

**By-Laws**  
**of**  
**The Department of the Chesapeake**  
**Sons of Union Veterans of the Civil War**



**Adopted April 28, 2018**

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**Department of the Chesapeake**  
**Sons of Union Veterans of the Civil War**

**Article I**  
**Name, and Jurisdiction**

*Section 1.* The name of this Department shall be “Department of the Chesapeake, Sons of Union Veterans of the Civil War.” 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. The Department is organized as an unincorporated association under the laws of the State of Maryland. 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.

*Section 2.* It shall act under the authority of its Charter as granted from the National Organization and shall include all Camps in the states of Delaware, Maryland, West Virginia, the Commonwealth of Virginia, the District of Columbia, and such territory as shall be assigned to the Department by the National Organization or Commander-in-Chief. Activities occurring, and Camps operating, within these separate jurisdictions shall be in accordance with the laws of those respective jurisdictions for an unincorporated voluntary association.

**Article II**  
**Encampments**

*Section 1.* The Department shall meet in Annual Encampment. Said Encampment shall be held on a day between the first day of January and the first day of July. The exact dates of said Encampment shall be selected by the Department Commander or, if the Department Commander is unable or unwilling, the Department Council.

*Section 2.* The location of the Encampment shall be determined by the Department Commander or, if the Department Commander is unable or unwilling, the Department Council.

*Section 3.* The membership of the Department Encampment shall be: 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 the term, the sitting Department Commander, and the sitting Camp Commanders, one

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delegate from each Camp, whatever the membership, and one additional delegate for every ten Brothers, or major fraction thereof, based upon the report for the annual report next preceding the Encampment; and its own elective and appointive officers (except aides). Any Brother serving 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 Department Encampments.

Appropriate credentials for all Past Commanders-in-Chief, Past Department Commanders, and Department elective and appointive officers shall be issued by the office of the Department Secretary. Appropriate credentials for all Camp Commanders, Past Camp Commanders, delegates and alternates shall be issued by their respective Camp Secretaries.

*Section 4.* Vacancies in delegate representation to and at the time of the Department Encampment may be filled by a vote of delegates from the Camp in attendance at the Encampment, the Camp Commander having the prior right to appoint Brothers to fill vacancies.

*Section 5.* A Camp which fails to pay per capita tax or other indebtedness or fails to make reports, shall not be entitled to representation in Department Encampments.

*Section 6.* Special Encampments of the Department may be convened by the Department Commander with the approval of the Department Council or shall be convened by the Department Commander upon petition of any combination of seven (7) Department Officers and Past Department Commanders, provided that not less than thirty (30) days' notice shall be sent to all Camps, all Department Officers and all Past Department Commanders, stating the purpose of said meeting.

**Article III**  
**Officers**

*Section 1.* The elected officers of the Department shall be the Department Commander, Department Senior Vice Commander, Department Junior Vice Commander, Department Secretary, Department Treasurer, and a three member Department Council.

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*Section 2.* The offices of Department Secretary and Department Treasurer may be combined and assumed by one member when approved by a majority vote of the encampment. The combined office shall retain only one vote in any department procedure. No other elective office may be combined nor may any elected department officer serve concurrently in any other elected department office.

*Section 3.* On assuming office, the Department Commander shall appoint a Department Patriotic Instructor, Department Chaplain, Department Historian, Department Counselor, Department Graves Registration Officer, Department Civil War Memorials Officer, Department Signals Officer, Department GAR Records Officer and a Department Grand Army Highway Officer, and any other such officers as might be established by the National Encampment as included in the National Constitution and Regulations, as amended. The Department Commander may also appoint any other aides as he may deem necessary for service of the Order.

*Section 4.* The term of all elected and appointed officers and aides shall be for one year and each shall serve until the convening of the next Department Encampment except as noted below. The Department Encampment may choose to elect its Secretary and Treasurer (or Secretary-Treasurer) and fix the term of office to a period not exceeding three years. Department Council members are elected to a term of one year.

