

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

(Reflecting amendments of 6/17/2000, 6/18/05, 1/14/06, 6/14/08 and 6/13/09)

Article 1

Name and Jurisdiction

Section 1: The name of the organization shall be The Department of Ohio, Sons of Union Veterans of the Civil War.

Section 2: This organization shall act under the authority of its Charter from the National Organization, Sons of Union Veterans of the Civil War and shall include all Camps located in such territory as shall be assigned to the Department of Ohio by the National Organization and/or the Commander-In Chief, Sons of Union Veterans of the Civil War.

Article 2

Meetings

Section 1: The Department shall meet annually during the month of June at a date and place determined by the Encampment Site and Planning Committee.

Section 2: Membership in the Department Encampment shall consist of the current Department Commander, all Department elective and appointed officers, all Past Commanders-in-Chief, all Past Department Commanders, and all past Camp Commanders, in good standing, who have served a full term, or have been elected to fill a vacancy and have served to the end of that term.

In addition to the foregoing, membership in the Department Encampment shall be composed of one delegate from each Camp, whatsoever its membership, and one additional delegate for every ten (10) members or major fraction thereof, based upon the annual report preceding the Encampment. In order to be admitted into the Department Encampment business meetings, all members must present a paid up dues card.

Section 3: In the event the Encampment Site and Planning Committee fails to select a time and place for the next annual Encampment on or before November 1, such date and time shall be determined by a majority vote of the Department Council, said vote to be taken no later than March 1 preceding the Department Encampment.

Section 4: Special Meetings may be convened either by the Department Commander with the consent of the Department Council, or by the Department Commander upon petition of a majority of the Camps and/or a majority of the Department Officers, provided that not less than twenty (20) days written notice be given to all Camps and Department Officers through a Special Department Order stating the purpose of the meeting. No business shall be transacted at any Special Meeting other than that for which it was specially called as fully set forth in the Special Department Order.

Notice of a Special Meeting shall be given in conformity with the procedures set forth in Article 10, Section 2 and Section 3 of these By-Laws.

Section 5: By authorization of the Department Commander and with the consent of the Department Council, the Department may be subdivided into Districts, each given a number.

1. Districts shall call meetings as established by their By-Laws. Written Notice of such meetings shall be sent to the Department Commander not less than thirty (30) days in advance thereof. District By-Laws shall be approved by the Department Commander and with the consent of the Department Council.
2. Such District meetings may be held jointly with the Auxiliary to the Sons of Union Veterans of the Civil War/or other Allied Orders of the Grand Army of the Republic.

Article 3

Officers and Duties

Section 1: The Officers of the Department, elective and appointive, shall consist of those required by the National Constitution and Regulations, by the action of the National Organization and such additional Officers as may be provided by the Department By-Laws or action of the Department Encampment. The duties of each Department Officer shall be those duties defined for that Office by the National Organization Job Descriptions for Department Officers, plus any additional duties specified in these Department By-Laws.

Section 2: The Department Commander may appoint an Assistant Secretary-Treasurer who shall perform such duties as may be assigned to him

Section 3: The Officers shall perform such duties as are set forth in the Constitution, Rules and Regulations and as may hereafter be specified:

1. All Department Officers, elected or appointed, and chairmen of all standing and special Committees, shall make a report in writing at each Department Encampment, reporting the results of their labors during the term, and with recommendations for the future welfare of the Order.
 - a. Each elected Department Officer shall have the option of making an oral report in addition to his written report. However, the Department Commander, if he chooses to do so, may limit the time to be allotted to such oral report.
2. The Secretary-Treasurer shall have copies of the record of each Department meeting printed and distributed throughout the Department. He shall prepare an annual report and furnish copies of said annual report to the Department Commander and to the chairman of the Department Council. In addition to the foregoing, the Secretary-Treasurer shall maintain a roster of the Department members-at-large and shall collect annual dues from such members-at-large.

