriate encampment information on it and be suspended from a ribbon drape.

2. All Brothers of the Department of Kansas, SUVCW, who are encampment attendees shall be permitted to purchase the badge at the Encampment at a reduced rate determined by the Department Council. Likewise, all Sisters of a Department of Kansas Allied Order of the Grand Army of the Republic who are in attendance when their encampment is held in conjunction with the SUVCW, will be permitted to purchase a badge at the Encampment for the reduced rate. Remaining encampment badges may be sold at the conclusion of the Department Encampment, first to SUVCW and Allied Order encampment attendees, and then, to other brothers of the Order as a souvenir, at the full price as determined by the Council.

5. An encampment attendee is permitted to wear the Department Encampment Badge in accordance with National Regulations of the Order as a Group D Badge until the next Department Encampment. Those who did not attend the encampment, but purchased the badge as a souvenir, are not permitted to wear the encampment badge.

6. Any brother entitled to wear the Department Encampment Badge who attends a National Encampment of the SUVCW during the period he is entitled to wear the Department Encampment Badge, is authorized to wear the badge at the National Encampment.

**Article II: ELECTRONIC BOARD ROOM****Section A. ESTABLISHMENT OF ELECTRONIC BOARD ROOM.**

An electronic boardroom shall be established for the purpose of conducting the business of the Department between the Department Encampments and Council meeting.

**Section B. PUBLISHED POLICY REQUIRED.**

A Department policy shall be established for the Department Council to submit motions to the Department Commander through approved electronic means, to conduct discussion of such motions through electronic means, to allow the voting members of the Council to electronically cast votes, for the Department Commander to announce the results of the vote, and for the Department Secretary to officially publish the results to the camps in a timely manner.

**CHAPTER V  
DEPARTMENT OFFICERS AND COMMITTEES****Article I: OFFICERS****Section A. ELECTED OFFICERS.**

1. The elected Officers of the Department shall be the Department Commander, Senior Vice Department Commander, Junior Vice Department Commander, three brothers of the Department Council, Department Secretary, and Department Treasurer. The offices of Department Secretary and Department Treasurer may be combined into the office of Department Secretary/Treasurer.

2. The combined office of Department Secretary/Treasurer may be replaced with the separate offices of Department Secretary and Department Treasurer.

(a) Such change shall require a majority vote of the Department Annual Encampment, with such vote occurring prior to the official call for nominations for the office.

(b) Such change shall only occur at the end of the normal term of office for the then current Department Secretary/Treasurer.

(c) Such change shall not require further amendment to the Bylaws of the Department of Kansas to implement.

3. The separate offices of Department Secretary and Department Treasurer may be replaced with the combined office of Department Secretary/Treasurer.

(a) Such change shall require a majority vote of the Department Annual Encampment, with such vote occurring prior to the official call for nominations for the offices.

(b) Such change shall only occur at the end of the normal term of office for the then current Department Secretary and Department Treasurer.

(c) Such change shall not require further amendment to the Bylaws of the Department of Kansas to implement.

### **Section B. ELECTION OF OFFICERS, DELEGATES, AND ALTERNATES.**

1. The Department Commander, Senior Vice Department Commander, Junior Vice Department Commander, Department Council, Department Secretary/Treasurer or Department Secretary and Department Treasurer, Delegates and Alternates to the National Encampment shall be elected at the annual encampment by a roll-call of Camps in numerical order.

(a) A majority of all the votes cast shall be necessary to elect Department Commander, Senior Vice Department Commander, Junior Vice Department Commander, Department Secretary, and Department Treasurer (or Department Secretary/Treasurer).

(b) Delegates and Alternates will be elected by a plurality of the votes.

(c) When electing Department Council Members for terms of office with differing length of terms, or when filling an unexpired term, the positions will be elected separately, as follows. Positions being elected for two-years terms will be elected first. All Council Members for two-year terms may be elected in the same vote. Next, any positions for one-year terms, normally to fill a vacancy in an unexpired term, will be elected. All Council Members for one-year terms may be elected in the same vote. Council Members will be elected by a plurality of the votes cast.

(d) If there is but one nominee for an office the Department may elect by viva voce vote.

2. Provided, that no brother shall be eligible for election to the office of Department Commander unless he has served as a Camp Commander. No brother shall be eligible for election to the office of Department Commander who is not present and entitled to vote at the Department Encampment.

