

# RITUAL AND CEREMONIES



SONS OF UNION VETERANS  
OF THE  
CIVIL WAR

# RITUAL AND CEREMONIES



## OF THE SONS OF UNION VETERANS OF THE CIVIL WAR

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# TABLE OF CONTENTS

Plan of the Meeting Room .....	1
General Instructions .....	3

## CEREMONIES FOR CAMPS

Opening .....	5
Order of Business .....	7
Initiation, Short Form.....	8
Initiation, Long Form.....	10
Installation of Officers .....	16
Closing .....	21
Receiving National and Department Officers.....	22

## CEREMONIES FOR DEPARTMENT ENCAMPMENTS

Opening .....	23
Order of Business.....	25
Installation of Officers .....	26
Closing .....	29
Receiving National Officers .....	30

## CEREMONIES FOR NATIONAL ENCAMPMENTS

Opening .....	31
Order of Business.....	33
Installation of Officers .....	34
Closing .....	37

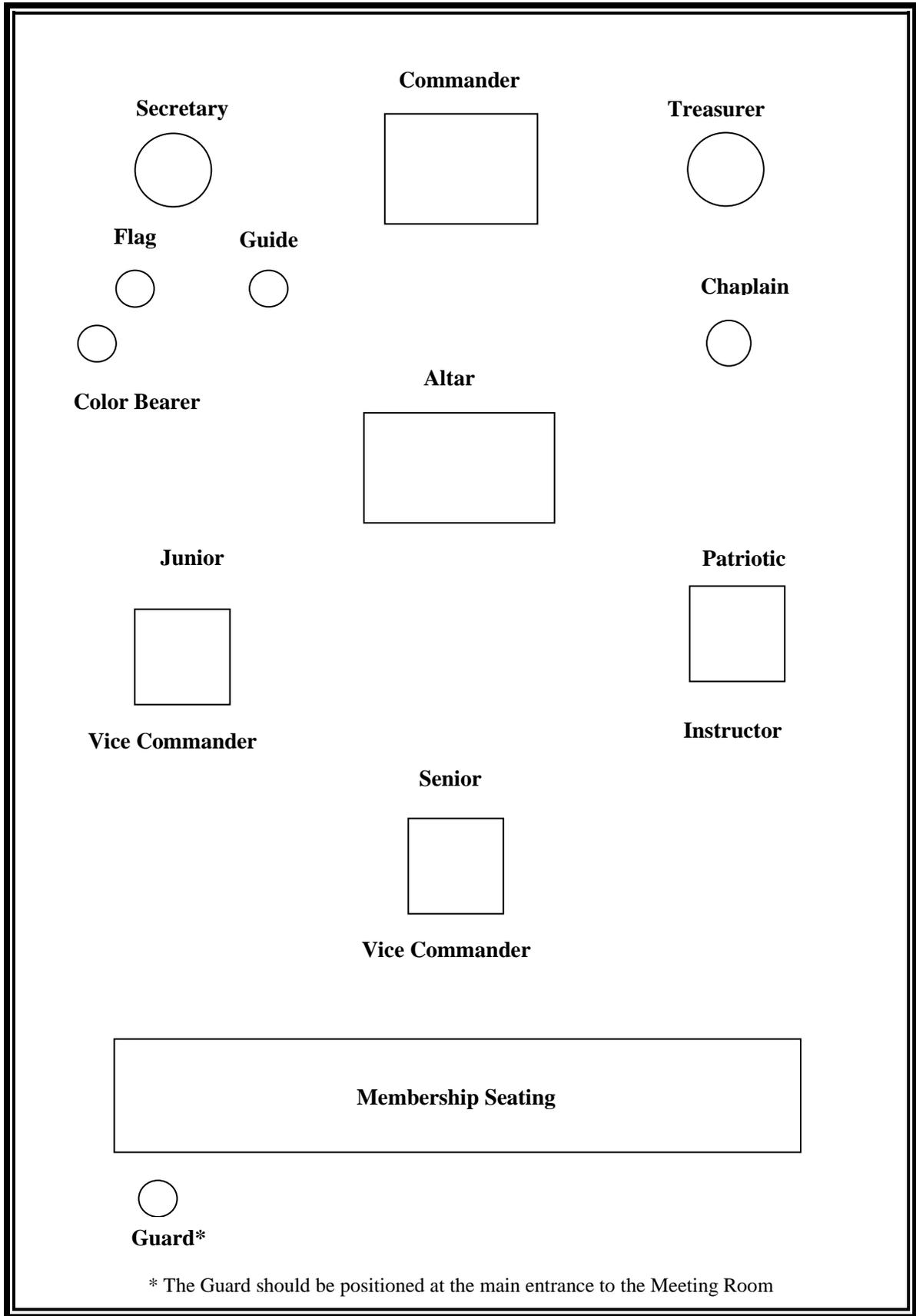
## CEREMONIES FOR NEW CAMPS AND DEPARTMENTS

New Camp Organization.....	38
New Department Installation .....	41

## MEMORIALS AND SPECIAL CEREMONIES

Burial Service.....	42
Burial of the Dead (from the 1890 Ritual).....	44
Memorial Service for Departed Members .....	49
Memorial Day Service .....	51
Memorial Day Program .....	52

PLAN OF THE MEETING ROOM



\* The Guard should be positioned at the main entrance to the Meeting Room

## THROUGHOUT THIS RITUAL

Standard Text is used to designate the spoken parts of the Ceremonies.

*Italicized Text* is used to designate all instructional language (language not to be spoken).

***Italicized Bold Text*** is used to designate the person (or persons) speaking.

Parentheses ( ) are used to further distinguish the italicized instructional text when it appears within a paragraph to be spoken.

Brackets [ ] are used to further distinguish separate italicized instructional paragraphs appearing within the Ceremonies.

# GENERAL INSTRUCTIONS

1. *These General Instructions and Ritual are authorized by and in conformity with the Regulations of our Order.*
2. *At all stated or special meetings the Officers will wear the Regulation Badge of the Order.*
3. *Officers and members on addressing the presiding Officer, will always rise, and say "Commander," awaiting recognition before proceeding.*
4. *The Altar will be placed in the center of the room. It will be covered with an Altar cloth of solid blue for Camps, red for Departments, and gold for National, and resting thereon will be a Bible. The Color Bearer will arrange the Altar and Station Banners prior to the opening of the meeting. The Color Bearer will arrange the Altar by placing the Altar Cloth with the Bible thereon, unopened.*
5. *During the initiation ceremonies, marching and evolutions, camp scenes, etc., in addition to those prescribed, may be introduced.*
6. *During the opening, initiation, or closing ceremonies, reading of the minutes, or elections, no one will be permitted to enter or leave the Camp room, except in the performance of duty, and under orders of the Commander.*
7. *The Guide should privately instruct each candidate in the salute to the Flag, the use of the gavel, how to enter, cross, or retire from the Camp room, etc., after his initiation, in addition to the instruction given at that time, so that he may become more proficient in their execution.*
8. *Balloting for Candidates: The Guide will present the ballot box to the Senior Vice Commander and to the Commander for inspection and then place it on the Altar, taking his place two paces to the left and rear of the same during balloting. Commencing to the left of the Commander, Brothers will approach in a single file, deposit their ballots and retire. When all who wish to do so have voted, the Guide will present the ballot box to the Senior Vice Commander for examination only, and then to the Commander who will declare the vote and his decision shall be final. In absence of a ballot box, the Camp Commander may use a different method to tally votes of the membership. Regardless of the balloting method used a majority of the Brothers present is required to approve or reject a candidate.*
9. *The ceremonies given in this Ritual are the only official ceremonies which can be used by the Order. The use of either the short form or long form is permissible in the initiation ceremony.*
10. *The use of the Ritual book is discouraged during the initiation of candidates. It is urged upon the Commander to organize a degree team of members who have thoroughly committed the initiation work to memory. When the candidates are to be initiated the degree team will take full charge under the supervision of the Commander, and upon the completion of the initiatory work the Officers of the Camp will resume their respective stations. The Commander may select any member to fill any particular office temporarily, for initiation work only.*
11. *The colors of stations referred to in the opening ceremonies apply to station banners, which Camps can provide. They are either suspended above the Officers' stations or from a pole attached to the pedestal or from the front of the pedestal. They should be suspended from a bar, and about 14 x 20 inches and either of sateen, satin or silk. Red, for the Patriotic Instructor, and across the face printed or painted in two-inch letters the word "Patriotism." White, for the Senior Vice Commander with the word "Charity," and blue for the Junior Vice*

*Commander with the word "Fraternity." The flag for the pedestal of the Commander should be our National Flag (the Stars & Stripes) of about the same size and upon which there should be no lettering.*

- 12. Camps are urged to illustrate the Long Form of initiation by the use of a projector. The Flag charge can be made especially beautiful by the use of appropriate slides.*
- 13. Membership cards are issued to members in good standing by the Treasurer of the Camp. These cards are issued to establish the good standing of the member, identify him and serve to admit him to any Camp room and entitle him to fellowship with members of the Order.*
- 14. Upon the death of a member, the Commander, at the next regular meeting, shall call the attention of the Camp to such death, and direct the Secretary to read the record of the Brother as a member, and cause the members to rise in silent tribute to the deceased.*
- 15. The use of ritualistic ceremonies in the conduct of Camp meetings is optional. (See Chapter 1, Article III, Section 4 of the Regulations governing the National Organization.)*
- 16. Prayers, memorial ceremonies and services contained in the Ritual and Ceremonials book may be modified as needed in deference to religious faiths of persons and/or groups.*
- 17. Use of singing and special music called for in the Ritual and Ceremonials book is optional.*
- 18. Memorial Day services honoring Union Veterans of the Civil War and deceased veterans of all wars engaged in by the United States of America should be held on May 30<sup>th</sup> (preferred) or the last Monday in May, as determined by each local Camp.*

# OPENING

## FOR THE CAMP

*[The hour of the meeting having arrived and a quorum being present, the Commander will assume his station and give one rap with the gavel.]*

**Commander** — (One rap \*) - The Officers will assume their respective stations.

*[The Commander will fill such vacancies among the Officers as he may desire by appointment pro tem. ]*

**Commander** — Senior Vice Commander, instruct the Guard to secure the door and admit no one into the Camp until it is duly opened.

**Senior Vice Commander** — Guard, secure the door.

**Commander** — Guide, ascertain if the Guard is at his station. (One rap \*)

**Guide** — (Saluting at the Altar) — Sir, on due inspection, I find the Guard at his station.

**Commander** — Guide, make the rounds of the Camp and ascertain if all are entitled to remain.

*[This may be dispensed with unless the Commander declares a meeting closed to non-members.]*

*[If there is a large attendance the Color Bearer may assist the Guide.]*

*[The Guide having made the rounds of the Camp, salutes the Commander from the rear of the Altar and when recognized says:]*

**Guide** — Sir, I find all are entitled to remain.

**Commander** — You may assume your station.

**Commander** — The Secretary will call the roll of the Officers of the Camp.

*[The roll being called, the vacancies, if any, reported to and filled by the Commanding Officer, the Secretary will say:]*

**Secretary** — Sir, the roll is called.

**Commander** — Brothers, upon what principles is our Order founded and what duties do we inculcate?

**Camp** — (In unison) — Fraternity, Charity and Loyalty.

**Commander** — Patriotic Instructor, what is the color of your station, and what does it represent? (See note no. 12, General instructions.)

**Patriotic Instructor** — Red, denoting Patriotism, Strength and Courage.

**Commander** — Senior Vice Commander, what is the color of your station, and what does it represent?

**Senior Vice Commander** — White, denoting Charity and Purity.

**Commander** — Junior Vice Commander, what is the color of your station, and what does it represent?

**Junior Vice Commander** — Blue, denoting Fraternity and Faithfulness.

**Commander** — Guide, what is the emblem of the Commander's station?

**Guide** — The Flag of our Country, the union of the Red, White and Blue, for the preservation of which we have all pledged our lives.

**Commander** — (Three raps \* \* \*) — The Chaplain will invoke the divine blessing.

*[Chaplain proceeds to the Altar and opens the Bible, and salutes.]*

**Commander** — Parade Rest.

**Chaplain** — Our Heavenly Father, the High and Mighty Ruler of the universe, who looks down upon the government of men, we earnestly ask Your favor to bless our native land and preserve in purity and integrity its free institutions for all coming time.

Bless our Order. Grant that it may long exist, and that it may continue to be an instrument of great good to all. Give us willing hands and ready hearts to carry out properly its principles and objects. Keep green in our minds the memory of those who sacrificed so much that the life of the nation might be preserved, and deal with them, as in all things, with Your special mercy.

Give us Your aid in conducting the business for which we are assembled, and so bless us that Charity and Justice, and Peace and Harmony shall remain and flow from us. Amen.

