

**BY - LAWS  
OF THE  
DEPARTMENT OF ILLINOIS  
SONS OF UNION VETERANS OF THE CIVIL WAR**

**PREAMBLE**

We, the descendants of Soldiers, Sailors, or Marines who served in the Army, Navy, or Revenue Cutter Service of the United States of America during the War of the Rebellion of 1861 to 1865, have formed this patriotic and fraternal order, for the purpose and objects in this Constitution set forth; and in so doing pledge ourselves to commemorate our forefathers' deeds; to render loyal service to our Country and to promote the maintenance of unqualified American citizenship with respect for and honor to the flag.

**ARTICLE I  
ORGANIZATION**

**Section 1:** This 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, and shall be known as "The Department of Illinois, Sons of Union Veterans of the Civil War". This Department is organized as an unincorporated association under the laws of The State of Illinois and 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. Camps and any Sons of Veteran Reserve (SVR) Units under the jurisdiction of the Department of Illinois shall also comply with the wording of this article and have it so incorporated into their Camp/Unit By-Laws.

**Section 2:** The supreme authority of the Department shall be vested in the Department Encampment. To this end, no form of government shall be considered as legally established until the same has been submitted to and duly approved by the Department Encampment. Between sessions of the Department Encampment, the business of the Department shall be carried on by the Department Commander in accordance with policies established by the Department Encampment, the Constitution and Regulations, Ritual, or the National Order.

**Section 3:** The Department Encampment shall act as a final court of appeals from all orders, decisions and rulings of the Department Commander, and the determination of such appeal at any meeting shall not be subject to review at any subsequent meeting.

**ARTICLE II  
PURPOSE AND OBJECTIVES**

**Section 1:** To perpetuate the memory of the Grand Army of the Republic and of the men who saved the Union from 1861 to 1865; to assist in every practicable way in the preservation and making available for research of documents and records pertaining to the Grand Army of the Republic and its members; to cooperate in doing honor to all who have patriotically served our

country in any war; to teach patriotism and the duties of citizenship, the true history of our Country and the love and honor of our flag; to oppose every tendency or movement that would weaken loyalty to, or make for the destruction or impairment of our constitutional Union; and to inculcate and broadly sustain the American principles of representative government, of equal rights and of impartial justice for all.

### **ARTICLE III MEMBERSHIP**

**Section 1: DESCENDANT MEMBER:** Eligible for membership as a “Descendant Member” shall be all male descendants (whether thru lineal or collateral line) not less than fourteen (14) years of age, who are blood relatives of Soldiers, Sailors, Marines or members of the Revenue Cutter Service, who were regularly mustered and served honorably discharged from or died in the service of the Army, Navy, Marines or Revenue Cutter Service of the United States of America or such State regiments as were called into service and were subject to orders of the United States general officers, during the War of the Rebellion between April 12, 1861 and April 9, 1865; who have never been convicted of any infamous or heinous crime; and who have or whose ancestors through whom membership is claimed, have never voluntarily borne arms against the government of the United States of America.

**Section 2: ASSOCIATE MEMBER:** Eligible for membership as an “Associate” shall be all males not less than fourteen (14) years of age who do not meet the genealogical qualifications set forth in the preceding section, but otherwise meet the requirements for membership established by the National Organization. The number of Associates in any Camp shall not exceed one-third (1/3) of the total Camp roster at the time of election. At no time during a meeting of a Camp or Department shall business be transacted if the number of Associates in attendance exceeds forty nine (49) percent of the total in attendance at said meeting. Associates may hold office as well as Appointive Positions and may serve on committees. Associates shall not be counted toward the required number of members to establish a new Camp. The name of Associates may not appear on a Camp Charter, nor may Associates be designated as Charter Members of a Camp. Associates otherwise enjoy all the rights, privileges and responsibilities of membership.

**Section 3: LIFE MEMBER:** Members who pay the requisite Life Membership fee as established by the National Organization. Life Members are exempt from the National per-capita tax and otherwise enjoy all the rights, privileges and responsibilities of membership.

**Section 4: HONORARY MEMBER:** The Commander in Chief, upon recommendation from a Camp, Department or the National Council of Administration and with the approval of the National Council of Administration, may grant Honorary Membership to persons of acknowledged eminence who are especially distinguished for conspicuous and consistent loyalty to the Constitution and laws of the United States of America, and who have been active and eminent in maintaining the supremacy of the same and are known not to be eligible for membership in our Order. The National Organization, Department and Camps shall not impose the per-capita tax, fees, dues or any other monetary assessment on Honorary Members. Honorary Members are entitled to a free subscription to “The Banner.”

**Section 5: JUNIOR MEMBERS:** Males between the ages of six (6) and fourteen (14) years of age who meet the qualifications in Section 1.

**Section 6: JUNIOR ASSOCIATE:** Males between the ages of six (6) and fourteen (14) years of age who meet the qualifications in Section 2.

**Section 7:** All classes of membership are to be consistent with the Constitution and By-Laws of the National Organization.

