

BYLAWS OF THE  
DEPARTMENT OF KANSAS

[ EFFECTIVE APRIL 6, 2026 ]



DEPARTMENT OF KANSAS  
SONS OF UNION VETERANS OF THE CIVIL WAR

MARCH 28, 2026

## Revision History

Encampment	Encampment Date	Department Commander	Department Secretary	Effective Date	Commander-in-Chief
Special	Aug 3, 1996	Dean K. Speaks	Christopher R. Horn		Danny L. Wheeler
5th Annual	Apr 7, 2001	Kenneth D. Strader	Dean K. Speaks		Edward J. Krieser
7 <sup>th</sup> Annual	Apr 26, 2003	Alan L. Russ	Dean K. Speaks	Dec. 30, 2003	Kent Armstrong
10 <sup>th</sup> Annual	Apr 22, 2006	James R. Knopke	Alan L. Russ	May 14, 2006	Donald Darby
12th Annual	Apr 26, 2008	Roy A. Lafferty	Thomas E. Schmidt	Jun 29, 2008	Charles E. Kuhn, Jr.
13 <sup>th</sup> Annual	Apr 25, 2009	Craig A. Sundell	Alan L. Russ	May 9, 2009	David Medert
14 <sup>th</sup> Annual	Apr 24, 2010	James R. Knopke	Alan L. Russ	Apr 24, 2010	D. Brad Schall
16 <sup>th</sup> Annual	Apr 28, 2012	Roy A. Lafferty	Alan L. Russ	Jul 29, 2012	Donald D. Palmer, Jr.
17 <sup>th</sup> Annual	Jan 12, 2013	Roy A. Lafferty	Alan L. Russ	Mar 19/Jul 5, 2013	Perley E. Mellor
					<i>One amendment not approved by CinC Mellor until pending change to the National Constitution was ratified.</i>
19 <sup>th</sup> Annual	Jan 10, 2015	Kent M. Melcher	Alan L. Russ	Feb 18, 2015	Tad D. Campbell
20 <sup>th</sup> Annual	Jan 9, 2016	Mark A. Britton	Alan L. Russ	Feb 23, 2016	Eugene G. Mortorff
23 <sup>rd</sup> Annual	Jan 12, 2019	Michael L. Todd	Dawson R. Ballard	Jul 2019	Donald W. Shaw
25 <sup>th</sup> Annual	Jan 9, 2021	K. Kirk Nystrom	Alan L. Russ	Jan 16, 2021	Brian C. Pierson
26 <sup>th</sup> Annual	Mar 26, 2022	K. Kirk Nystrom	Alan L. Russ	May 5, 2022	Michael A. Paquette
27 <sup>th</sup> Annual	Mar 18, 2023	Robert D. Boyd II	Alan L. Russ	April 15, 2023	Bruce D. Frail
28 <sup>th</sup> Annual	April 6, 2024	Thomas E. Schmidt	Alan L. Russ	May 4, 2024	Peter J. Hritsko, Jr.
29 <sup>th</sup> Annual	April 5, 2025	Conrad M. Fisher	Alan L. Russ	April 12, 2025	Kevin L. Martin
30 <sup>th</sup> Annual	March 28, 2026	Kent M. Melcher	Alan L. Russ	April 6, 2026	Kevin R. Tucker

### Format of Footnotes Used in These Bylaws

**Action by Department Encampment:**

99. Xxxx xx xxxxxxxx xx xxx. [DC Jones, 3<sup>rd</sup>, 4] → Page in encampment proceedings  
 → Department Encampment number  
 → Department Commander  
 → Description of action/text  
 → Footnote number

**Action by Department Order:**

99. Xxxx xx xxxxxxxx xx xxx. [DC Jones, D.O. 99 (1995-1996) 14 Jul 1995]  
 → Order no., series, and date  
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**Action by Department Council (if not announced in Department Order):**

99. Xxxx xx xxxxxxxx xx xxx. [DC Jones, Dept Council, 14 Jul 1995]  
 → Dept Council and date of action  
 → Department Commander  
 → Description of action/text  
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# BYLAWS OF THE DEPARTMENT OF KANSAS

Revised April 5, 2025

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## PREAMBLE

**We**, 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.<sup>1</sup>

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## CHAPTER I. ORGANIZATION OF DEPARTMENT

### Article I. ORGANIZATION

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 KANSAS, SONS OF UNION VETERANS OF THE CIVIL WAR**. The department is organized as an unincorporated association under the laws of the State of Kansas. The organization 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.<sup>2</sup>

### 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: ACTIVITIES NOT IN FURTHERANCE OF EXEMPT PURPOSES <sup>3</sup>

No part of the net earnings, if any, of this unincorporated association, 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. No substantial part of the activities of the unincorporated association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the unincorporated association 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. Notwithstanding any other provision of these by-laws, the unincorporated association shall not carry on any other activities not permitted to be carried on.<sup>4</sup>

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<sup>1</sup> Amended to clarify Marine Corps as a distinct service during the Civil War and to include the Revenue Cutter Service. [DC Lafferty, 17<sup>th</sup>, 2 (Amendment 2012-02)]

<sup>2</sup> Expanded to comply with IRS 501(c)3 status. [DC Todd, 23<sup>rd</sup>, 3 (Amendment 2019-01)]

<sup>3</sup> Renamed from "Prohibited Actives" to "Activities not in furtherance of Exempt Purposes." to comply with IRS 501(c)3 status. [DC Todd, 23<sup>rd</sup>, 3 (Amendment 2019-01)]

<sup>4</sup> Added to comply with IRS 501(c)3 status. [DC Todd, 23<sup>rd</sup>, 3 (Amendment 2019-01)]

1. By an unincorporated association 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 <sup>5</sup>

2. By an unincorporated association, 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. <sup>6</sup>

**Article IV: SEPARATION, DISSOLUTION, AND DISPOSITION OF ASSETS <sup>7</sup>**

**Section A.** 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 via the Department Commander acting as his duly authorized representative to collect and hold all such property in trust for 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. <sup>8</sup>

**Section B.** All property of the Department shall be held for the National Organization, Sons of Union Veterans of the Civil War, as a charitable trust that is held and used for the purpose for which the Order exists. Any such transfer or disposal within six 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. <sup>9</sup>

**Section C.** 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 State archives of Kansas. <sup>10</sup>

**Section D.** 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. <sup>11</sup>

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5 Added to comply with IRS 501(c)3 status. [DC Todd, 23<sup>rd</sup>, 3 (Amendment 2019-01)]

6 Added to comply with IRS 501(c)3 status. [DC Todd, 23<sup>rd</sup>, 3 (Amendment 2019-01)]

7 Added to comply with IRS 501(c)3 status. [DC Todd, 23<sup>rd</sup>, 3 (Amendment 2019-01)]

8 Added to comply with IRS 501(c)3 status. [DC Todd, 23<sup>rd</sup>, 3 (Amendment 2019-01)]

9 Added to comply with IRS 501(c)3 status. [DC Todd, 23<sup>rd</sup>, 3 (Amendment 2019-01)]

10 Added to comply with IRS 501(c)3 status. [DC Todd, 23<sup>rd</sup>, 3 (Amendment 2019-01)]

11 Added to comply with IRS 501(c)3 status. [DC Todd, 23<sup>rd</sup>, 3 (Amendment 2019-01)]

## 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.<sup>12</sup>

### 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 as determined by National Regulations of the Order. The fee shall be paid by the Department and shall accompany the application for permission to form a camp.<sup>13</sup>