**Camp** — *(in unison)* — Amen.

**Commander** — Attention

*(Optional)* OPENING HYMN: “Battle Hymn of the Republic”

**Commander** — We will now recite in unison the American’s Creed.

**Camp** — *(In unison)* — I believe in the United States of America as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign Nation of many sovereign states; a perfect Union, one and inseparable; established upon those principles of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and fortunes.

I therefore believe it is my duty to my Country to love it; to support its Constitution; to obey its laws; to respect its Flag; and to defend it against all enemies.

**Commander** — Brothers, we will now give the Pledge of Allegiance. Color Bearer, present the Colors.

**Camp** — *(In unison)* — I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands; one Nation under God, indivisible, with liberty and justice for all.

**Commander** — By virtue of the power and authority invested in me, I now declare \_\_\_\_\_ Camp No. \_\_\_ Department of \_\_\_\_\_ Sons of Union Veterans of the Civil War, duly open for the transaction of such business as may legally and properly come before it. Senior Vice Commander, the Camp is duly open; direct the Guard to admit all Brothers and visitors qualified and entitled to enter.

**Commander** — *(One rap \*)*

*[Chaplain returns to his station.]*

**Senior Vice Commander** — Guard, admit all Brothers and visitors entitled to enter.

*[All in waiting will be admitted. This being done, the order of business will be taken up and proceeded with without delay.]*

# ORDER OF BUSINESS

## *FOR THE CAMP*

1. *Opening of Camp.*
2. *Roll call of Officers.*
3. *Reading and approval of the minutes from the last Camp meeting.*
4. *Treasurer's Report.*
5. *Report of sick Brothers or a Brother's family in distress?*
6. *Reports of visiting committee.*
7. *Reports of investigating committees.*
8. *Reading of applications from candidates for membership and reference of same to investigating committees.*
9. *Balloting for candidates for membership. (See note no. 8, General Instructions.)*
10. *Initiation of candidates for membership.*  
*[A short recess is optional. During any recess, the Chaplain will close the Bible, and reopen it when the Camp is called to order.]*
11. *Reports of committees.*
12. *Reading and disposing of orders, communications and bills.*
13. *Unfinished business.*
14. *New business.*
15. *Election and installation of officers.\**
16. *Good of the Order.*
17. *Patriotic Instructor Report.*  
*[The Patriotic Instructor will present, or open for discussion and remarks, subjects concerning participants, and events, in Civil War history, the Constitution and patriotic historical events in the life of the Nation, as well as civic, non-political matters.]*
18. *Memorial service for departed members.*  
*[Optional. To be used only at annual designated meeting for such service; suggested date, last meeting in May. See Memorial Service for Departed Members, Memorials and Special Ceremonies Section of this Ritual.]*
19. *Closing ceremony.*

*\* [The election of officers must be held in the last quarter of the year and the installation of officers elect must take place no later than January of the following year. See Regulations, Chapter I, Article IV, Section 2 and 3 for specific details.]*

# INITIATION

## SHORT FORM

**Commander** — Guide, present the candidate(s) at the Altar.

*[This having been done, the Commander gives three raps \*\*\*, the Chaplain (standing in front of the Altar) says:]*

**Chaplain** — You are now at the Altar of the Order of the Sons of Union Veterans of the Civil War for obligation and I assure you that in taking this obligation, it will not conflict with any duty you may owe your God, your country, or yourself. If you are willing to proceed, place your left hand on the Bible.

*[At this point the Color Bearer has conveyed the Colors to the right side of the candidate(s).]*

**Chaplain** — You will now grasp the standard of the Flag with your right hand, say “I,” pronounce your name, and repeat after me:

*(To be used for Associates and Members only.)* I, \_\_\_\_\_, | in the presence of the Great Creator | and witnessing members of this Camp, | hereby | voluntarily and solemnly | pledge myself | to support and defend | the Government of the United States of America, | to offer my life | if need be | to preserve the Flag | from being lowered in defeat; | to always observe the day | set aside | by the Grand Army of the Republic | as Memorial Day, | sacred to the memory | of the Union Soldiers and Sailors | of 1861 to 1865 | and do all in my power | to persuade others | to do the same; | to be faithful | in all duties of citizenship, | to be obedient | to the law of the land, | to obey the Constitution and Regulations of this Order, | and to promote actively | its objects and interests | always and everywhere. | So help me God.

*(To be used for Juniors only.)* I, \_\_\_\_\_, | in the presence of the Great Creator | and witnessing members of this Camp, | hereby | voluntarily and solemnly | pledge myself | to support and defend | the Government of the United States of America, to always observe the day | set aside | by the Grand Army of the Republic | as Memorial Day, | sacred to the memory | of the Union Soldiers and Sailors | of 1861 to 1865 | and do all in my power | to persuade others | to do the same; | to be faithful | in all duties of citizenship, | to be obedient | to the law of the land, | to obey the Constitution and Regulations of this Order, | and to promote actively | its objects and interests | always and everywhere. | So help me God.

*[The Commander at his station. Gives one rap. \*]*

**Commander** — Guide, present the candidate(s) at the Commander’s station.

*[Commander, displaying the Badge so that candidates may note the explanation of its meaning.]*

**Commander** — I now show you the Badge of our Order. The inscription, “Sons of Union Veterans of the Civil War,” reminds us of our high estate and our duty to our Country.

We are the Sons of Union Veterans. May we prove ourselves worthy of this title. The ribbon is a union of red, white, and blue, the colors of our Country’s Flag: The red signifies the unstinted streams of blood, shed that the blessings of a free government might be our heritage, and that our own blood is pledged to preserve the freedoms and responsibilities we so gladly received: The blue tells us of that true faith and allegiance which our forefathers held to their Country and to each other, and charges us to be mindful of their example: The white represents peace, which with honor, may our Country always enjoy.

The motto, "Preserved by the grace of God," reminds us that without the over-ruling hand of an all wise Providence, the sacrifices of our forefathers could have afforded nothing, and that God's favor alone can secure the preservation of our liberties.

Like the eagle, may we be quick to discover our Country's needs, strong in its defense and swift to carry out the objects of our Order.

*[If available, the Guide pins the Badge on the left chest pocket of the new member.]*

May you wear your badge long and proudly, and may it always be a guiding star to you, in the discharge of your duties in private life and as a Son of a Union Veteran of the Civil War.

*[The Commander will give the following instruction to the candidate.]*

Whenever the United States Flag is passing or being passed in a formal matter, as on parade, members of the Sons of Union Veterans of the Civil War, not in military uniform, will salute the Flag by removing their hat or cap; the head dress being held in the right hand opposite the left shoulder; right forearm against the breast. When not wearing a head cover, the right hand will be placed over the heart. This will not apply when the Flag is flying from a staff, but only when supported by a color bearer. When giving the pledge of allegiance, stand with the right hand over the heart.

*[The Flag salute will be exemplified, the candidate(s) facing the membership.]*

On all occasions when the National Anthem, the "Star Spangled Banner," is played or sung, members of the Sons of Union Veterans of the Civil War should stand at attention, with hat or cap removed.

When seeking admission into a Camp of Sons of Union Veterans of the Civil War, in case the Camp is in session, you will present your membership card to the Guard at the door when he responds to your knock of three raps at the door. On being admitted approach the Altar and salute the Commander, and on return of the salute take your seat. On rising to speak salute and say "Commander." And in crossing the floor always pass in the rear of the Altar. One rap calls the Camp to order and seats the same when standing: two raps calls the Officers and staff to their feet: three raps calls up the entire Camp.

If deep in your heart there lives the love of freedom, and patriotic devotion to the principles and institutions for which your forefather fought, then no personal danger, no selfish consideration, can quench that love and make you ungrateful or disloyal to the Flag of the United States of America. Let us then entwine each thread of its glorious fabric around our hearts, and catching the spirit that breathes upon us from the battles and the victories of America's sons, let us resolve that now and forever will we stand for that flag and the principles and institutions it symbolizes. It was waved over our cradles. Let us make the high resolve that, unchanged and unstained as it came from the hands of our fathers, it shall wave over our graves.

**Commander** — Guide, conduct the candidate(s) to the Secretary's desk to sign the Camp's Membership Book and present him (them) again to this station.

*[The Guide then faces the new members(s) toward the Camp, in front of the Commander's station.]*

**Commander** — Officers and Brothers, I take great pleasure in introducing, Brother(s) \_\_\_\_\_ bound to us by the sacred ties of Fraternity, Charity and Loyalty. Let us give him (them) a Brotherly welcome.

*[A short recess is optional.]*

# INITIATION

## *LONG FORM*

*[Not to be used for Juniors]*

**Guide** (*at Altar*) — Commander, I find \_\_\_\_\_ (*candidate's names*) in waiting, who has (or have) been duly elected.

**Commander** — Guide, prepare the candidate(s), escort him (them) to the Camp room and present him (them) at the Altar.

*[The Guide having conducted a duly elected candidate (or candidates) into the Camp room, the Commander directs the Guide to place in the candidate's right hand a small United States Flag and present him at the Altar. For more than one candidate, an escort and United States Flag is designated for each.]*

**Guide** — Commander, the candidate(s) is (are) at the Altar.

**Commander** — Guide, conduct the candidate(s) once around the Camp room and to the station of the Patriotic Instructor from whom he (they) will receive a lesson in Patriotism.

**Guide** — Patriotic Instructor, by direction of the Commander, I introduce to you this (these) candidate(s) for instruction in Patriotism.

**Patriotic Instructor** — The fall of Fort Sumter was the awaking of patriotism, Love of Country exists in the heart of every American citizen, but it sometimes lies dormant until quickened by an appeal to that sentiment, by a crisis in national affairs. A true patriot's heart beats faster at the sight of his country's colors or the sound of her martial music. A display of patriotism is one of the first objects of the Sons of Union Veterans of the Civil War. With the courage of your newly avowed convictions, you should, therefore, exhibit a patriotic demeanor in your daily life: rise to your feet and stand erect, with hat or cap removed, when our National Anthem, the "Star Spangled Banner," is either played or sung, salute the Flag by removing hat or cap when passing or being passed by the National Colors, "Old Glory," properly observe all National holidays, and especially Memorial Day on the 30<sup>th</sup> of May. Endeavor to persuade others from devoting that day to sports, games and festivities. Aid in the teaching of loyalty and patriotism in public schools, and to those who were born under other flags, but have come to our land seeking the Brotherhood of liberty in our great and free commonwealth. Any nation which perished from the world, first began to die from a lack of patriotic fire.

Guide, conduct the candidate(s) to the Junior Vice Commander's station where he (they) will be instructed in Fraternity.

**Guide** — Junior Vice Commander, I am directed by the Patriotic Instructor to present this (these) candidate(s) for instruction in Fraternity.

**Junior Vice Commander** — Fraternity creates a bond that relates mankind. The golden chain of fraternal love links together in strong embrace the membership of any organization. The Order of Sons of Union Veterans of the Civil War is bound by ties of more than common strength. Eligibility to its ranks is based on the patriotism and love of Country displayed by our forefathers in the hour of the Nation's greatest peril — a title that comes to us as a sacred and most precious heritage. We are organized, to perpetuate and inculcate the principles for which they offered their lives, and to guard the results which they secured by their services and sacrifices. Inspired by the spirit of fraternity that characterized the comradeship of the men who fought for the holy cause of justice and humanity, our

pledge and purpose is to stand together, elbow to elbow, shoulder to shoulder, as stood the line of Union Blue. In Fraternity (*Note 1*) we greet you, asking, expecting in return from you the same degree of fidelity which we so gladly give.

*(Note 1) [At the words "In Fraternity we greet you," the Junior Vice Commander grasps the hand of the candidate, and holds it (or the last candidate if more than one) until the end of the sentence.]*

Guide, present the candidate(s) to the Senior Vice Commander for instruction in Charity.

**Guide** — Senior Vice Commander, I am directed by the Junior Vice Commander to present this (these) candidate(s) for instruction in Charity.

**Senior Vice Commander** — Charity is one of the most important principles demonstrated by the Sons of Union Veterans of the Civil War. Charity comes as quietly as the dew of heaven, comforting and making glad the hearts it touches and instilling the giver with noble thoughts and unselfish aims. We, who are able, help those Brothers with failing strength, suffering misfortune or distressed by problems common to this life. Let them lean upon our shoulders, share with us our portion and draw from us inspiration to hope and happiness. How often did the Union soldiers divide their last morsel of food and drink from the same canteen? Sick in camp or wounded in battle, they knew that the kind and loving hearts of their comrades were joined to brave and willing hands, the fevered brow was cooled, the parched lips were moistened and the last moments of the dying were made blessed by the love born of their comradeship and seasoned in the conflict of battle. But our charity should go still further. It should be as broad as the blue vault of heaven itself and as vast as the mind of mankind can conceive. It should be that great charity that makes all a fraternal whole, overlooking the faults and failings of each other. That grand broad charity expressed by Lincoln when he said to the people of this nation then engaged in deadly warfare. "With malice toward none, with charity for all, with firmness in the right as God gives us to see the right, let us strive on."

