



Department Order No. 8
Series 2021-2022
Department of Illinois
Sons of Union Veterans of the Civil War

November 5, 2021

Camp Officer Elections, Installations and Certification

It is that time of year for our Camps to elect officers for the coming year. I trust that all Brothers have carefully considered throwing their hat into the ring to take on an office in their respective Camps.

The National C&R, Chapter 1, Camps states the following, which the Department and Camps follow:

Article V
Officers

Section 1: The officers of a Camp shall be: Commander, Senior Vice-Commander, Junior Vice-Commander, three Members of the Camp Council, Chaplain, Color Bearer, Guard, Guide, Historian, Memorials Officer and Patriotic Instructor, Secretary, Treasurer (or Secretary/Treasurer). The Commander, Secretary and Treasurer shall not serve on the Camp Council.

Section 2: The Camp Commander, Senior and Junior Vice Camp Commander, Camp Council, Secretary, Treasurer (or Secretary/Treasurer), Delegates and Alternates shall be elected at a regular meeting of the Camp between the first meeting in August and the first meeting in December, inclusive. A majority vote shall be required to elect all elective officers, except members of Camp Council, Delegates and Alternates, who shall be elected by a plurality vote. On assuming office, the Commander shall appoint all other Camp officers.

Section 3: **The officers of Camps shall be installed at a regular meeting of the Camp to be held between the first meeting in September, and the first meeting in the following January, inclusive**, by a person designated by the Department Commander who shall make report thereof upon the prescribed forms furnished to him. Said dates of election, and installation to be fixed by each Department and become part of the Department bylaws. The Council of Administration shall have authority to grant exceptions to the dates prescribed by these Regulations for Camp elections and installations of Officers, when requested, for adequate reasons, by a Department.

Article VI
Installation

Section 1: Before proceeding with the Installation, the Installing Officer shall require the Camp Treasurer to produce receipt from Department Headquarters for payment of per capita dues in full and all indebtedness due the Department. Failure to comply, the Installing Officer shall have all reports due, prepared, collect and receipt for payment of all indebtedness and induct the officers into their respective offices.

Section 2: Prior to the meeting of a Camp for the Installation of Officers, the **Installing Officer** shall inspect and examine the books, records, forms, etc. and property of Camp, noting as to correctness, Rituals, Constitution and Regulations, and all necessary details for proper conduct of business, receipt books, dues and credits of Brothers, etc. He shall correct irregularities, impress that the Regulations be observed. He shall make a detailed report thereof to the Department Commander who shall take action for compliance with the Regulations. He **shall complete the Installing Officer's Report (Form 22) before departing and provide the same to the Camp Secretary to be filed with the Department Secretary**. This may be legibly handwritten and if so, the Camp Secretary shall type the information and submit both.

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. In person Camp elections and installations are to be done, **unless** local COVID protocols prevent such, in which case an online election and installation will be allowed. A hybrid in-person and online meeting to accommodate Brothers who can't travel is allowed.
2. In my absence, any Department Officer, current or past, giving preference to current officers, then to Past Department Commanders, is authorized to install Camp Officers.
3. If a Department Officer, present or past is not available for the installation, a current or outgoing Camp Commander is authorized to install Camp Officers.
4. All Camps that have their Officers continuing in their current positions with no changes **SHALL** submit Form 22 even though the information is the same as the previous year Form 22.
5. All Camps must use the current updated Form 22 available from the National SUVCW website. The form has been updated this year. The information on the form is the same. It may be found at: <https://www.suvcw.org/wp-content/uploads/2021/08/Form-22fi-Mar-2021-Final.pdf>.
6. All Camps must submit two (2) signed copies of Form 22 to the Dept. Sec. within 30 days of Camp installation and retain one copy for Camp records.

The foregoing Department Order is proclaimed this **5th** day of **November**, 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 year.

/s/ Joseph M. Hutchinson
Department of Illinois Commander

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