

# **Sons of Union Veterans of the Civil War**



## **Camp Secretary's Handbook**

**January 2023**

Changes/Updates			
No.	Date	Summary of change	Approved by
1			
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# Purpose of this Handbook

The purpose of this handbook is to assist Brothers who have been elected to the position of Camp Secretary in easily understanding, preparing for, and executing their duties. The Camp Secretary position is a very important position and the Camp Secretary is responsible for all Camp correspondence, keeping of minutes, and filing of reports. This handbook lays out what reports are needed for each Camp event and provides recommendations, based on best practices, to make the Camp Secretary's job easier. Becoming a Camp Secretary for the first time can be challenging and we hope that this guide will make it easier.

## The Duties of the Camp Secretary

In accordance with Article VII, Section 4 of the CHARTER, CONSTITUTION, AND REGULATIONS OF THE SONS OF UNION VETERANS OF THE CIVIL WAR, the purpose of the office of Secretary is to keep the minutes of the meetings and to carry on necessary correspondence for the Camp or Department. Specifically:

(a) The Camp Secretary shall perform all duties pertaining to his office, keep all books of record, shall make duplicate annual reports to the Department Secretary on or before the 30th day of April upon the forms prescribed by the Order, and furnished by the Department Secretary, showing all gains or losses in Membership and the total Membership, one copy of which shall be forwarded together with the per capita dues, covering the entire Membership, due from the Camp, to the Department Headquarters, the other copy to be placed on file in the Camp. He shall draw all requisitions upon the Treasurer for the expenditure of money, upon the order of the Camp, and submit the same to the Commander for his approval, keeping a book for that purpose.

(b) The Secretary shall forward to the Department Secretary the Installing Officer's Report (Form 22) on or before February 15th of each calendar year. In the case of a Camp at-large, the Secretary shall forward the Installing Officer's Report (Form 22) to the Assistant National Secretary appointed to serve as the Secretary-Treasurer of the Department-at-Large on or before February 15th of each calendar year.

(c) The activities of the Camp Secretary should include:

- (1) Taking minutes of each Camp meeting.
- (2) Maintaining a book or file of minutes of past meetings.
- (3) Reading the minutes of the preceding Camp meeting.
- (4) Processing and responding to Camp correspondence.
- (5) Notifying Brothers of meeting dates and location.
- (6) Preparing Form 22, "Report of Camp Installing Officer", in duplicate and sending both copies to the Department Secretary.
- (7) Reviewing for accuracy the annual "Life Member Reimbursement Form" (Form 10) that can be prepared by a Camp's Commander, Treasurer or Secretary.

- (8) In conjunction with the Camp Treasurer, prepare and submit a "Camp Annual Report" (Form 27) in duplicate to the Department Secretary on or before April 30 of each year, with check for per capita and application fees, plus two copies of the Membership application for each new Brother.
- (9) Preparing and submitting a "Camp Status Report" (Form 30) in duplicate to the Department Secretary by the 15th day of the next month following any change in a Camp's Membership after the annual report is filed. A check for per capita and application fees, plus two copies of a new Brother's Membership application must be enclosed.
- (10) Maintaining Camp Membership applications and supporting documentation.
- (11) Preparing credentials for those serving as Camp delegates and alternates to Department Encampments.
- (12) Maintaining the Camp seal and affixing it to Camp documents as needed.
- (13) Sign the Camp's Bylaws each time they are modified and forward them to the Department Commander for approval once they have been signed by the Camp Commander.
- (14) Forward a copy of the Camp's Bylaws signed by the Department Commander to the Department Secretary each time they are modified and no later than 45 days after receiving the approved Bylaws from the Department Commander.

## Quick Reference Guide

A quick reference guide that provides a quick lookup of which forms are required for different Camp events that the Secretary must submit is attached to this handbook as Appendix A.

## Forms Needed by the Secretary

All forms that you will need that are listed in this handbook can be downloaded from the national website at <https://www.suvcw.org/> under "Governance and forms" and is the column titled SUVCW Forms.