#### **ARTICLE IV RELIGION AND POLITICS**

The Order being strictly non-sectarian and non-partisan, the introduction or discussion of sectarian or partisan topics is strictly prohibited.

#### **ARTICLE V DEPOSITORY PROVISIONS**

**Section 1:** No part of the net income of the Department shall inure to the benefit of or be distributed to, its members, trustees, officers or other private persons except that the Department shall be authorized and empowered to pay reasonable compensation for services rendered.

**Section 2:** The Department and its members are permitted to endorse and actively encourage the support of resolutions adopted by the National Order.

**Section 3:** The Department shall not participate in or intervene in (including the publishing of statements) any political campaign on behalf of any candidate for public office. The Department is not permitted to financially fund partially or totally any political campaign.

**Section 4:** Notwithstanding any other provisions of these Articles, the Department shall not carry on any other activities not permitted to be undertaken (a) by a corporation exempt from the Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Regulations) or, (b) by a corporation, contributions to which are deductible Under Section 170(3)(2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Regulations).

**Section 5:** A Department, with the permission of the National Organization SUVCW, may enter into a lawsuit within its area of jurisdiction to prove lawful ownership of Civil War era property or G. A. R. property. This permission may be granted through either the action of the National Encampment or that of the Council of Administration via a General Order of the Commander in Chief SUVCW. The Department should be aware that any monetary liability regarding the lawsuit falls upon the Department to pay.

**ARTICLE VI**  
**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.

**Section 2:** 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.

**Section 3:** 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 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 VII**  
**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 or his 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 Illinois.

**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.

## **ARTICLE VIII DEPARTMENT OFFICERS**

**Section 1:** All officers shall be Brothers of the Department of Illinois and shall perform their duties as specified by the C&R, Ritual, these bylaws, and the orders of the Department Commander. The officers shall have such other duties, which are prescribed in the official Department Officer's Job Descriptions as adopted by the National Encampment

**Section 2:** The elected officers of the Department shall consist of the Department Commander, Senior Vice Department Commander, Junior Vice Department Commander, Department Secretary, Department Treasurer, or combined Department Secretary-Treasurer and three (3) members of the Department Council.

**Section 3:** No member shall be eligible for election to the office of Department Commander unless he has served as a Camp Commander. No member shall be eligible for election to the office of Department Commander who is not present and entitled to vote at the Department Encampment. No member may hold more than one elected office at a time.

**Section 4:** On assuming office, the Department Commander shall appoint a Dept. Patriotic Instructor, Dept. Chaplain, Dept. Guide, Dept. Color Bearer, Dept. Historian, Dept. Counselor, Dept. Camp Organizer, Dept. Chief of Staff, Dept. Graves Registrar, Dept. G. A. R. Highway Officer, Dept. Aide, Dept. Guard, Dept. Signals Officer, Department Fraternal Relations Officer, Department Quartermaster, and any other Department Officer as he may deem necessary, or shall be required by the Department Encampment or these Bylaws.

**Section 5:** Unless noted otherwise, the term of all elective and appointed officers shall be for one (1) year or until their successors are duly elected and installed. The terms of the Department Secretary and Department Treasurer shall be for two (2) years or until their successors are duly elected and installed. The Department Commander is limited to no more than two (2) consecutive years.

**Section 6:** Any vacancies which may occur in an elective office in the Department shall be filled by a majority vote of the Department Council for the period until the next Encampment of the Department, when an election for the remainder of the unexpired term is held. If a vacancy should occur in any appointed office, the Commander may appoint another Brother of the Department to fill said vacancy until the next Department Encampment.

**Section 7:** Any officer delinquent in or failing to perform the duties of his office may be removed by the Department Commander or the Order's Commander in Chief.

**Section 8:** Whenever an elected officer of the Department declares to the Department Council that he is unable to discharge the duties of his office, and until he declares them to the contrary, such duties shall be discharged by the appointment of a temporary officer serving in an Acting

capacity, appointed by a two-thirds (2/3) vote of the Department Council. The temporary appointee shall have full authority and responsibilities of that office during the period served.

**Section 9:** If the Department Council by a two-thirds (2/3) vote determines that an elected officer is unable to discharge the duties of his office or that an elected officer is failing to discharge the duties of his office such duties shall be discharged by the appointment of a temporary officer serving in an Acting capacity, appointed by a two-thirds (2/3) vote of the Department Council. The temporary appointee shall have full authority and responsibilities of that office during the period served.

## **ARTICLE IX DUTIES OF OFFICERS**

**Section 1: Department Commander:**

(A) The Department Commander shall be the Executive Officer of the Department, charged with the duty of administering the affairs of the Department. He shall preside at all meetings of the Department, appoint all standing committees (of which he shall be a member ex-officio) unless otherwise prescribed by the Encampment or by-laws.

