



By-Laws
of
The Department of New York
Sons of Union Veterans of the Civil War



Article I

Name

- Section 1. This Organization shall be known as the Department of New York, Sons of Union Veterans of the Civil War.

Article II

Department Symbol

- Section 1. The symbol of the Department of New York shall be a Red Maltese Cross with Gold border, known as the badge of the Nineteenth Army Corps.

Article III

Encampments

- Section 1. The dates and location of the annual *Encampment* of the Department of New York shall be selected by a committee composed of one (1) appointed member of each of the Allied Orders which exists as a Department within New York State, along with the *Department Commander* or *President* of each as an *ex-offiico* member. The selection of the dates and location will be by unanimous vote of all members of the committee, and their decision will be announced at the *Department Encampment*, for the following year. The dates and location for the 2002 *Department Encampment* will be selected by September 1, 2001.

- Section 2. New York Department *Encampments* and *Conventions* will be hosted by each one of the Allied Orders which exists as a Department in New York State, in a rotating system that will begin with the Auxiliary to the Sons of Union Veterans of the Civil War in 2002 and proceed as follows: Women's Relief Corps., Ladies of The G.A.R., Sons of Union Veterans of the Civil War, Daughters of Union Veterans of the Civil War, and Auxiliary to the Sons of Union Veterans of the Civil War. If any one of these Orders should cease to exist as a Department in New York, or if any should elect not to participate in this rotating system, the next Order in the given rotation will assume responsibility for hosting the *Encampment / Conventions*. The host Order will have responsibility for coordinating, or delegating, all tasks and aspects of the *Encampment*, with the exception of the banquet. Such responsibilities will include, but not be limited to, a *Yearbook or Journal*, *Memorial Service*, and *Campfire*. The Order scheduled to host the next year's *Encampment / Conventions*, will have the honor of, and be responsible for, organizing the current year's banquet at the *Encampment*.
- Section 3. The hour of opening each *Encampment* business session shall be fixed by the Department Commander.
- Section 4. The business sessions of the Department Encampment will be limited to the Saturday of the Encampment weekend, with Sunday morning available should additional time be required.
- Section 5. The hotel and banquet expenses of the Commander-in-Chief in attending the *Department Encampment* will be paid for by the New York Department.
- Section 6. The Department Commander is authorized to call a *Mid-Winter Meeting* at some centrally located point for the purpose of discussing and formulating plans for the betterment of the Order, such plans to be submitted to the following annual Department Encampment for such action as a majority vote of those present at said *Encampment* may decide.
- No funds of the Department may be disbursed at the *Mid-Winter Meeting* and the Department shall be in no way responsible or liable for the traveling expenses of anyone attending the *Mid-Winter Meeting*.

Article IV

Revenue

- Section 1. The *Charter Fee* for a new Camp shall be twenty-five dollars (\$25.00). Such fee, in the form of a check or money order payable to New York Dept., SUVCW, will accompany the application for permission to form a Camp.
- Section 2. Each Camp shall pay to the Department, as per capita tax on each and every member on the *Camp Roster*, the sum of at least four dollars (\$4) per year. Life Members shall be exempt from per capita dues assessed by the Department. Additional per capita dues may be payable to the Department in order to pay per capita dues owed to the National Organization.
- Section 3. A registration fee of five dollars (\$5.00) shall be assessed against each member attending all or any part of every *Department Encampment*. The total amount received at any *Encampment* shall be duly received by the Department Treasurer. Any unused portion of any registration fees shall revert to the *General Fund*.

Article V

Expenses

- Section 1. The entire expenditure of the Department Commander shall be charged to Organization work and calculated on a yearly basis, not to exceed seven hundred fifty dollars (\$750.00).
- Section 2. The Department Commander, if attending all sessions of the *Department Encampment*, shall be allowed hotel expenses.
- Section 3. The actual transportation and hotel expenses of the *Department Commander*, incurred in attending the meeting of the *Commandery-in-Chief* shall be paid by the Department. This amount shall not exceed the sum of two hundred fifty dollars (\$250.00).
- Section 4. No expenses shall be incurred by any Department Officer, elective or appointive, without direct authorization of the Department Commander, except as is included in the budget approved by the previous Department Encampment, or as herein otherwise provided.