Guide, conduct the candidate(s) to the Commander's station for instruction in Loyalty.

**Guide** — Commander, I am directed by the Senior Vice Commander to present this (these) candidate(s) for instruction in Loyalty.

**Commander** — Loyalty, as exemplified by the Grand Army of the Republic, the Union soldier or sailor of the War of the Rebellion, should always stir our hearts to greater love of country. These men who wore the Union Blue constituted the Grandest Army that ever marched under one flag. Their sacrifices have no parallel, and we, their flesh and blood, would be ungrateful sons of noble ancestors should we fail to revere their sacred memories. As the sun is the center of the solar system around which the earth and all the other units of the system revolve and from which they receive the light and heat and life, so the Grand Army of the Republic is the central luminary of the affiliated patriotic societies; from it our own and all the Allied Orders originated; from it they daily receive the warmth of patriotism and the radiance of loyalty. As the earth in its daily revolutions turns successfully every land and nation to the face of the sun, the light of that great orb falls on no organization having as noble an origin or as worthy a history as the Grand Army of the Republic.

Grand Army of the Republic! That name ripens and enriches with age. Its honors multiply with the years of the nation. Its larger than life influence pervades all public life. It is the standard of comparison for all heroic and loyal endeavor. States and cities have built for it memorial halls and imposing monuments. The nation guards and cares for the final resting places of its loyal dead and remembers those who perished at sea. Poets, artists, sculptors and historians have made lavish use of

the beauties of art and literature to record and preserve their fame.

The most beautiful service performed by the members of the Grand Army of the Republic was the placing of flowers upon the graves of their departed Comrades. Now that the last Veteran has joined his Comrades on the other shore, we, their sons, shall on each Memorial Day, decorate their graves with the flowers that grew in the soil they preserved to freedom and place a flag of the United States of America on the grave of each deceased veteran of a war engaged in by the United States of America. The proper observance of that day and its sacred memories, you are admonished to remember.

**Commander** — Guide, conduct the candidate(s) to the Altar where he (they) will receive the obligation from the Chaplain.

*[The Guide presents the candidate(s) at the Altar, where he relieves the candidate of the small Flag (or the candidate on the right if there is more than one), returning it to him after the obligation. The Color Bearer will convey the flag to the candidate's right side. The Chaplain proceeds to the Altar. The Commander gives three raps \*\*\*.]*

**Chaplain**— You are now at the Altar of the Order of the Sons of Union Veterans of the Civil War for obligation, and I assure you that in taking this obligation it will not conflict with any duty you may owe your God, your country, or yourself. If you are willing to proceed, place your left hand upon the Bible, say “I,” pronounce your name and repeat after me:

I, \_\_\_\_\_, in the presence of the Great Creator | and the witnessing members | of this Camp, | hereby voluntarily and solemnly | pledge myself | to support and defend | the Government of the United States of America, | to offer my life | if need be | to preserve the Flag | from being lowered in defeat; | to always observe the day | set aside | by the Grand Army of the Republic | as Memorial Day, | sacred to the memory | of the Union Soldiers and Sailors | of 1861 to 1865 | and to do all in my power | to persuade others | to do the same; | to be faithful | in all the duties of citizenship, | to be obedient | to the law of the land, | to obey the Constitution and Regulations of this Order, | and to promote actively | its objects and interests | always and everywhere, | So help me God.

*[Chaplain returns to his station.]*

*[Commander seats the Camp (one rap \*).]*

**Guide** — (*addressing the candidates*) — Brothers, on seeking admission into this, or any other Camp of Sons of Union Veterans of the Civil War while in session, approach the entrance door and give an alarm of three raps. The door will be opened by the Guard to whom you will present your membership card. You will then be admitted to the Camp room. You will approach the Altar and salute the Commander (or Senior Vice Commander if the Commander is engaged) and being recognized, be seated. In retiring from the room do likewise. On arising to speak, say “Commander” and salute and proceed when recognized. In crossing the floor always cross in the rear of the Altar except as required in ritualistic work. One rap of the gavel calls the Camp to order and seats the same when standing, two raps of the gavel calls up the Officers, and three raps calls up the entire Camp.

*[The three principal Officers should demonstrate the three raps as the Guide mentions them.]*

In seeking admission into any Camp of which you are not a member, in addition to the foregoing,

you will give your name and number of your Camp and the office you hold in the Order, if any.

Whenever the United States Flag is passing in a formal manner, as on parade, members of the Order will salute it by removing hat or cap, when not in military uniform, the head dress in the right hand, forearm against the breast. When not wearing a head cover, the right hand will be placed over the heart. This will not apply when the Flag is flying from a staff, but only when supported by a Color Bearer. On all occasions when the National Anthem, the “Star Spangled Banner,” is played or sung, members of the Sons of Union Veterans of the Civil War should stand at attention, with hat or cap removed, unless in military uniform. In that case you should render a hand salute.

**Commander** — Guide, conduct the candidate(s) to this station for the Flag Charge.

*[This may be given by any Brother whom the Commander may choose for that purpose.]*

Brother(s), with the obligation you have taken upon yourself comes your full membership in our honored Order. If deep in your heart there lives the love of freedom, and of patriotic devotion to the principles and institutions for which your forefather fought, then no personal danger, no selfish consideration, can quench that love and make you prove ungrateful or disloyal to the Flag of the United States of America.

And what of this Flag you have borne through our ceremonies? There are no words that can picture its transcendent glory. It had its birth amid the thunders of battle, while fathers, sons and brothers fought, and mothers, wives, daughters and sweethearts prayed – for freedom. The crimson of those stripes was caught from the best blood that was poured on Freedom’s altar. The prayers of the purest souls that ever faced the Great White Throne were woven into its bars of gleaming white. Its field of blue is a fragment of heaven itself, where God’s glittering stars of eternal hope for man are set.

Born of the conflict of our national freedom, that Flag has maintained in every hour of its history its one grand ideal of liberty. It witnessed the sufferings and the triumphs of a patriot army; under it rode Washington, and before it Burgoyne and Cornwallis laid down their arms. It became the representation of the richest principles of free government that the ages have yet unfolded, and under it our beloved nation achieved peace, plenty and honor.

Later on, it dipped into the darkness of treason’s mad attempt, and plunged into the volley, smoke and deadly clash, to save our blood-bought Union and to banish the crime of slavery in our fair land. Now almost obscured by the clouds of defeat, now gleaming bright in victory, it flashed along the crimson crests of Gettysburg, and treason’s mad attempt received its mortal wound. Like a pillar of flame it led our hosts through the mists, up the rocky steps to Lookout Mountain; and achieved a victory above the clouds, as if rebuking treason before the very Throne of God. It lit up the dark recesses of the Wilderness, and wherever it appeared the faces of the dying patriots reflected back its glory. Four red years it rode the crested wings of war, and emerged at Appomattox with no stripe obscured and no star erased.

This glorious banner has been the beacon of liberty and of material and spiritual progress, not to our land alone, but to the oppressed and unfortunate of every race and ethnic background. Its splendor is reflected in the lives and the love of millions from other lands, who here have found those blessings of freedom and happiness which were denied them by the countries of their birth. Over tropic seas and polar wastes it has been borne by its gallant sons — to ports of the Orient and to far off islands of the Pacific — and everywhere its inspiring folds are hailed as the symbol of freedom,

enlightenment, and civilization for all mankind. To Cuba it brought independence; the weaker republics of the continent it has protected from foreign aggression; its eagles are the terror of tyranny and its stars the hope of free peoples throughout the earth. Then, when armed and arrogant autocracy combined to extend its inhuman and barbarous rule over the people of the world, America, inspired by the immortal example of Lafayette, sent thousands of her sons under the Star Spangled Banner to battle for Liberty's cause on the war torn fields of France and Flanders. And, there, and on the high seas, righteous victory attended our heroic soldiers and sailors, until they returned with our beloved banner resplendent with new honors, adding to the imperishable glory won by our fathers under Abraham Lincoln, in the War for the Union. Its glories never end or die. Always an emblem of peace, it is by the same token the emblem of victory. It led to glorious triumph, our forces in the windswept deserts of Africa; it inspired to deeds of undying fame our heroes in the olive groves of Italy; it was temporarily lowered at Corregidor to a treacherous and dastardly foe, and then appeared in sweeping victories to grace the islands, not in conquest, but in righteousness to save the helpless and oppressed, as it did later in southern Korea and attempted to do in Vietnam and Somalia and accomplished so resoundingly in Kuwait. No flag that floats today, on earth, holds out so brave a hope for all mankind, or sheds such radiant light upon the path of human life. Let us then entwine each thread of the glorious fabric of our Country's Flag around our hearts, and catching the spirit that breathes upon us from the battles and victories of American's sons, let us resolve that now and forever, we will stand for that Flag and the principles and institutions it symbolizes. It has waved over our cradles: — let us make the high resolve that, unchanged and unstained as it came from the hands of our fathers, it shall wave over our graves.

*[Commander displays badge in hand so that candidate(s) may note the explanation of its meaning.]*

**Commander** — I now display to you the badge of our Order. The inscription, “Sons of Union Veterans of the Civil War,” reminds us of our high estate and of our duty to our Country.

We are the Sons of Union Veterans. May we prove ourselves worthy of this title. The ribbon is a union of red, white and blue, the colors of our Country's Flag: The red signifies the unstinted streams of blood, shed that the blessings of a free government might be our heritage, and that our own blood is pledged to preserve that which we so gladly have received: The blue tells us of that true faith and allegiance which our fathers held to their Country and to each other, and exhorts us to be ever mindful of their example: The white speaks of that peace which, with honor, may our Country ever enjoy.

The motto, “Preserved by the Grace of God,” reminds us that without the over-ruling hand of an all wise Providence the sacrifices of our fathers could have availed nothing, and that God's favor alone can secure the preservation of our liberties.

Like the eagle, may we be quick to discover our Country's needs, strong in its defense and swift to carry out the objectives of our Order.

May you wear your badge long and proudly, and may it ever be a guiding star to you, in the discharge of your duties in private life and as a Son of a Union Veteran.

**Commander** — Guide, conduct the candidate(s) to the Secretary's desk to sign the Camp's membership book, and present him (them) again to this station.

**Commander** — *(To candidates)* — As Commander of this Camp and on behalf of its members, I

congratulate you and welcome you to our Order.

**Camp** — *(In unison)* — Welcome, in FRATERNITY, Welcome in CHARITY, Welcome in LOYALTY.

*[The Guide faces new member(s) toward the Camp in front of Commander's station.]*

**Commander** — Officers and Brothers, I take pleasure in introducing Brother(s) \_\_\_\_\_ bound to us by the sacred ties of Fraternity, Charity and Loyalty. Let us give him (them) a Brotherly welcome.

*[A short recess is optional.]*

# INSTALLATION OF OFFICERS

## FOR THE CAMP

*[The Installing Officer shall be the person who has been authorized by some constituted authority (either Commander-in-Chief or Department Commander). He shall also have the power to select a staff composed of Sons of Union Veterans of the Civil War of sufficient number to fill the respective stations, and to transact the necessary business; but in case of installation of Officers of a Camp already in existence, the retiring Officers shall, as far as they may be present act as staff Officers until their successors are installed. Under the order of New Business, the Installing Officer shall announce himself, state his business and take his position by the side of the Commander. Note that both the incoming and outgoing Commander may select someone to pin on their badge and that this person does not have to be a member of the SUVCW or any of the Allied Orders]*

*(Optional) [The Guide shall place chairs for the Officers to the right of the Commander's station.]*

**Installing Officer** — Secretary, have all the reports been properly completed and forwarded to Department Headquarters?

**Secretary** — Sir, they have (or have not).

*[If the reply is in the negative, the installation will not proceed until the reports have been placed in his hands in due form.]*

**Installing Officer** — Treasurer, have all moneys due Department Headquarters been forwarded?

**Treasurer** — Sir, they have (or have not).

*[All indebtedness must be settled before the installation can proceed.]*

**Installing Officer** — Commander \_\_\_\_\_, in relieving you of the command of this Camp, on behalf of the Department Officers, I convey to you their thanks for the manner in which you have discharged your duties. I trust that in surrendering the command of the Camp your interests in the welfare of this Order will not cease. Having received the highest honors which your associates can confer upon you, your continuing commitment will point the way for others who serve the Order. Please be seated on my left.

**Installing Officer** — Guide, place at my right chairs for the Officers to be installed. *(This order is optional.)*

**Installing Officer** — Commander Elect, are you prepared to announce your staff appointments? If so, the Guide will hand your list to the Secretary.

**Installing Officer** — Secretary, call the roll of the Officers Elect and Staff Appointees who, as their names are called, will rise *(or "take seats on my right")*.