## The Keeping of Minutes

[Article VII, Section 4.c 1, 2, 3]

There is no direct guidance in the regulations for the structure of keeping Camp minutes. The best practice that many Camps follow is to have a template to fill in as the meeting progresses. This makes it easier for the Camp Secretary to keep the minutes by just filling in each section. It is recommended that the template be laid out in accordance with the ORDER OF BUSINESS FOR CAMP MEETINGS as follows:

1. Opening of Camp. [Note the time and presiding officer, usually the Camp Commander.]
2. Roll call of Officers. [Also call the roll of Camp Members and inform the Camp Commander if a quorum is present per the Camp bylaws. Note this in the minutes]
3. Reading and approval of the minutes from the last Camp meeting. [If the minutes have been distributed to all Members prior to the meeting you may ask for a motion to dispense with the reading of the minutes and accept as written.]
4. Treasurer's Report [Presented by the Treasurer, note the report in the minutes.]
5. Report of sick Brothers or a Brother's family in distress. [Any Brother may make this report]
6. Reports of the Visiting Committee.
7. Reports of Investigating Committees. [Investigating Committees report on the eligibility of new Member applications - more later]
8. Reading of applications from candidates for Membership and reference of same to Investigating Committees if there are any pending.
9. Balloting for candidates for Membership if there are any pending.
10. Initiation of candidates for Membership if required.
11. Reports of Committees. [any Committees established by the Camp Commander]
12. Reading and disposing of orders, communications, and bills.
13. Unfinished business.
14. New business.
15. Election and installation of officers.
16. Good of the Order.
17. Patriotic Instructor Report. [The Patriotic Instructor will present, or open for discussion and remarks, subjects concerning participants, and events, in Civil War history, the Constitution and patriotic historical events in the life of the Nation, as well as civic, non-political matters.]
18. Memorial service for departed Members.  
[Optional. To be used only at annual designated meetings for such service; suggested date, last meeting in May. See Memorial Service for Departed Members, Memorials, and Special Ceremonies Section of this Ritual.]
19. Closing ceremony.

Although the regulations provide that the use of ritualistic ceremonies in the conduct of meetings and initiation of candidates is optional, the basic structure of the meeting as outlined should be followed. Rituals add to the reverence and respect of the organization and our mission. Following the ritualistic ceremony structure adds to the seriousness of the Camp meeting and following the ceremony as outlined in the "Ritual and Ceremonies" is a best practice.

A sample Camp meeting template example is attached at the end of this handbook as Appendix (B).

## New Members

Forms needed: Form 3: Membership application; Form 30: Camp Status Report

Quickly processing new Members into our order and our Camps are essential to presenting professional conduct to new Members and making them feel that they are valued.

When a new Member joins the Camp, the Camp Secretary must send the Department Secretary two copies of the Form 3 New Member Application Form 30 Camp Status Report.

The amount of the dues plus application fees required for a new Member or reinstated Member can be found listed on the Form 30 Camp Status Report.

To calculate total dues plus application fees a new Member is required to submit with his application, this table summarizes what must be included:

National Application Fee	\$5.00
Department Application Fee	\$5.00
Camp Application Fee	
Prorated National Per Capita	
Department Per Capita	
Camp Dues	
<b>Total Due</b>	

Note: Some Camps assess an application fee to defray the cost of Membership badge and Member certificate if the Camp provides these items to new Members.

Note: Check with your Department Secretary to ensure the Department application Fee is \$5.00.

Note: Some Departments charge Per Capita. Check with your Department Secretary.

Prorated National Per Capita per the most recent Form 30:

For a Brother who joins between January 1 and March 31: \$33.00

For a Brother who joins between April 1 and June 30: \$24.75

For a Brother who joins between July 1 and September 30: \$16.50

For a Brother who joins between October 1 and December 31: \$8.25

# Annual Reports

Forms needed: Form 27:Camp Annual Report;

The Camp Secretary must submit two copies of the Form 27 Camp Annual Report by April 30 of each year. An up-to-date Camp roster must be submitted along with each Form 27.

This Form includes the Camp FINANCE REPORT and must be signed by the Camp Treasurer. Camp annual per capita dues must accompany the annual report.

The Form 27 must also be signed by the Camp Commander.

Because you need the financial summary and signatures from both the Camp Treasurer and the Camp Commander, make sure you put the Annual Report together with plenty of time to get the signatures in order to make the deadline. Scanning the form and sending it to the Treasurer and Commander for their signature is acceptable. It may make this easier if you do not live close to the other officers and may not get a chance to see them in person.