Article VI

Department Permanent Fund

- Section 1. The Permanent Fund of the Department of New York shall consist of all monies given or bequeathed to the Department and not designated for some other purpose by the donor or testator, and such other monies as may be added thereto by vote of the Department Encampment or the Department Council.
- Section 2. Such funds shall be kept on deposit in one or more bank institutions whose deposits are fully insured to the amount of the deposit, or invested in obligations of the United States.
- Section 3. All monies shall be deposited and all investments made in the name of the Department.
- Section 4. No part of the principal of any of the funds covered by this Article shall ever be spent, and all monies accruing from interest or dividend shall be held as part of the principal of the fund to which they accrue.
- Section 5. By vote of the Department Encampment or of the Department Council, the income of the funds covered by this Article accruing in the year in which such vote is passed, or any portion of such income, may be transferred to the General Fund and used for the expenses and purposes of the Department, but any income not so transferred shall be added to the principal.

Article VII

Headquarters and Officers

- Section 1. It shall be the duty of the Department Commander to have exclusive charge of the Organization work of the Department. He shall have the power to employ one or more Department Organizers and to appoint any member of the Department to assist in Organization work. The expenses incurred by the same, outside of those for whom sums are included in the budget approved by the Department Encampment, shall be defrayed from the appropriation allowed the Department Commander for Organization work.
- Section 2. The Department Secretary shall be elected and shall serve for a term of three years.
- Section 3. The Department Treasurer shall be elected and shall serve for a term of three years.
- Section 4. The Department Secretary shall attend to the mailing to and compilation of all reports from Camps and Camp Officers; shall answer all correspondence directed to him for the Department; and shall issue all circulars when received from the Department Commander.
- The Department Secretary shall keep on file copies of each member's application, as well as a chronological roster of members based on the date of joining the Order. This roster will include, but is not limited to, name of member, date of joining, Camp, Civil War ancestor and unit or ship served with during the Civil War.
- The Department Secretary shall be reimbursed for expenses up to and including four hundred dollars (\$400.00) per year. If serving as a Secretary/Treasurer, he shall be reimbursed for total expenses for both offices of up to five hundred twenty five dollars (\$525) per year.
- Section 5. The Department Treasurer shall keep accurate record of all his financial transactions and shall deposit all funds in a bank, or other depository institution or account which has been approved of by the Department Council, at least once each month. He shall pay bills when properly audited and approved for payment by the Department Commander. The Department Treasurer shall be reimbursed for expenses up to and including two hundred twenty five dollars (\$225.00) per year. Or, if serving as a Secretary/Treasurer, he shall be reimbursed for total expenses for both offices of up to five hundred twenty five dollars (\$525) per year.
- Section 6. The Department Commander, upon receipt of a written complaint by any Camp or Camps regarding the administration of the affairs of the office of Department Secretary or Department Treasurer, or by any Department Encampment, when convened in regular session, may request a special committee to be formed to investigate the activities and performance of the Department Secretary or Treasurer, said committee to be composed of the Department Commander and the three members of the Department Council. At the conclusion of said investigation, the committee may Recommend to the Department Commander that he vacate the office of Department Secretary or Department Treasurer by a three-fourths vote of that committee.

