

PENNSYLVANIA DEPARTMENT SONS OF UNION VETERANS OF THE CIVIL WAR BY-LAWS

**AS ADOPTED AT THE 116TH ANNUAL DEPARTMENT ENCAMPMENT
HARRISBURG, PENNSYLVANIA
JUNE 22 1996
AS AMENDED THROUGH October 24, 2009**

ARTICLE I NAME AND JURISDICTION

Section 1. The name of the Department shall be the "Pennsylvania Department, Sons of Union Veterans of the Civil War."

Section 2. It shall act under the authority of its Charter from the National Organization and shall include all Camps located in such territory as shall be assigned to the Department by the National Organization and/or Commander-in-Chief.

ARTICLE II MEETINGS

Section 1. The Department shall meet annually during the months of May or June. A quorum shall consist of 10 members of the Department.

Section 2. The place of said meeting shall be determined by a majority vote of all members present and voting at the regular meeting next preceding, provided however, that a place of meeting for the second year hence may be selected when, in the opinion of the members present and voting, such a selection is practical, feasible and for the best interests of the Department and Organization generally.

Section 3. The dates of said meeting shall be selected by the Department Encampment Site Committee as hereinafter provided.

Section 4. Should the Committee of the place selected for such annual meeting, for any cause, fail in the necessary arrangements, the Department Encampment Site Committee, with the approval of the Department Commander and Department Council, shall be empowered to select another location for the Encampment.

Section 5. Special Meetings for extraordinary cause may be convened by the Department Commander with the consent of the Department Council and shall be convened by the Department Commander upon the petition of the majority of the Camps and/or a majority of the Department Officers and Past Department Commanders, combined, provided that not less than thirty (30) days notice shall be given to all Camps, Department Officers and Past Department Commanders through a special Department Order stating the purpose of the Meeting.

Section 6. Activities at the Department Encampment other than the business sessions, may be arranged at the discretion of the Encampment Committee and/or Department Commander, but should not conflict with any otherwise planned arrangements.

Section 7. Provision is hereby made for a Mid-Year meeting of the Department to be held between October 1 and November 8. This meeting shall be called by the Department Commander with the approval of Department Council or by action at the previous Department Encampment.

ARTICLE III OFFICERS

Section 1. The Officers of the Department, elective and appointive, shall consist of those required by the Constitution and Regulations, by action of the National Organization and such additional Officers as may be provided for by the Department By-laws or action of the Department Encampments. The offices of Department Secretary and Department Treasurer may be held concurrently by one Brother.

Section 2. The Department Commander may appoint an Assistant Department Secretary who shall perform such duties as may be assigned him. An Assistant Treasurer will be appointed each year, following the Department Encampment, to act as Treasurer in those cases required by ARTICLE X EXPENSES, Section 2, Subsection A. 5.

Section 3. The Officers shall perform such duties as set forth in the Constitution and Regulations and as may hereinafter be specified. The Department Patriotic Instructor shall present a Grand Army of the Republic Memorial to an Organization in the Encampment City area which shall not exceed the sum of three hundred (\$300.00) dollars and shall be responsible for contacting the potential recipient of the Campfire gift and make arrangements for the recipient to be at the Campfire.

Section 4. The Department Treasurer shall, at the end of each quarter, furnish a financial report to the Department Commander with a copy to the Department Secretary. The Department Secretary shall complete the annual report to the National Organization using the information from the Department Treasurer and such other information which may be available to him. The Department Secretary shall complete all necessary interim reports regarding new members, dropped members, transferred

members and deceased members on the appropriate forms as such information is received from the various Camps.

Section 5. The Department Commander, Department Senior Vice Commander Department Junior Vice Commander, and three members of Department Council shall be elected for one (1) year terms of office or until their successor is duly elected and installed. The Department Secretary and Department Treasurer shall be elected to a two (2) year term of office or until their successor is duly elected and installed.

Section 6. The depository for all Department Funds, other than those which may be voted for investment, shall be deposited in a Bank and/or Federal Savings and Loan Association whose deposits are fully insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation, or Credit Union insured with the National Credit Union Association.

Section 7. Should a vacancy occur in the Office of Department Secretary-Treasurer, such a vacancy shall be filled in the manner prescribed by the Regulations of the Order.

Section 8. There shall be a Chief-of-Staff who shall function as an executive officer. All appointed officers and Committee Chairman with the exception of the Patriotic Instructor shall report to the Chief-of-Staff.