3. The Department Patriotic Instructor shall be responsible for the raising of the Patriotic Instructors Fund from which a Grand Army Memorial donation shall be made to a charitable cause, selected by the Department Commander, and with the approval of the Department Council.
4. The Chief of Staff shall be responsible for the raising of the Chief- of-Staff Fund from which monies shall be used to help defray the expenses of the operation of the Department. Should an excess amount be raised over the Department budget, such money shall become a part of the Permanent Fund of the Department described hereafter under Finances.
5. The Department Commander shall annually issue at least three (3) Department Orders to the membership of the Department reporting the activity and actions of the Department.
6. The Department Junior Vice-Commander shall provide an annual roster of the Department members-at-large to the Secretary-Treasurer on or before November 1 of each year.

Section 4: The term of office for all Officers, except the Department Secretary-Treasurer and Department Council shall be one year, or until the successors are elected or appointed.

1. The Department Secretary-Treasurer shall be elected for a term of three (3) years.
2. The Department Council shall be elected as follows: The first elected after adoption of these By-Laws shall be for a three (3) year term; the second elected for a two (2) year term; and the third elected for a one (1) year term. Each year thereafter, one member will be elected for a three-year term.

Section 5: All Department Orders shall be posted on the Web Site by the Webmaster as soon as practicable following the issuance thereof. In addition to the foregoing, the Department Secretary-Treasurer shall provide all Department Orders, either by ordinary United States Mail or electronically, to all Department Officers, both elected and appointed, to all Camp Commanders and to all Camp Secretaries (Secretary-Treasurers). The Department Secretary-Treasurer shall maintain on file an accurate and annually current list of the names and addresses (including electronic addresses, if applicable) of each Department Officer, each Camp Commander and each Camp Secretary (Secretary-Treasurer).

Article 4 *Finances*

Section 1: There shall be fixed at each Annual Encampment, by a majority vote of the members present and voting, a per capita dues, to be paid by each Camp and forwarded with required reports, upon the number of members reported. Such reports and dues shall be forwarded by each Camp so as to reach the Department Secretary-Treasurer not later than the tenth (10th) day after the close of the period for which reports are required.

Section 2: Should the National Per Capita Dues 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 in the quarter and/or period said increase is due and payable.

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

Section 4: The Department Commander may suspend Camps that fail to file their required Annual Reports with the Department Secretary/Treasurer by April 30. An appropriate Department Order shall memorialize the suspension. Suspended Camps may be reinstated by the Department Commander by forwarding to the Department Secretary/Treasurer the required Reports, all monies due, and, additionally, upon the payment of a reinstatement fee in the sum of twenty (\$20.00) dollars, said reinstatement to then be memorialized by an appropriate Department Order. Delegates from suspended Camps may attend the Department Encampment but may not vote on any items of business. A suspended Camp that is not reinstated after one year will be dropped.

Section 5: Camps which have been dropped and for which a Camp Charter and operational materials still exist may be reinstated upon the payment of thirty-five dollars (\$35.00).

Section 6: There shall be established a PERMANENT FUND to provide a means to keep alive the memory of the Grand Army of the Republic. Such fund shall be created from donations and bequests and shall be placed in a Savings Account and/or properly invested. 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 of the Permanent Fund.

1. Excess monies collected by the Chief-of-Staff over the normal budget of the Department shall become a part of the principal of the Permanent Fund.
2. Personal contributions may be made to the Permanent Fund and shall be so designated by the contributor.
3. Legacies and bequests are desired and should be made out to the Permanent Fund, Department of Ohio, Sons of Union Veterans of the Civil War and such legacies and bequests shall become a part of the principal of the Permanent Fund.
4. Additional monies coming into the Department from disbanded Camps, gifts, Member-at-Large dues less per capita dues as determined by the Department Encampment or the Department Council shall become a part of the principal of the Permanent Fund.
5. The principal of the Permanent Fund shall remain intact. However, the principal of the Permanent Fund may be subject to Department expenditure and therefore

being reduced, by the giving of written notice of such intent to all Camps and Department Officers at least forty (40) days prior to the Annual Encampment of the Department. Provided, however, that a three- fourths (3/4) vote of the members present and voting shall be required to expend any portion of said principal of the Permanent Fund.

Section 7: The Depository for all Department Funds, other than those, which may be voted for investment, shall be a Federal Deposit Insurance Corporation/Federal Savings & Loan Insurance Company institution whose deposits are fully insured to the full amount of the deposit.