The annual report of your Camp to your Department serves as an update for your Camp status by reporting items since you last submitted a Camp Status Report (Form 30). All Brothers who are new to your Camp or have left your Camp since your last Camp Status Report will be reported on this form. Ensure you are using the current version of SUVCW forms. These are available on the National website under “Governance.”

The Camp must submit the two (2) copies of the Camp Annual Report (Form 27) to the Department Secretary, along with all supporting documentation, including the check for all monies due to the Department, on or before April 30 of each year. The Camp must also retain a copy of the report for its records. A Camp roster must also be included with the report.

## Camp Roster

This roster must have the following information:

1. Full name. Only use a Brother’s proper name in all reports, do NOT use nicknames.
2. Mailing address, to include street address or P.O. box number, city, state, and Zip Code. Also, include the country for international addresses
3. Status of Brother (Member, Associate, Junior Member Junior Associate, Real Son, Life Member, etc.)
4. Phone number
5. Email address
6. Date of birth (especially for Junior Members and Junior Associates)



# Camp Patriotic Instructor Annual Report

Form needed; Form 40 - Camp Patriotic Instructor Annual Report

Annually, the Camp Patriotic Instructor makes a report to the Department Patriotic Instructor. The deadline for submission of this report is April 1. If the Camp does not have an appointed Patriotic Instructor, the Camp Secretary should make this submission. The Rules and Regulations do not specify that the Secretary make this report in the absence of a Patriotic Instructor but it is recommended as good practice.

If you do not have a Camp Patriotic Instructor, familiarize yourself with Form 40 so you know what information you will need to gather to properly complete it.

Best practice: keep a running list of everything your Camp has accomplished over the year so that you have this information readily available when it is time to complete the Patriotic Instructor annual Report. This also helps ensure your Camp gets credit for everything you have accomplished over the past year.

Two of the questions that you must answer in this report are:

How did you promote the SUVCW in your community?

What events or functions did your Camp participate in by showing how important Patriotism / Americanism is to our organization, community, state, and nation?

## Life Member Reimbursement

Form Needed: Form 10 - Sons of Union Veterans of the Civil War LIFE MEMBER REIMBURSEMENT FORM

If you have any Life Members in your Camp, this will allow the National Organization to reimburse your Camp if the Brother was a Life Member on or before December 31, 2001.

This form must be received by the National Treasurer no later than March 31st or the request will be rejected, per regulations. Please DO NOT submit this form prior to January 1.

This form can be signed by the Commander, Secretary, or Treasurer.

## Election of Officers

Form needed: Form 22 - Certification of Election and Installation of Camp Officers

The election of officers must be held in the last quarter of the year and the installation of officers' elect must take place no later than January of the following year. See C & R, Chapter I, Article IV, Section 2 and 3 for specific details.]

Prior to installation, the newly elected Camp Commander must select his appointed officers. The form should be filled out with the elected officers as well as the Commanders' appointed officers. Additionally, the Camp Council must review the Camp Treasurer's financial records to make sure they are in order and sign Form 22.

Once the officers are installed, the form must be signed by the installing officer, Camp Commander, Camp Council, and Camp Secretary and submitted to the Department Secretary.

## Department Encampment

Form needed: Form 2a - SUVCW ANNUAL ENCAMPMENT CREDENTIAL CARD

According to the regulations, one of the Camp Secretary's duties is preparing credentials for those serving as Camp delegates and alternates to Department Encampments.

## Medal Applications

Forms needed; Form 5 – Rev. 4/2017 SUVCW WAR MEDAL Application; Form 8 - Sons of Union Veterans of the Civil War MILITARY SERVICE MEDAL APPLICATION

There are two medal applications for US military veterans, the Military Service medal and the War medal.

For the Military Service Medal, the Secretary's signature is not required. The Camp Member can send the application directly to the National Quartermaster with supporting documentation.

For the War Medal, the Camp Secretary's signature is required before the Member can submit the application to the National Quartermaster.

# Honorable Discharge

Forms needed: Form 6 - Honorable Discharge

If a Member decides to leave the order for personal reasons and is a Member in good standing, he should receive an Honorable Discharge. The Honorable Discharge Form is signed by the Secretary, Camp Commander, and the Member.