**Installing Officer** — *(Three raps \* \* \*)* — Attention! Brothers of \_\_\_\_\_ Camp, No. \_\_\_\_\_, Department of \_\_\_\_\_, Sons of Union Veterans of the Civil War. These are the Officers who have been chosen to serve you for the next term. If any Brother present has any valid objection to offer why any of them should not be installed, let him now speak or forever after hold

his peace.

*[No objections offered, proceed.]*

**Installing Officer** — As no work of this nature can be a success without the assistance of the Divine Provider, the Chaplain will ask His assistance and guidance.

**Chaplain** – Almighty God, our Heavenly Father, we humbly ask Your blessing on these Brothers assembled for installation. Grant them Your wisdom that they may daily perform the duties of the office into which they are to be installed, with the knowledge that Thou art ever watching over them. Keep them in good health that they will not falter on the way. Bless them with Your great mercies that they might be competent to administer the many problems that will confront them. Bless their every action in Your name through the mediation of Your Blessed Son, Jesus Christ our Lord. Amen.

**Installing Officer** — (*One rap* \*) Commander, please rise. It has pleased your associates to elect you to the position of Commander; but before your installation, it will be necessary to give your assent to the following charges, which partly define your duties. Listen attentively and respond when all are read:

Do you agree to be impartial and upright, and to obey all orders or rules and regulations originating from proper authority?

Do you promise to avoid disputes and quarrels, to submit to the will of the majority; to be courteous to all Brothers and visitors; faithful to your Camp and Brothers, and to act with honor to all with whom you come in contact?

Do you promise to attend regularly all the meetings of your Camp; to instruct and advise your associates: to perform faithfully your duties as Commander, and see that your Secretary's and Treasurer's reports are sent in promptly to Department Headquarters?

Do you promise to expose and discountenance imposters and all who may try to disturb the harmony of the Sons of Union Veterans of the Civil War?

Do you agree to spread the principles and objects of the Sons of Union Veterans of the Civil War; to pay true allegiance to the Order and to do all in your power to extend its influence in the proper observance of Memorial Day?

These are the charges and regulations of the Order. Are you willing to subscribe to and do you promise to support them?

**Commander** (*responds with*) “Yes, I do.” (or “No, I do not.”)

**Installing Officer** — Please be seated.

**Installing Officer** — Senior Vice Commander, please rise. It has pleased the members of this Camp to elect you to the position of Senior Vice Commander, to take the place of the Commander in his absence. The duties you will be called upon to perform in that case are known to you and need not be repeated.

When he is present you will assist him in upholding the dignity and authority of his position, and the harmony of your meetings. You will instruct candidates in the grand principle of Charity. Under the direction of your Commander you will direct many of the internal functions of the Camp and have

full charge during meetings of the inner door, and will see that no one is admitted, unless you are satisfied he is entitled to admission. I congratulate you on being thought worthy of this honorable position, and sincerely trust you meet and exceed the faith placed in you by your colleagues. Please be seated.

***Installing Officer*** — Junior Vice Commander, please rise. You have been elected to an equally honorable position. In case of emergency you will be called upon to assume the responsibilities of the Senior Vice Commander or Commander, and therefore their charges apply to you. You should watch carefully the manner in which your superior Officers discharge their duties, and be ready to act promptly and intelligently if called upon. You also have oversight of the membership recruitment functions of the Camp. Please be seated.

***Installing Officer*** — Members of the Camp Council, please rise. No more important position exists in the Camp than the one which you have been called upon to fill. The Camp Council is charged with the general care and supervision of the investment of the funds of your Camp, and is to look after and be responsible for all of its material interests and welfare. Your duties, as they are defined, are varied and responsible, and I trust and believe that you fully realize the great confidence placed in you, and so conduct yourselves as to win the approval of each and all of your Brothers. Please be seated.

***Installing Officer*** — Brother Secretary, please rise. You have been selected for the honorable and responsible position of Secretary and as such, it will be your duty to keep an accurate and impartial record of all proceedings of the Camp; to conduct all correspondence; promptly notify candidates of their election; to make out at the close of each meeting all the reports pertaining to your office, make a report to Department Headquarters for any change in membership status at the end of each meeting and to perform all such other duties as required by the Camp By-Laws and the Regulations of the Order. I earnestly trust that you so discharge your duties as to merit the confidence placed in you and that you fully meet all the reasonable expectations of your Brothers. Please be seated.

***Installing Officer*** — Brother Treasurer, please rise. As Treasurer of this Camp, you also occupy a position of responsibility, honor and trust. It will be your duty to keep a true and accurate account with each Brother; to notify all who are in arrears for dues; to receive and hold, until otherwise disposed of, all money accruing from dues, initiation fees and other sources; to pay all bills of the Camp when approved by your Commander. You are required to report in full to this Camp at each meeting the receipts and disbursements of the previous period and have your vouchers accompany the report for examination. You shall perform all such duties as properly belong to your office, and as your position is highly important, you may be required to give a good and sufficient bond for the faithful discharge of all your duties. Please be seated.

***Installing Officer*** — Brother Chaplain, please rise. As Chaplain be expected to conduct the devotional exercises or ceremonies of the Camp, to offer comfort and consolation to the afflicted and to discharge such other duties as may be required of you. May you bring to the position the proper and reverential feeling, which should always be assumed by those who approach the Throne of God. Please be seated.

***Installing Officer*** — Brother Patriotic Instructor, please rise. As Patriotic Instructor you have been selected to fill one of the most important offices connected with the Order of Sons of Union

Veterans of the Civil War. In addition to instructing candidates in their patriotic duties as citizens, you are expected, under the direction of your Camp Commander, to have charge of and conduct patriotic exercises and programs for the Camp more especially under the “Good of the Order.” The usefulness, prosperity, growth and attractiveness of your Camp, will depend largely upon the activity and enthusiasm which you display in the discharge of your duties. You are further required to file a report upon blanks prepared for the purpose, to the Department Patriotic Instructor. Please be seated.

**Installing Officer** — Brother Historian, please rise. As Historian you shall preserve all historical or biographical material pertaining to the Civil War, and to members of the Grand Army of the Republic, or to members of the Order. Please be seated.

**Installing Officer** — Brother Civil War Memorials Officer, please rise. As Civil War Memorials Officer it is your duty to coordinate the location, physical examination of, and recording of all memorials dedicated to the Union Civil War Soldiers and Sailors within the Camp’s respective geographic boundaries and report findings to the Department Civil War Memorials Officer. Please be seated.

**Installing Officer** — Brother Graves Registration Officer, please rise. As Camp Graves Registration Officer it is your duty to coordinate the location, physical condition of, and recording of all Civil War graves within the Camp’s respective geographical boundaries and report findings to the Department Graves Registration Officer. Please be seated.

**Installing Officer** — Brother Color Bearer, please rise. To your care as Color Bearer, will be entrusted the colors of this Camp. I trust and believe that you will perform your duty carefully and well. Please be seated.

**Installing Officer** — Brother Guide, please rise. As Guide it is your duty to see that the Camp room is in proper condition and order for the transaction of business; to examine, prepare and conduct candidates; to discharge such other duties as the Ritual imposes, and to obey all orders issued by your Commander. It is to be hoped that you prove diligent and attentive to the discharge of all your duties and that by so doing you will render the ceremonies impressive and complete. Please be seated.

**Installing Officer** — Brother Guard, please rise. As Guard you must carefully secure the entrance to the Camp room, and permit no one to enter without authority, allow no one to disturb the meeting during the initiation of candidates, reading of the minutes, or while opening or closing the meetings of the Camp. Please be seated.

**Installing Officer** — (*Three raps \* \* \**) Guide, place the Officers in position at the Altar.

*[Officers standing, left hands on Bible, right hands raised. Installing Officer will stand at the Altar.]*

**Installing Officer** — Listen, Brothers, and witness this declaration of your Officers. Parade rest! Each of you, say, “I,” pronounce your name, and repeat after me. I, \_\_\_\_\_, having been duly chosen | an Officer of this Camp | hereby renew | the obligation | given at the time of my initiation, | and in the presence of Almighty God | and this company here assembled, | do solemnly and sincerely | promise and declare | that I will, | to the very best of my ability, | in word and deed, | and without fear or favor | faithfully | honestly, | and with strict impartiality, | carry out, | as an Officer of the Camp, | the principles and objects | of the Order; | that I will closely adhere to, | execute and sustain | its Constitution and Regulations, | By-Laws and all orders | coming from competent authority. | I

furthermore promise and declare | that in no manner or form | will I, in any degree, abuse or misuse, | the authority placed in me; | and that upon my retirement | from the office | I am now about to assume, | I will, without delay, | turn over to my successor | all of the property of the Camp | in my possession, | taking his receipt there for. | To the full and complete performance | of all the foregoing | on my honor as a man, | I hereby pledge myself, | and I pray God | to keep me true and steadfast | in this my sacred obligation | as an Officer of this Camp.

**Installing Officer** — Attention.

*[Installing Officer instructs Officers to drop their hands, and returns to Commander's station.]*

**Installing Officer** — (*One rap \**) — All Officers except the Commander will be seated at your respective stations. Guide, conduct the Commander to his station.

*[Guide escorts the Commander-Elect to the platform on the right of the Installing Officer, and says:]*

**Guide** — Sir, I have the honor to present to you the Commander-Elect.

**Installing Officer** — Commander your Officers are at their respective stations, and nothing now remains to be done except placing you in full control. You will be personally responsible for the Charter of the Camp. Prize it for the privilege it confers. Keep it in view at every meeting. I now entrust to your care the Rituals, for the safe keeping of which you will be held responsible. You shall also have a copy of the Constitution and Regulations for the government of the Sons of Union Veterans of the Civil War which I advise you to study with care so as to enable you to render just decisions. Last, you will receive the gavel, the emblem of authority. One rap (*\**) calls the Camp to order and seats the same when standing. Two raps (*\*\**) (*Officers and staff rise*) call the Officers to their feet. Three raps (*\*\*\**) (*entire Camp rises*) calls up the entire Camp.

**Installing Officer** — Now by the power and authority vested in me as Installing Officer of the Department of \_\_\_\_\_, Sons of Union Veterans of the Civil War, I hereby declare the Officers of \_\_\_\_\_ Camp No. \_\_\_\_\_, Department of \_\_\_\_\_, legally installed and qualified to enter upon the discharge of their several duties for the term ending \_\_\_\_\_, 20\_\_\_\_, or until their successors are duly elected and installed.

Now, I am pleased to present you with the Badge of the Office of Camp Commander.

Commander, assume your command. Be true to your vow, faithful to your trust, unflinching in your loyalty and rule with civility, impartiality and firmness, and may your Camp prosper and may its name be always honored. (*One rap \**)

*[Gives the Commander the gavel.]*

*[At this time the Past Camp Commander's Badge may be presented to the retiring Commander.]*

# CLOSING

## *FOR THE CAMP*

**Commander** — There being no further business to come before the Camp, we will proceed to close.

**Commander** — (*three raps \*\*\**) — You will give attention while the Chaplain asks the blessing of our God on our deliberations.

*[The Chaplain will approach the Altar and salute.]*

**Commander** — Parade Rest.

**Chaplain** — Our Father in Heaven, we pray You will deal with the events of this meeting as You deem proper and fitting. Please answer the heartfelt prayers of each one of us as permitted in Your perfect will. Preserve us in health, strength and integrity while we remain here, and when our mission on earth is ended, take us to a better world. Amen.

**Camp** – Amen.

*[The Chaplain will slowly close the Bible, and return to his station.]*

**Commander** — Officers and Brothers: We are now about to leave this Camp and return to our respective homes. Let us strive to regulate our conduct so that the honor and credit of our Order may be fully sustained. In conclusion, permit me to thank you for your attendance and for the assistance you have rendered in conducting the business of the Camp.

**Commander** — Color Bearer, attend to the Altar and Station Banners;

*[The Color Bearer will remain at his station until the Camp is closed before executing the order.]*

I now declare \_\_\_\_\_ Camp No. \_\_\_\_, Department of \_\_\_\_\_, Sons of Union Veterans of the Civil War, duly closed until our next meeting. (*One rap \**)

# RECEIVING NATIONAL OR DEPARTMENT OFFICERS

## *FOR THE CAMP*

*[When any National or Department Officers shall apply for admission to any Camp meeting of the Sons of Union Veterans of the Civil War, they shall be received as follows:]*

*[In the case of female visitors from the Allied Orders, escorts shall be provided.]*

**Commander** — Guide, retire and escort the Officers to the Altar.

*[When the Guide is announced, the Commander shall give three raps \* \* \* and when Officers are in position at the Altar, the Commander will say:]*

**Commander** — Officers of the National Organization (or Department, as the case may be), on behalf of \_\_\_\_\_ Camp, No. \_\_\_\_, Sons of Union Veterans of the Civil War, I extend you a hearty welcome to our meeting.