(B) The Department Commander shall at frequent times contact Camps, Camp Officers, Department Officers and issue orders and official communications. Perform all other duties listed in the Job Description for Department Commander in the National

**Section 2:** The Department Sr. or Jr. Vice Commander shall respectively perform the duties of the Department Commander in case of vacancy or senior officers' inability to act. Perform all other duties listed in the Job Description for Sr. and Jr. Vice Commander in the National Organization SUVCW Constitution and By-laws.

**Section 3:** The Department Secretary shall keep a true and accurate record of the proceedings of the Department Encampment. He shall keep and be custodian of the files and membership records of the Department and shall keep such other records in connection with his office as may be required by the Department Commander or the Department Encampment. He shall receive and give a receipt for remittance made to the Department Headquarters for Charter fees, per capita tax or any other purpose and shall forward all remittances to the Department Treasurer. He shall make a full and detailed statement of the transactions of the Department, which report shall be read to the Department Encampment and acted upon by it as circumstances may require. He shall retain a record of all Dishonorable Discharges received from the Executive Director and provide each Camp in the Department a copy of Dishonorable Discharge reports received from the Executive Director, as well as all other duties listed in the National Organization SUVCW Job Description.

**Section 4:** The Department Treasurer shall hold the funds of the Department and pay out the same upon requisition in due form from the Department Secretary approved by the Department Commander. He shall be in charge of all property of the Department not otherwise provided for, shall keep a true and correct account of all receipts and expenditures and perform such other duties as may pertain to his office. He shall make a full and detailed statement of the financial

condition of the Department, which report shall be read at the Department Encampment and acted upon by it as circumstances may require, as well as all other duties listed in the National Organization SUVCW Job Description.

**Section 5:** The Department Council immediately after its installation shall meet and elect a Chairman and Secretary. It shall audit the books and accounts of the Department Treasurer prior to the convening of the Department Encampment, examine the receipts and vouchers pertaining thereto, and shall make a report of its findings to the Department Encampment for such actions as may be necessary. It shall devise and recommend such measures as will enable the Department to meet all its necessary expenditures. It shall, with the Department Treasurer, annually prepare a proposed budget for consideration and approval at the Annual Department Encampment, as well as all other duties listed in the National Organization Job Description.

**Section 6:** All other appointed Department Officers shall perform the duties of their respective office as listed in the National Organization SUVCW Job Descriptions.

## **ARTICLE X BONDS**

**Section 1:** The Treasurer and Quartermaster each shall, within fifteen (15) days of his installation, furnish a bond in an amount to be fixed by the Department Council and premium paid by the Department, which sum shall not be less than the balance of assets held by the Department for the faithful performance of his duties, and a just accounting of all funds and property that may come into his hands, said bonds to be taken in the name of the Department of Illinois, Sons of Union Veterans of the Civil War, and to be held in trust for the Department of Illinois.

**Section 2:** The bond shall be taken in a reliable surety company, authorized to conduct and conducting business in the State of Illinois, and shall be paid out of the funds of the Department of Illinois.

## **ARTICLE XI COMMITTEES**

**Section 1:** The Standing Committees shall be as follows: Bylaws, Legislative, Membership, Communications and Technology, Nominating, Ceremonies and Rituals, Credentials, Department Encampment Site Committee, and the Stephenson Plaza Committee.

**Section 2:** The Department Commander has the authority to establish and appoint the Chairmen as are necessary for the proper operation of the Department. Special Committees which shall exist for the time designated in the creation thereof. Duties and Responsibilities shall be defined at the time of Committee creation. The Department Commander shall issue a Department Order to create a Special Committee.

**Section 3:** All Standing and Special Committees shall, except as where otherwise noted, consist of Brothers of this Department in good standing within their respective Camps. The Commander

shall appoint the Chairman of each committee unless otherwise specified. The Commander shall serve as member ex-officio on all Standing and Special Committees unless otherwise noted.

**Section 4:** The Bylaws committee shall be chaired by the Senior Vice Department Commander and also include the Department Counselor and Department Secretary. Additional Brothers may be added to the Committee as necessary by the Senior Vice Department Commander with consent of the Department Commander. Camps and Brothers may bring recommendations for changes in the Bylaws to the Bylaws Committee. The Bylaws Committee shall include these recommendations in their report to the Department Encampment with the Bylaws Committee's recommendations. The Committee shall annually review these Bylaws, bringing any necessary revisions to the attention of the Department membership. The Senior Vice Department Commander shall submit any approved amendments to the Department Commander for his signature and forward a copy of the reviewed Bylaws to the Commander-in-Chief within 60 days following the Department Encampment. The Bylaws committee shall, after the approval of the Commander-in-Chief, submit a copy of the revised Bylaws to the Department Signals Officer in electronic format for posting to the Department website. Camp Commanders and Secretaries shall also receive an electronic copy of the newly amended Bylaws.

**Section 5:** The Legislative Committee shall keep itself informed of all legislation which may be introduced in the Illinois Legislature, of such a nature as to affect the interest of this Order and/or the other Allied Orders of the Grand Army of the Republic, or the patriotic interest of the people, and may recommend to the Camps, subject to the approval of the Department Commander, any action that the Committee deems advisable or expedient. The Legislative Committee shall consist of the Department Commander, Secretary, and three other Brothers of the Department, appointed by the Department Commander.