- Section 7. Authorization from the Department Commander must be obtained by the Department Treasurer before checks in excess of five hundred dollars (\$500.00) are written.
- Section 8. The elected Department Junior Vice Commander will have responsibility for coordinating the receipt of new Members-at-Large from our National Junior Vice Commander-in-Chief and our National website recruiting program. Upon his receipt of an approved applications and correct payment from our National Order, he will make prompt contact with the new member and welcome him to the Department of New York as a Member-at-Large. This contact may be made in writing, by phone or by e-mail. He will further make the new member aware of the local Camps in his area, and any others that he may be interested in joining, and will make a reasonable attempt to have that new member agree to join a local Camp. If the new member agrees to join a Camp in the Department of New York, then the Junior Vice Commander will forward the application and fees to that Camp, and will follow up to ensure that the member is contacted, elected, and initiated into the Camp within thirty (30) days, reporting said election and initiation to the Department Junior Vice Commander in any convenient manner, and to the Department Secretary in duplicate on Camp Status Form 30 not later than the 15th day of the following month. Reasonable exception may be made to the thirty day limit due to Camps not meeting during holiday or summer seasons. If this is not done, either due to inaction by the Camp or their decision not to admit this new member, the Junior Vice Commander will retrieve the materials from the Camp and will forward them to the Department Secretary who will report them as Members-at-Large on Form 30. If the new member does not wish to join a New York Camp, then the Junior Vice Commander will forward his application and fees directly to the Department Secretary for enrollment as a Member-at-Large.
- Section 9. In addition to those outlined in the National Constitution and Regulations, the Officers of the Department of New York may include an Eagle Scout Recognition Officer, Archivist, Signals Officer, Guide, Guard, Musician, Color-Bearer, Veterans Home Visitation Officer, and Adjutant to the GAR Highway Officer.
- Section 10. The elected Senior Vice Commander and Junior Vice Commander of the Department will also serve as the Department's representatives to the Mid-Atlantic Regional Association.

Article VIII

Bonds

- Section 1. The retiring Department Commander shall within ten (10) days after the close of the annual Encampment, forward to his successor all information in regard to prospective Camps and organizational work.
- Section 2. The Department Commander, Senior Vice Commander, Junior Vice Commander, Secretary, Treasurer, or Secretary/Treasurer will be bonded.
- Section 3. An accountant will be retained to audit the Department financial records annually.

Article IX

Department Council

- Section 1. The Department Council shall have at least two stated meetings each year, the first of which shall be held immediately after the installation of its members and after the final adjournment of the Encampment. At this meeting they shall organize, electing a Chairman and Secretary, and shall act upon any bills of the Department Officers for allowable expenses, which may be presented to them, in detail and regular form.
- Section 2. The second stated meeting shall be held prior to and at the same place as the Department Encampment. Said meeting shall be for the purpose of a full audit of the Department books and accounts and for the consideration of such other business as may be brought to their attention.
- Section 3. The Department Council shall keep a full and detailed record of its proceedings and shall present a report to the Department Encampment. Two members thereof shall constitute a quorum at any meeting. Special meetings are the subject to the call of the Department Commander or Chairman of the Department Council.

Article X

Committees

- Section 1. The G.A.R. and SUVCW Artifacts and Property Committee shall consist of the Department Historian, Archivist, Civil War Memorials & Monuments Officer, Counselor, and one additional member of the New York Department. The committee is charged with investigating G.A.R. and SUVCW property possessed by those outside the Order, and to recommend to the Department Commander action which is consistent with the Constitution and Regulations and Policies of the SUVCW.

Article XI

Reports

- Section 1. The Department Treasurer shall make, in his annual report, a detailed account of the transactions of the year; shall render a budget of estimated expenses of the *Encampment* and for the ensuing year, including those of the Department Officers, and which shall not be exceeded except by unanimous approval of the Department Council; shall state in detail any liabilities of the Department, and shall give an inventory of the Department property, including all supplies on hand.
- Section 2. A summary of the annual reports of the Department Secretary and Department Treasurer shall be published in the next Department Order.

Section 3. The Department Encampment Proceedings shall be published within ninety (90) days after the Encampment. Distribution of Encampment Proceedings will include one copy for each Brother in attendance at the Encampment, one copy for each Camp in good standing within the Department, and at least once copy retained with the Department Secretary and one copy provided to the Department Archivist for Department records.