#### Section B. SUSPENSION OF CAMP CHARTER.

1. A Camp failing to pay per-capita 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.<sup>14, 15, 16</sup>

2. Camps having been suspended may be reinstated upon payment of a required fee of \$25.00 and may retain their original Charter.<sup>17</sup>

#### Section C. SURRENDER OF CHARTER.

No Charter shall be surrendered by any Camp, so long as the minimum number of brothers required by National Regulations, who are 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.<sup>18, 19</sup>

#### 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.<sup>20</sup>

Camps shall hold annual elections of officers as follows:

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12 Added. [DC Converse, 14<sup>th</sup>, 3 (Amendment 2010)]

13 Changed fee from \$25.00 to be based on National Regulations and stated the fee is to accompany the application for permission to form a new camp. [DC Todd, 23<sup>rd</sup>, 3 (Amendment 2019-03)]

14 Wording changes from per-capita tax to per-capita dues. [DC Lafferty, 16<sup>th</sup>, 4 (Amendment 2012-01)]

15 Changed "may be suspended" to read "will be suspended..." [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-01)]

16 Removed the word "dues" after "per-capita." [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-04)]

17 Moved from the former Chapter II, Article V, Section C. [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-06)]

18 The requirement is "five" brothers per 2023 National Encampment change to N.R. Chapter 1, Article I, Section 4, from "ten" to "five." DC Fisher, D.O. 5, April 12, 2024.

19 Amended to eliminate conflict with National Regulations. [DC Fisher, 29<sup>th</sup>, 2, (Amendment 2025-01)]

20 Added. [DC Converse, 14<sup>th</sup>, 3 (Amendment 2010)]

1. Camps shall hold annual elections and installation of officers in accordance with and during the period specified in National Regulations of the Order Chapter I, Article V, Sections 2 and 3.<sup>21, 22</sup>

2. Camps shall furnish the exact dates of their scheduled installation to the Department Secretary no later than thirty (30) days prior to the installation each year.<sup>23</sup>

**Section B. INSTALLING OFFICER AND REPORT OF ELECTION AND INSTALLATION.**<sup>24</sup>

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 CEREMONIALS AT CAMP MEETINGS.**<sup>25</sup>

The Ritual and Ceremonials 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 Ceremonials of the Order, except when circumstances are prohibitive.<sup>26</sup>

**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 and failing or neglecting to forward reports, may be disbanded and the Charter thereof revoked.<sup>27, 28</sup>

**Section B. SEPARATION, DISSOLUTION, AND DISPOSITION OF ASSETS.**

1. In the case of surrender or forfeiture of the Camp Charter, all Camp property and assets shall be turned over to the National Commander-in-Chief of the Sons of Union Veterans of the Civil War via the Department Commander of the affected camp acting as duly authorized representative to collect and hold all such property in trust for 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.

2. All property of the Camp shall be held for the National Organization, Sons of Union Veterans of the Civil War, as a charitable trust that is held and used for the purpose for which the Order exists. All property of the Camp shall be held for the National Organization, Sons of Union Veterans of the Civil War, as a charitable trust that is to be held and used for the purpose for which this Order exists. Any such transfer or disposal within six months of disbandment or surrender of the Camp Charter without 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 Camp shall not be divided among its members.

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 State archives of Kansas.

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

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21 Superseded. Specified when camp must hold meetings for election and installation of officers. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-02)]

22 Changed the wording for annual elections and installation of officers to refer to the National Regulations. [DC Nystrom, 26<sup>th</sup>, 3 (Amendment 2022-01)]

23 Changed requirement from "September 30" to "thirty" days. [DC Nystrom, 26<sup>th</sup>, 3 (Amendment 2022-01)]

24 Added. [DC Converse, 14<sup>th</sup>, 3 (Amendment 2010)]

25 Updated title to *Ritual and Ceremonials*. [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-01)]

26 Added requirement to use *Rituals and Ceremonies*. [DC Knopke, 10<sup>th</sup>, 3 (Amendment 2006-02)]

27 Removed the word "dues" after "per-capita." [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-04)]

28 "Camps are hereby directed to submit their [Camp Patriotic Instructor] report to the Department Patriotic Instructor no later than January 31 of each year." [DC Schmidt, D.O. 4 (2023-2024) Sep 15, 2023]

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.

**Section C. CAMP PROPERTY REPORTS.** <sup>29, 30</sup>

1. All camps of the Department of Kansas shall maintain a current inventory of all camp property, including any camp property on loan.

2. The Camp Property Report will list all camp property individually on separate lines, to include a description of each item, when it was procured (if known), circumstances surrounding the procurement (if known, i.e. donated or purchased), where the item is maintained, and what camp brother is in possession of and responsible for said item.

3. If camp property is on loan, indicate to where it is on loan, contact information for the repository, when it was loaned, condition when it was loaned, and whether there is signed loan paperwork between the camp and the repository. Professional standards for loans recommend terms not exceeding five years, although loans can be renewed if it is in the interest of both parties.

4. Camp treasurers or secretary/treasurers shall electronically forward the camp property report to the Department of Kansas Treasurer not later than 1 May annually. This report shall be signed by both the Camp Treasurer (Camp Secretary/Treasurer) and the Camp Commander. Camp Commanders are ultimately responsible for ensuring this report is completed and forwarded on time.

**Article VI – ADMISSION OF ASSOCIATES AND JUNIOR ASSOCIATES****Section A. ASSOCIATES.** <sup>31</sup>

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.** <sup>32</sup>

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.

**Article VII – BROTHERS UNDER THE AGE OF EIGHTEEN YEARS** <sup>33</sup>**Section A. REQUIRED TO BE ACCOMPANIED AT ACTIVITIES.**

All Brothers under the age of 18 years of age should be accompanied by a parent or person designated as a Guardian (grandfather, brother over the age of eighteen years, or uncle) when participating in ANY SUCVW activity.

**Section B. “ONE-ON-ONE” CONTACT PROHIBITED.**

At no time will a non-related SUCVW Brother be permitted ‘one-on-one’ contact with an SUCVW Brother under the age of eighteen (18) years of age. Any interaction with an SUCVW Brother under the age of eighteen (18) years of age must include at least two (2) SUCVW Brothers over the age of eighteen (18) at all times.

**Section C. REPORTING OF POSSIBLE ABUSE.**

Any SUCVW Brother who witnesses or suspects in good faith any type of physical, mental or sexual abuse of any SUCVW Brother under the age of eighteen (18) years will immediately report such suspicion to local authorities first and local Camp and Department Commanders immediately.