3. No brother shall be eligible for election to the Department offices of Senior Vice Department Commander or Junior Vice Department Commander unless he has served, or is currently serving, as a Camp Commander. No brother shall be eligible to be nominated for election to the office of Senior Vice Department Commander or Junior Vice Department Commander who is not present and entitled to vote at the Department Encampment. In the case of a nominee for Senior Vice Department Commander or Junior Vice Department Commander, the nomination of a brother to these offices, and the election thereto, may occur in his absence provided that:

(a) A motion to nominate in his absence is made and approved by two-thirds (2/3) of the voting membership present at the Department Encampment; and

(b) The brother to be nominated has submitted, in writing, a statement, that, if he is elected to the position for which he is to be nominated, he will provide satisfactory service during his term of office; and

(c) The brother to be nominated has stated in writing that he knows of no reason to prevent him from performing his duties during the coming year, and that he will attend the following Department Encampment.

### **Section C. APPOINTED OFFICERS.**

The appointed Officers of the Department are the Department Patriotic Instructor, Department Chaplain, Department Historian, Department Counselor, Department Graves Registration Officer, Department Civil War Memorials Officer, Guide, Color Bearer, and Guard. On assuming office, the Department Commander shall appoint all other Department Officers not elected; and may appoint an Assistant Secretary and/or Assistant Secretary/Treasurer. The duties of appointed positions, for which no appointee is designated,

shall be retained by the Department Commander. The incoming Department Commander may delay appointing brothers to the offices of Guide, Color Bearer, and Guard until the next Department Encampment, at which time he will appoint them *pro tempore*.

#### **Section D. TERMS OF OFFICE.**

1. The Department Commander, Senior Vice Department Commander, and Junior Vice Department Commander shall be elected for a term of one year. No Department Commander may be reelected to that position for more than three (3) consecutive terms, or if such election will result in him serving as Department Commander for more than 45 consecutive months.

2. The term of office for Department Secretary/Treasurer or Department Secretary and Department Treasurer shall be for three (3) years.

3. Department Council Members will be elected for a two-year term of office, with one position being elected in odd-numbered years and two positions being elected in even-numbered years. Any Council Member vacancy which should occur between Department Encampments shall be filled in accordance with Section F, below. In the case where the term of office for that position would normally extend beyond the next Department Encampment, the remainder of the term shall be filled by a brother elected at that Department Encampment.

4. Appointed officers of the Department shall be appointed by the Department Commander to serve for a period of up to one year, unless sooner relieved. All appointments shall expire automatically at the end of the next Department Encampment, unless otherwise defined by these Bylaws.

#### **Section E. INSTALLATION OF DEPARTMENT OFFICERS.**

The installation of Department Officers shall be performed at the Encampment by the representative of the National Commander-in-Chief. If no National representative is present, the installation shall be performed by a person chosen by the Department Commander-Elect.

#### **Section F. VACANCY IN DEPARTMENT ELECTIVE OFFICE.**

Any vacancy which may occur in an elective office of the Department shall be filled by a majority vote of the Department Council for the period until the next regular meeting of the Department Encampment.

#### **Section G. REMOVAL OF OFFICER.**

Any officer delinquent in or failing to perform the duties of his office may be removed from office by the Department Commander or by the Commander-in-Chief.

### **Article II: DUTIES OF OFFICERS**

#### **Section A. DEPARTMENT COMMANDER.**

The Department Commander shall be the executive officer of the Department, charged with the duty of administering the affairs of the Department. He shall preside at all meetings of the Department Encampment; appoint all the standing and other committees (of which he shall be a member *ex-officio*) unless otherwise prescribed by the Encampment. He shall supply to each Camp Secretary and Camp Treasurer an adequate supply of report blanks. He shall at frequent intervals contact Camps, their Officers, Department Officers, and issue Department Orders and official communications. He should perform all other such duties as prescribed for his position in National Regulations of the Order.

#### **Section B. SENIOR VICE DEPARTMENT COMMANDER.**

The Senior Vice Department Commander shall temporarily and respectively perform the duties of the Department Commander in the case of the senior officers' incapacity or inability to perform his duties. The Senior Vice Department Commander should also perform such other duties as are described for his own position in National Regulations of the Order.