**Section 6:** The Membership Committee shall be chaired by the Junior Vice Department Commander and consist of all Camp Junior Vice Commanders. The purpose of the Committee shall be to put forth proposals and implement programs for the recruitment of Brothers into the Order.

**Section 7:** The Communications and Technology Committee shall advise officers and committees about the latest computer and related technologies pertinent to the Department. The Committee shall also serve as administrators for the Department's Social Media accounts. The Committee shall be chaired by the Signals Officer.

**Section 8:** The Ritual and Ceremonies Committee shall assist Camps with appropriate use of the Ritual in performing ceremonies at Camp functions. It shall help Camps to organize Camp Guards and provide training to these groups in effective presentations and programs. It shall provide guidance and assistance in regard to dress and appearance of Brothers assisting in ceremonial functions. The Chair of the Committee shall be the Ritual and Ceremonies Officer.

**Section 9:** The Nominating Committee shall consist of three (3) Brothers who are NOT currently elected to an office of the Department. The Committee's purpose shall be to prepare a slate of officers, listing one or more Brothers for each elected office, for the presentation at the Annual



Department Encampment. Nominations from the floor will continue to be accepted at the Annual Department Encampment.

**Section 10:** The Credentials Committee shall consist of three appointed Brothers with one designated as the Chair. The Chair will handle the process of pre-registration of Delegates if prescribed by the Department Encampment. At the Department Encampment, the Credentials Committee will ascertain that all Delegate Credentials are in order and issue each approved Delegate a Voting Card and Delegate Ribbon. All Delegates who have not pre-registered will be required to register with the Credentials Committee at the Encampment to receive their Delegate Ribbon and Voting Card. Upon completion of Delegate registration, the Credentials Committee will prepare a record of the statistics of the Delegates, along with the allowed voting strength of each Camp. Visitors to the Department Encampment may receive a Delegate Ribbon as a souvenir if sufficient quantities are available. Visitors will not be provided with a voting card as they are not eligible to vote.

**Section 11:** The Department Encampment Site Committee shall be composed of not fewer than three (3) Brothers. The Department Encampment Site Committee shall select the time and place for the Department Encampment and inform the Department Commander not later than April 1 each year.

**Section 12:** The Stephenson Plaza Committee shall collect and distribute all funds donated to the Plaza project and provide a report of the same to the Department Encampment. They shall also maintain the flags at the site, and plan the annual Stephenson Memorial Service.

## **ARTICLE XII ENCAMPMENTS**

**Section 1:** The Department Encampment shall meet at the same time and place as the Department Allied Orders. In case there should be no place of meeting arranged for the Allied Orders, then the place of meeting shall be left to the Department Encampment Site Committee. The Department shall hold its Annual Encampment in the Spring at a time and place set by the Department Encampment Site Committee, and announced by the Department Commander in a Department Order.

**Section 2:** All Camps and each member of the Department shall be notified by a Department Order of the date and place of the Department Encampment at least thirty (30) days prior to the convening of the same.

**Section 3:** The Department Commander, by and with the consent of the Department Council, is authorized to call a Special Encampment of the Department should he consider it necessary to do so, but no business shall be transacted at such meeting other than that set forth in the call therefore.

**Section 4:** The Department Commander shall have authority to appoint all Committees necessary for the success of the Department Encampment. The Department Officers, elected and appointed, shall assume their duties at once.

**Section 5:** The membership of the Department Encampment shall be constituted as follows: All Past Commanders in Chiefs, Past Department Commanders and Past Camp Commanders, in good standing, who have served a full term or having been elected to fill a vacancy and have served to the end of that term, the sitting Department Commander and the sitting Camp Commanders.

(a) One (1) delegate from each Camp, whatever its membership and one (1) additional delegate for every ten (10) Brothers or major fraction thereof, based upon the annual Camp report next preceding the Encampment; and its own elective officers (except aides).

(b) Any Brother serving as Camp Secretary, Camp Treasurer or Camp Secretary/Treasurer continuously in office for a period of ten (10) years may have conferred upon him the rank of Past Camp Commander with its voting privileges at Department Encampments.

(c) Any Brother serving as Department Secretary, Department Treasurer or Department Secretary/Treasurer continuously in office for a period of ten (10) years may have conferred upon him the rank of Past Department Commander with its voting privileges at Department and National Encampments.

(d) All delegates and alternate delegates to a Department Encampment must be elected to such office at their respective Annual Camp meetings. If a Brother is not duly elected, the respective Camp Secretary shall not issue a delegate or alternate delegate card to such Brother.

(e) 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.

(f) A Camp which fails to pay its per capita dues or other indebtedness or fails to make reports, shall not be entitled to representation in the Department Encampments.