Section 4. At least one half of the Department Journal / Encampment Proceedings shall be dedicated to the memory of any Past Department Commander who dies during the previous year.

Upon the passing of a New York Past Department Commander, a full-page memorial will be placed in the Journal or Yearbook distributed at the next Department Encampment.

Section 5. The Department Commander will declare any Camp that does not submit an annual report with appropriate per capita payment within six (6) months of the due date to be “not in good standing.” When a Camp becomes one (1) year delinquent in making it’s annual report or per capita payment, the Department Commander will suspend the Camp.

Camp reports that are submitted incomplete or that contain inaccuracies deemed to be significant by the Department Commander, Department Secretary, or Department Treasurer, will be returned to the submitting Camp for correction. If the report is not corrected and resubmitted to the Department within thirty (30) days of the date it was originally due, the report will be deemed un-submitted.

Any Camp that has not submitted a correct Camp Annual Report Form 27 and Certification of Election and Installation Report Form 22 by May 15th will not be allowed representation at the ensuing Department Encampment.

Article XII

Change of Name and Location

Section 1. The Department Commander, upon receipt of notice from a Camp desiring to change its name providing each member of said Camp has received thirty days’ notice of such change, shall endorse his approval.

Section 2. The fee for changing name of Camp shall be twenty- five dollars (\$25.00) payable when approved by the Department Commander. This fee will be waived if a replacement *Charter* is not required.

Article XIII

Awards

- Section 1. The New York Department has seven (7) awards which are presented at the annual Encampment.
- A. The Oliver P. Clark Plaque is awarded to the member who recruited the most new members during the year. This figure will be determined by the Department Secretary.
 - B. The PDC John G. Kernan Cup is awarded to the Camp that recruited the most new members during the year. This figure will be determined by the Department Secretary.
 - C. The Department Patriotic Instructor's Award will be presented to any and all Camps that meet criteria as outlined by the Patriotic Instructor.
 - D. The Joseph S. Rippey PC-in-C Memorial Award for Outstanding Service will be awarded to a deserving Brother in the New York Department at the discretion of the Department Commander.
 - E. The Department Junior Vice Commander's Growth Award will be awarded to each Camp in the New York Department which has demonstrated a net increase in membership, and has made its annual report and payment no later than the date specified in Regulations.
 - F. The Oliver Norton-Gustav Schurmann Musician's Award is to be awarded at the discretion of the Department Musician.
 - G. The Graves Registration Recognition Award is to be made to Camps that register the most gains with the Department Graves Registration Officer. The Graves Registration Recognition Award is to be presented to the Camp and Individuals that register the most graves with the National Graves Registration office. Camps or Individuals will report their graves registration activities to the Department Graves Registration Officer.
 - H. The Camp Newsletter Award for the Camp newsletter judged best by the Department Commander and Department Newsletter Editor, who both must be included in the circulation of the newsletter for it to be considered.
- Section 2. The New York Department, SUVCW will award the Archibald Gracie Camp #985, Sons of Confederate Veterans Award Plaque to a SUVCW Camp in the New York Department which best meets the criteria set forth by the Gracie Camp, as judged by the SUVCW Department Commander.

Article XIV

Associates

- Section 1. The New York Department accepts Associates as a class of membership, as provided in the Constitution and Regulations of the Order.

Article XV

By-Laws

- Section 1. Alterations, amendments, or deletions to these By-Laws shall be made only at a regular session of a Department Encampment, and by a two-thirds vote of the voting members present.
- Section 2. These By-Laws of the New York Department, and any amendments or additions thereto, shall go into effect immediately after their adoption and approval by the Commander-in-Chief.

Department Commander

Commander-in-Chief

Date

Date

**Revised and Approved by the 124th Encampment of the Department of New York
Waterloo, New York – June 2, 2007**