#### **Section C. JUNIOR VICE DEPARTMENT COMMANDER.**

The Junior Vice Department Commander shall temporarily and respectively perform the duties of the Department Commander in the case of the senior officers' incapacity or inability to perform his duties and the inability of the Senior Vice Department Commander to perform the duties. The Junior Vice Department Commander should also perform such other duties as are described for his own position in National Regulations of the Order.

#### **Section D. SECRETARY OR SECRETARY/TREASURER.**

The Department Secretary or Secretary/Treasurer, in his capacity as Secretary, shall keep a true and accurate record of the proceedings of the Department Encampment. He shall keep and be the custodian of the files and membership records of the Department, and shall keep such other records in connection with his office as may be required by the Department Commander or the Department Encampment. He shall, by the due date established in National Regulations, make a consolidated report of the Camp

Secretary's reports to the Department Commander, and forward a copy of same to the National Executive Director, together with the amount due for per-capita dues and application fees. He shall, by the fifteenth day of each month, forward to the National Executive Director all Camp Status Reports received from Camps for the previous month. He shall forward a report of the election of officers, delegates and alternates to the National Secretary and National Executive Director within the time limits imposed by National Regulations, and perform all other duties pertaining to his office as described in National Regulations of the Order.

**Section E. TREASURER OR SECRETARY/TREASURER.**

The Department Treasurer or Secretary/Treasurer, in his capacity as Treasurer, shall hold the funds of the Department and pay out the same upon requisition in due form from the Department Secretary, approved by the Department Commander. He shall have charge of all property of the Department not otherwise provided for, shall keep a true and accurate account of all receipts and expenditures, and perform such other duties as described in National Regulations of the Order.

**Section F. COUNCIL.**

The Department Council, immediately after its installation, shall meet and elect a Chairman and Secretary. It shall devise and recommend such measures as will enable the Department to meet all of its necessary expenditures, and shall audit the receipts, expenditures and books of account of the Department and make a report, thereof, to the Department Encampment. Any permanent vacancy in a Department elective office shall be filled for the remainder of the term by a Brother elected via majority vote of the Department Council. The Department Council shall perform such other duties as described in National Regulations of the Order.

**Section G. PATRIOTIC INSTRUCTOR.**

The Department Patriotic Instructor shall prepare letters of instruction for the observance of Memorial Day and other patriotic occasions and events and perform such other duties as pertain to his office as described in National Regulations of the Order.

**Section H. CHAPLAIN.**

The Department Chaplain shall have charge of the devotional exercises of the Department Encampment, shall prepare letters of instruction for the observance of Memorial Day, and perform such other duties as pertain to his office as described in National Regulations of the Order.

**Section I. COUNSELOR.**

The Department Counselor shall act as a legal advisor to the Department Commander and the Department on matters concerning the Department or Camps and perform such other duties as described in National Regulations of the Order.

**Section J. ASSISTANT SECRETARY (OPTIONAL).**

The Assistant Department Secretary shall perform such duties as prescribed by the Department Secretary.

**Section K. CIVIL WAR MEMORIALS OFFICER (OPTIONAL).**

The Department Civil War Memorials Officer shall serve as the Department point of contact for all matters pertaining to the Memorials and Monuments program and perform such duties as described in National Regulations of the Order.

**Section L. HISTORIAN.**

The Department Historian shall collect and preserve all historical and biographical material pertaining to the Civil War, to members of the Grand Army of the Republic, and to members of the Order which are given to or developed by the Department. He shall perform other such duties as described in National Regulations of the Order.

**Section M. GRAVES REGISTRATION OFFICER.**

The Department Graves Registration Officer shall coordinate the locations, recording, and ascertaining of the condition of grave markers or memorials of Civil War veterans buried within the Department. He shall perform other such duties as described in National Regulations of the Order.

**Section N. ASSISTANT TREASURER (OPTIONAL).**

The Assistant Department Treasurer shall perform such duties as prescribed by the Department Treasurer.

**Section O. GUIDE.**

The Department Guide is to assist the Commander in the floor work of the Ritual during the Department encampment and to follow any orders given by the Commander. These include ensuring that the Camp room is in proper order and that the altar and stations are properly arranged; acting as an escort for all visitors; ascertaining if everyone present is entitled to remain for the Camp meeting; and becoming familiar with the duties of the office as set forth in the Order's Ritual and Ceremonials. He shall perform other such duties as described in National Regulations of the Order.