# Dual Members

Forms needed: Form 3: Membership application; Form 30: Camp Status Report

If a Brother desires to be a Member in more than one Camp, he is free to do so. The Camp must still vote him in as a Camp Member. In that case, a Form 3 application and a Form 30 Camp Status Report, in duplicate, are required to be sent to the Department Secretary to note the changes.

In accordance with the Constitution and Regulations;

Section 6: Applicants who are Brothers of the Order in another Camp or a Member-at-Large, may become a dual Member of another Camp. The applicant need not pay the application fee, however, is subject to the full per capita assessment in both Camps.

Section 7.

(a) Dual Members shall only be counted in their primary or home Camp in the total Membership count of the Department but listed on each Camp roster.

(b) A dual Member must identify his primary or home Camp and such Camp must file a Form 30 showing that information.

(c) Dual Members may be counted toward the required number of Members required to establish a new Camp.

Section 8. A Dual Member shall only be eligible as a delegate to Department and National Encampments from one Camp or Department.

Section 9. Camps may receive Brothers who were originally admitted to Membership as Department Members-at-Large.

## Supplemental Ancestors

Form needed: Form 3 - Membership application

A Member desiring to record a supplemental ancestor will check the Supplemental Ancestor Application box. Dues are not required for filing a supplemental ancestor, only the \$5.00 national application fee.

## Transfers

Forms needed - Form 4 – Rev. 10/15 Sons of Union Veterans of the Civil War Transfer Form and Form 30 - Camp Status Report.

If a Brother transfers from one Camp to another, both losing and gaining Camp must submit both the Form 4 and two Form 30's to the Department Secretary. There is no fee for transfers.

## Secretary in a Newly formed Camp

Forms needed: Form 50 - Instructions for Forming a Camp, Form 51 - Application for Permission to Form a Camp, Form 54 - New Camp Data Sheet, Form 55 - Application for Camp Charter

If you are forming a new Camp, please see Article VI of the Constitution, Formation and Disbandment, in the Constitution and Regulations and Form 50 Instructions for Forming a Camp.

# Camp Report Dates

The dates that the various reports are required to be submitted to the Department Secretary are below. Remember, it is important to get these in on time because the Department Secretary must compile all of the Camp reports and consolidate them into the Department Report that he must submit to the National Secretary.

<b>CAMP REPORT DATES</b>			
DATE (no later than)	FORM	TO	NOTES
15 JANUARY	30	DEPT SECRETARY	MEMBERSHIP ACTIONS DURING DECEMBER
15 FEBRUARY	30	DEPT SECRETARY	MEMBERSHIP ACTIONS DURING JANUARY
15 FEBRUARY	22	DEPT SECRETARY	INSTALLING OFFICER REPORT
15 MARCH	30	DEPT SECRETARY	MEMBERSHIP ACTIONS DURING FEBRUARY
31 MARCH	10	NAT. TREASURER	LIFE MEMBER REIMBURSEMENT
15 APRIL	30	DEPT SECRETARY	MEMBERSHIP ACTIONS DURING MARCH
30 APRIL	27	DEPT SECRETARY	CAMP ANNUAL REPORT
30 APRIL		DEPT SECRETARY	CAMP ROSTER
30 APRIL		DEPT SECRETARY	ANNUAL PER CAPITA DUES
15 MAY	30	DEPT SECRETARY	MEMBERSHIP ACTIONS DURING APRIL
15 MAY	990N	IRS	ANNUAL TAX RETURN IF FISCAL YEAR ENDS 31 DECEMBER
15 JUNE	30	DEPT SECRETARY	MEMBERSHIP ACTIONS DURING MAY
15 JULY	30	DEPT SECRETARY	MEMBERSHIP ACTIONS DURING JUNE
15 AUGUST	30	DEPT SECRETARY	MEMBERSHIP ACTIONS DURING JULY
15 SEPTEMBER	30	DEPT SECRETARY	MEMBERSHIP ACTIONS DURING AUGUST
15 OCTOBER	30	DEPT SECRETARY	MEMBERSHIP ACTIONS DURING SEPTEMBER
15 NOVEMBER	30	DEPT SECRETARY	MEMBERSHIP ACTIONS DURING OCTOBER
15 NOVEMBER	990N	IRS	ANNUAL TAX RETURN IF FISCAL YEAR ENDS 30 JUNE
15 DECEMBER	30	DEPT SECRETARY	MEMBERSHIP ACTIONS DURING NOVEMBER

