

DEPARTMENT OF KANSAS
SONS OF UNION VETERANS OF THE CIVIL WAR
1625 E. 7th Ave., Winfield, Kansas 67156-3223
commander@suvchwks.org

DEPARTMENT ORDER 5
SERIES 2025-2026

July 9, 2025

ELECTION AND INSTALLATION OF CAMP OFFICERS

1. References:
 - a. SUVCW National Regulations Chapter I, Article V, Sections 2 and 3.
 - b. Department of Kansas Bylaws Chapter II, Article III, Section A.
2. In accordance with the above references, a camp shall elect the Camp Commander, Senior and Junior Vice Camp Commanders, Camp Council, Secretary, Treasurer (or Secretary-Treasurer) at a regular meeting of the Camp between the first meeting in August and the first meeting in December, inclusive.
3. The officers of the Camp shall be installed at a regular meeting of the Camp to be held between the first meeting of September and the first meeting in January, inclusive, by the Department Commander or a person designated by him.
4. All camp secretaries shall notify the Department Chief of Staff (chiefstaff@suvchwks.org) of the date their camp will be installing its officers. This notification should be submitted no later than thirty (30) days prior to the scheduled date of installation.
5. Camp officers are normally elected at one meeting and installed at the next meeting; however, it is permissible to hold elections and installation at the same meeting, provided the meeting is held between the first meeting of September and the first meeting of December, inclusive. Camps cannot install officers in August, and they cannot elect officers at a January meeting.
6. The Certification of Election and Installation of Camp Officers (Form 22) should be completed and signed immediately after the installation of officers. Ensure you are using the current version of the form. It must be forwarded to the Department Secretary within seven days of installation, along with a current roster of the camp.
7. As Department Commander, I plan to install the camp officers for as many camps as I can. In the event of a conflict, I will designate someone to perform the installation for me.

IN FRATERNITY, CHARITY, AND LOYALTY,



Alan L. Russ, PDC
Secretary

Kent M. Melcher, PDC
Department Commander