**Section P. COLOR BEARER.**

The Department Color Bearer is to care for the Department colors and to assist the Department Guide during the Department encampment. The duties of the Color Bearer include placing the altar cloth and an unopened Bible on the altar prior to the opening of the encampment; placing station banners at the stations prior to the opening of the encampment; assisting the Guide in ascertaining if everyone present is entitled to remain for the Department Encampment; presenting the United States Flag during the Pledge of Allegiance by the encampment; attending to the altar and stations by removing altar cloth, Bible and station banners following the close of the encampment; and becoming familiar with the duties of the office as set forth in the Order's Ritual and Ceremonials. He shall perform other such duties as described in National Regulations of the Order.

**Section Q. GUARD.**

The purpose of the office of Guard is to secure the door to the Department Encampment and to admit only those Brothers and visitors who are qualified or entitled to enter. The duties include securing the door of the Camp meeting; checking dues receipts or cards of Brothers and admitting only qualified Brothers and authorized visitors; allowing no one to enter during the opening or closing of the Camp; allowing no one to enter during the initiation of candidates; becoming familiar with the duties of the office as set forth in the Order's Ritual and Ceremonials. He shall perform other such duties as described in National Regulations of the Order.

**Section R. EAGLE SCOUT COORDINATOR (OPTIONAL).**

The Department Eagle Scout Coordinator shall facilitate the distribution of Eagle Scout Certificates within the Department and compile statistics on the number of certificates requested and the number of certificates presented and transmit this information to the National Eagle Scout Coordinator, and shall perform such other duties as pertain to his office. He shall perform other such duties as described in National Regulations of the Order.

**Article III: COMMITTEES****Section A. AUTHORITY TO APPOINT.**

The Department Commander shall appoint the members of all committees of the Department.

**Section B. APPOINTMENT OF SPECIAL COMMITTEES.**

The Department Commander, at his discretion, may appoint Special Committees whose duties and life span shall be directed by the Department Commander in the orders establishing said committees. The committee may not continue beyond the next Department Encampment without the approval of the Department Encampment. The establishing order shall indicate the life span of the committee.

**Section C. COMMITTEE MEMBERSHIP.**

Normally, each committee shall consist of no more than five members. The committee chairman shall prepare a report to be presented to the Department Encampment on their activities for the year. A copy of the committee report shall be forwarded to the Department Commander and the Department Secretary who shall include such reports in the minutes of the Department Encampment.

**Section D. STANDING COMMITTEES.**

Standing committees, by definition, are long-term committees. As such, standing committees may only be created by the Department Encampment, and authorization for them must be included in the Bylaws.

**Section E. DEPARTMENT STANDING COMMITTEES.****1. VISION COMMITTEE.**

a. Purpose. To encourage camp and department activity. This committee is tasked with soliciting ideas from the camps of the Department and submitting them to the committee for review. Recommendations will be forwarded to the Department Commander on a regular basis.

b. Membership. The chairman and members of the committee shall be appointed by the Department Commander.

**CHAPTER VI  
FINANCIAL MATTERS****Article I: FINANCES****Section A. DUES AND REVENUE.**

a. The Department shall regulate its own dues and revenues. The amount of said dues shall be set by the Department Encampment and recorded in the official proceedings, thereof.

- b. Camps are not required to pay annual Department dues for Junior Members and Junior Associates of their camps.
- c. Camps are not required to pay annual Department dues for dual brothers of their camp, provided the primary camp of the brother is within the Department of Kansas.
- d. Camps are not required to pay annual National Per Capita for dual brothers of their camp, unless required to do so by National Regulations.
- e. Nothing in subsections b, c, and d, above requires a camp to reduce the dues it collects from juniors or dual brothers. Any such reduction in the dues for brothers who fall within these categories shall be addressed in the bylaws of the Camp.

**Section B. CHARTER FEES.**

The Department shall pay to the National Organization, the appropriate fee, as established by the National Organization, for the Department Charter and for each Camp Charter, which amount shall accompany the application and shall be forfeited if the Camp is not instituted within twelve (12) months from the date of application. The Department shall pay to the National Organization, the appropriate fee, as established by the National Organization, for the reinstatement of Camps which have been dropped.

**Article II: BOOKKEEPING****Section A. FISCAL YEAR OF DEPARTMENT.**

The fiscal year of the Department shall begin on 1 January and end on 31 December of each year.