*Section 5.* Any vacancy that may occur in an elected office of the Department during the time preceding the next Department Encampment shall be filled by a majority vote of the Department Council. Any and all such replacements shall serve until the next regular Department Encampment.

*Section 6.* Any vacancy that may occur in an appointed office of the Department shall be filled by appointment of the Department Commander. Any and all such replacements shall serve until the next regular Encampment of the Department.

*Section 7.* All department officers shall understand the responsibilities and perform the duties of their respective offices as defined in these By-Laws, in our Rituals, and in our National Constitution and Regulations.

*Section 8.* The Department Commander may remove any department officer delinquent in or failing to perform the duties of his office. The Commander-in-Chief of the National

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Organization may remove any department officer at his discretion. Any vacancies of office as a result of such removals shall be filled as outlined as Sections 5 and 6 of this Article.

*Section 9.* No Brother may be elected to more than three consecutive terms as Department Commander. Nor may any Brother be elected to a term as Department Commander that would result in his serving more than 45 consecutive months.

**Article IV**  
**Orders**

*Section 1.* The Department Commander shall issue at least three (3) Department Orders. The first, listing elected and appointed department officers, and second, denoting the department per capita tax to be collected from members for the coming year, must be issued within 30 days of taking office. The third order, establishing the date, time, and place of the next Annual Encampment, must be issued at least 90 days prior to said encampment. The Commander shall also issue Special Orders on the death of a Department Officer or a Past Department Commander at the earliest possible date after learning of said death.

*Section 2.* The Department Secretary shall be responsible for the distribution of said Department Orders at the time as above noted and shall distribute copies to all Camps, all Department Officers, and all Past Department Commanders, provided they are in good standing.

**Article V**  
**Department Council**

*Section 1.* The Department Council shall meet immediately after the installation of officers to elect a Chairman and a Secretary, fix the amount of bond required of the Department Secretary-Treasurer and transact such other business presented thereto.

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

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**Article VI**  
**Finances**

*Section 1.* There shall be fixed at each Annual Encampment of the Department, by a majority vote of the members present and voting, a per capita tax to be paid by the Camps for each member on the Camp's roster, except those members specifically exempted by the National Organization. Required reports and the Camp's assessed National and Departmental per capita and fees shall be forwarded to the Department Treasurer no later than a date fixed by the Department Commander. This date shall remain the same each year unless changed by the then current Department Commander. Should the Encampment fail to vote on the per capita tax, the current rate shall be continued.

*Section 2.* Should the National per capita tax (payable to the National Organization by the Department) be increased at any time it would become effective prior to the meeting of the Department Encampment, the amount of increase shall automatically be applicable to the Camps of the Department and shall be so levied in the period said increase is due and payable.

*Section 3.* The Camps shall pay to the Department, in addition to the per capita tax, such fees as shall be fixed by the Regulations or by the National Organization as payable to the National Organization, on applications for memberships.

*Section 4.* Camps having been dropped one year or less, may be reinstated upon the payment of a fee of ten dollars (\$10.00).

*Section 5.* The Department Treasurer is authorized to deposit the funds of the Department in any bank, savings and loan, credit union or similar financial institution which he determines to be the most beneficial to the Department provided that the financial institution is a participant in the Federal Deposit Insurance Corporation (FDIC), Savings and Loan Insurance Corporation (SLIC) or National Credit Union Association (NCUA) respectively and the total amount of funds in any one institution does not exceed the maximum covered by said insurance program.

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**Article VII**  
**Charter Fee**

*Section 1.* The Charter fee for the formation of new camps shall be twenty-five dollars (\$25.00). The fee is payable by the camp organizers at the time the application is filed with the Department. The Department Commander, at his discretion, may waive payment of the fee. Following Department approval, the Department Secretary will forward the application and any required fees, paid from Department funds, to the National Organization.