Section 9. There shall be a Department Fund Development Officer, who shall have either professional fund raising experience or be a volunteer with significant knowledge of fund development. He shall be responsible for creating a fund development program that uses direct mail appeals and educates the membership for planned giving through wills, estates, trusts, and endowments. He shall coordinate with the Department Commander and other Department officers concerning the raising and spending of Department funds, and acknowledgement of donors.

ARTICLE IV ORDERS

Section 1. The Department Commander shall issue a minimum of three (3) Department Orders, the first (1st) on or about August 31st, the second on or about December 1st and the third no later than April 15th. Additional Department Orders may be issued, as the Department Commander deems necessary. He shall issue Special Orders on the death of a Past Department Commander at the earliest possible date after learning of said death.

Section 2. The patriotic Instructor shall issue one (1) Department Patriotic Instructor's Order, approved by the Department Commander, no later than April 15th.

Section 3. The Department Secretary shall be responsible for mailing all Orders at the time noted.

Section 4. Orders shall be transmitted electronically or by mail to all Camps (Commanders and Secretaries), all Department Officers and all Past Department Commanders, who are in good standing. Whenever possible, such communications shall be by electronic means.

ARTICLE V BONDS

Section 1. The Department Secretary and Department Treasurer shall, within fifteen (15) days after election, furnish a bond in compliance with the Regulations of the Order.

Section 2. The premium of such Bonds shall be paid by the Department out of the General Fund.

ARTICLE VI DEPARTMENT COUNCIL

Section 1. The Department Council shall meet immediately after the installation to elect a Chairman and Secretary, to fix the amount of bond required of the Department Secretary-Treasurer and to transact such business as may be brought before it.

Section 2. The Department Council shall meet prior to and at the same place of the annual meeting of the Department Encampment and perform such duties as are specified in the Constitution and Regulations and transact such other business as shall be necessary.

Section 3. The Department Council shall meet upon the call of the Department Commander or a majority of the Council members.

ARTICLE VII FINANCES

Section 1. There shall be fixed at each annual meeting of the Department, by a majority vote of the members present and voting, a per capita tax (or dues) to be paid by the Camps and forwarded with the required reports upon the number of members reported. Such reports and tax shall be forwarded by the Camps so as to reach the Department Secretary-Treasurer not later than the fifteenth (15th) day of April and all interim reports reach the Department Secretary-Treasurer within 15 days of the gain or loss of a Brother.

Section 2. Should the National Per Capita Tax (or Dues) payable to the National Organization by the Department be increased at any time that it would become effective prior to the meeting of the Department Encampment, upon action of the Department

Commander and Department Council the amount of the increase shall automatically be applicable to the Camps of the Department and shall be so levied upon the effective date of the increase.

Section 3. Each Camp shall pay to the Department in addition to the Per Capita Tax, such fee as shall be fixed by the Regulations or by the National Organization as payable to the National Organization, on application for membership.

Section 4. Camps having been dropped one (1) year or less shall be reinstated upon payment of the National fee and payment of all arrearages owed by said Camp when dropped.

ARTICLE VIII CHARTER FEES

Section 1. The Charter Fee to be paid by a new Camp shall be such sum as provided by the action of the Department Encampment.

Section 2. Said fee shall cover the cost of the regulation Camp packet which shall include six (6) rituals and two (2) copies of the Constitution and Regulations.

ARTICLE IX BUDGET

Section 1. The Department Council shall prepare and present to each annual Department Encampment a budget of the amounts required to conduct the affairs of the Department.

First: It shall include an appropriation to conduct the business of Department Headquarters, including necessary stationary or forms for all Department Officers.

Second: It shall include appropriations for the Department Commander.

- A. A sum to be use for the expenses in conducting the duties of his office and for the good of the Order at his discretion.
- B. A sum of money equal to no less than four (4) nights lodging while attending the National Encampment and not exceeding the actual costs of transportation, meals and room.
- C. It shall include an amount for the lodging/meal expense of the Commander-in-Chief and his wife while attending the annual Department Encampment, amount not to exceed three (3) nights.
- D. The Department shall provide three (3) nights lodging for the Department Commander to attend the Department Encampment.

Section 2. The appropriation for the Department Commander shall be paid as is convenient for the Commander. The amount to be used for expense in attending the National Encampment shall be paid to the Department Commander two weeks prior to the opening of the National Encampment, provided he shall personally attend said National Encampment.