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29 Report established by department order. [DC Fisher, D.O. 9 (2024-2025) Dec 15, 2024]

30 Requirement for Camp Property Report added to Bylaws. [DC Fisher, 29th, 2 (Amendment 2025-04)]

31 Section title changed from “Associates and Junior Associates” to “Associates.” [DC Lafferty, 16<sup>th</sup>, 2 (Amendment 2012-01E)]

32 New section added for Junior Associates. [DC Lafferty, 16<sup>th</sup>, 2 (Amendment 2012-01E)]

33 Article VII added. [DC Todd, 23<sup>rd</sup>, 5 (Amendment 2019-04)]

**Section D. TRAINING.**

Every SUVCW Brother over the age of eighteen (18) years who may have contact with a Brother under the age of eighteen (18) years should complete training related to protecting children from abuse of any type.

**Section E. COMPLYING WITH LOCAL AND STATE LAWS.**

Ultimately, all SUVCW Brothers also need to comply with all applicable local and State laws pertaining to child abuse.

### 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).<sup>34</sup>

#### 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.<sup>35</sup>

#### 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.<sup>36</sup>

#### Section F. ESTABLISHMENT OF DMAL CAMP.<sup>37</sup>

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.<sup>38, 39</sup>

2. Designation of DMAL Camp. Said camp shall be designated as Col. John A. Martin Camp No. 8.<sup>40, 41</sup>

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.<sup>42</sup>

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.<sup>43</sup>

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34 Changed from "shall not maintain" to "shall allow Department". [DC Converse, 14<sup>th</sup>, 3 (Amendment 2010)]

35 Added. [DC Converse, 14<sup>th</sup>, 3 (Amendment 2010)]

36 Removed requirement for Council to maintain map of Department. [DC Lafferty, 16<sup>th</sup>, 2 (Amendment 2012-01E)]

37 Removed the word "No" from the beginning of the title in order to allow establishment of DMAL Camp. [DC Melcher, 20<sup>th</sup>, 2 (Amendment 2016-01)]

38 Added. [DC Converse, 14<sup>th</sup>, 3 (Amendment 2010)]

39 Changed to allow for establishment of DMAL Camp. [DC Melcher, 20<sup>th</sup>, 2 (Amendment 2016-01)]

40 Designated name of DMAL Camp as *Col. John A. Martin Camp No. 8.*" [DC Melcher, 20<sup>th</sup>, 2 (Amendment 2016-01)]

41 "*The Col. John A. Martin Camp #8, Department of Kansas, is, from this date forward, designated as the receiving Camp for Department Membership-at-Large Members, Associates and Juniors.*" DC Speaks, D.O. 3 (1998-1999), August 6, 1998.

42 Restricts membership in DMAL Camp to those brothers not assigned to another camp. [DC Melcher, 20<sup>th</sup>, 2 (Amendment 2016-01)]

43 Established dues for DMAL Camp. [DC Melcher, 20<sup>th</sup>, 2 (Amendment 2016-01)]

## 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 ***between the third Saturday of February and the last Saturday in April*** each year as established by the previous annual or special department encampment.<sup>44, 45, 46, 47</sup>

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 a subsequent Saturday reasonably close to the originally scheduled date. Such notice of rescheduling shall be announced no later than 6:00 PM the Friday evening immediately prior to the scheduled Department Encampment date.<sup>48</sup>

3. If, for any reason, the "Host Camp" (as defined in Chapter IV, Article I, Section F) determines that it needs the date(s) of the Annual Encampment to be changed on a "one-time" basis for other than inclement weather, then the Department Commander shall call for a Special meeting of the Department Encampment (as defined in Chapter IV, Article I, Section H), 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.<sup>49, 50, 51</sup>

#### 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.<sup>52</sup>

#### 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.<sup>53</sup>

#### Section E. CONDUCTING MEETINGS.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the meetings of the Department and its elements in which they are not inconsistent with the Charter, Constitution or Regulations of this Order, except as in the Ritual and herein otherwise provided.<sup>54, 55</sup>

#### Section F. LOCATION OF MEETINGS.

The Host Camp or the Department Council shall set the location for the Department Encampment.<sup>56, 57</sup>

44 Set meeting as fourth weekend in April (with exception if Easter weekend). [DC Strader, 2<sup>nd</sup>, 2 (as amended)]

45 Changed from fourth weekend in April to second Saturday in January. [DC Lafferty, 16<sup>th</sup>, 2 (Amendment 2012-01)] [Superseded by 25<sup>th</sup> Encampment]

46 Changed "second Saturday in January" to "between the third Saturday of February and the last Saturday in April." [DC Nystrom, 25<sup>th</sup>, 3 (Amendment 2021-01)]

47 Department Encampments shall be held in a meeting room which is "handicap accessible." [DC Schmidt, 28<sup>th</sup>, 4]

48 Changed from "fourth Saturday in January" to "a subsequent Saturday reasonably close to the original date." [DC Nystrom, 25<sup>th</sup>, 3 (Amendment 2021-01)]

49 Established that Host Camp shall rotate in number sequence. [DC Strader, 2<sup>nd</sup>, 2]

50 Added "for other than inclement weather." [DC Nystrom, 25<sup>th</sup>, 3 (Amendment 2021-01)]

51 Corrected reference in Bylaws. [DC Nystrom, 26<sup>th</sup>, 3 (Amendment 2022-03)]

52 Added "at a regular or special Department Encampment..." [DC Lafferty, 16<sup>th</sup>, 2 (Amendment 2012-01)]

53 Added "Department Flag." [DC Sundell, 13<sup>th</sup>, 3 (Amendment 2008-02)]

54 Wording clarified current edition of Robert's Rules of Order Newly Revised governs unless in conflict with Charter, Constitution, or Regulations of this order. [DC Nystrom, 26<sup>th</sup>, 3 (Amendment 2022-04)]

55 Voting Cards shall be used at Department Encampments for floor votes. [DC Boyd, Dept Council, 19 Sep 2022]

56 Established that the Department Council sets the location for the Department Encampment. [DC Lafferty, 17<sup>th</sup>, 2 (Amendment 2012-03)]

57 Added "Host Camp." [DC Nystrom, 26<sup>th</sup>, 3 (Amendment 2022-05)]

**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.<sup>58</sup>

**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.<sup>59</sup>

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 or other indebtedness or fails to make reports, shall not be entitled to representation at the Department Encampment.<sup>60</sup>

**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.<sup>61</sup>**

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

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<sup>58</sup> Clarified calling of special encampments. [DC Strader, 2<sup>nd</sup>, 2]

<sup>59</sup> Removed requirement for camp annual reports to be submitted no later than three days prior to the Department Encampment. [DC Lafferty, 16<sup>th</sup>, 2 (Amendment 2012-01)]

<sup>60</sup> Removed the word "dues" after "per-capita." [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-04)]

<sup>61</sup> Section added. [DC Lafferty, 16<sup>th</sup>, 2 (Amendment 2012-01)]

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.** <sup>62</sup>

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: DEPARTMENT COUNCIL** <sup>63,64, 65, 66, 67</sup>**Section A. MEMBERSHIP.**

1. The Department Council shall consist of the Department Commander, Senior Vice Department Commander, Junior Vice Department Commander, Department Secretary, Department Treasurer, three (3) elected members of the Council, and the immediate Past Department Commander.