**Section B. FINANCIAL STATEMENTS AND AUDITS.**

Annual financial statements of the Department, prepared with generally accepted accounting principles, shall be prepared after the end of each fiscal year and shall be presented to the Department Encampment. All financial statements shall be subjected to an annual audit by the elected Council Members; the results of which shall be reported to the Department Council, the Department Commander, and the Department Encampment.

**Section C. DEPARTMENT FUNDS.**

a. All Department funds shall be deposited in a reliable depository as the Department Council may direct. The Department may have a checking and a savings accounts. When determined to be worthwhile, a portion of the funds may be placed in certificates of deposit.

b. The Department Treasurer or Department Secretary/Treasurer may disburse funds from the checking account. The Department Treasurer or Department Secretary/Treasurer may not disburse checking account funds in excess of \$50.00 for any one single item without written approval on a Department Voucher. Approval shall be secured from the Department Commander, the Department Council, or be contained in the official minutes or proceedings of an official Department meeting.

c. The Department Treasurer or Department Secretary/Treasurer may not withdraw or transfer funds from the savings account or certificates of deposit without written approval on a Department Voucher from the Chairman of the Department Council and the Department Commander. In cases where the expense is a budgeted item of the Department, only the Department Commander need approve the expenditure.

**Section D. REIMBURSEMENT OF EXPENSES.**

Department Officers may be entitled to reimbursement of certain expenses necessary for the conduct of their respective office provided, however, that a written request is presented to and approved by the Department Commander. In the case of a request from the Department Commander, approval for reimbursement of expenses must be secured from the Department Council. Typical expenses would include, but not be limited to, long distance telephone costs, and postage.

**CHAPTER VII  
DEPARTMENT AWARDS****Article I: AUTHORITY.**

Authorization for Department Awards are provided. The name and type of awards shall be determined by the Department Commander. A copy of the citation presenting any award to a brother of the Department of Kansas shall be placed in the recipient's file with his Camp Secretary along with being recorded in the minutes of the Department Encampment for the award year by the Department Secretary.

**Article II. EMERITUS STATUS.****Section A. ESTABLISHMENT OF EMERITUS STATUS.**

In accordance with National Regulations of the Order, a brother who has served as an elected Department officer may be granted Emeritus status, subject to provisions listed below. Such status shall be in recognition for contributions and length of service as an elected officer of the Department of Kansas.

#### **Section B. GRANTING OF EMERITUS STATUS.**

Granting of Emeritus status must be approved by vote of the membership at a regular Department Encampment.

1. Request for granting of Emeritus status may be made by camp resolution or a letter of recommendation from another brother. Request must be received by the Department Secretary prior to the beginning of the Department Encampment.

2. Emeritus status shall not be granted to a currently serving elected officer of the Department nor to a brother who has been elected as an officer and is about to take office. It may be awarded to current officers who are leaving office at the end of the current encampment.

3. Emeritus status is granted permanently; however, such status may later be withdrawn for cause by action of a subsequent Department Encampment.

#### **Section B. RETENTION OF EMERITUS STATUS.**

A brother who has received Emeritus status and is elected to a Department office at a subsequent Department Encampment or is appointed to fill an unexpired term of an elected Department office shall retain Emeritus status.

#### **Section C. AUTHORIZATION TO WEAR BADGE.**

A brother so granted Emeritus status is entitled to wear the badge of a Department elected officer, as described in the National Regulations of the Order.

### **Article III: PERMANENT AWARDS.**

The following awards, having been well established within the Department of Kansas by precedent, are established as permanent awards of the Department. These awards, and their criteria, are as follows:

#### **Section A. CORPORAL LEONIDAS B. DAVIS & PDC DEAN K. SPEAKS AWARD FOR RECRUITER OF THE YEAR.**

This award may be presented by the Department Commander to the brother who has recruited the most new brothers (Members, Associates, Junior Members, and Junior Associates) since the previous Department Encampment. The determination of which brother is to receive credit for a new brother is based upon the name entered on the application for membership as "Recommended by SUVCW Brother." Applications received from the National Junior Vice Commander-in-Chief are not considered when determining the number of "recruits." The Department Commander may determine not to present the award any year he feels no one has recruited enough brothers to set him apart in this regard.

#### **Section B. CAPTAIN PATRICK H. CONEY AWARD FOR BROTHER OF THE YEAR.**

This award is presented by the Department Commander to the brother whom the Department Commander has determined to have performed significant service to a camp or the Department within the past year. The Department Commander shall seek recommendations from the various Camp Commanders for this award.

