

DEPARTMENT OF KANSAS
SONS OF UNION VETERANS OF THE CIVIL WAR
4926 Woodstock St., Shawnee, Kansas 66218-9141
commander@suvchwks.org

DEPARTMENT ORDER 07
SERIES 2026-2027

August 7, 2026

ELECTION AND INSTALLATION OF CAMP OFFICERS

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

IN FRATERNITY, CHARITY, AND LOYALTY,



ATTEST:

James D. Thornton, PCC
Department Commander

Alan L. Russ, PDC
Secretary