*[Brothers will respond in unison:]*

**Camp** — Welcome!

*[Guide will be directed to escort the Officers to the Commander's station to make comments if they wish.]*

*[One rap \*]*

# OPENING

## FOR DEPARTMENT ENCAMPMENTS

*[The hour for the meeting having arrived and a quorum being present, the Commander or in his absence the ranking Officer, will assume command and call the Encampment to order. The Commanding Officer will then proceed as follows:]*

**Commander** — *(One rap \*)* The Officers and members of the \_\_\_\_\_ Annual Encampment of the Department of \_\_\_\_\_, Sons of Union Veterans of the Civil War, will now come to order. Guide, determine if all present are entitled to remain. Color Bearer, assist on the right.

**Commander** — The Secretary will call the roll of the Officers of the Encampment.

*[The roll being called, the vacancies, if any, reported to and filled by the Commanding Officer, the Department Secretary will say:]*

**Secretary** — Sir, the roll is called.

**Commander** — Brothers, upon what principles is our Order founded and what duties do we inculcate?

**All** — FRATERNITY, CHARITY and LOYALTY.

**Commander** — Brothers, we meet again as Sons of Union Veterans of the Civil War in annual session, to review the work of the past and to plan for the future. May our conduct and our deliberations be marked by mutual tolerance and fraternal courtesy, ever keeping in mind our duty to our country, to our Order, and to ourselves.

The Chaplain will invoke the Divine blessing. *(Three raps \* \* \*)*

**Chaplain** — Our Heavenly Father, the high and mighty ruler of the universe, Who looks down upon the government of men, we earnestly ask Your favor to bless our native land and preserve in purity and integrity its free institutions for all coming time. Bless our Order. Grant that it may long exist, and that it may continue to be an instrument of great good to all. Give us willing hands and ready hearts to carry out properly its principles and objects. Keep green in our minds the memory of those who sacrificed so much that the life of the nation might be preserved, and deal with them in all things with Your special mercy.

Give us Your aid in conducting the business for which we are assembled, and so bless us that Charity and Justice, and Peace and Harmony shall remain and flow from us. Amen.

**All** — *(Respond)* Amen

**Commander** — Brothers, we will now give the Pledge of Allegiance. Color Bearer, present the colors.

**Encampment** — *(In unison)* — I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands. One nation under God, indivisible, with liberty and justice for all.

*[An appropriate patriotic song may be sung here.]*

**Commander** — By virtue of the authority vested in me I hereby declare the \_\_\_\_ Annual Encampment of the Department of \_\_\_\_\_, Sons of Union Veterans of the Civil War, duly opened for the transaction of such business as may legally and properly come before it. The Guard will admit all Brothers qualified to enter. (*One rap* \*)

*[Proceed with the Order of Business.]*

# ORDER OF BUSINESS

## *FOR DEPARTMENT ENCAMPMENTS*

1. *Opening of Encampment*
2. *Roll-call of Officers*
3. *Appointment of Committee on Credentials*
4. *Recognition of guests*
5. *Report of Committee on Credentials*
6. *Roll-call of members as reported*
7. *Appointment of committees:*
  - Constitution and Regulations*
  - Resolutions Officers' Reports*
  - Fraternal Relations (Optional)*
8. *Reports of Officers*
9. *Reception and reference of communications. (All communications shall be submitted in writing and be referred to the proper committees without debate.)*
10. *Unfinished business*
11. *Reports of Committees*
12. *Report of Department Council (Not referred to Committee.)*
13. *New Business*
14. *Nomination of Officers*
15. *Election and Installation of Officers*
16. *Approval of the minutes*
17. *Closing ceremony*

*[This order of business may be transposed except that the installation of Officers shall not be held until all other work has been completed.]*

# INSTALLATION OF OFFICERS

## *FOR DEPARTMENT ENCAMPMENTS*

*[The business of the Encampment having been completed, the Encampment may designate or the Commanding Officer appoint, some member of the Encampment, a past Officer preferably, to install the Officers; the various stations being filled by retiring Officers or detail or as circumstances require. Note that both the incoming and outgoing Commander may select someone to pin on their badge and that this person does not have to be a member of the SUVCW or any of the Allied Orders]*

*The Installing Officer will bring the Encampment to order and say:*

***Installing Officer*** – Commander \_\_\_\_\_, in relieving you of the command of this Department on behalf of the Officers, I convey to you their thanks for the manner in which you have discharged your duties. I trust that in surrendering the command of this Department your interests in the welfare of this Order will not cease. Having received the highest honors which your fellow members can confer upon you, your continuing commitment will point the way for others who still serve the Order. Please be seated on my left.

***Installing Officer*** – Commander Elect, are you prepared to announce your staff appointments? If so, the Guide will hand your list to the Secretary.

***Installing Officer*** – Secretary, call the roll of the Officers Elect and Staff Appointees who, as their names are called, will rise.

*(Three raps \* \* \*)* Brothers, these are your regularly chosen Officers for the next term. If any Brother has any valid reason why any of them should not be installed, let him now speak or forever hold his peace. *(One rap \*)*

***Installing Officer*** – Brother \_\_\_\_\_, act as Guide and present these Brothers before the Altar, for installation.

***Installing Officer*** – Officers, you have been selected to positions of great honor and trust. With the Commander you will be responsible for the financial and material prosperity and interests of this Department and the members of this Encampment confidently expect that your discharge of the duties and responsibilities resting upon you will be conspicuous for zeal, ability and good works. I trust that you appreciate the great confidence placed in you and that you remember that upon the manner in which you discharge the duties of your respective offices will depend very largely the success or failure of the administration of your Department.

Are you now willing to pledge solemnly to the faithful performance of your several duties? *(Each responds, "I am.")*

***Installing Officer*** – *(Three raps \* \* \*)* You will each raise your right hand, place your left hand on the Bible, and repeat after me, using your name where I do mine:

*[When necessary, candidates may be directed to place their left hand on the shoulder of another who, in turn, has placed his left hand on the Bible.]*

I, \_\_\_\_\_, having been regularly chosen | as an Officer of the Department of \_\_\_\_\_, Sons of Union Veterans of the Civil War, | hereby renew | the sacred obligation | given at the time of my initiation, | and in the presence of Almighty God | and the members of this Encampment here assembled | do furthermore | solemnly and sincerely | promise and declare | that I will | to the best of my ability, | in word and deed, | and without fear or favor, | faithfully | honestly | and impartially | perform all the duties of the office | upon which I am about to enter. | So help me God. (*Drop hands.*)

**Installing Officer** – Encampment. Attention. (*One rap \**)

**Installing Officer** – Guide, conduct the Officers to their respective stations, acting Officers vacating.

**Guide** — Sir, your orders have been obeyed.

**Installing Officer** –Guide, conduct the Commander to this station.

**Guide** — Sir, I have the honor to present the Commander of this Department of the Sons of Union Veterans of the Civil War.

**Installing Officer** – Commander, by the votes of the members of this Encampment you have been elected to the highest honor within their gift. Your election to this honorable position is an evidence not only of their regard and appreciation of your work and ability as a Son of a Union Veteran of the Civil War, but it is an assurance that your conduct of the affairs of this Department will be characterized by faithful, earnest and conscientious devotion to the responsibilities resting upon you. Grave trusts and grave cares await you, and to their faithful performance I now most solemnly direct you.

**Installing Officer** – (*Three raps \* \* \**) As no work of this nature can be a success without the assistance of the Divine Provider, The Chaplain will ask His assistance and guidance.

**Chaplain** — Almighty God, our Heavenly Father, we humbly ask Your blessing on these Brothers assembled for installation. Grant them Your wisdom that they may daily perform the duties of the office into which they are to be installed, with the knowledge that Thou art ever watching over them. Keep them in good health that they will not falter on the way. Bless them with Your great mercies that they might be competent to administer the many problems that will confront them. Bless their every action in Your name through the mediation of Your Blessed Son, Jesus Christ our Lord. Amen.

**Installing Officer** – Commander, your Officers are now at their respective stations and I am about to place you in full control. But first I give to your care the Charter of this Department. Prize it for the privileges it bestows and guard it sacredly for the filial heritage it represents. Next, I place in your care the Ritual of our Order and a copy of the Constitution and Regulations for the government of the Sons of Union Veterans of the Civil War, both of which I advise you to study with care, to be true to its principles and faithful to its teachings. Lastly, you will receive this gavel, the emblem of your authority. One (\*) rap calls the Encampment to order and seats the same when standing; two (\*) raps calls the Officers to their feet; three (\* \* \*) raps calls up the entire Encampment.

*[The Installing Officer will exemplify the use of the gavel as he instructs.]*

**Installing Officer** – And now, by the virtue of the authority invested in me, as the Installing Officer of the Department of \_\_\_\_\_, Sons of Union Veterans of the Civil War, I hereby declare

the Officers of this Department legally elected, and installed and qualified to enter upon the discharge of their several duties for the term ending \_\_\_\_\_, 20\_\_\_\_, or until their successors are regularly elected, qualified and installed.

Now, I am pleased to present you with the Badge of the Office of Department Commander.

Commander, assume your command. Be true to your vow, faithful to your trust, unflinching in your loyalty and rule with civility, impartiality and firmness, and may your administration be successful.

*(One rap \*)*

*[Gives Commander the gavel.]*

*[At this time the Past Department Commander's Badge may be presented to the retiring Commander.]*

# CLOSING

## *FOR DEPARTMENT ENCAMPMENTS*

**Commander** — There being no further business to come before this Encampment, we will proceed to close.

**Commander** — (*Three raps \* \* \**) You will give attention while the Chaplain asks the blessing of God on our deliberations.

*[The Chaplain will approach the Altar and salute.]*

**Commander** — Parade Rest.

**Chaplain** — Our Father in Heaven, we pray You will deal with the events of this meeting as You deem proper and fitting. Please answer the heartfelt prayers of each one of us as permitted in Your perfect will. Preserve us in health, strength and integrity while we remain here, and when our mission on earth is ended, take us to a better world. Amen.

**Encampment** – Amen.

*[The Chaplain will slowly close the Bible and return to his station.]*

**Commander** — Brothers, we are about to leave this Encampment to retire to our respective homes. Let us regulate our conduct so as to bring honor and credit upon the great patriotic organization we represent. May we be faithful to our vows, mindful of our duties and exhibit toward each other an unbroken Fraternity, a tender Charity and an unswerving Loyalty.

**Commander** — Color Bearer, attend to the Altar and Station Banners;

*[The Color Bearer will remain at his station until the Encampment is closed before executing the order.]*

**Commander** — I now declare the \_\_\_\_\_ Annual Encampment of the Department of \_\_\_\_\_, Sons of Union Veterans of the Civil War duly closed. (*One rap \**)

# RECEIVING NATIONAL OFFICERS

## *FOR DEPARTMENT ENCAMPMENTS*

*[When any National Officers shall apply for admission to any Department Encampment of the Sons of Union Veterans of the Civil War, they shall be received as follows:]*

*[In the case of female visitors from the Allied Orders, escorts shall be provided.]*

**Commander** — Guide, retire and escort the Officers to the Altar.

*[When the Guide is announced, the Commander shall give three raps \* \* \* and when Officers are in position at the Altar, the Commander will say:]*

**Commander** — Officers of the National Organization, on behalf of the Department of \_\_\_\_\_, Sons of Union Veterans of the Civil War, I extend you a hearty welcome to our meeting.

*[Brothers will respond in unison:]*

**Encampment** — Welcome!

*[The Guide will be directed to escort the Officers to platform to make comments if they wish.]*

*[One rap \*]*

# OPENING

## FOR NATIONAL ENCAMPMENTS

*[The hour for the meeting having arrived and a quorum being present, the Commander-in-Chief or in his absence the ranking Officer, will assume command and call the Encampment to order. The Commanding Officer will then proceed as follows:]*

**Commander-in-Chief** — *(One rap\*)* The Officers and members of the \_\_\_\_\_ Annual Encampment of the National Organization, Sons of Union Veterans of the Civil War, will now come to order. Guide, determine if all present are entitled to remain. Color Bearer, assist on the right.

**Commander-in-Chief** — The Secretary will call the roll of the Officers of the Encampment.

*[The roll being called, the vacancies, if any, reported to and filled by the Commanding Officer, the Secretary will say:]*

**Secretary** — Sir, the roll is called.

**Commander-in-Chief** — Brothers, upon what principles is our Order founded and what duties do we inculcate?

**All** — FRATERNITY, CHARITY and LOYALTY.

**Commander-in-Chief** — Brothers — We meet again as Sons of Union Veterans of the Civil War in annual session, to review the work of the past and to plan for the future. May our conduct and our deliberations be marked by mutual tolerance and fraternal courtesy, ever keeping in mind our duty to our country, to our Order, and to ourselves.