2. All Past Commanders-in-Chief, Past Department Commanders, and the Department Counselor, shall be non-voting members of the Department Council. Non-voting members of the Department Council have full rights to attend all meetings and internet discussions of the Department Council (including while in executive session) and be recognized and heard on all issues before the Department Council. They shall not be counted for the purposes of establishing a quorum, nor shall they be able to make or second motions.

3. The Department Commander may invite other non-voting Brothers from whom he or the voting members wish to receive advice and counsel or information.

4. The Department Council shall have and shall exercise all powers of the Board of Directors, except in so far as such powers may be assigned to other persons in the National Regulations or Department of Kansas Bylaws.

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<sup>62</sup> Section added. [DC Lafferty, 17<sup>th</sup>, 2 (Amendment 2012-04)]

<sup>63</sup> Added Fall Council Meeting, Winter Training Session, and Spring Council Meeting information. [DC Lafferty, 12<sup>th</sup>, 3 (Amendment 2008-01)]

<sup>64</sup> Added section establishing Electronic Board Room. [DC Lafferty, 16<sup>th</sup>, 2 (Amendment 2012-01)] [Superseded by 26<sup>th</sup> Dept. Encampment.]

<sup>65</sup> Eliminated the Winter Training Session. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-03)]

<sup>66</sup> Eliminated the Fall Council Meeting and changed numbering of following sections. [DC Melcher, 20<sup>th</sup>, 3 (Amendment 2016-01)]

<sup>67</sup> Changed name of article from "Electronic Boardroom" to "Department Council." Deleted previous sections A and B and replaced with new section A titled "Membership." [DC Nystrom, 26<sup>th</sup>, 3 (Amendment 2022-06)]

**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.<sup>68 69</sup>

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

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<sup>68</sup> "Elected Department Officers, having been furnished with Badge of the Department Officer by the Department are hereby ordered to wear their Department Officer Badge in place of their Membership Badge for the duration of their term as an elected Department Officer. ... The exception to this order is for current Camp Commanders who shall wear their Camp Commander Badge during their term as Camp Commander." [DC Lafferty, D.O. 6 (2007-2008), April 28, 2007.]

<sup>69</sup> Added "... and a brother authorized to wear a National elected officer badge may wear that badge." [DC Lafferty, D.O. 4 (2012-2013), April 28, 2012]

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:<sup>70</sup>

(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<sup>71</sup>

(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<sup>72</sup>

(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.<sup>73</sup>

**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 Chief of Staff<sup>74</sup>, Department Civil War Memorials Officer,<sup>75</sup> Department Eagle Scout Certificate Coordinator<sup>76</sup>, Department Signals Officer<sup>77</sup>, Guide,<sup>78</sup> Color Bearer,<sup>79</sup> and Guard.<sup>80</sup> 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*.<sup>81</sup>

**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.<sup>82, 83</sup> 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.<sup>84</sup>

70 Added. [DC Sundell, 13<sup>th</sup>, 3 (Amendment 2008-04)]

71 Added. [DC Sundell, 13<sup>th</sup>, 3 (Amendment 2008-04)]

72 Added. [DC Sundell, 13<sup>th</sup>, 3 (Amendment 2008-04)]

73 Added. [DC Sundell, 13<sup>th</sup>, 3 (Amendment 2008-04)]

74 Position of Department Chief of Staff added as appointed officer. [DC Schmidt, 28<sup>th</sup>, 3 (Amendment 2024-04)]

75 Updated title of Civil War Memorials Officer. [DC Knopke, 10<sup>th</sup>, 3 (Amendment 2006-04)]

76 Added Department Eagle Scout Certificate Coordinator as appointed officer. [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-03)]

77 Added Department Signal Officer as appointed officer. [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-03)]

78 Added as Department Officer. [DC Knopke, 10<sup>th</sup>, 3 (Amendment 2006-04)]

79 Added as Department Officer. [DC Knopke, 10<sup>th</sup>, 3 (Amendment 2006-04)]

80 Added as Department Officer. [DC Knopke, 10<sup>th</sup>, 3 (Amendment 2006-04)]

81 Added provision to delay appointment of Guide, Color Bearer, and Guard. [DC Sundell, 13<sup>th</sup>, 3 (Amendment 2008-01)]

82 Added exception for Secretary/Treasurer. [DC Sundell, 13<sup>th</sup>, 3 (Amendment 2008-05)]

83 Changed to add "Council Members" to the exception. [DC Converse, 14<sup>th</sup>, 3 (Amendment 2010)]

84 Added exception for Secretary/Treasurer. [DC Sundell, 13<sup>th</sup>, 3 (Amendment 2008-05)]

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. The appointment or removal of Department Signal Officer shall require the consent of the Department Council.<sup>85</sup>

#### **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.

#### **Section H. WEARING OF DEPARTMENT OFFICER BADGE BY ELECTED OFFICERS.<sup>86</sup>**

1. In accordance with National Regulations of the Sons of Union Veterans of the Civil War, the Elected Department Officers shall wear their Department Officer Badge in place of their Membership Badge for the duration of their term of service as an elected Department Officer.

2. A brother currently serving as a Camp Commander and serving as an elected Department Officer shall wear the badge of Camp Commander in lieu of the Department Officer Badge during his term as Camp Commander.

3. Any elected department officer authorized to wear a National elected officer badge may wear that badge in lieu of the Department Officer Badge.

### **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.<sup>87</sup>

#### **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 Depart-

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<sup>85</sup> Established requirement that the appointment or removal of the Department Signal Officer requires the consent of the Department Council. [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-01)]

<sup>86</sup> Added to incorporate DO 6 (2007-2008) and DO 4 (2012-2013). [DC Melcher, 30<sup>th</sup>, 3 (Amendment 2026-02)]

<sup>87</sup> Changed reference for duties from *Job Descriptions for Camp and Department Officers* to refer to National Regulations. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

ment Commander should also perform such other duties as are described for his own position in National Regulations of the Order.<sup>88, 89</sup>

### 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.<sup>90, 91</sup>

### 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 and application fees<sup>92</sup>. 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.<sup>93</sup>

### 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.<sup>94</sup>

### 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.<sup>95</sup>

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<sup>88</sup> Changed reference for duties from *Job Descriptions for Camp and Department Officers* to refer to National Regulations. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>89</sup> All future issues of *The Sunflower Picket*, Department of Kansas, SUVCW, newsletter will be reviewed by the elected officers (Commander, Sr. Vice Commander, Jr. Vice Commander, Secretary, Treasurer, and Council) of the Department of Kansas requiring only the approval of any three before it is released for distribution to the membership. [DC Boyd, 26<sup>th</sup>, 4.]