#### **Section C. LEANDER STILLWELL OUTSTANDING ACHIEVEMENT AWARD.**

This award may be presented by the Department Commander to the brother who has performed significant service to the Department of Kansas or the organization as a whole over an extended period of time. The Department Commander may seek recommendations from Camp Commanders, Department Officers, Past Department Commanders, and others. This award is neither required nor expected to be awarded each year.

#### **Section D. WILLIAM W. NIXON AWARD FOR CAMP OF THE YEAR.**

This award is presented by the Department Commander to the camp within the Department which demonstrated the greatest degree of support to the goals and ideals of the Sons of Union Veterans of the Civil War in such areas as community involvement, memorial ceremonies, public education, conduct of camp meetings, and such. The Department Commander shall seek recommendations from the various Camp Commanders for this award.

#### **Section E. JOHN CLEM AWARD FOR ACCOMPLISHMENTS BY A JUNIOR MEMBER OR JUNIOR ASSOCIATE.**

This award is presented by the Department Commander to a Junior Member or Junior Associate within the Department for noteworthy accomplishments by that brother. This award may be presented to more than one brother during the year. It may be presented by the Department Commander at times other than the Department Encampment. Camp Commanders are encouraged to

notify the Department Commander of Junior Members or Junior Associates within their camp whom they feel are deserving of this award.

## **CHAPTER VIII DEPARTMENT OF KANSAS GUARD**

### **Article I: ESTABLISHMENT**

#### **Section A. AUTHORITY.**

a. Under the authority of Chapter IV, Article I, Section I, National Regulations of the Order, the Department of Kansas may establish a DEPARTMENT OF KANSAS GUARD, herewith referred to as the "Department Guard," as an independent military organization within the Department of Kansas.

b. The Department Commander is not required to establish a Department Guard.

#### **Section B. PURPOSE.**

If established, it shall be the purpose of the Department Guard to provide a uniformed presence for parades, services, and ceremonies under the auspices of the Department of Kansas.

### **Article II: ORGANIZATION AND STRUCTURE**

#### **Section A. COMMANDING OFFICER.**

The commanding officer of the Department Guard shall hold a commissioned officer rank up to and including the rank of captain. Such rank shall be awarded by the Department Council upon the recommendation of the Department Commander. A commanding officer may be appointed for a period of up to three (3) years. All such appointments shall be announced by Department Order.

#### **Section B. FIRST SERGEANT.**

The commanding officer of the Department Guard shall have the authority to recommend the appointment of a senior non-commissioned officer with the rank of first sergeant. Such rank shall be awarded by the Department Council upon the recommendation of the Department Commander. A first sergeant may be appointed for a period of up to three (3) years. All such appointments shall be announced by Department Order.

#### **Section C. COLOR BEARERS AND COLOR GUARDS.**

The commanding officer of the Department Guard shall have the authority to appoint necessary color bearers and color guards with ranks of corporal and sergeant. The commanding officer shall notify the Department Commander of any such appointments and shall request that the appropriate Department Order be published.

#### **Section D. ROSTER.**

The commanding officer shall furnish the Department Secretary a current roster of the Department Guard annually or whenever any changes to the roster occur.

#### **Section E. UNIFORMS.**

All members of the Department Guard shall wear appropriate Civil War era uniforms, accompanied by appropriate equipment, as directed by the commanding officer.

#### **Section F. SUBORDINATE TO SONS OF VETERANS RESERVE (SVR).**

As required by the National Regulations of the Order, the Department Guard, when participating "where Camp Guard units, Department Guard units and SVR units are participating, the highest ranking SVR commissioned or non-commissioned officer shall have command of all military bodies of the SUVCW, regardless of the rank of an officer in a Camp Guard or Department Guard." (Chapter IV, Article I, Section I)

#### **Section G. CAMP GUARDS SUBORDINATE TO DEPARTMENT GUARD.**

Any Camp Guard units, whether officially established or not, shall fall under the command and authority of the commanding officer, Department Guard, at any function or activity where the Department Guard is officially present.

## **CHAPTER IX GENERAL**

### **Article I: RULES, REGULATIONS, AND POLICIES**

All rules, regulations, and policies of the Department of Kansas, and any subsequent amendments or modifications thereto, shall require the approval of the Department Commander or a Department Encampment, and they can be used to manage the Department in support of these Bylaws.