(g) Voting on all matters requiring a vote brought before the Department Encampment including election of Department Officers, delegates and alternates to the National Encampment are vested solely with the delegates as listed above.

(h) All delegates to the Department Encampment as prescribed above will be registered and a list compiled prior to the Encampment and a report made to the Encampment after opening ceremonies are done.

## **ARTICLE XIII FINANCES**

**Section 1:** All Department Officers shall pay their individual expenses to the Department Encampment.

**Section 2:** All delegates, Past Department Commanders and others entitled to represent the Department at the meetings of the National Organization shall pay their individual expenses to the National Encampment.

**Section 3:** Requests for reimbursements of routine expenses by the Department Officers and Committees up to the amount budgeted, shall be paid by the Department Treasurer, with the approval of the Department Commander. Requests for reimbursement in excess of the amount budgeted, must be submitted to the Department Encampment and, if approved, shall be ordered paid. Proper receipts and accountability must be given to the Department Treasurer at the time reimbursement is requested.

## **ARTICLE XIV FEES**

**Section 1:** The Department shall pay to the National Organization: Twenty-Five dollars (\$25.00) for the Department Charter; Twenty-Five dollars (\$25.00) for each new Camp Charter, which amount shall accompany the application and be forfeited if the Camp is not instituted within one (1) year from the date of application; and Ten dollars (\$10.00) for the reinstatement of Camps which have been suspended; Twenty five dollars (\$25.00) for the reinstatement of Camps which have voluntarily surrendered their Charter or which had their Charter revoked provided that this fee shall be waived if a Charter exists.

**Section 2:** The annual per capita tax payable by Camps of the Department of Illinois to the Department of Illinois shall be in the amount of Ten Dollars (\$10.00) per Brother, and shall be fixed by the Department Encampment, payable at the time of filing Form 27 Camp Annual Reports. New Brothers who are elected on or after July 1 each year shall only be assessed Department per capita tax at a rate of 50%.

**Section 3:** Camps shall be exempt from Department Per Capita assessment on Real Sons, Life Members, Juniors, and Brothers serving in the Armed Forces in an active combat zone as defined by the United States Department of Defense.

**Section 4:** Five (5) members shall be required for reinstatement of a disbanded or dropped Camp. Reinstatement of the Camp shall take effect upon payment of a one dollar (\$1.00) reinstatement fee and a year's dues by each member.

**Section 5:** All remittances for supplies must be forwarded with the requisition for such supplies to the National Secretary/Treasurer. All remittances for charter fees must be forwarded with the application for charter and all remittances for per capita tax must be forwarded with the annual report to the National Secretary.

**Section 6:** The initiation fee for newly elected members shall not be less than ten dollars (\$10.00), five dollars (\$5.00) of which shall be forwarded to the Department Headquarters. Said fee shall be paid by the candidate on or before the time of initiation.

## **ARTICLE XV OPERATION OF CAMPS**

**Section 1:** Camp Commanders shall see that all reports are made out, with the per capita tax indicated thereon, and all monies due the Department forwarded to the Department Secretary by April 30th of each year. A Camp for which the per capita tax has not been received at Department Headquarters by the 10th of May will be considered in arrears.

**Section 2:** The installing officer of the Camp shall be the person who has been authorized by some constituted authority, either the Commander-in-Chief or the Department Commander.

**Section 3:** Each Camp Commander shall see that the report of the Camp's Patriotic Instructor is prepared and forwarded to the Department Patriotic Instructor as required by regulations.

**Section 4:** The Department Commander may annually inspect each Camp for the purpose of ascertaining the condition of same.

**Section 5:** The use of ritualistic ceremonies in the conducting of regular Camp meetings is encouraged of all Camps.

**Section 6:** The initiation of candidates into the Order is encouraged to be done as per the Ritual of the Order at a regular Camp meeting.

**Section 7:** Camps are encouraged to meet at least quarterly throughout the year in regular Ritual session.

**Section 8:** Each Camp may have a Welfare Committee to be appointed by the Camp Commander to serve during the year. This Committee shall consist of one (1) member for each ten (10) members of the Camp, with a minimum of three (3), and the Chairman to be designated by the Camp Commander. It may be the duty of the Welfare Committee to assist in maintaining the Camps' membership at the desired numerical strength, to actively aid in obtaining new members by preparing lists of eligible members, to suggest the means of creating and sustaining interest in Camp meeting and such other matters as may be of value to the Camp. It may also assist members of the Camp requiring aid in obtaining employment.

**Section 9:** In case of the surrender or forfeiture of the Camp Charter, all Camp 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 of the affected Camp acting as, or to his 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. Any transfer or disposal of any of its property by a Camp in arrears for its per capita dues shall be fraudulent and void, and any such transfer or

disposal by a Camp of its property in contemplation of disbandment or surrender of its Charter shall also be fraudulent and void. All property of a Camp is held by it as a charitable trust that is to be held and used for the purpose for which the Order exists, and any such transfer or disposal within six months of disbandment or surrender of its Charter without consent of the Department shall be conclusively presumed to be in contemplation of such disbandment or surrender. No Camp shall divide its property among its Brothers.