<sup>90</sup> Added. [DC Converse, 14<sup>th</sup>, 3 (Amendment 2010)]

<sup>91</sup> Changed reference for duties from *Job Descriptions for Camp and Department Officers* to refer to National Regulations. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>92</sup> Removed the word "dues" after "per-capita." [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-04)]

<sup>93</sup> Changed reference for duties from *Job Descriptions for Camp and Department Officers* to National Regulations. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>94</sup> Changed reference for duties from *Job Descriptions for Camp and Department Officers* to National Regulations. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>95</sup> Changed reference for duties from *Job Descriptions for Camp and Department Officers* to National Regulations. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

**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.<sup>96</sup>

**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.<sup>97</sup>

**Section J. ASSISTANT SECRETARY (OPTIONAL).<sup>98</sup>**

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

**Section K. CIVIL WAR MEMORIALS OFFICER (OPTIONAL).<sup>99</sup>**

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.<sup>100</sup>

**Section L. HISTORIAN.<sup>101</sup>**

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.<sup>102</sup>**

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).<sup>103, 104</sup>**

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

**Section O. GUIDE.<sup>105</sup>**

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.<sup>106</sup>**

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

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<sup>96</sup> Changed reference for duties from *Job Descriptions for Camp and Department Officers* to National Regulations. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>97</sup> Changed reference for duties from *Job Descriptions for Camp and Department Officers* to National Regulations. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>98</sup> Added "(Optional)" to title. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>99</sup> Added "(Optional)" to title. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>100</sup> Changed reference for duties from *Job Descriptions for Camp and Department Officers* to National Regulations. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>101</sup> Added. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>102</sup> Added. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>103</sup> Added. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>104</sup> Added "(Optional)" to title. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>105</sup> Added. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>106</sup> Added. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

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.**<sup>107</sup>

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 CERTIFICATE COORDINATOR (OPTIONAL).**<sup>108, 109, 110</sup>

The Department Eagle Scout Certificate 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.

**Section S. DEPARTMENT SIGNALS OFFICER.**<sup>111</sup>

1. The purpose of the Signals Officer is to serve as the senior advisor on electronic communication technology and manage the assigned resources in such a manner as to reflect positively on the accomplishment of the goals and objectives of the Sons of Union Veterans of the Civil War.

2. The Department Signals Officer should provide the Commander with advice and assistance relative to matters involving communication and technology.

3. The Department Signals Officer shall supervise or serve as the Department Webmaster.

4. The Department Signals Officer should be familiar with and comply with the National Communication Technology policy.

5. The Department Signal Officer should provide assistance, where possible, to Camp Signals Officers

6. The Department Signals Officer shall be the Chairman of the Department Technology Committee.

**Section T. DEPARTMENT CHIEF OF STAFF.**<sup>112</sup>

a. The Chief of Staff will serve as a point of contact for officers and committees for coordination purposes. He will provide, as needed, assistance to the commander, officers, and camps.

b. The Chief of Staff will serve on the Department Council as a non-voting member, unless otherwise entitled to vote.

c. The Department Chief of Staff shall become familiar with the duties of all the appointed Department officers.

d. He shall monitor the progress of, and assist where necessary, the appointed Department officers and Committee Chairmen in completing their assigned duties.

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107 Added. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

108 Added. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

109 Added "(Optional) to title. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

110 Updated title Eagle Scout Certificate Coordinator. [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-03)]

111 Duties of Department Signal Officer added. [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-03)]

112 Added. [DC Schmidt, 28<sup>th</sup>, 3 (Amendment 2024-04)]

e. Prior to the Department Encampment, he shall collect from each Department Officer, Department Committees, and Camp Commanders a report of their activities and progress and assist the Department Secretary in collating that report for the Department Council and the Department Encampment.

f. The Chief of Staff must be knowledgeable in the Regulations of the Order and the Bylaws of the Department of Kansas.

g. The Chief of Staff should attend all council meetings and the annual encampment.

h. At the direction of the Department Commander, the Chief of Staff shall request information from officers, committees, and camp commanders for use by the Department Commander.

#### **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.<sup>113</sup>

#### **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.<sup>114, 115</sup>

#### **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.<sup>116, 117</sup>

#### **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 and application fees<sup>118</sup>. 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.<sup>119</sup>

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<sup>113</sup> Changed reference for duties from *Job Descriptions for Camp and Department Officers* to refer to National Regulations. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>114</sup> Changed reference for duties from *Job Descriptions for Camp and Department Officers* to refer to National Regulations. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>115</sup> All future issues of *The Sunflower Picket*, Department of Kansas, SUVCW, newsletter will be reviewed by the elected officers (Commander, Sr. Vice Commander, Jr. Vice Commander, Secretary, Treasurer, and Council) of the Department of Kansas requiring only the approval of any three before it is released for distribution to the membership. [DC Boyd, 26<sup>th</sup>, 4.]

<sup>116</sup> Added. [DC Converse, 14<sup>th</sup>, 3 (Amendment 2010)]

<sup>117</sup> Changed reference for duties from *Job Descriptions for Camp and Department Officers* to refer to National Regulations. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>118</sup> Removed the word "dues" after "per-capita." [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-04)]

<sup>119</sup> Changed reference for duties from *Job Descriptions for Camp and Department Officers* to National Regulations. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

**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.<sup>120</sup>

**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.<sup>121</sup>

**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.<sup>122</sup>

**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.<sup>123</sup>

**Section J. ASSISTANT SECRETARY (OPTIONAL).**<sup>124</sup>

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

**Section K. CIVIL WAR MEMORIALS OFFICER (OPTIONAL).**<sup>125</sup>

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.<sup>126</sup>

**Section L. HISTORIAN.**<sup>127</sup>

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.

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<sup>120</sup> Changed reference for duties from *Job Descriptions for Camp and Department Officers* to National Regulations. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>121</sup> Changed reference for duties from *Job Descriptions for Camp and Department Officers* to National Regulations. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

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<sup>124</sup> Added "(Optional)" to title. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>125</sup> Added "(Optional)" to title. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>126</sup> Changed reference for duties from *Job Descriptions for Camp and Department Officers* to National Regulations. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

<sup>127</sup> Added. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

**Section M. GRAVES REGISTRATION OFFICER.**<sup>128</sup>

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).**<sup>129, 130</sup>

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

**Section O. GUIDE.**<sup>131</sup>

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.**<sup>132</sup>

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.**<sup>133</sup>

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 CERTIFICATE COORDINATOR (OPTIONAL).**<sup>134, 135, 136</sup>

The Department Eagle Scout Certificate 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.

**Section S. DEPARTMENT SIGNALS OFFICER.**<sup>137</sup>

1. The purpose of the Signals Officer is to serve as the senior advisor on electronic communication technology and manage the assigned resources in such a manner as to reflect positively on the accomplishment of the goals and objectives of the Sons of Union Veterans of the Civil War.

128 Added. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

129 Added. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

130 Added "(Optional) to title. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

131 Added. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

132 Added. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

133 Added. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

134 Added. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

135 Added "(Optional) to title. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-04)]

136 Updated title Eagle Scout Certificate Coordinator. [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-03)]

137 Duties of Department Signal Officer added. [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-03)]

2. The Department Signals Officer should provide the Commander with advice and assistance relative to matters involving communication and technology.
3. The Department Signals Officer shall supervise or serve as the Department Webmaster.
4. The Department Signals Officer should be familiar with and comply with the National Communication Technology policy.
5. The Department Signal Officer should provide assistance, where possible, to Camp Signals Officers
6. The Department Signals Officer shall be the Chairman of the Department Technology Committee.