The Chaplain will invoke the Divine blessing. *(Three raps \* \* \*)*

**Chaplain** — Our Heavenly Father, the high and mighty ruler of the universe, Who looks down upon the government of men, we earnestly ask Your favor to bless our native land and preserve in purity and integrity its free institutions for all coming time. Bless our Order. Grant that it may long exist, and that it may continue to be an instrument of great good to all. Give us willing hands and ready hearts to carry out properly its principles and objects. Keep green in our minds the memory of those who sacrificed so much that the life of the nation might be preserved, and deal with them in all things with Your special mercy.

Give us Your aid in conducting the business for which we are assembled, and so bless us that Charity and Justice, and Peace and Harmony shall remain and flow from us. Amen.

**All** — *(Respond)* Amen

**Commander-in-Chief** — Brothers, we will now give the Pledge of Allegiance. Color Bearer, present the colors.

**Encampment** — *(In unison)* — I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands. One nation under God, indivisible, with liberty and justice for all.

*[An appropriate patriotic song may be sung here.]*

***Commander-in-Chief*** — By virtue of the authority vested in me I hereby declare the \_\_\_\_\_ Annual Encampment of the National Organization, Sons of Union Veterans of the Civil War, duly opened for the transaction of such business as may legally and properly come before it. The Guard will admit all Brothers qualified to enter. (*One rap* \*)

*[Proceed with the Order of Business.]*

# ORDER OF BUSINESS

## *FOR NATIONAL ENCAMPMENTS*

1. *Opening of Encampment*
2. *Roll-call of Officers*
3. *Appointment of Committee on Credentials*
4. *Recognition of guests*
5. *Report of Committee on Credentials*
6. *Roll-call of members as reported*
7. *Appointment of committees:*
8. *Constitution and Regulations*
9. *Ritual and Ceremonies*
10. *Resolutions Officers' Reports*
11. *Fraternal Relations (Optional)*
12. *Reports of Officers*
13. *Reception and reference of communications. (All communications shall be submitted in writing and be referred to the proper committees without debate.)*
14. *Unfinished business*
15. *Reports of Committees*
16. *Report of National Council of Administration (not referred to Committee.)*
17. *New Business*
18. *Nomination of Officers*
19. *Election and Installation of Officers*
20. *Approval of the minutes*
21. *Closing ceremony*

*[This order of business may be transposed except that the installation of Officers shall not be held until all other work has been completed.]*

# INSTALLATION OF OFFICERS

## FOR NATIONAL ENCAMPMENTS

*[The business of the Encampment having been completed, the Encampment may designate or the Commanding Officer appoint, some member of the Encampment, a past Officer preferably, to install the Officers; the various stations being filled by retiring Officers or detail or as circumstances require. Note that both the incoming and outgoing Commander may select someone to pin on their badge and that this person does not have to be a member of the SUVCW or any of the Allied Orders]*

*The Installing Officer will bring the Encampment to order and say:*

**Installing Officer** — Commander-in-Chief \_\_\_\_\_, in relieving you of the command of the National Organization on behalf of the Officers, I convey to you their thanks for the manner in which you have discharged your duties. I trust that in surrendering the command of the National Organization your interests in the welfare of this Order will not cease. Having received the highest honors which your fellow members can confer upon you, your continuing commitment will point the way for others who still serve the Order. Please be seated on my left.

**Installing Officer** — Commander-in-Chief Elect, are you prepared to announce your staff appointments? If so, the Guide will hand your list to the Secretary.

**Installing Officer** — Secretary, call the roll of the Officers Elect and Staff Appointees who, as their names are called, will rise.

*(Three raps \* \* \*)* Brothers, these are your regularly chosen Officers for the next term. If any Brother has any valid reason why any of them should not be installed, let him now speak or forever hold his peace. *(One rap \*)*

**Installing Officer** — Brother \_\_\_\_\_, act as Guide and present these Brothers before the Altar, for installation.

**Installing Officer** — Officers, you have been selected to positions of great honor and trust. With the Commander-in-Chief you will be responsible for the financial and material prosperity and interests of the National Organization and the members of this Encampment confidently expect that your discharge of the duties and responsibilities resting upon you will be conspicuous for zeal, ability and good works. I trust that you appreciate the great confidence placed in you and that you remember that upon the manner in which you discharge the duties of your respective offices will depend very largely the success or failure of the administration of the National Order.

Are you now willing to pledge solemnly to the faithful performance of your several duties? *(Each responds, "I am.")*

**Installing Officer** — *(Three raps \* \* \*)* You will each raise your right hand, place your left hand on the Bible, and repeat after me, using your name where I do mine:

*[When necessary, candidates may be directed to place their left hand on the shoulder of another who, in turn, has placed his left hand on the Bible.]*

I, \_\_\_\_\_, having been regularly chosen | as an Officer of the National Organization, Sons of Union Veterans of the Civil War, | hereby renew | the sacred obligation | given at the time of my initiation, | and in the presence of Almighty God | and the members of this Encampment here assembled | do furthermore | solemnly and sincerely | promise and declare | that I will | to the best of my ability, | in word and deed, | and without fear or favor, | faithfully | honestly | and impartially | perform all the duties of the office | upon which I am about to enter. | So help me God. (*Drop hands.*)

**Installing Officer** — Encampment. Attention. (*One rap \**)

**Installing Officer** — Guide, conduct the Officers to their respective stations, acting Officers vacating.

**Guide** — Sir, your orders have been obeyed.

**Installing Officer** — Guide, conduct the Commander-in-Chief to this station.

**Guide** — Sir, I have the honor to present the Commander-in-Chief of the National Organization of the Sons of Union Veterans of the Civil War.

**Installing Officer** — Commander-in-Chief, by the votes of the members of this Encampment you have been elected to the highest honor within their gift. Your election to this honorable position is an evidence not only of their regard and appreciation of your work and ability as a Son of a Union Veteran of the Civil War, but it is an assurance that your conduct of the affairs of the Order will be characterized by faithful, earnest and conscientious devotion to the responsibilities resting upon you. Grave trusts and grave cares await you, and to their faithful performance I now most solemnly direct you.

**Installing Officer** — (*Three raps \* \* \**) As no work of this nature can be a success without the assistance of the Divine Provider, the Chaplain will ask His assistance and guidance.

**Chaplain** — Almighty God, our Heavenly Father, we humbly ask Your blessing on these Brothers assembled for installation. Grant them Your wisdom that they may daily perform the duties of the office into which they are to be installed, with the knowledge that Thou art ever watching over them. Keep them in good health that they will not falter on the way. Bless them with Your great mercies that they might be competent to administer the many problems that will confront them. Bless their every action in Your name through the mediation of Your Blessed Son, Jesus Christ our Lord. Amen.

**Installing Officer** — Commander-in-Chief, your Officers are now at their respective stations and I am about to place you in full control. But first I give to your care the Charter of the National Organization. Prize it for the privileges it bestows and guard it sacredly for the filial heritage it represents. Next, I place in your care the Ritual of our Order and a copy of the Constitution and Regulations for the government of the Sons of Union Veterans of the Civil War, both of which I advise you to study with care, to be true to its principles and faithful to its teachings. Lastly, you will receive this gavel, the emblem of your authority. One (\*) rap calls the Encampment to order and seats the same when standing; two (\* \*) raps calls the Officers to their feet; three (\* \* \*) raps calls up the entire Encampment.

[*The Installing Officer will exemplify the use of the gavel as he instructs.*]

***Installing Officer*** — And now, by the virtue of the authority invested in me, as the Installing Officer of the National Organization, Sons of Union Veterans of the Civil War, I hereby declare the Officers of this National Organization legally elected, and installed and qualified to enter upon the discharge of their several duties for the term ending \_\_\_\_\_, 20\_\_\_\_, or until their successors are regularly elected, qualified and installed.

Now, I am pleased to present you with the Badge of the Office of Commander-in-Chief.

Commander-in-Chief, assume your command. Be true to your vow, faithful to your trust, unflinching in your loyalty and rule with civility, impartiality and firmness, and may your administration be successful. (*One rap* \*)

*[Gives Commander-in-Chief the gavel.]*

*[At this time the Past Commander-in-Chief's Badge may be presented to the retiring Commander-in-Chief.]*

# CLOSING

## *FOR NATIONAL ENCAMPMENTS*

**Commander-in-Chief** — There being no further business to come before this National Encampment, we will proceed to close.

**Commander-in-Chief** — (*Three raps \* \* \**) You will give attention while the National Chaplain asks the blessing of God on our deliberations.

*[The Chaplain will approach the Altar and salute.]*

**Commander-in-Chief** — Parade Rest.

**National Chaplain** — Our Father in Heaven, we pray You will deal with the events of this meeting as You deem proper and fitting. Please answer the heartfelt prayers of each one of us as permitted in Your perfect will. Preserve us in health, strength and integrity while we remain here, and when our mission on earth is ended, take us to a better world. Amen.

**Encampment** – Amen.

*[The National Chaplain will slowly close the Bible and return to his station.]*

**Commander-in-Chief** — Brothers, we are about to leave this Encampment to retire to our respective homes. Let us regulate our conduct so as to bring honor and credit upon the great patriotic organization we represent. May we be faithful to our vows, mindful of our duties and exhibit toward each other an unbroken Fraternity, a tender Charity and an unswerving Loyalty.

**Commander-in-Chief** — Color Bearer, attend to the Altar and Station Banners;

*[The Color Bearer will remain at his station until the Encampment is closed before executing the order.]*

**Commander-in-Chief** — I now declare the \_\_\_\_\_ Annual Encampment of the National Organization, Sons of Union Veterans of the Civil War duly closed. (*One rap \**)

# NEW CAMP ORGANIZATION

*When it is impractical for a member of the Order to act as Organizer, a committee of prospective members or members of the Allied Orders of the Grand Army of the Republic may be empowered to perform the ceremony.*

*When the Organizer (or Chairman of the committee) presents himself at the time and place for organization, he shall call all present to order and state in a general way the objects of the meeting.*

*The Charter application shall be handed to the acting Secretary and the bill for the Charter supplies to the acting Treasurer.*

*He will then inquire if there are any present who wish to add their names to the Charter application. He will also verify that the records of all applicants are complete (for no one shall be initiated except his record be complete) and that they have paid the required initiation fee.*

*He will then request all present who are not members of the Sons of Union Veterans of the Civil War or whose name is not on the list of members of the proposed new Camp to retire from the room.*

*He will then request all present except acting Officers to be seated upon the right side of the room. He will ask the acting Secretary to read the list of all the eligible applicants who have paid the required initiation fee, and as their names are called, they will be seated on the left side of the room. If there are any members of the Sons of Union Veterans of the Civil War present, he will ask them to rise.*

*If the Charter fee has not already been paid, the acting Treasurer will pay it at this time to the Organizer, receiving the Organizer's receipt.*

**Organizer** — Acting Guard, the door will be secured allowing no one to leave or enter.

**Organizer** — Acting Guide, conduct the applicants to the Altar where they will receive the obligation.

**Organizer** — You are now at the Altar of the Order of the Sons of Union Veterans of the Civil War for obligation and I assure you that in taking this obligation, it will not conflict with any duty you may owe your God, your country, or yourself. If you are willing to proceed, place your left hand on the Bible.

*[At this point the Color Bearer has conveyed the Colors to the right side of the candidates.]*

**Organizer** — You will now grasp the standard of the Flag with your right hand, say “I,” pronounce your name, and repeat after me:

I, \_\_\_\_\_, in the presence of the Great Creator | and witnessing members of this Camp, | hereby | voluntarily and solemnly | pledge myself | to support and defend | the Government of the United States of America, | to offer my life | if need be | to preserve the Flag | from being lowered in defeat; | to always observe the day | set aside | by the Grand Army of the Republic | as Memorial Day, | sacred to the memory | of the Union Soldiers and Sailors | of 1861 to 1865 | and do all in my power | to persuade others | to do the same; | to be faithful | in all duties of citizenship | to be

obedient | to the law of the land, | to obey the Constitution and Regulations of this Order, | and to actively promote | its objects and interests | always and everywhere. | So help me God.

*[The Organizer at his station, gives one rap \*.]*

**Organizer** — Guide, present the candidate(s) at the Commander's station.

*[Organizer, displaying the Badge so that candidates may note the explanation of its meaning.]*

**Organizer** — I now show you the Badge of our Order. The inscription, "Sons of Union Veterans of the Civil War," reminds us of our high estate and our duty to our Country.

We are the Sons of Union Veterans. May we prove ourselves worthy of this title. The ribbon is a union of red, white, and blue, the colors of our Country's Flag: The red signifies the unstinted streams of blood, shed that the blessings of a free government might be our heritage, and that our own blood is pledged to preserve the freedoms and responsibilities we so gladly received: The blue tells us of that true faith and allegiance which our forefathers held to their Country and to each other, and charges us to be mindful of their example: The white represents peace, which with honor, may our Country always enjoy.