Section 3. In the event the Department Commander is unable to attend the National Encampment, the appropriation as set forth in Section 1, subsection second, subsection B, shall be paid to the Senior Vice Department Commander, providing he attends the Encampment and in the absence of the Senior Vice Department Commander, said appropriation shall be paid to the Junior Vice Department Commander, providing he attends the Encampment. Should none of the Officers named in this section attend the National Encampment, the appropriation shall be paid to no one else.

Section 4. In the event the Department Commander is unable to the Department Encampment, the appropriation as set forth in Section 1, subsection second, subsection D, shall be paid to the Senior Vice Department Commander, providing he attends the Encampment and in the absence of the Senior Vice Department Commander, said appropriation shall be paid to the Junior Vice Department Commander, providing he attends the Encampment. Should none of the Officers named in this section attend the National Encampment, the appropriation shall be paid to no one else.

ARTICLE X EXPENSES

Section 1. These shall be no transportation, hotel and/or per diem expense paid to any Department Officer of the Department attending any Department Encampment except as provided for in Article IX, Section 1, Subsection Second, Subsection D.

Section 2 Expense Allocations and Reimbursements

A. Elected Department Officers.

1. The Department Commander, Department Secretary, and Department Treasurer receive quarterly allotments for expenses. This allotment is to cover all costs for postage, telephone calls, travel and lodging to carry out the duties of office.
2. The quarterly allotment shall be established by the Department Encampment through the adoption of the annual budget or in the absences of action by the Department Encampment the amount shall be set annually by the Department Council at the first Department Council meeting following the conclusion of the annual Department Encampment.
3. The Department Commander and Department Secretary shall provide documentation of all expenses to the Department Treasurer within 30

days of the receipt of the quarterly allotment and a final accounting of all expenses incurred on the behalf of the Order by July 31 of each year for the previous administrative year (that time between the annual Department Encampments).

4. The Department Treasurer shall submit his expense report to the Chairman of the Department Council and is subject to the same time frames as specified in Section X.A.3.
5. The Department Treasurer shall not issue a check to himself to cover his expenses. Any check for expenses paid to the Department Treasurer must be issued and signed by one of the other Brothers authorized to sign checks.
6. Senior Vice Department Commander, Junior Vice Department Commander, and members of the Department Council will be reimbursed up to the aggregate amount approved in the adopted budget upon presentation of original or copies of receipts, invoices, credit card statements or bills. Such expenses shall be submitted in writing and are limited to office supplies, postage, and telephone expenses.

B. Appointed Department Officers and Committee Chairman

1. All appointed Department Officers and Committee Chairman except those specified elsewhere in this subsection will be reimbursed up to the aggregate amount approved in the adopted budget upon presentation of original or copies of receipts, invoices, credit card statements or bills. Such expenses shall be submitted in writing and are limited to office supplies, postage, and telephone expenses
2. The Chairman of the Encampment Site Selection Committee in addition to the expenses specified in Section X.B.1 shall be reimbursed for travel expenses up to the amount approved in the adopted budget upon presentation of original or copies of receipts, invoices, credit card statements or bills.

ARTICLE XI COMMITTEES

Section 1. The Department Commander shall appoint the following standing Department Committees whose duties and responsibilities are listed herein:

- A. Fraternal Relations Committee: Said Committee to consist of three (3) members, they may confer from time to time with the Auxiliary to the Sons of Union Veterans of the Civil War, the Ladies of the Grand Army of the Republic, the Women's Relief Corps (Auxiliary to the Grand Army of the Republic), and the Daughters of Union Veterans of the Civil War, and/or such other organization(s) as may be desired in order to strengthen and enhance the standing and position of the Sons of Union Veterans of the Civil War.