**Section A. POLICIES OF THE DEPARTMENT OF KANSAS.**

The Department Commander may establish formal policies for the Department of Kansas, subject to approval by the next Department Encampment.

**Section B. APPROVED ACTIONS OF DEPARTMENT ENCAMPMENTS.**

1. All actions approved by a Department Encampment shall be effective upon publishing of the official proceedings of the Department Encampment.

2. Actions approving changes to the Bylaws of the Department of Kansas shall be effective per Chapter IX, Article III, of these Bylaws.

3. Actions by a subsequent Department Encampment may rescind or repeal an action of a previous Department Encampment.

**Article II. SUSPENSION OF BYLAWS**

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

**Article III. BYLAWS AMENDMENTS**

**Section A. AMENDMENT PROCESS.** These Bylaws may be amended at any meeting of the Department Encampment by a 2/3 vote of the voting brothers present at said meeting, subject to the following:

1. The Department Commander shall appoint a Bylaws Committee, or designate that the full council shall function as the committee, for the purpose of reviewing and/or proposing changes to the Department Bylaws. Copies of proposed changes to the bylaws, as recommended by the Bylaws Committee, shall be forwarded to each camp secretary no later than November 1.

2. Proposed amendments may be submitted to the Bylaws Committee, through the Department Secretary, no later than five (5) days prior to the Fall Council Meeting. All proposed amendments must be submitted by the Camp Commander, attested by the Camp Secretary, after having been voted on at a previous meeting of the proposing Camp.

3. A proposed amendment not previously submitted, as above, may be introduced at the Department Encampment by any Voting brother of the Encampment. The proposed amendment shall be reviewed by an Encampment Bylaws Committee during a break in the business meeting. Such committee shall present its recommendation concerning the amendment to the encampment where the encampment will then act upon the proposal.

4. Before becoming effective, all Bylaws and Bylaw amendments shall be approved by the Commander-in-Chief in writing.

**Section B. REPEAL OF PREVIOUS BYLAWS.** All Bylaws heretofore adopted by the Department are hereby repealed.

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**Department Bylaws****Department of Kansas**

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*These Bylaws are hereby adopted by a Special Encampment of the Department of Kansas, Sons of Union Veterans of the Civil War, held this Third day of August, Nineteen Hundred Ninety Six in Salina, Kansas.*

/s/ Dean K. Speaks  
Dean K. Speaks, P.C.C.  
Department Commander

Attest:

/s/ Christopher R. Horn  
Christopher R. Horn  
Department Secretary

Approved by Commander-in-Chief Danny L. Wheeler.

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*Revisions Adopted by the 5th Annual Encampment of the Department of Kansas this Seventh Day of April, Two Thousand and One in Hutchinson, Kansas.*

/s/Kenneth D. Strader  
Kenneth D. Strader, P.C.C.  
Department Commander

Attest:

/s/Dean K. Speaks  
Dean K. Speaks, P.D.C.  
Department Secretary

*Revisions Adopted by the 7th Annual Encampment of the Department of Kansas this Twenty-Sixth Day of April, Two Thousand and Three in Wichita, Kansas.*

/s/Alan L. Russ  
Alan L. Russ, P.C.C.  
Department Commander

Attest:

/s/Dean K. Speaks  
Dean K. Speaks, P.D.C.  
Department Secretary

*Reviewed and approved as to form by National Counselor James H. Pahl, December 16, 2003.*

Approved by Commander-in-Chief Kent Armstrong on December 30, 2003.

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*Amendments 2006-01, 2006-02, 2006-03, 2006-04, 2006-05, 2006-06, and 2006-07 were adopted by the 10th Annual Encampment of the Department of Kansas this Twenty-Second Day of April, Two Thousand and Six in Topeka, Kansas, and are incorporated into these bylaws.*

Signed: /s/James R. Knopke  
James R. Knopke, P.C.C.  
Department Commander

Attest:

/s/Alan L. Russ  
Alan L. Russ, P.D.C.  
Department Secretary

Approved by Commander-in-Chief Donald Darby on May 14, 2006.

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*Amendments 2008-01, 2008-02, 2008-03, 2008-04, 2008-05, 2008-06, and 2008-07 were adopted by the 12th Annual Encampment of the Department of Kansas this Twenty-Sixth Day of April, Two Thousand and Eight, in Lawrence, Kansas, and are incorporated into these bylaws.*

Signed: /s/ Roy A. Lafferty  
Roy A. Lafferty, P.C.C.  
Department Commander

Attest:

/s/Thomas E. Schmidt  
Thomas E. Schmidt, P.D.C.  
Department Secretary

Approved by Commander-in-Chief Charles E. Kuhn, Jr., on 6/29/2008.