The motto, "Preserved by the grace of God," reminds us that without the over-ruling hand of an all wise Providence, the sacrifices of our forefathers could have afforded nothing, and that God's favor alone can secure the preservation of our liberties.

Like the eagle, may we be quick to discover our Country's needs, strong in its defense, and swift to carry out the objects of our Order.

*[If available, the Guide pins the Badge on the left chest pocket of new member(s).]*

May you wear your badge long and proudly, and may it always be a guiding star to you, in the discharge of your duties in private life and as a Son of a Union Veteran of the Civil War.

*[The Commander will give the following instruction to the candidate(s).]*

Whenever the United States Flag is passing or being passed in a formal manner, as on parade, members of the Sons of Union Veterans of the Civil War, when not in military uniform, will salute the Flag by removing their hat or cap; the head dress being held in the right hand opposite the left shoulder; right forearm against the breast. When not wearing a head cover, the right hand will be placed over the heart. This will not apply when the Flag is flying from a staff, but only when supported by a color bearer. When giving the Pledge of Allegiance stand with right hand over heart.

*[The Flag salute will be exemplified, the candidate(s) facing the membership.]*

On all occasions when the National Anthem, the "Star Spangled Banner," is played or sung, members of the Sons of Union Veterans of the Civil War should stand at attention, with hat or cap removed.

When seeking admission into a Camp of Sons of Union Veterans of the Civil War, in case the Camp is in session, you will present your dues card or receipt for dues to the Guard at the door when he responds to your knock of three raps at the door. On being admitted, approach the Altar and salute the Commander, and on return of the salute take your seat. On rising to speak salute and say "Commander," and in crossing the floor always pass in the rear of the Altar. One rap calls the Camp to order and seats the same when standing; two raps calls the Officers and staff to their feet; three

raps calls up the entire Camp.

If deep in your heart there lives the love of freedom, and of patriotic devotion to the principles and institutions for which your forefather fought, then no personal danger, no selfish consideration, can quench that love and make you ungrateful or disloyal to the Flag of the United States of America. Let us then entwine each thread of its glorious fabric around our hearts, and catching the spirit that breathes upon us from the battles and the victories of America's sons, let us resolve that now and forever we will stand for that Flag and the principles and institutions it symbolizes. It has waved over our cradles. Let us make the high resolve that, unchanged and unstained as it came from the hands of our fathers, it shall wave over our graves.

**Organizer** — Guide, conduct the candidates to the Secretary's desk to sign the Camp's Membership Book and present him (them) again to this station.

*[The Guide then faces new members towards the Camp, in front of the Commander's station.]*

**Organizer** — Officers and Brothers, I take great pleasure in introducing Brother(s) \_\_\_\_\_ bound to us by the sacred ties of Fraternity, Charity and Loyalty. Let us give them a Brotherly welcome.

*[A short recess is optional.]*

**Organizer** — The number assigned this Camp by the Department Commander (*Commander-in-Chief for Camps-at-large*) is No. \_\_\_\_\_. I will now entertain a motion for its name, subject to approval of the Department Commander (*Commander-in-Chief*).

*[A motion must be made and seconded by those present. Following any discussion the motion will be voted on. A simple majority shall be required to approve the name.]*

**Organizer** — Nominations and election of Officers are now in order. The Officers to be elected are Commander, Sr. Vice Commander, Jr. Vice Commander, Secretary, Treasurer (or Secretary / Treasurer) and three members of the Camp Council.

*[Following the election of Officers, the Organizer shall install the new Officers in accordance with this Ritual and Ceremonies book.]*

*[If time permits, the Organizer will demonstrate the long form of the initiation.]*

**Organizer** — (*Reads the General Instructions found in this Ritual and Ceremonies book.*)

*[Address by Organizer and others.]*

*[Camp closed in due form and in accordance with this Ritual and Ceremonies book.]*

# NEW DEPARTMENT INSTALLATION

*When the Commander-in-Chief or his designee presents himself at the time and place for a Department installation, he shall call all present to order and state, in a general way, the objects of the meeting.*

*Opening of Department Encampment in accordance with this Ritual and Ceremonies book.*

*The Commander-in-Chief or his designee will ascertain if there are any candidates for obligation. If candidates are found in waiting he shall proceed to initiate them.*

*The Committee on Credentials shall be appointed. Report of the Credentials Committee.*

*The Department Charter application shall be handed to the acting Department Secretary and the bill for the Charter supplies will be handed to the acting Treasurer to avoid delay.*

*He will then inquire if there are Camp representatives present who wish to add their Camp names to the Charter application. He will also verify that the records of all petitioning Camps are full and complete and that they are in good standing.*

*He will then request all present who are not members of the Sons of Union Veterans of the Civil War to retire from the room.*

*He will ask all to rise and will direct the acting Secretary to read the list of all the eligible Camps and their delegates. As their names are called they will be seated. If there are any other members of the Sons of Union Veterans of the Civil War present, he will ask them to be seated.*

*If the Charter fee has not already been paid, the acting Treasurer will pay it at this time, receiving the Organizer's receipt.*

*He will instruct the acting Guard to seal the door and allow no one to enter or leave.*

*The Commander-in-Chief, or his designee, shall oversee the nomination of Officers followed by the Election and Installation.*

*The Department Commander shall oversee the following functions; the Department Secretary will duly record the same.*

*Appointment of Committees*

*By-Laws*

*Resolutions*

*Fraternal Relations.*

*Receipt and Reference of Communications.*

*New Business.*

*Closing Ceremony.*

# BURIAL SERVICE

## *FOR A SON OF A UNION VETERAN OF THE CIVIL WAR*

**Commander** — We are assembled here to pay our last tribute of respect to a Son of a Union Veteran of the Civil War. Let us, therefore, unite in prayer. The Chaplain will invoke the Divine blessing.

**Chaplain** — God of all nations and Father of us all, listen to our prayers, give Your beloved peace in our sorrow. You are our refuge and strength. Though the earth be removed and though the mountains be carried away. Your love abides. You are with us. Behold, You have made our days as a handbreadth and our age is as nothing before You. The life of man is swifter than the weaver's shuttle. Like the clouds, he is consumed and vanishes away. His days are few. He goes down to the grave and does not return. Neither will he return again to us and the places that knew him shall know him no more. We thank You that You have promised that he shall live again. Accept our earnest petitions so that when taps shall sound and our earthly lights go out, we may enter the Heavenly Camp where our Fathers have gone before, carrying with us an imperishable faith in Fraternity, Charity and Loyalty and to Thy great name shall be the praise forever and forever. Amen.

**\*Patriotic Instructor** — A noble son of a noble ancestor has fallen. His trials and toils are over and he has entered into eternal rest. As his forefather offered his life, his fortune, his sacred honor for the preservation of this Country in the hour of her greatest need, so our Brother pledged himself to the protection of the Flag of his Country and the guarantee of equal rights to all under that Flag. May our hearts here be inspired anew with the spirit of patriotism.

**\*Junior Vice Commander** — We have here assembled in the capacity of Sons of Union Veterans of the Civil War to pay the last tribute of respect to the memory of our departed Brother. While we mourn his loss and shall miss him from our Camp meetings, we rejoice that where he is now there is no more parting, no sorrow, no tears. Fraternity bound us by such strong ties here, we shall be true to his memory, and be reunited in the world that is to come.

**\*Senior Vice Commander** — We have here before us all that is mortal of a Brother who was pledged to exercise the greatest of Christian virtues, that of Charity. If our Brother had any weakness of human nature, such as are common to all, let us bury them with him and may his virtues be to us as a guiding star through the remainder of our lives.

**Chaplain** — Brothers, some scriptures. "Yea, though I walk through the valley of the shadow of death, I will fear no evil; for Thou art with me. Thy rod and Thy staff they comfort me."

"God is our refuge and strength, a very present help in trouble."

"And call upon me in the day of trouble: I will deliver Thee, and Thou shalt glorify me."

"Blessed are they that mourn; for they shall be comforted."

"Then shall the King say unto them on his right hand. Come, ye blessed of my Father, inherit the kingdom prepared for you from the foundation of the world."

"Brother, we lay thee down to rest. We honor your memory and commit your soul in tenderness and

mercy to our Infinite God.”

“May the blessing of God Almighty Father, Son and Holy Ghost and the grace of our Lord and Savior, Jesus Christ, rest upon and abide with us forever, Amen.”

*\*[When so desired the portions marked with an asterisk may be omitted.]*

# BURIAL OF THE DEAD

## *FROM THE 1890 RITUAL OF THE SUVCW*

1. It is the duty of every Brother to attend the funeral of a deceased Brother unless objections are raised by the relatives or friends of the deceased. The Camp shall attend in a body upon an order issued by the Commander.
2. The Camp shall assemble at the Camp-room pursuant to orders, and from there proceed to the residence of the deceased, or to the place from where services are to be held; and the Commander shall detail six Brothers of the Camp to act as pall bearers, if so requested.
3. The Camp shall, in all cases, attend funerals under arms (*if so provided*). If there are not enough arms for all, those not armed will take positions directed by the Commander.
4. The Sergeant of the Guard shall, under the Commander, take charge of the pallbearers and Guard of Honor, if any.
5. Deceased Brothers shall be buried with military honors (*see U.S. Army regulations governing funeral honors*) with the exceptions that every Brother must turn out, and firing salutes over grave may be executed or omitted, as desired.
6. At funerals, arms are reversed, swords are reversed while hilts and colors are draped with crepe. Where no objections are raised, the Chaplain should see that the coffin is draped with the U.S. flag.
7. When the command arrives at the residence or place where services are to be held, a line will be formed facing the entrance, center of the line opposite to it, arms at carry, bayonets unfixed, the music on that flank of the escort toward which it is to march. On marching to the cemetery, the escort will march right in front, and on returning from, right in front.
8. Upon the appearance of remains, the Officer commands 1. Present! 2. Arms! The band will play an appropriate air, during which coffin will be placed in hearse, which will then be taken to the flank of the escort opposite the music. The Officer will then command: 1. Carry! 2. Arms! 3. Fours left (or right) 4. March! 5. Company (or battalion) 6. Halt.
9. The escort may be wheeled into column of companies, platoons, fours or twos, if the procession is formed in the following order: 1, Music; 2, Societies; 3, Military escort; 4, Chaplain or Clergy; 5, Hearse and pall bearers; 6, Mourners; 7, Distinguished persons according to rank; 8, Delegations; 9, Citizens; The procession being formed, the Commander of the escort commands; 1. Reverse! 2. Arms! 3. Column forward! 4. March. The command marches in slow time to solemn music. When the distance to the place of interment is considerable, the escort, after passing the most public part of the line of march, may take the route step until it approaches the burial ground, where it is called to attention and arms reversed. The music does not play while at route step.
10. Arriving at the grave, the Camp shall halt, open order and allow the remains to pass in front, when they shall be placed upon the bier.

11. If a firing squad is provided, it will take the right of the line going and the right returning. As soon as the command is halted at the grave, the firing squad, under command of the Sergeant of the Guard, will pass up and station itself to the rear of the Junior Vice Commander, immediately in front of the line of men.

12. The Camp shall then be formed about the grave or tomb in most fitting manner, appropriate to the occasion and the nature of the ground. If there be room sufficient on each side of the grave, the command marches by right and left (open order) until the center of the column arrives opposite the center of the grave, where it is faced inward. The command is give: 1. Present! 2. Arms! 3. Carry! 4. Arms! 5. Order! 6. Arms. The pall-bearers, after the coffin is lowered into the grave, will form in line three paces from the side of the grave, facing it in the rear of the Chaplain. The Officers will now take their places about the grave as follows: Commander, at the head; Sr. Vice commander at the foot; Jr. Vice Commander on the right side; Chaplain on the left side; Color Guard with Colors at the head of the grave to the left of the Commander; the drummers in line at foot of grave in rear of the Sr. Vice Commander. Officers and past Officers of the rank of Camp Commander or above will dress in line to the rear of the Commander. During this time the band has been playing an appropriate air, which having ceased, the following or other appropriate hymn is sung:

*[The Guard will see that the Brothers are provided with copies of the hymns. During the singing of the hymn, the flag is removed from the coffin and the latter is lowered into the grave.]*

### *One Sweetly Solemn Thought*

One sweet solemn thought  
Comes to me o'er and o'er;  
I'm nearer home to-day, to-day,  
Than I have been before.

*Chorus: Nearer my home,  
Nearer my home,  
Nearer my home today, today,  
Than I have been before.*

Nearer my Father's house,  
Where many mansions be;  
Nearer the great white throne today,  
Nearer the crystal sea.

*Chorus: Nearer my home,  
Nearer my home,  
Nearer my home today, today,  
Than I have been before.*

Be near me when my feet  
Are slipping o'er the brink;  
For I am nearer home today,  
Perhaps, more than now I think.