**Section 10:** New Camps may be formed subject to the requirements defined by the National Regulations.

**Section 11:** All Camps shall annually elect a Camp Commander; Senior Vice Commander; Junior Vice Commander; three (3) members of the Camp Council; Secretary; Treasurer (or Secretary/Treasurer) Delegates and Alternates. Elections shall be held between the first meeting in August and the first meeting in December, inclusive. The Camp Commander; Secretary and Treasurer (or Secretary/Treasurer) shall not serve on the Camp Council.

**Section 12:** The Officers of a Camp shall be installed at a regular meeting to be held between the first meeting in September and the first meeting the following January, inclusive. The Camp shall file a Form 22 Certificate of Election and Installation of Camp Officers (or its replacement) within thirty (30) days of the Camp installation to the Department Secretary. Failure to annually file a Form 22 Certificate of Election and Installation of Camp Officers Could result in the Camp being suspended.

**Section 13:** Whenever an elected officer of the Camp declares to the Camp that he is unable to discharge the duties of his office, and until he declares to them the contrary, such duties shall be discharged by the appointment of a temporary officer serving in an Acting capacity, appointed by two-thirds (2/3) vote of the Camp Council. The temporary appointee shall have full authority and responsibilities of that office during the period served.

**Section 13:** If the Camp Council by a two-thirds (2/3) vote determines that an elected officer is unable to discharge the duties of his office or that an elected officer is failing to discharge the duties of his office or that an elected officer is failing to discharge the duties of his office such duties shall be discharged by the appointment of a temporary officer serving in an Acting capacity, appointed by a two-thirds (2/3) vote of the Camp Council. The temporary appointee shall have full authority and responsibilities of that office during the period served.

## **ARTICLE XVI PATRIOTIC ACTIVITIES**

**Section 1:** It shall be the duty of each member of the Illinois Department to properly Observe Memorial Sunday and Memorial Day, and to do all in his power to make these Days commemorative of the deceased veterans of the Civil War.

**Section 2:** It is the patriotic duty of every member of the Illinois Department to assist in properly observing Lincoln's Birthday (February 12), Washington Birthday (February 12), Flag Day

(June 14), Independence Day (July 4) and such other patriotic occasions as may later be designated for honoring the Flag of our Country.

**Section 3:** The Illinois Department shall operate a "Civil War Registry" which will accept and maintain biographical and genealogical records of Civil War Veterans filed with it by descendants on forms prescribed by the Registry. The Registry is authorized to charge a nominal fee for acceptance of such records and for providing copies of the same when requested.

**Section 4:** A unit of the Sons of Veteran Reserve (SVR) may be authorized by the Illinois Department for operation in its jurisdiction. The uniform for this unit shall conform to the specifications set forth in the Sons of Veteran Reserve (SVR) National regulations, or be of an acceptable modification such as the uniform of an original Civil War regiment which the unit may be representing.

**Section 5:** The formation and operation of Junior Units shall be authorized by the Illinois Department. Each unit may operate as a subunit of a specific Camp and shall be governed by that Camp, its appointed supervisor and the Constitution and Regulations governing the Sons of Union Veterans of the Civil War (SUVCW). Junior Units shall be composed of male descendants of not less than eight (8) years of age nor older than the age required for membership in the Sons of Union Veterans of the Civil War (SUVCW).

**Section 6:** Any member of a Camp may nominate for a Flag Certificate Award, a person, Company or agency that proudly, conspicuously and properly flies or displays the United States Flag. The flag must be properly displayed as outlined in Public Laws 94-344, known As the Federal Flag Code, which contains rules for the handling and displaying of the United States Flag. The Flag Certificate should not be given to any commercial enterprise that obviously flies it for advertising purposes. Public Law 94-344 as amended appears on the SUVCW website.

## **ARTICLE XVII ELECTIONS**

**Section 1:** All nominations for Department Officers at the Department Encampment shall be made by roll call of the Camps in numerical order.

**Section 2:** The election of Department Officers shall not be held until the Encampment shall have disposed of all other business before it.

**Section 3:** If there are no multiple candidates for all elected officers, the Department Commander may request a motion for the Secretary to cast a unanimous ballot for those nominated. If there is more than one candidate for any elected office, voting shall be by roll call of Camps.

**Section 4:** The Department Commander shall ask the highest ranking officer (current or past), that is not currently being installed, to install the officers if no National Representative is present.

**Section 5:** Members of the Department Encampment as specified in Article XII Encampments Sections 5 (a) – (h) shall apply and shall be the only members allowed to make nominations and cast votes during election of Department Officers, Department Delegates and Alternates to National Encampments.

**Section 6:** Order of Officer elections are Department Commander; Sr. Vice Department Commander; Jr. Vice Department Commander; Department Secretary; Department Treasurer (or Department Secretary-Treasurer); three (3) Department Council members; and Delegates and Alternates to National Encampments. Elections for each office must be completed prior to balloting on next Officer when there are multiple names for a particular office.