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*Amendments 2009-01, 2009-02, 2009-03, and 2009-04 were adopted by the 13th Annual Encampment of the Department of Kansas this Twenty-Fifth Day of April, Two Thousand and Nine, in Olathe, Kansas, and are incorporated into these bylaws.*

Signed: /s/ Craig A. Sundell  
Craig A. Sundell, P.C.C.  
Department Commander

Attest:

/s/Alan L. Russ  
Alan L. Russ, P.D.C.  
Department Secretary

Approval by Commander-in-Chief David Medert on 5/9/2009 .

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*Amendments to these bylaws have been adopted by the 14th Annual Encampment of the Department of Kansas this Twenty-Fourth Day of April, Two Thousand Ten, in Wichita, Kansas, and are incorporated into these bylaws.*

Signed: /s/ James R. Knopke  
James R. Knopke, P.D.C.  
Department Commander

Attest:

/s/ Alan L. Russ  
Alan L. Russ, P.D.C.  
Department Secretary

Approved by Commander-in-Chief D. Brad Schall on September 24, 2010

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*Amendments to these bylaws have been adopted by the Sixteenth Annual Encampment of the Department of Kansas this Twenty-Eighth Day of April, Two Thousand Twelve, in Emporia, Kansas, and are incorporated into these bylaws.*

Signed: /s/ Roy A. Lafferty  
Roy A. Lafferty, P.D.C.  
Department Commander

Attest:

/s/ Alan L. Russ  
Alan L. Russ, P.D.C.  
Department Secretary

Approved by Commander-in-Chief Donald D. Palmer, Jr., on July 29, 2012

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**Department Bylaws****Department of Kansas**

Amendments to these bylaws have been adopted by the Seventeenth Annual Encampment of the Department of Kansas this Twelfth Day of January, Two Thousand Thirteen, in Emporia, Kansas, and are incorporated into these bylaws.

Signed:/s/Roy A. Lafferty  
Roy A. Lafferty, P.D.C.  
Department Commander

Attest:  
/s/ Alan L. Russ  
Alan L. Russ, P.D.C.  
Department Secretary

APPROVED:  
/s/ Perley E. Mellor 19 March 2013  
Commander-in-Chief Perley E. Mellor, P.D.C. DATE

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Amendment to these bylaws has been adopted by the Seventeenth Annual Encampment of the Department of Kansas this Twelfth Day of January, Two Thousand Thirteen, in Emporia, Kansas, and is incorporated into these bylaws.

Signed:/s/Roy A. Lafferty  
Roy A. Lafferty, P.D.C.  
Department Commander

Attest:  
/s/ Alan L. Russ  
Alan L. Russ, P.D.C.  
Department Secretary

APPROVED:  
/s/ Perley E. Mellor 5 July 2013  
Commander-in-Chief Perley E. Mellor, P.D.C. DATE

**[NOTE: This amendment could not be approved by CinC until amendment to National Constitution was approved.]**

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Amendments to these bylaws have been adopted by the Nineteenth Annual Encampment of the Department of Kansas this Tenth Day of January, Two Thousand Fifteen, in Emporia, Kansas, and are incorporated into these bylaws.

/s/Kent M. Melcher  
Kent M. Melcher, P.C.C.  
Department Commander

Attest:  
/s/ Alan L. Russ  
Alan L. Russ, P.D.C.  
Department Secretary

APPROVED:  
/s/Tad D. Campbell 2/18/2015  
Tad D. Campbell, P.D.C. DATE  
Commander-in-Chief

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Amendments to these bylaws have been adopted by the Twentieth Annual Encampment of the Department of Kansas this Ninth Day of January, Two Thousand Sixteen, in Salina, Kansas, and are incorporated into these bylaws.

/s/ Mark A. Britton  
Mark A. Britton, P.C.C.  
Department Commander

Attest:

/s/ Alan L. Russ  
Alan L. Russ, P.D.C.  
Department Secretary

APPROVED:  
/s/ Eugene G. Mortorff 2/23/2016  
Eugene G. Mortorff, P.D.C. DATE  
Commander-in-Chief