*Chorus: Nearer my home,*

*Nearer my home,  
Nearer my home today, today,  
Than I have been before.*

**Commander** (*commands:*) 1. Rest on! 2. Arms!

*[The Chaplain advances to the side of the grave.]*

**Chaplain** — Thou, O, God, give ear unto our cry. Give Thy beloved peace unto our sorrow. Thou art our refuge and strength. Though the earth be removed, and though the mountain be carried away. Thy love abides. Thou art with us. Behold, Thou hast made our days as a handbreadth, and our age is nothing before Thee. The life of man is swifter than the weaver's shuttle. Like the clouds he is consumed and vanisheth away. His days are few. He goeth down to the grave and cometh not up. Neither will he return again to his house, and the places that knew him shall know him no more. We beseech Thee, that though he may die he may live again. As our sands of life wear away, how necessary is it for us to prepare for the inevitable. Incline our hearts that we may so deport ourselves that when the final taps shall sound and our earthly light goes out, we will be ready to strike our tents and march to Canaan's shore to camp with our fathers, carrying with us an imperishable faith in Fraternity, Charity and Loyalty, Amen.

*[The drummers beat one very long, low, muffled roll. The Jr. Vice Commander advances to the side of the grave.]*

**Jr. Vice Commander** — Brothers, we have assembled to pay the last tribute of respect to the memory of our departed Brother. While we mourn his loss, and feel that his vacant place in our Camp can never be filled, we rejoice that where he now is there is no more parting, no sorrow, no tears. Fraternity bound us by such strong ties here that we trust that we all may be true to his memory, and determine that our lives may be such we will be united in the world to come.

*[Color Guard dips the flag over the grave and the drummers beat two low muffled rolls. The Sr. Vice Commander advances to the side of the grave.]*

**Sr. Vice Commander** — Brothers, we have before us all that remains of the mortal form of a Brother who was pledged with us to exercise the greatest of virtues. Charity. Let us, like him, strive to exercise that virtue toward all men. If our Brother had any weaknesses of human nature, such as are common to all, let us bury them with him, and may his virtues be to us as a guiding star, causing each to strive with the other in noble acts of kindness and charity, that we may eventually reap the rich reward promised to those who are true: "Be thou faithful unto death and I will give thee a crown of life."

*[The flag is dipped over the grave and the drummers beat three rolls. The Commander then advances, and, in addition to the following, may make other appropriate remarks.]*

**Commander** — A noble son of a noble sire has fallen. As sinks the setting sun to rise again another morn, so fell asleep our Brother to rise in the land of endless day. His trials and toils are over and he has entered into rest. As his father offered his life, his fortune and his sacred honor for the preservation of his country in her hour of greatest need, so had our Brother pledged himself to the protection of the flag of his country, the preservation of her integrity and unity, and the guarantee of

equal rights to all under our Flag and Constitution. May our spirits here, over his grave, be imbued anew with the spirit of Loyalty.

We have here committed his soul to his Creator and his body to the ground [throwing dirt on coffin]. Earth to earth, dust to dust, ashes to ashes. Looking for a happy reunion of parents and children, comrade with comrade. Brother with Brother, when the great Archangel shall sound the assembly and the Commander-in-Chief of our Salvation shall bid us “Come up higher.”

**Commander** (*commands:*) 1. Carry! 2. Arms!

*[If a salute is to be fired, the Jr. Vice Commander passes to the foot of the grave, and the Commander commands firing squad:]* 1. Carry! 2. Arms! 3. Forward ! 4. March!

*[When within six feet of the grave he commands:]* Halt!

*[He then goes through the commands of loading and firing three times.]*

*[Great care must be exercised by the firing squad to prevent injury. Muzzles of the pieces must be kept very high - at an angle of at least 45 degrees - blank cartridges only will be used, the drums roll three times after each salute.]*

*[After the firing squad is retired to its place, the Jr. Vice Commander returns to his place and the Commander continues - or if firing is omitted he will proceed as follows:]*

*[One or more Eulogies may be given by appropriate persons.]*

*[The flag is draped and the drummers beat four rolls.]*

**Commander** — Brother, we lay thee down to rest. We loved thee here and our remembrances of thee shall be pleasant. Thou mayest have had thy faults and who had not but over them we cast the veil of Friendship, Charity, and Loyalty, and while we mourn thy loss we will strive to emulate thy virtues.

**Band** *[The following hymn will then be sung, during which the band and music will proceed to the right of the line, passing up the center, followed by the drummers.]*

Blest be the tie that binds  
Our hearts in Christian love;  
The fellowship of kindred minds  
Is like to that above.  
Before our Father's throne  
We pour our ardent pray'rs;  
Our fears, our hopes, our aims are one.  
Our comforts and our cares.  
We share our mutual woes,  
Our mutual burdens bear;  
And often for each other flows  
The sympathizing tear.  
From sorrow, toil and pain  
And sin we shall be free,  
And perfect love and friendship reign  
Through all eternity.

*[The Sr. Vice Commander right faces and commands:]* 1. Right! 2. Face!

*[And the Jr. Vice Commander faces and commands:]* 1. Left 2. Face!

*[The Sr. and Jr. Vice Commanders then face the Commander and salute. The Commander returns the salute and proceeds up between the lines to the right of the line followed by the honorary Officers, the Sr. and Jr. Vice Commanders, then the pallbearers. The Commander assumes command and commands:]* 1. Forward 2. March!

*[When the rear or left of the line has returned far enough to clear the grave, he then commands:]* 1. Right and left close Order! 2. March and with guns at carry.

*[The command proceeds to its rendezvous and is dismissed.]*

# MEMORIAL SERVICE FOR DEPARTED MEMBERS

*SUGGESTED DATE - LAST MEETING IN MAY*

*(Optional)*

**Commander** - The Officers will assume their respective stations. All will be in order.

*[Quiet music—preferably hymns—optional.]*

**Commander** — The boatman comes, and comes again.  
And Brothers, one by one,  
He bears away far o’er the tide,  
Beyond the setting sun.

Senior Vice Commander, to what purpose shall we devote these moments of our meeting?

**Senior Vice Commander** — To the memory of Brother(s) (name Brother or Brothers) who was an (were) honored member(s) of our Order and this Camp.

*(Optional) Commander* - We will stand while we sing the first stanza of “Nearer My God to Thee.”

*[All sing, or one or more singers may be used.]*

**Commander** — Secretary, was (were) our Brother(s) true to our Order, and did he (they) loyally support it?

**Secretary** — He (They) did, Commander.

**Commander** — Patriotic Instructor, was (were) our Brother(s) true to the principles denoted by the flag of your station, Patriotism, Strength, and Courage?

**Patriotic Instructor** — He was (They were), Commander.

**Commander** — Senior Vice Commander, was (were) our Brother(s) true to the principles denoted by the flag of your station, Charity and Purity?

**Senior Vice Commander**- He was (They were), Commander.

**Commander** — Junior Vice Commander, was (were) our Brother(s) true to the principles denoted by the flag of your station, Fraternity and Faithfulness?

**Junior Vice Commander** — He was (They were), Commander.

**Commander** — Brother Guide, was (were) our Brother(s) true to the Flag of our Country, and was he (were they) ever ready to defend it against all enemies?

**Guide** — He was (They were), Commander.

*[Three raps \*\*\*]*

*[The Guide and Color Bearer with the Colors and the Patriotic Instructor will approach the Altar. The Color Bearer placing himself in the middle, the Guide on his left and Patriotic Instructor on his right, the Charter at the Altar. After saluting they shall slowly and reverentially approach the Charter, the Colors stopping a pace to the rear while the Guide and Patriotic Instructor slowly*

*drape the Charter. During this time the Chaplain will repeat the 23<sup>rd</sup> Psalm. After the Charter is draped all shall remain at the Altar until the Chaplain has finished. The Guide, Color Bearer and Patriotic Instructor will then salute and proceed to their stations.]*

**Commander** — (*One rap \**) Does any Brother wish to offer a tribute to the memory of our departed Brothers? If so, he may now speak. (*Here any eulogies may be given.*)

**Commander** — Chaplain, have you any word of comfort for us from the Holy Book which has an honored place upon our Altar? (*Three raps \*\*\**)

**Chaplain** — “God is our refuge and strength, a very present help in trouble.” (Psalm 44:1)

Jesus said: “I am the resurrection and the life; he that believeth in me, though he were dead, yet shall he live. And whosoever liveth and believeth in me shall never die.” (John 11:25-26.)

He also said: “Let not your hearts be troubled, ye believe in God, believe also in me. In my Father’s house are many mansions; if it were not so, I would have told you. I go to prepare a place for you; and if I go and prepare a place for you, I will come again and receive you unto myself, that where I am there ye may be also.” (John 14:1-3) (*Special music: solo, duet or quartet*).

**Commander** — Brothers, what attitude should we always maintain toward the memory of our departed Brother(s)?

**All** — (*in unison*) — The faults of our Brother(s) we write upon the sand, his (their) virtues upon the tablets of love and memory.

**Commander** — The Chaplain will lead us in prayer.

**Chaplain** — (*Here an extemporaneous prayer may be offered by the Chaplain, or some other Brother, or he may read the following prayer*):

Our Father, who art in Heaven, the Father of our Lord Jesus, and the Father of us all, we pray Your blessing to abide upon this humble service. Bless the memory of our departed Brother(s). Bless and comfort those near and dear to him (them) by the ties of the flesh and fraternity. Help us, each one, to appreciate more and more the blessings we receive, daily, from Your great heart of love, and help us to prove our gratitude for all these good gifts, by our lives of usefulness and integrity. Bless our friends and Brothers everywhere, and may we be worthy of them and You.

Lead us graciously by Your strong right hand, and make us all to be the citizens we are privileged to be in this goodly land which You have given to us. We ask in the name of our Savior. Amen.

**All** — Amen.

(*One rap \**)

# MEMORIAL DAY SERVICE

*MAY 30<sup>TH</sup>*

It is obligatory upon every Camp to participate in Memorial Day ceremonies, either with other patriotic organizations, or as Camps, in memory of the honored dead of our country.

Each member has a special obligation on and to Memorial Day. He shall use his influence in every possible manner for the proper and general observance of this day, that Memorial Day, instituted by the Grand Army of the Republic, shall ever be held sacred by the people of our country.

In parade, members will conduct themselves in dignified and proper manner; will wear upon their left breasts the Regulation Badge; white gloves and dark clothing.

Memorial Sunday (Sunday preceding Memorial Day) should be observed by every Camp and every member by attending Divine services, preferably with affiliated organizations.

Camp Commanders should issue instructions to members covering Memorial Sunday and Memorial Day, advising them in full detail time and place of meeting and of needed information concerning participation of the Camp in the Program of these occasions.

Camps are urged to have a special patriotic program at their regular meeting prior to Memorial Day.

# MEMORIAL DAY PROGRAM

**Camp Commander** — Brothers of the Sons of Union Veterans of the Civil War, and Friends: We assemble once more to pay to our ancestors our tribute of love and respect and within these sacred bonds to pledge anew our dedication to their memory and the principles for which they fought.

With bowed heads, solemn tread, and voices hushed, we meet to remind our people of their duty to the soldiers and sailors who wore the blue; to the Flag for which they fought; to the country for which they died; and that it is for us to keep green the memories of their heroic service and unselfish sacrifice.

May we fully realize the sanctity of the place and hour; may our conduct give assurance of the sincerity of our purpose and our earnest appreciation of the duties and responsibilities resting upon us as Sons of Union Veterans of the Civil War.

The Chaplain will invoke the Divine Blessing.

**Chaplain** — Supreme Ruler of the Universe! God of battles and of peace! We thank Thee for this day and hour; for this blessed privilege of meeting here as sons of soldiers and sailors to do homage to a Nation's dead.

We thank Thee that in the day of trouble and the hour of danger Thou in Thy infinite wisdom raised up men who were ready to do battle, and if need be, to die that this country might be preserved. Grant us, we beseech Thee, a continuance of Thy watchful care.

Grant Thy blessing upon these sacred ceremonies, consecrated as they are to the memory of brave and loyal hearts who dared stand for the right and did not fear to bare their breasts to a storm of steel in defense of human liberty, a united country and the brotherhood of man.

Bless our country. Preserve its integrity. Prosper our Order. Make it, we pray Thee, an instrument in Thy hands of great good to our country and to Thee, and at last gather us with Thee in the Great Camp of Eternity. Hear and answer, we beseech Thee. Amen.

All – Amen

“America.” (*All joining with music.*)

Address – By prominent citizen or other appropriate speaker.

Address – “The Unknown Dead.” (*By a Son of Union Veteran of the Civil War.*)

Auxiliary to Sons of Union Veterans of the Civil War - (if participating) - Tribute

Dirge – If no band is present, have drum corp beat a roll.

Salute – Three volleys.

Benediction – By a minister

Dirge – Followed by “Taps”

Decoration of graves – Should be done by a Memorial Day Committee or the Camp members prior to Memorial Day.

Camp returns, in order, to Camp room and is dismissed.