**Section T. DEPARTMENT CHIEF OF STAFF.**<sup>138</sup>

- a. The Chief of Staff will serve as a point of contact for officers and committees for coordination purposes. He will provide, as needed, assistance to the commander, officers, and camps.
- b. The Chief of Staff will serve on the Department Council as a non-voting member, unless otherwise entitled to vote.
- c. The Department Chief of Staff shall become familiar with the duties of all the appointed Department officers.
- d. He shall monitor the progress of, and assist where necessary, the appointed Department officers and Committee Chairmen in completing their assigned duties.
- e. Prior to the Department Encampment, he shall collect from each Department Officer, Department Committees, and Camp Commanders a report of their activities and progress and assist the Department Secretary in collating that report for the Department Council and the Department Encampment.
- f. The Chief of Staff must be knowledgeable in the Regulations of the Order and the Bylaws of the Department of Kansas.
- g. The Chief of Staff should attend all council meetings and the annual encampment.
- h. At the direction of the Department Commander, the Chief of Staff shall request information from officers, committees, and camp commanders for use by the Department Commander.

**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.<sup>139</sup>

**Section C. COMMITTEE MEMBERSHIP.**

- a. Each committee shall consist of no more than five members. The Department Commander shall serve as member (ex officio) of all committees except the Nominating Committee.<sup>140, 141, 142</sup>

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<sup>138</sup> Added. [DC Schmidt, 28th, 3 (Amendment 2024-04)]

<sup>139</sup> Clarified life of special committee. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-05)]

<sup>140</sup> Minor wording change. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-05)]

<sup>141</sup> Clarified maximum number of committee members. Added that the Department Commander shall also serve as "member (ex officio)." [DC Nystrom, 26<sup>th</sup>, 3 (Amendment 2022-07)]

<sup>142</sup> Restricts Department Commander from serving on the Nominating Committee as member (ex officio). [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-05)]

b. The committee chairman shall prepare a report to be presented to the Department Encampment on activities of the committee 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.<sup>143</sup>

**Section D. STANDING COMMITTEES.**<sup>144</sup>

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.**<sup>145, 146</sup>

**1. DEPARTMENT BYLAWS COMMITTEE.**<sup>147, 148</sup>

a. Purpose. To review and/or propose changes to the Department Bylaws, as may become necessary. This includes reviewing changes to the National Constitution and Regulations of the Order as passed by a National Encampment. The committee shall ensure all requirements in Chapter IX, Article III, are complied with concerning proposed amendments.

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

**2. DEPARTMENT TECHNOLOGY COMMITTEE.**<sup>149</sup>

a. Purpose. The purpose of the Department Technology Committee is to serve as the Department's advisory body on electronic communication technology and the management of assigned resources in such a manner as to reflect positively on the accomplishment of the goals and objectives of the Department of Kansas, Sons of Union Veterans of the Civil War.

b. Membership. The Department Signals Officer shall be the chairman of the committee. He shall request the Department Commander appoint four additional members to the committee, as follows:

- (1) The Department of Kansas Website Manager.
- (2) The Department of Kansas Social Media Manager.
- (3) Two additional brothers of the Department.

c. Activities. The activities of the Department Technology Committee shall include:

(1) Serve as advisory body to the Department Commander and the Department Council on matters dealing with technology options and solutions.

(2) Remain current on emerging technologies and evaluate them for potential use by the Department of Kansas.

(3) Report regularly through the Committee Chairman (Department Signals Officer) to the Department Commander and the Department Council.

(4) Prepare and submit through the Committee Chairman (Department Signals Officer) periodic written reports to the Department Council and an annual written report to the Department Encampment.

**3. DEPARTMENT ENCAMPMENT COMMITTEE**<sup>150</sup>

a. Purpose: To provide for and ensure the requirements for Department Encampments are met.

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143 Clarifies the report is to be on the activities of the committee. [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-05)]

144 Added Standing Committees to the Bylaws. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-05)]

145 Section related to Mine Creek Battlefield Committee deleted. [DC Lafferty, 16<sup>th</sup>, 4 (Amendment 2012-01E)]

146 Added Standing Committees to the Bylaws. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-05)]

147 Department Bylaws Committee established as standing committee, with purpose and membership defined. [DC Nystrom, 26<sup>th</sup>, 3 (Amendment 2022-08)]

148 Department Standing Vision Committee eliminated. [DC Schmidt, 28<sup>th</sup>, 3 (Amendment 2024-01)]

149 Standing Department Technology Committee authorized. [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-08)]

150 Standing Department Encampment Committee authorized. [DC Schmidt, 28<sup>th</sup>, 3 (Amendment 2024-05)]

b. Committee Membership: The committee membership shall be appointed by the Department Commander. Membership shall consist of the Committee Chairman, no more than four committee members, and the Department Commander as member (ex officio). When possible, one of the committee members should be from the host camp for the next encampment.

c. Duties of Committee:

i. Encampment Planning.

(1) Advise potential host camps in selecting possible encampment site and necessary facilities for the following year's Department Encampment.

(2) Confirm encampment site and facilities for immediate upcoming Department Encampment.

(3) Help arrange for and coordinate encampment facilities.

(4) Work with host camp for Department Encampment.

(5) Prepare an information sheet for brothers of the Department of Kansas containing encampment information, including location, date, times, meal information, etc., to be distributed to the various camps.

(6) Oversee facilities preparation.

ii. Encampment Preparation.

(1) Prepare and print Encampment programs.

(2) Coordinate with Department Chaplain for printing of Memorial Service programs, if applicable.

(3) Prepare and print Encampment name tags.

(4) Periodically furnish the Department Secretary with the names and numbers of encampment attendees who have registered.

iii. Encampment.

(1) Oversee Encampment registration desk.

(2) Ensure all attendees sign the registration forms.

(3) Report attendance and category of attendees to the Encampment.

d. Reporting. The Committee Chairman:

i. Shall submit a written report to the Department Commander as to the progress of the committee no later than June 30 each year and within thirty days of the conclusion of the Department Encampment.

ii. Shall submit the committee recommendations for the location of the future encampment (fifteen months out) to the Department Council.

iii. Shall submit a preliminary Department Encampment budget for the next fiscal year to the Department Council by October 1.

iv. Shall submit receipts for reimbursement of expenses to the Treasurer throughout the year. Final receipts will be submitted within thirty days of the conclusion of the Department Encampment.

v. Shall submit a written report for inclusion in the Department Encampment committee reports by the announced due date.