# Appendices

## Appendix (A) Forms Quick Reference Guide

Action	Forms Needed	Due Date	Notes
New Member	Form 3: Membership application		Also used to document supplemental ancestors to the national organization
	Form 30: Camp Status Report		
Camp Election	Form 22: Certification of Election and Installation of Camp Officers	Feb 15	Must also be signed by the installing officer, and Camp Commander. The Camp Council must review the financial records and sign this form also.
Annual Reports	Form 27: Camp Annual Report	April 30	This Form includes the Camp FINANCE REPORT and must be signed by the Camp Treasurer. Attach up-to-date Camp roster. Camp's annual per capita dues must accompany the annual report. Must also be signed by the Camp Commander
	Form 40: Camp Patriotic Instructor Annual Report	April 1	Must be signed by the Camp Commander
	Form 10 Sons of Union Veterans of the Civil War LIFE Member REIMBURSEMENT FORM	March 31	This allows the Camp to be reimbursed by the National Treasurer for any Life Members in your Camp
Any changes in status of Camp Members	Form 30: Camp Status Report	15th day of the month	Note any changes in the previous month
Transfer of Brother to another Camp	Form 4: Transfer form		
	Form 30: Camp Status Report	15th day of the month	

Forming a new Camp	FORM 50 INSTRUCTIONS FOR FORMING A Camp,		Form 50 outlines all of the steps required
	Form 51 Application for Permission to Form a Camp		
	Form 54: New Camp Data Sheet		
	Form 55: Application for Camp Charter		
Life Member Reimbursement	Form 10 Sons of Union Veterans of the Civil War Lie Member Reimbursement Form	March 31	
Honorable Discharge	Form 6 Honorable Discharge		
Department Encampment	Form 2a: SUVCW Annual Encampment Credential Card		Camp Secretary will fill out a card for Department Encampment

## Appendix (B) Template for Camp Minutes

### **Camp Name and Number**

**Department of [ Department name ]Sons of Union Veterans of the Civil War Meeting**

### **Minutes, Date**

**Meeting location** [Note if the meeting is being held via ZOOM due to the restrictions posed by the COVID 19 Virus pandemic]

### **I. Opening Ritual:**

At 7:11 P.M. Camp # \_\_\_\_ Commander [name] opened the Camp meeting.

### **II. Roll Call of Officers:**

Officers Present:

Officers Excused:

### **III. Roll Call of the Camp:**

[List names]

A quorum per the bylaws is present.

### **IV. Welcome to Guests:**

Note any guests

### **V. Approval of Minutes:**

The minutes from the last meeting (Nov 11) were read by Camp Secretary \_\_\_\_\_.

Motion from Brother \_\_\_\_\_ to accept the minutes as read. Second by Brother \_\_\_\_\_.

Motion Passed.

### **VI. Treasurer's Report:**

### **VII. Report of sick Brothers or a Brother's family in distress:**

### **VIII. Reports of the Visiting Committee.**

### **IX. Reports of Investigating Committee.**



**X. Reading of Applications from Candidates, for Membership:**

**XI. Balloting for Candidates for Membership:**

**XII. Initiation of New Brothers:**

**XIII. Special Committee Reports:**

**XIV. Reading and disposing of orders, communications, and bills.**

SUVCW National Issued the following General Orders:

SUVCW Department of \_\_\_\_\_ issued the following Department Orders:

**XV. Unfinished Business:**

**XVI. New Business:**

**XVII. Election and installation of officers.\***

[Annually]

**XVIII. Good of the Order:**

**XIX. Patriotic Instructor:**

**XX. Closing Ritual:**

Camp # \_\_\_\_ Commander \_\_\_\_\_ closed the meeting at [note time].

Submitted;

In Fraternity, Charity, and Loyalty,

*Secretary Name*

*Camp Name*

Approved by

*Camp Commander Name*



Sons of Union Veterans of the Civil War  
1 Lincoln Circle at Reservoir Park  
Suite 240 (Nat. Civil War Museum)  
Harrisburg, PA 17103-2411  
Telephone: (717) 232-7000  
Fax: (717)412-7492