Section 8: The Department Commander is authorized to spend up to \$100.00 for special occasions (i.e. flowers for funerals, cards, etc) without the approval of the Department or Department Council.

Article 5
Salaries

Section 1: The Department Secretary - Treasurer shall receive a salary to be fixed annually by the Department Encampment.

Article 6
Budget

Section 1: The Department Treasurer shall prepare a budget and submit it to the Department Council of Administration for review. The budget then shall be presented to Department Encampment for approval. The budget shall reflect the amounts required to conduct the affairs of the Department including but not limited to the following:

1. The budget shall include an appropriation to conduct the business of the Department Headquarters, including necessary stationery or forms for Department Officers, printing, postage and incidental expenses, including fixed expenses such as National Per Capita Tax, Past Department Commander Badge, etc.
2. The budget shall include an appropriation for the salary of the Department Secretary-Treasurer.
3. The budget shall include such appropriations as may be approved by the Department Encampment.
4. The budget shall include an amount for the lodging and meals of the Commander-in-Chief, or his designated representative, only while attending the annual Department Encampment.
5. The Department Commander shall be reimbursed by the Department for his attendance at the National Encampment in an amount to be fixed by the Department Council not to exceed \$500.00 and as approved by the Department

Encampment for purposes of compensating the Department Commander for travel, lodging and meals.

**Any past Department Commander serving an additional term of office and who has previously received a Past Department Commander's Badge shall receive lodging and meals in lieu of an additional Past Department Commander's Badge.*

Article 7
Committees

Section 1: The Department Commander shall appoint the following Standing Committees whose duties are listed as follows:

1. Encampment Site and Planning Committee: Said committee will determine the time and place for the annual Department Encampment after conferring with the other Allied Orders of the Grand Army of the Republic and will arrange for meals, a dining room set-up, a speaker, a master of ceremonies, a color guard and a host staff for the annual Department Encampment. The committee will consist of a minimum of three (3) members with the Chairman appointed by the Department Commander.

2. Committee on Historical Trust: The duty of this committee is to seek a workable agreement for temporary and/ or permanent loan of Civil War, G.A.R. and similar historic artifacts, relics, etc. with the Ohio Historical Society and to continually seek donations for preservation. This committee shall consist of at least three (3) members with the Department Historian serving as Chairman. Members are asked to list personal donations in their wills with the Committee on Historical Trust as the beneficiary.

3. Fraternal Relations Committee: Said committee may be appointed to confer with the Women's Relief Corps, Auxiliary to the Grand Army of the Republic; the Daughters of Union Veterans of the Civil War 1861-1865; the Auxiliary to the Sons of Union Veterans of the Civil War and the Ladies of the Grand Army of the Republic and/or such other organizations as may be desired in order to strengthen and enhance the standing and position of the Sons of Union Veterans of the Civil War. Such committee shall consist of three (3) members.

4. Monuments and Memorials Committee: This Committee shall consist of the Department Senior Vice Commander, who shall serve as chair, and four Brothers appointed by the Department Commander. The duty of this Committee is to review all requests from Department of Ohio Camps for Department of Ohio funds to assist in preserving and restoring existing Civil War Monuments and Memorials or creating new Civil War Monuments and Memorials, with preservation and restoration to receive priority. The Monuments and Memorials Committee shall have exclusive discretion to recommend the amounts of said funding to the Annual Department Encampment. All requests for funding shall be submitted, in writing, to the Monuments and Memorials Committee Chairman at least 60 days prior to the Annual Department Encampment. The source of funding for the projects shall be interest earned from the Department Permanent Fund and/or from specifically designated donations.

Section 2: In addition to its prescribed duties, the Department Council shall audit the accounts of all committees handling monies.

Section 3: All committees appointed by the Department Commander shall report in writing fully and finally at the next Annual Encampment following their appointment.

Section 4: The Department Commander may appoint such special committees as he deems appropriate.

Article 8

Members at Large

Section 1: Eligibles from areas where no Camp exists, may become Department members-at-large. Dues for these members-at-large shall be as set by the Department Encampment or the National Encampment and are currently established at Thirty-One Dollars (\$31.00). Department members-at-large attending the Department Encampment may select from the respective membership one delegate to represent them and one additional delegate for each ten Department members-at-large.