- B. Legislative Committee: Said Committee to consist of three (3) members, they shall keep advised of all legislation which may be introduced in the Legislature of Pennsylvania, of such nature as to effect the interests of the Union Veterans of the Civil War or our Order, in line with its principles and objects and to take such action upon such measures as they may deem necessary and expedient, subject to the approval of the Department Commander. They shall also act upon matters referred to them by the Commander-in-Chief or the Chairman of the National Legislative Committee.
- C. Department Encampment Site Committee: Said Committee shall consist of one (1) representative from each active Allied Order, provided however, the Committee member from the Sons of Union Veterans of the Civil War shall serve as Chairman thereof. Said Committee shall as a permanent Committee, receive, hold and dispose of funds to recognized Encampment Committees in such limited amounts as shall be agreed upon, if as and when needed and for such purpose and/or purposes as shall be specified by said Committee. The Committee shall secure in advance and prior to the Annual Department Encampment, sites that are interested and capable of entertaining future Department Encampments, complete preliminary arrangements to be turned over to the local Encampment Committee(s). The Committee shall attend to such other duties pertaining to Encampment sites as may be required and/or directed from time to time. The Committee shall meet annually at the same time and place as the Annual Department Encampment(s) for the purpose of conducting any and all business at hand and prepare reports for each organization. The action of the Committee shall be subject to the approval of the Department Encampment when in session and/or subject to the approval of the Department Commander during the interim of the Encampment sessions. Should it be necessary to hold the Department Encampment of Pennsylvania Department, Allied Orders of the Grand Army of the Republic in an area where there are no affiliated organizations and/or where the organizations through its members do not wish to assume the responsibilities of sponsoring an Encampment, the Department Encampment Site Committee are hereby authorized to assume the responsibilities of a local Encampment Committee. The necessary funds for the conducting of such an Encampment may be raised by said Committee or the funds presently held by the Department Encampment Site Committee shall be available for their use, but only on the same basis as it would be for any local Encampment Committee. Provided, however, any unused funds if raised by the Encampment Committee shall revert back to the funds of the Department Encampment Site Committee and a full and complete written report, including a financial statement, shall be made thereof no later than December 31 following the Encampment with a copy to be sent to the Department Commander.
- D. Digest Committee. Said committee to consist of three (3) members or associates who shall review the Proceedings of the encampments of the Department of Pennsylvania and all Department Orders, extracting all decisions and revisions which affect the policies and by-laws. The committee

shall maintain and publish, as appropriate or directed, a digest of these decisions and shall serve as counsel to the Department Commander.

ARTICLE XII MEMBERS-AT-LARGE

Section 1. Eligibles from areas where no Camps and/or provisional Camps exist, may become members-at-large of the Memorial Camp or a regular member of another Camp in the Department. Dues for members-at-large shall be set by a resolution of the Department Encampment. Members of said Memorial Camp attached to this Department, attending Department Encampments may select from the membership recorded March 31st preceding the Encampment, one (1) delegate to represent said camp and further delegates shall be based on the same ration provided representation of Camps.

Section 2. A member in good standing may, when his Camp disbands, transfer to membership-at-large in accordance with Regulations, Chapter 1, Article II.

ARTICLE XIII ENDOWMENT FUND

Section 1. The Memorial Camp being attached to Department Headquarters, the Department Commander shall appoint an Assistant Department Secretary-Treasurer to function as Camp Secretary-Treasurer. All unexpended funds of this Camp shall be placed in a Savings Fund Account and/or properly invested and such Savings Fund and/or investments shall constitute and be the Department Permanent Fund and shall be known as "**GRAND ARMY OF THE REPUBLIC MEMORIAL ENDOWMENT FUND.**" All earned interest shall be available for general Department expenditures, if, when or as needed, provided, however, all unused interest shall, annually be returned to said fund, deposited and credited to the principal. All dues received from Members-at-Large after payment of Per Capita Tax, shall also be deposited and credited to the principal. In addition, thereto, personal contributions may be made to this fund and shall be so designated by the contributor.

Section 2. The principal shall remain intact but may be subject to Department disposition by giving notice of such intent to all Camps, Department Officers and Past Department Commanders at least forty (40) days prior to the annual meeting of the Department when effort is to be made to reduce the principal, provided, however, that a three-fourths (3/4ths) vote of the members present and voting shall be required to expend any portion of said principal.

ARTICLE XIV ASSOCIATE AND DUAL MEMBERS

Section 1. In accordance with Article VII of the Constitution, provision is herewith made for Associates in the Department. Said Associates in addition to being governed by the aforementioned Article, may be permitted to serve in any Elective Office as permitted by the Camp's By-Laws and shall not be eligible to hold any Elective Office of the Pennsylvania Department.

Section 2. Dual members may be elected to any regular and/or Provisional Camp within this Department. He shall pay dues as required and be entitled to all the rights and privileges. He may represent only one (1) camp at the Department Encampment.

ARTICLE XV CAMP ELECTIONS AND INSTALLATIONS

Section 1. The election and installation of Offices of Camps shall conform to the conditions of the National Constitution and Regulations.