## CHAPTER VI FINANCIAL MATTERS

### Article I: FINANCES

#### Section A. DUES AND REVENUE.

- a. The Department shall regulate its own per capita and revenues. The amount of said per capita shall be set by the Department Council and recorded in the official minutes, thereof.<sup>151, 152, 153</sup>
- b. Camps are not required to pay annual Department per capita for Junior Members and Junior Associates of their camps.<sup>154, 155</sup>
- c. Camps are required to pay annual Department per capita for dual brothers of their camp, provided the primary camp of the brother is within the Department of Kansas.<sup>156</sup>
- d. Camps are required to pay annual National Per Capita for dual brothers of their camp.<sup>157</sup>
- 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.<sup>158</sup>

### 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.<sup>159</sup>

#### 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 checking and savings accounts. When determined to be worthwhile, a portion of the funds may be placed in certificates of deposit.<sup>160</sup>

151 Changed the word “dues” to read “per-capita.” [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-04)]

152 Effective 1 January 2024 Department Per Capita shall not be pro-rated. [DC Schmidt, D.O. 5 (2023-2024) 23 Sep 2023]

153 Setting of Department Per Capita changed from Department Encampment to Department Council. [DC Schmidt, 28<sup>th</sup>, 3 (Amendment 2024-02)]

154 Added. [DC Lafferty, 17<sup>th</sup>, 2 (Amendment 2012-03)]

155 Changed the word “dues” to read “per-capita.” [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-04)]

156 Changed the word “dues” to read “per-capita” and requires camps to pay Department per capita for all dual brothers [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-04)]

157 Clarified that dual brothers are required to pay National Per Capita. [DC Nystrom, 26<sup>th</sup>, 3 (Amendment 2022-09)]

158 Changed period to establish camp from six to twelve months before forfeiture of application fee. [DC Bartlow, 15<sup>th</sup>, 2 (Amendment 2015-06)]

159 Clarification of duties of the elected Council Members. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-07)]

160 Allow for investment in certificates of deposit. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-08)]

b. The Department Treasurer<sup>161</sup> 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<sup>162</sup> 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.<sup>163</sup>

#### **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.<sup>164</sup>

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161 Added. [DC Converse, 14<sup>th</sup>, 3 (Amendment 2010)]

162 Added. [DC Converse, 14<sup>th</sup>, 3 (Amendment 2010)]

163 Added certificates of deposit and that only the Department Commander needs to approve if budgeted item. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-08)]

164 Removed mileage as a reimbursable expense. [DC Bartlow, 19<sup>th</sup>, 2 (Amendment 2015-09)]

## 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.<sup>165</sup>

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 C. 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 D. 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:<sup>166</sup>

#### Section A. PDC DEAN K. SPEAKS AWARD FOR RECRUITER OF THE YEAR.<sup>167, 168, 169, 170</sup>

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

<sup>165</sup> Established Emeritus. [DC Knopke, 10<sup>th</sup>, 3 (Amendment 2006-05)]

<sup>166</sup> Added. [DC Sundell, 13<sup>th</sup>, 3 (Amendment 2008-07)]

<sup>167</sup> Award created. [DC Speaks, D.O. 1, 1996-1997 Oct 1996]

<sup>168</sup> Added. [DC Sundell, 13<sup>th</sup>, 3 (Amendment 2008-07)]

<sup>169</sup> Name changed from "Corporal Leonidas B. Davis Award for Recruiter of the Year" to "Corporal Leonidas B. Davis and PDC Dean K. Speaks Award for Recruiter of the Year." [DC Lafferty, 17<sup>th</sup>, 2 (Amendment 2012-01)]

<sup>170</sup> Name changed from "Corporal Leonidas B. Davis and PDC Dean K. Speaks Award for Recruiter of the Year" to "PDC Dean K. Speaks Award for Recruiter of the Year" in honor of first Department Commander. [DC Fisher, 29<sup>th</sup>, 3 (Amendment 2025-02)]

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.** <sup>171, 172</sup>

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.** <sup>173, 174</sup>

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.** <sup>175, 176</sup>

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.** <sup>177, 178</sup>

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.

**Section F. JOSEPH WALTER MEMORIAL AWARD.** <sup>179, 180</sup>

This award is awarded as needed by the Department Encampment to municipalities, individuals, or organizations, which demonstrate extraordinary efforts to preserve Monuments, Records, G.A.R. Halls, and Civil War Historical Sites in Kansas. The various Camp Commanders may submit resolutions with recommendations for this award to the Department Encampment.

**Section G. LELAND J. WEBB RECRUITING AWARD.** <sup>181</sup>

1. This award is presented by the Department Commander to a camp within the Department which had a **net** gain of five or more new brothers since the ending period of the previous annual report. For the purposes of this award, dual brothers are not considered. More than one camp may receive this award so long as they meet the criteria. No award shall not be presented to a camp which did not meet the criteria. The camp or camps to receive this award will be determined by the official records of the Department Secretary as determined by the Camp Annual Report. In the event an encampment is being held before Camp Annual Reports are available, the awarding of the Leland J. Webb Camp Recruiting Award will be delayed until official results become available.

2. Camps which receive this award shall be presented with a streamer for placement on their camp flag.

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171 Award created. [DC Speaks, D.O. 1, 1996-1997 Oct 1996]

172 Added. [DC Sundell, 13<sup>th</sup>, 3 (Amendment 2008-07)]

173 First award at 2004 Encampment. [DC Spurgeon, 24 Apr 2004]

174 Added. [DC Sundell, 13<sup>th</sup>, 3 (Amendment 2008-07)]

175 Award created. [DC Speaks, D.O. 1, 1996-1997 Oct 1996]

176 Added. [DC Sundell, 13<sup>th</sup>, 3 (Amendment 2008-07)]

177 Award established. [DC Lafferty, D.O. 10 (2011-2012) 23 Apr 2012]

178 Award added as permanent award. [DC Lafferty, 17<sup>th</sup>, 2 (Amendment 2012-01)]

179 Award established. [DC Bergquist, 4, 1 (amendment from floor)]

180 Award incorporated into Bylaws. [DC Fisher, 29<sup>th</sup>, 3 (Amendment 2025-03)]

181 Added. [DC Melcher, 30<sup>th</sup>, 3 (Amendment 2026-01)]

**CHAPTER VIII**<sup>182</sup>  
**DIGITAL RECORDS OF THE DEPARTMENT**<sup>183</sup>

**Article I. MEMBERSHIP APPLICATIONS**

**Section A. APPLICATIONS AND SUPPORTING DOCUMENTS IN THE POSSESSION OF THE DEPARTMENT SECRETARY.**

1. A paper copy of the applications of active brothers of the Department shall also be maintained; however, support documentation may be maintained in digital form only.
2. Applications and supporting documents of active brothers of the Department which are in the possession of the Department Secretary as of July 1, 2023, shall be digitized and retained by the Department Secretary by December 31, 2024.
3. All applications and supporting documents received as paper copies after July 1, 2023, shall be digitized by the Department Secretary within 45 days of receipt from the camp. These documents shall be maintained as Department records.
4. In the case of any applications or supporting documents of an active member which are not located in Department records by Department Secretary, the Department Secretary shall request the brother's camp to submit a copy to the Department Secretary.

**Article II. DEPARTMENT ENCAMPMENT MINUTES/PROCEEDINGS**

**Section A. REQUIRED COPIES OF ENCAMPMENT MINUTES/PROCEEDINGS.**

1. Proceedings and minutes of all Department Encampments shall be maintained as a paper copy, as these are permanent documents of the Department.
2. The documents shall also be maintained as a digital copy in Adobe pdf format.