Section 2: When a Department of Ohio Member-at-Large transfers his membership into any Camp in the Department, his dues shall be pro-rated by quarters and any remaining amount of dues shall be reimbursed to the new Camp in full or in quarters as determined by the Department Secretary-Treasurer. When a Department of Ohio Member-at-Large transfers to any camp in the Department and that Camp's dues are greater than his prior Member-at-Large dues, the new Camp cannot recover the difference for the remaining quarters of that calendar year. If a Department of Ohio Member-at-Large transfers to a Camp or Department outside the Department of Ohio, the new Camp or Department will not be reimbursed. All Members-at-Large dues shall be payable annually to the Department Secretary-Treasurer.

Article 9

Camp Election and Installation

Section 1: Camp officers shall be elected annually at a regular meeting of the Camp, in the months of October, November or December of each year. All Camp election reports and installation reports shall be filed with the Department Secretary-Treasurer no later than February 1 of each year.

Section 2: The officers of the Camp shall be installed at a Regular or Special meeting of the Camp to be held between the first meeting in November and the first meeting the following January 1 and may be held publicly or in conjunction with any of the Allied Orders of the Grand Army of the Republic.

Section 3: Camps failing to hold regular elections may, after three (3) years, have their offices declared vacant by the Department Commander and the Department Commander may call a meeting of the members of that Camp for the purpose of election and installation.

Article 10

Additions and/or Amendments

- Section 1.** Additions and/or Amendments to these By-Laws of the Department of Ohio, Sons of Union Veterans of the Civil War may only become effective following (1) a full reading of the same and an affirmative vote by a majority of the members entitled to vote at an Annual Encampment, or, following a full reading of the same and an affirmative vote by a majority of the members present and entitled to vote at a Special Meeting called solely for the purpose of addressing additions and/or amendments to these By- Laws, and (2) securing the written approval of the Commander-in-Chief, Sons of Union Veterans of the Civil War.
- Section 2.** Not less than twenty (20) days prior to an Annual Encampment or a Special Meeting, the Department Commander shall issue a Special Department Order containing the full text of the proposed additions and/or amendments. The Special Department Order and the full text of the proposed additions and/or amendments shall be posted on the Web site by the Webmaster not less than twenty (20) days prior to an Annual Encampment or a Special Meeting.
- Section 3.** In addition to the foregoing, and not less than twenty (20) days prior to an Annual Encampment or a Special Meeting, the Department Secretary-Treasurer shall provide the Special Department Order and the full text of the proposed additions and/or amendments to all Department Officers, both elected and appointed, and, to all Camp Commanders, for distribution to the Camp membership, either by ordinary United States Mail or electronically.

Article 11

Rules and Procedures

Robert's Rules of Order shall govern all Department Meetings, including but not limited to each Annual Encampment, except as otherwise provided in the Ritual.

Article 12

Conformance and Support

These By-Laws of the Department of Ohio, Sons of Union Veterans of the Civil War shall conform to and support Constitution and Regulations of the National Sons of Union Veterans of the Civil War and which said Constitution and Regulations shall govern all matters. The By-Laws of the Department of Ohio, Sons of Union Veterans of the Civil War shall serve to clarify those matters which pertain only to the government of the Department of Ohio, Sons of Union Veterans of the Civil War.

Article 13

Standing Rules

- Section 1:** Any motion passed or officer recommendation accepted by the Annual Encampment or at a Special Meeting, which involve actions of the Department on an ongoing basis, shall be considered a standing rule. All standing rules shall be compiled from the Annual Encampment Proceedings and Special Meeting minutes into one volume.

Each standing rule shall be dated for reference to the Annual Encampment or Special Meeting at which it was passed. The compilation of the standing rules shall be a function of the Department Secretary. The standing rules shall be reviewed each year at the Annual Encampment for continuation, elimination, or inclusion in the By-Laws.

Approved as revised: **June 13, 2009.**

Robert W. Davis
Department Commander

James Crane
Department Secretary-Treasurer

David V. Medert
Commander-In-Chief