**Section 7:** Those interested in running for an elected Department Office, MAY submit to the membership of the Department of Illinois, a brief biography of themselves sixty (60) days prior to the Annual Department Encampment via Department newsletter or email.

**Section 8:** If there are multiple candidates for any elected Department Office, each candidate may be given up to three (3) minutes to speak on their own behalf prior to balloting.

**Section 9:** The election for Department Secretary shall take place in odd numbered years. The election for Department Treasurer shall take place in even numbered years. Should the offices of Department Secretary and Department Treasurer be combined in the future, the election shall take place yearly as the rest of the Department offices. This section shall go into effect beginning with the 138th Annual Department Encampment in 2021. wherein both positions will be elected, the Department Secretary taking a term ending in 2023, and the Department Treasurer for a term ending in 2022.

## **ARTICLE XIX RITUALISTIC EQUIPMENT**

**Section 1:** Camps are encouraged to secure appropriate ritualistic equipment and to use same in the conducting of Camp meetings.

**Section 2:** Camps are encouraged to provide at least three (3) flags. The first two flags shall be the United States and State of Illinois flags. The third flag shall be the Camp flag, and shall be blue, bearing a gold badge of the Order no smaller than 8 X 10 inches, centered with the names in gold lettering of the Sons of Union Veterans of the Civil War and the name and number of the Camp. The size of all three flags and poles, respectively, shall be the same. The fringe on all three flags shall be yellow.

**Section 3:** The Department is encouraged to provide three (3) flags. The first two flags shall be the United States and State of Illinois flags. The third flag shall be the Department flag, and shall be red bearing a gold badge of the Order no smaller than 8 x 10 inches centered with the names in gold lettering of the Sons of Union Veterans of the Civil War and Department of Illinois. The size of all three flags and poles, respectively, shall be the same. The fringe on all three flags shall be yellow.

**Section 4:** All flags of the Camps and/or the Department shall be displayed, if practicable, at all regular meetings of the respective body, at parades, and when ordered by the Department Commander.

**Section 5:** All Camps and the Department shall make all efforts possible to secure and use the ritualistic equipment provided for in the C&R, Ritual and Bylaws; including, but not limited to, station banners, ballot box, altar cloth, seals, badges, etc.

## **ARTICLE XX AWARDS AND INSIGNIA**

**Section 1:** The Department Insignia shall be the quinquefoliate of the historic 22nd Army Corps in blue, with a red center, all outlined and differentiated in gold. The Department Insignia may not be modified in any way, except that a Camp may, on letterhead and decals, insert their Camp Number in silver, into the center.

**Section 2:** No entity outside of the Department may use the Department Insignia in any official capacity, including but not limited to selling and fundraising.

**Section 3:** The Department Quartermaster may have produced for sale any item wholly consisting of, or containing, the Department Insignia that he deems appropriate.

**Section 4:** All Camps of the Department may use at their discretion, the Department insignia for any purpose not otherwise prohibited.

**Section 5:** Brothers of the Department may wear the Department insignia as a lapel pin, cufflinks, tie tack, tie bar, blazer patch, printed or embroidered on a shirt or cap, or as a cap badge on a kepi or other historic headgear. A Past Department Commander of this Department may, at his own expense, wear the Department Insignia in Sterling Silver, suspended from a bar of the same, engraved with his name, as an addition to his Past Department Commander Badge.

**Section 6:** Authorization for two (2) Department membership awards is provided. The Department may confer an award upon the Camp within the Department of Illinois that initiates the most new Brothers during the twelve (12) months preceding (April to April) the Department Encampment. This award shall be designated as the Nicholas M. Kaup Membership Award. The Department may also confer an award upon the Camp within the Department of Illinois that demonstrated the largest percentage growth during the twelve (12) months preceding (April to April) at the Department Encampment. This award shall be designated as the George L. Cashman Membership Award.

**Section 7:** Authorization for a Department certificate of appreciation award is provided. The award shall be known as the Benjamin F. Stephenson Certificate of Appreciation Award. The award shall be conferred by the Commander upon any individual or entity who, in the judgment of a three-member panel appointed by the Commander, has through his/her actions, words and/or deeds significantly contributed to the furtherance of the memory of the Grand Army of the Republic within the State of Illinois. Recommendations for possible recipients of said award



shall be submitted, along with a one-page description of the contribution made, to the Committee Chair whose email address shall be included with the notice that nominations are open, no later than two (2) months prior to the Department Encampment. Recipients of the award shall be publicly announced, and a certificate presented at the Department Encampment, SUVCW Banquet. No more than three (3) recipients shall be selected for the award in any one-year.

**Section 8:** Authorization for 2 awards of excellence is provided. The first award is the N. Robert Chestnut Camp of the Year, and shall be awarded by the Department Commander at his discretion to the Camp in the Department of Illinois which in the 12 preceding months (April to April) has shown itself through recruiting, retention, and activity to be the most outstanding Camp in the Department. The Dennis G. Kelly Brother of the Year award shall be presented to the Brother of the Department of Illinois who has shown himself to be the best Brother in the Department.