**Article VIII**  
**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. The Department Secretary and Department Treasurer (or Secretary-Treasurer) shall receive amounts to cover postage, stationary, office supplies, bank fees, or other nominal items necessary for the conduct of Department business. The budget will also include an appropriation for the annual Department Encampment. A simple majority of the members present and voting is necessary for approval.

*Section 2.* At least one month prior to the Department Encampment, the Department Treasurer or Secretary/Treasurer shall make a report to the Department Council outlining the financial status of the Department to that point for the year.

*Section 3.* All elected and appointed officers shall, at least one month prior to the Department Encampment, make recommendations to the Department Council in writing relative to the financial needs of the Order related to their office.

**Article IX**  
**Expenses**

*Section 1.* There will be no salary or other compensation paid to any Department Officer either elected or appointed. Out-of-Pocket expenses expended in the conduct of official Department business, including telephone toll charges, postage, printing costs, etc., but

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excluding personal expenses, transportation, hotel, or per diem expenses, may be reimbursed by the Treasurer after receipts are presented and reimbursement has been approved by the Department Commander.

*Section 2.* Authorized expenses for the annual Department Encampment include room rental for one (1) night and meal expenses for the Department Commander and one (1) member officially representing the National Organization. In addition, Encampment registration fees are waived for the National representative. Other, unforeseen expenses incurred by the National representative may be reimbursed upon presentation of receipts and approval by the Department Commander as long as reimbursement of said expenses is not prohibited by the National Regulations. If the Department Auxiliary President requests assistance, the Department Commander shall include the registration, lodging and meal expenses of the National Auxiliary President or her designated representative while attending the annual Department Encampment, not to exceed one (1) night.

**Article X**  
**Committees**

*Section 1.* The Department Commander shall appoint committees as directed by the Department Encampment and may appoint other such committees as he may see fit to carry out the work of the Order. The duties and responsibilities of said committees shall be set at the time of creation as should the duration of their service.

**Article XI**  
**Members-at-Large**

*Section 1.* Any Brother (Member, Associate, or Junior) living within the jurisdiction of the Department who is not affiliated with an established Camp within the Department shall be designated as a Department Member-at-Large and a member of the Harpers Ferry Camp #6. Any Department Member-at-Large shall pay the appropriate per capita dues as required. Said dues shall be set annually by the Department Encampment. Minimum dues for a Member-at-Large will be the sum of the National and Department per capita tax.



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*Section 2.* Any Member-at-Large may transfer his membership from Harpers Ferry Camp #6 to an established Camp in the Department by stating his intention to that camp's Commander, Secretary and the Department Secretary.

*Section 3.* A member in good standing, if his Camp disbands, will be automatically transferred to Harpers Ferry Camp #6. Such a member will be given the option to join another Camp within the Department (paying any dues as required by the camp), remain a Member-at-Large, or allow his membership to expire and leave the Order.

**Article XII**  
**Associates and Junior Members**

*Section 1.* In accordance with Article VII of the Constitution of the Order, provision is herewith made for Associates in the Department. Said Associates, in addition to being governed by the aforementioned Article, are entitled to all privileges of membership, including the right to vote, and may hold Department office.

*Section 2.* In accordance with Article VII of the Constitution of the Order, provision is herewith made for Junior and Junior Associate membership in the Department. Junior Members and Junior Associates may not hold elective office within the Department nor will they possess any voting rights. It shall remain up to each Camp to choose to establish a Junior membership program or refrain from doing so.

*Section 3.* Juniors shall be male descendants who are at least six (6) years of age but less than fourteen (14) years of age who meet the requirements stipulated in Article VII of the Constitution and Regulations of the Order. They shall be governed by Chapter V, Articles IX and X of the Regulations.

*Section 4.* All Brothers under the age of 18 should be accompanied by a parent or person designated as a guardian (grandfather, male sibling over the age of 18 or uncle) when participating in any SUVCW activity.

*Section 5.* At no time will non-related Brothers be permitted "one-on-one contact" with a Brother under the age of 18. Any interaction with a Brother under the age of 18 must include at least two (2) Brothers over the age of 18 at all times.