Section 2. The officers of Camps shall be installed at a regular meeting of the Camp between the first meeting of November and the first meeting in the following January, inclusive. The Installing Officer shall be named by the Department Commander or he shall specify the manner of selecting the Installing Officer. The Installing Officer shall be a member in good standing in our Order.

ARTICLE XVI JUNIORS MEMBERS AND JUNIOR ASSOCIATES

Section 1. Camps may provide for Junior members

Section 2. Junior members shall be males at least six (6) years of age but less than fourteen (14) years of age who meet the qualifications stipulated in Article III of the National Constitution and Section 5 of the Articles of Incorporation.

Section 3. Junior members may not hold any elected office in the Department or Camp nor shall they be eligible to serve in any appointed office of the Department.

Section 4. Junior members shall not be counted in determining the number of delegates a Camp may have to the Department Encampment.

Section 5. The Department shall not impose the per capita tax on Junior members.

Section 6. Junior members shall not be counted toward the required number of members to establish a new Camp. However, the names of Junior members may appear on the Camp Charter and be so designated as Charter Juniors of the Camp.

Section 7. Camps may impose further restrictions on Junior members and provide for their organization in accordance with the provisions provided that the rights of a member established in Chapter I, Article IV, Section 5 and Chapter V, Article VI of the National Regulations may not be altered, reduced or vacated.

Section 8. Except as herein limited, Junior members enjoy all the rights, privileges and responsibilities of membership.

Section 9. Junior Members are further restricted as follows:

- (a) A Junior Member must be sponsored by a Member or Associate over the age of 21 acting in *loco parentis*. Such sponsor shall assume all responsibility for the welfare and actions of the Junior Member.
- (b) No Junior Member may participate in any Camp or Department activity where the sponsor is not present.

Section 10. Junior Associates are not established.

ARTICLE XVII STORAGE OF DEPARTMENT RECORDS AND ARTIFACTS

Section 1. All Camps are required to turn over to the Pennsylvania Department SUVCW all Camp records older than seven (7) years for preservation. Exceptions will be granted for Camps possessing proper storage facilities. Exceptions will be granted by the Pennsylvania Department Council. (Copies of records are unacceptable.) Records are to be sent to the Department Historian.

Section 2. The official storage facility for all records of the Pennsylvania Department is designated to be the Pennsylvania State Archives at Harrisburg, PA or any other facility that meets the approval of the National Organization SUVCW and the Pennsylvania Department. The Department Historian will organize all Department records over seven (7) years old and all records received from Camps and turn them over to the Pennsylvania State Archives within a reasonable period of time after they are received from the Camps.

Section 3. All Department artifacts will be stored at a facility maintained by the Pennsylvania Department. Camps that are becoming inactive will turn over all artifacts to the Department Historian. The Historian shall place these artifacts in the Department's storage facility.

Section 4. Under no circumstances will Pennsylvania Department records or artifacts of any Pennsylvania Department Camp be turned over to private individuals or other storage facilities, historical societies, etc. for storage. These records and artifacts are the property of the Order and will be stored at a facility that has been approved by the National Organization and the Pennsylvania Department.

ARTICLE XVIII
ADDITIONS, ALTERATIONS AND/OR AMENDMENTS

Section 1. These By-Laws may be altered and/or amended by a two-thirds (2/3rds) vote of the members present and voting at any annual meeting of the Department, provided at least twenty-five days notice of any proposed addition, alterations and/or amendment shall have been sent to each Camp, each Department Officer and each Past Department Commander.

Section 2. These By-Laws and/or any additions, alterations and/or amendments hereinafter adopted, shall be effective, immediately after approval of the Commander-in-Chief.

Section 3. Any and all By-Laws heretofore adopted by this Department are hereby repealed.

These are the legally adopted by-laws of the Pennsylvania Department, Sons of Union Veterans of the Civil War with all amendments adopted through October 24, 2009.

_____ Date _____
John M. McNulty
Department Commander

Attest:

_____ Date _____
Douglas P. McMillin
Department Secretary-Treasurer

I have examined these by-laws and find them to be in conformity and compliance with the Sons of Union Veterans of the Civil War Articles of Incorporation, Constitution and Regulations.

_____ Date _____
Leo F. Kennedy
Commander-in-Chief

Attest:

_____ Date _____
Donald D. Palmer, Jr.
National Secretary