



Department Order No. 5
Series 2021-2022
Department of Illinois
Sons of Union Veterans of the Civil War

September 1, 2021

October Department Bivouac Reports

As good communication is the cornerstone of any organization, The Department of Illinois is no exception. All Camps within the Department will be required to submit activity reports twice per year as has been custom. Department officers are also required to submit activity reports as are Department committees. Committees may be asked to submit reports more often than twice a year.

By the authority vested in me as Commander of the Department of Illinois, Sons of Union Veterans of the Civil War, by the National Constitution and Regulations, the National Policies, and the By-Laws of this Department, it is hereby ordered as follows:

1. All Camps, Department Officers and Department Committees shall submit activity reports via E-mail to the Department Secretary at deptofilsec21@gmail.com with the Department Commander cc'd at bryner_camp67@yahoo.com by **October 1, 2021**. The list of Department Committees may be found in D.O. 3 dated June 8, 2021. Even if there was little activity to report, submissions must still be made.
2. Camp reports should include in the first paragraph where and when the Camp meets, the year of the Camp's Charter and total number of Brothers on the roster which shall be broken down by Regular, Associate, Junior and Honorary.
3. Department Officers who are committee chairs may combine their separate officer and committee reports into one submission.
4. The Department Secretary shall send the received reports out via E-mail to Camps and Department Officers.
5. Camps shall distribute received reports to their respective memberships in any way they choose, making sure that the Brothers receive copies in advance of the Department Bivouac.
6. As there will be some voting during the business meeting, The Department Secretary shall provide Credential Cards for Department Officers and Camps shall provide Credential Cards for those Brothers attending in person and virtually if a Zoom meeting option is arranged. TBD.

The Bivouac will have a brief business meeting. Any Camps or Brothers that wish to have an item added to the agenda should do so by **October 1** as well. Bylaws amendments will not be considered until the Annual Department Encampment in the spring and should be sent to the Bylaws Committee. The agenda will be sent as soon as possible after October 1.

The foregoing Department Order is proclaimed this **1st** day of **September**, in the year of our Lord two-thousand twenty one, and of the independence of the United States of America the two hundred forty-fifth.

/s/ Joseph M. Hutchinson
Department of Illinois Commander

Attest by: /s/ Leigh Franklin
Department of Illinois Secretary