**Article III. DEPARTMENT ORDERS.**

**Section A. REQUIRED COPIES OF DEPARTMENT ORDERS.**

1. All Department Orders, as issued by the various commanders of the Department of Kansas shall be maintained as a paper copy, as these are permanent documents of the Department.
2. The documents shall also be maintained as a digital copy in Adobe pdf format.
3. Digital copies of department orders for previous years shall be combined into sets for each term of a department commander.

**Article IV. STORAGE AND SAFEGUARDING OF DIGITAL RECORDS.**

The Department Secretary shall make suitable arrangements, subject to the approval of the Department Council, for a safe and satisfactory means of storing and safeguarding digital copies of the documents listed in Articles I through III, above.

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<sup>182</sup> Rescinded Chapter VIII pertaining to Department of Kansas Guard. [DC Nystrom, 26<sup>th</sup>, 3 (Amendment 2022-10)]

<sup>183</sup> Chapter re-added as "Digital Records of the Department." [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-07)]

## CHAPTER IX GENERAL

### Article I: RULES, REGULATIONS, AND POLICIES<sup>184</sup>

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.<sup>185</sup>

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

1. The Department Commander may establish formal interim policies for the Department of Kansas, subject to approval of the Department Council. Such interim policies will expire as of the next Department Encampment unless they are accepted and approved by the next Department Encampment.<sup>186</sup>

2. It shall be the responsibility of the Department Standing Bylaws Committee to review policies and submit recommended changes to existing policies to the Department Encampment.

3. Department Policies shall be numbered sequentially, followed by the year approved, as follows: “Policy 01 (2023).”

4. Policies shall be reviewed at least once every four years.

#### 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:<sup>187</sup>

1. Copies of proposed changes to the bylaws, with the recommendations of the Bylaws Committee, shall be forwarded to each camp secretary no later than forty-five (45) days prior to the Department encampment.<sup>188, 189, 190</sup>

2. Proposed amendments may be submitted to the Bylaws Committee, through the Department Secretary, no later than sixty (60) days prior to the Department encampment. All proposed amendments must be submitted by the

<sup>184</sup> Name of article changed from “Inclusion of Rules and Regulations” to “Rules, Regulations, and Policies.” [DC Lafferty, 17<sup>th</sup>, 2 (Amendment 2012-03)]

<sup>185</sup> Amended to clarify that rules, regulations, and policies of the Department are not included in the bylaws by reference. [DC Lafferty, 17<sup>th</sup>, 2 (Amendment 2012-03)]

<sup>186</sup> Formal policies are interim with Council approval. They must be submitted to the next encampment to become permanent. [DC Boyd, 27<sup>th</sup>, 4 (Amendment 2023-02)]

<sup>187</sup> Changed manner and process for amending the bylaws. [DC Knopke, 10<sup>th</sup>, 3 (Amendment 2006-07)]

<sup>188</sup> Date due to be forwarded to camp secretaries changed from November 1 to “ninety (90) days prior to the Department Encampment.” [DC Todd, 23<sup>rd</sup>, 4 (Amendment 2019-02)] – Superseded by 28<sup>th</sup> Dept. Encampment.

<sup>189</sup> Moved appointment of Bylaws Committee and eliminated the option of designating the full council to function as the committee. [DC Nystrom, 26<sup>th</sup>, 3 (Amendment 2022-08)]

<sup>190</sup> Date to forward proposed amendments changed from no later than ninety days to no later than forty-five days. [DC Schmidt, 28<sup>th</sup>, 3 (Amendment 2024-03)]

Camp Commander, attested by the Camp Secretary, after having been voted on at a previous meeting of the proposing Camp.<sup>191, 192</sup>

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.

5. The Department Commander shall sign the Department's Bylaws each time they are modified and forward them to the Department Secretary.<sup>193</sup>

6. The Department Secretary shall sign the Department's Bylaws each time they are modified and forward them to the Commander-in-Chief for approval once they have been signed by the Department Commander.<sup>194</sup>

7. The Department Secretary shall forward a copy of the Department's Bylaws signed by the Commander-in-Chief to the Executive Director each time they are modified and no later than 45 days after receiving the approved Department Bylaws from the Commander-in-Chief.<sup>195</sup>

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

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191 Date due to be forwarded to Bylaws Committee changed from "five (5) days prior to the Fall Council Meeting" to "one hundred and five (105) days prior to the Department Encampment." [DC Todd, 23<sup>rd</sup>, 4 (Amendment 2019-02)] – Superseded by 28<sup>th</sup> Dept. Encampment.

192 Date to submit proposed amendments changed from no later than one hundred and five days to no later than sixty days. [DC Schmidt, 28<sup>th</sup>, 3 (Amendment 2024-03)]

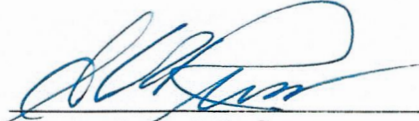
193 Requirement added to comply with National Regulations. [DC Nystrom, 26<sup>th</sup>, 3 (Amendment 2022-11)]

194 Requirement added to comply with National Regulations. [DC Nystrom, 26<sup>th</sup>, 3 (Amendment 2022-11)]

195 Requirement to send to Executive Director added to comply with National Regulations. [DC Nystrom, 26<sup>th</sup>, 3 (Amendment 2022-11)]



Amendments to these bylaws have been adopted by the Thirtieth Annual Encampment of the Department of Kansas this Twenty-Eighth Day of March, Two Thousand Twenty-Six, in Topeka, Kansas, and are incorporated into these bylaws.



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



James D. Thornton, P.C.C.  
Department Commander

APPROVED:



Kevin P. Tucker, P.D.C.  
Commander-in-Chief

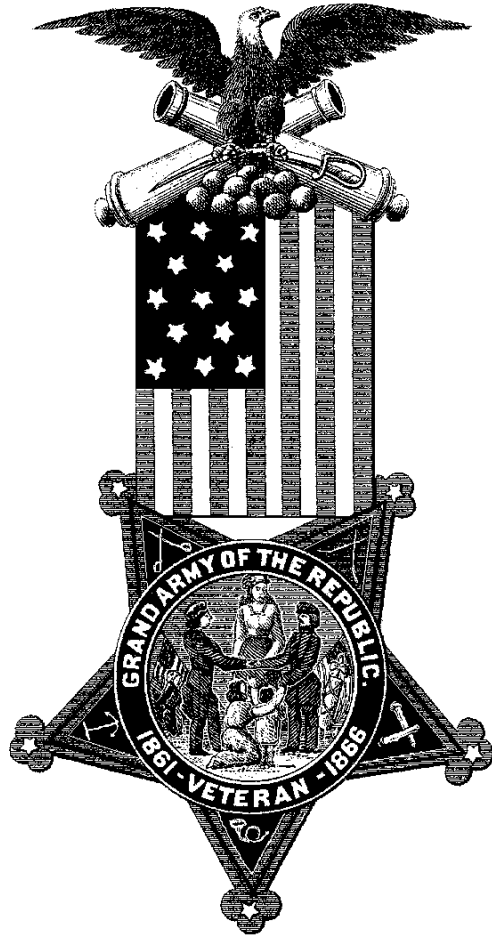
6 Apr 2026

Effective Date:

Copy forwarded to National HQ on April 6, 2026







**WE REMEMBER.**