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*Section 6.* Any Brother who witnesses or suspects, in good faith, any type of physical, mental, or sexual abuse of any Brother under the age of 18 will immediately report such suspicion to local authorities first and local Camp and Department Commanders immediately.

*Section 7.* Every Brother over the age of 18 who may have contact with a Brother under the age of 18 should complete training related to protecting children from abuse of any type such as the free training available from the Boy Scouts of America. While training is not a requirement, it is highly suggested that it be used as a tool to protect our young Brothers.

*Section 8.* Ultimately, all Brothers also need to comply with all applicable local and state laws pertaining to child abuse.

**Article XIII**  
**Camp Elections and Installations**

*Section 1.* The election of Officers of Camps shall be held at the first meeting of December each year. Installation shall be held at the first meeting of January, succeeding. Camps meeting less than once per month shall elect at the last meeting prior to the end of each calendar year and install officers the same meeting, unless meeting again in January in which event installation shall be held in January. The installing Officer may be named by the Camp Commander-elect who shall be a member in good standing in the Order, provided the installing Officer is an elected or appointed National or Department Officer or a Past Camp Commander.

**Article XIV**  
**Activities not in Furtherance of Exempt Purposes**

*Section 1.* 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 (a) 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

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code, or (b) 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.

**Article XV**  
**Separation, Dissolution, and Disposition of Assets**

*Section 1.* 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 the 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.

*Section 2.* 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.

*Section 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 Maryland.

*Section 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 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.

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**Article XVI**  
**Additions, Alteration and Amendments**

*Section 1.* These By-laws may be altered and/or amended by a two-thirds (2/3) vote of the members present and voting at any annual meeting of the Department, provided at least twenty-five (25) days' notice of any proposed additions, alterations, or amendments shall be sent to each Camp, each Department Officer and each Past Department Commander, all of whom must be in good standing. The notice may be a part of the Department Commander's Orders, Department newsletter, mailings, or electronic communication.

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

*Section 3.* These By-Laws are an all-inclusive document. All previous versions of the Department's By-Laws are repealed upon approval of the current version by the Commander-in-Chief.

*Section 4.* These By-Laws, or a section thereof, may be suspended for a single meeting to expedite the Department's business if approved by a three-fourths (3/4) vote of the members present and voting, provided the suspension is not in conflict with the Constitution and Regulations of the Order or of the Department By-Laws.

*Section 5.* The Department Council may give the Department Secretary permission to make grammatical corrections to these By-Laws, including updates to Article and Section reference numbers, without prior notice being sent to the membership. A unanimous vote of the Council is necessary to approve the change.

**Article XVII**  
**By-Laws (and Amendments thereto) Certification**

*Section 1.* Pursuant to Article XIV, these By-Laws, as amended, were adopted in Ellicott City, County of Howard, Maryland, by the 131<sup>st</sup> Annual Encampment of the Department of the Chesapeake, Sons of Union Veterans of the Civil War, two-thirds of the Delegates duly elected and appointed by their respective Camps concurring, on the 28<sup>th</sup> day of April, in the year of our

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Lord two thousand eighteen, and of the independence of the United States of America the two hundred forty two.

By: \_\_\_\_\_  
W. Faron Taylor (PCC), Department Commander  
Department of the Chesapeake  
Sons of union Veterans of the Civil War

Attest: \_\_\_\_\_  
Barry W. Famous (CC), Department Secretary-Treasurer  
Department of the Chesapeake  
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*Section 2.* The foregoing amended By-Laws of the Department of the Chesapeake, Sons of Union Veterans of the Civil War are found to be in accordance with the Constitution and Regulations of the Sons of Union Veterans of the Civil War and are hereby approved on this \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord two thousand eighteen and of the independence of the United States of America the two hundred forty two.

By: \_\_\_\_\_  
Mark R. Day (PDC), Commander-in-Chief  
Sons of Union Veterans of the Civil War