**Section 9:** Authorization for a Department Doctor Mary Edwards Walker Appreciation Award is provided. The Department Commander may confer the award, which is presented to Sisters of the Allied Orders in recognition of outstanding, sustained, and conspicuous service to the Department of Illinois of the SUVCW in furtherance of its mission and goals. The medal and certificate would be presented to a recipient with a red ribbon to denote it was presented by a Department. The Department Commander may present up to award per administration upon recommendation of any Past Commander-in- Chief, Past Department Commander, or current Camp, Department, or National elected officer.

## **ARTICLE XXI INCLUSION OF OTHER REGULATIONS**

**Section 1:** Included herein by reference and made a part of these Bylaws are the following rules and regulations and any subsequent amendments or modifications thereto: Constitution and Regulations of the National Organization of the Sons of Union Veterans of the Civil War and Regulations and Standard Operating Procedures of the National Military Department of the Sons of Veterans Reserve.

## **ARTICLE XXII MINORS**

**Section 1:** The Department of Illinois and all subordinate Camps shall remain in full compliance with General Order 22, Series 2013-2014; the National Policy Regarding Minors adopted by the Council of Administration 11 July 2014, plus any subsequent policy, General Order, and/or Regulation of the Order regarding minor's participation in any and all activities of the Order occurring within the Department. Regarding this issue, Departments and Camps will, at a minimum, comply with all State and local laws dealing with Child Protection until such time as the Order can complete this task. Consideration should be given having parents or legal guardians attend meetings and events.

**Section 2:** The following are the objectives of the policy that all Brothers should use as MINIMUM requirements for having Junior and Junior Associates in our Camps and at our events:

(A) All Brothers under the age of 18 years of age should be accompanied by a parent or person designated as a Guardian (Grandfather, Brother over the age of 18 years, or Uncle) when participating in ANY SUVCW activity.

(B) At no time will a non-related Brother 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 18 at all times.

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

(D) 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. Free training is available from the Boy Scouts of America at [http:// www.myscouting.org](http://www.myscouting.org). You will need to create an account, then select the Training, E-Training, then choose the youth protection training. It takes about 30 minutes to complete. Upon completion, you will be able to print a certificate along with a wallet-size certification card which is good for a period of 2 years. While this training is not a requirement, it is highly suggested that it is completed to be used as a tool to protect our youth and Brothers.

(E) Ultimately, all Brothers also need to comply with all applicable local and State laws pertaining to child abuse.

## **ARTICLE XXIII BY-LAWS**

**Section 1:** The Department shall adopt by-laws, subject to the approval of the National Commander in Chief SUVCW.

**Section 2:** These by-laws may be repealed, modified or amended at any Department Encampment by a two thirds (2/3) vote of the Encampment.

**Section 3:** Proposed changes in the by-laws shall be submitted by the Camps to the Bylaws Committee thirty (30) days prior to the Department Encampment for publishing in the Department Order that carries the Department call.

**Section 4:** All by-laws and amendments thereto, heretofore in force in this Department are hereby repealed, including all motions or resolutions which may have been adopted by Department Encampments from time to time concerning matters covered by these by-laws.

**Section 5:** Each Camp shall adopt a set of by-laws consistent with the Department of Illinois and National Organization SUVCW Constitution and By-Laws. Camp by-laws and amended Camp by-laws are subject to the approval of the Department of Illinois Commander.

**Section 6:** A copy of each Camp's by-laws shall be sent to the Department of Illinois SUVCW Secretary to be kept on file.

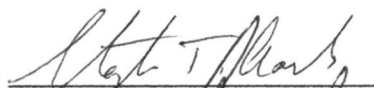
**ARTICLE XXIV  
ORDER OF BUSINESS**

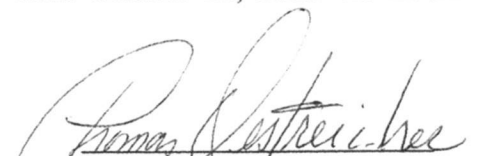
**Section 1:** The order in which business shall be transacted at Department Encampments shall be as set forth in Article X of Chapter V of the Regulations of our National Organization.

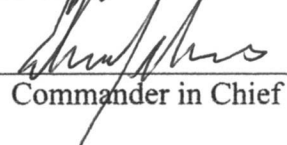
**Section 2:** "Roberts Rules of Order - Revised" shall be used to establish general procedures for all meetings of the Department.

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Revised Bylaws submitted for approval of the Commander in Chief following the 137th Mid Term Encampment of the Department of Illinois SUVCW held October 10, 2020 via Zoom format.

Attest:   
Stephen T. Aarn  
Dept. Secretary

  
Thomas Oestreich  
Dept. Commander

Approved:   
Commander in Chief

Date: 10/22/20