

# **Sons of Union Veterans of the Civil War National Policies**



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## **Policy Statement of the SONS OF UNION VETERANS OF THE CIVIL WAR**

### **Regarding the Policy for Participation in the Annual Remembrance Day Parade**

1. All persons participating in the annual Remembrance Day Parade will be dressed in American Civil War era attire or Grand Army of the Republic uniform. Military uniforms worn will be either Union or Confederate military originals or reproductions or Grand Army of the Republic originals or reproductions. Civilian attire of the mid 1800's is acceptable. Only the following will be permitted to march in the annual Remembrance Day Parade in modern business suit or dress attire with the badge of their Order affixed. Brothers of the Sons of Union Veterans of the Civil War Sisters of the Daughters of Union Veterans of the Civil War Sisters of the Women's Relief Corps Sisters of the Ladies of the Grand Army of the Republic Sisters of the Auxiliary to the Sons of Union Veterans of the Civil War Members of the Military Order of the Loyal Legion Members of the Dames of the Loyal Legion Members of the Sons of Confederate Veterans Members of the United Daughters of the Confederacy Members of the Order of Stars and Bars Members of the Order of Confederate Rose
2. No unit participating in the annual Remembrance Day Parade shall stop in the line of march and allow another unit to enter unless specifically directed to do so by one of the Parade Marshals.

3. Any unit may be removed or rejected from participating in the annual Remembrance Day Parade at the discretion of the Parade Marshal and/or the National Remembrance Day Committee.
4. In order to participate in the annual Remembrance Day Parade, all horse owners must acquire a permit for each horse participating in the Remembrance Day Parade from the Parade Marshal. Permits must be obtained prior to the parade and before the cut off date to be fixed annually by the Parade Marshal. The permit fee will be established by the National Remembrance Day Committee and will be refundable after the assigned Parade Marshal has performed a satisfactory inspection of the trailer parking area.
5. Horse Trailers will be required to park in specified areas for the staging of the Remembrance Day Parade. Horse trailers found in other locations will be reported to proper authorities for prosecution and/or towing.
6. No floats shall be permitted in the annual Remembrance Day Parade.
7. All wheeled conveyances being pulled by draft animals shall be required to have affixed a diaper for the draft animals pulling them.
8. All participants in the Remembrance Day Parade that are mounted or riding in an animal drawn conveyance will be required to clean up and properly dispose of all manure left by their animal over the course of the formation and duration of the parade as well as the area around their horse trailer. Animals shall not be permitted on any of the sidewalks or grassy areas of the mustering location.
9. Caps, powder, ammunition, explosive or incendiary devices shall not be carried by any of the participants in the Remembrance Day Parade.
10. All persons participating in the annual Remembrance Day Parade will form at the locations designated by the Parade Marshal. There will be no exceptions to this requirement!

**Adopted by the Council of Administration - August, 2006**

# Sons of Union Veterans of the Civil War



## Policy on the National Park Service Interpretation Program of Civil War Battlefields (February 2003)



A statement made by Dr. John Latschar, Superintendent at the Gettysburg National Military Park, best describes the mission of the National Park Service and their interpretive policy on Civil War battlefields. According to Dr. Latschar, an Act of Congress in 1990 directed the Gettysburg NMP to interpret “the Battle of Gettysburg in the larger context of the Civil War and American history, including the causes and consequences of the Civil War and including the effects of the war on all the American people.” He further states that in 1999, a Congressional report added that Civil War battlefields such as Gettysburg should “recognize and include the unique role that the institution of slavery played in causing the Civil War.”

The Constitution of the Sons of Union Veterans of the Civil War (SUVCW) clearly defines the mission or purpose of the SUVCW. Our primary mission is “To Perpetuate the memory of the Grand Army of the Republic...to teach ...the true history of our country...to oppose every tendency or movement that would weaken loyalty to, or make for the destruction or impairment of our constitutional

Union... to inculcate and broadly sustain the American principles of...equal rights, and of impartial justice for all.

In conformity to our Constitution and Congressional Charter the SUVCW maintains the most important goal of the National Park Service relative to Civil War battlefields should be: (1) The physical preservation of the battlefields, and (2) The NPS interpretative program, which is designed to inform the public about what happened on the battlefield should focus on the story of the battle that took place on the battlefield. At the Gettysburg battlefield the interpretative program, has traditionally included such things according to Dr. Latschar as, "tactical movements, the decisions of generals, the engagements of opposing units, and the heroism and valor of individual soldiers, both Union and Confederate." This seems to have also been the prevalent policy at other Civil War battlefields. Based on the aforementioned Congressional mandates the interpretative program now includes the slavery issue. The SUVCW has no quarrel with the inclusion of this issue in the NPS interpretative program as long as it does not impact in a negative way the other two goals previously mentioned, and as long as it is presented in a historically accurate manner. Under no circumstance do we support what has come to be referred to as "revisionist" history – "altering" historical facts to fit modern social philosophy.

There were numerous issues that culminated in the American Civil War. But, regardless of whether we make a short list, or a long list of the causes for the Civil War, they all invariably emanate from the issue of slavery. Thus, it seems only reasonable that the National Park Service should mention this issue in their interpretive program. We view the inclusion of the slave issue as an expansion of the existing program. The slave issue should not be used by the NPS as a substitute for their traditional interpretative program.

APPROVED FEBRUARY 27, 2003  
SONS OF UNION VETERANS OF THE CIVIL WAR

# Awards and Recognition Policy

The Sons of Union Veterans of the Civil War (SUVCW) through actions of various National Encampments or Commanders-in-Chief has established a number of awards and recognitions for Departments, Camps, Brothers, and unassociated individuals and entities. This policy is to establish in one location the awards and recognitions and the criteria for presentation.

There are two awards for Brothers established through the Regulations.

1. Meritorious Service Award. This is a certificate awarded by the Commander-in-Chief to a Brother for exceptional service to the Order or society.
2. Meritorious Service Award with Gold Star. This is a certificate and the ½ inch Gold Star appliance to be worn on the ribbon of the Brother's badge. The Commander-in-Chief presents it, with the concurrence of the Council of Administration, to a Brother who has served the Order for an extended period of time in an outstanding and exemplary manner or for an extraordinary action by a Brother. Recommendations for consideration for this award are to be made to the Commander-in-Chief. If he concurs with the recommendation, he will then put the recommendation before the Council of Administration for consideration. A majority vote of the members of the Council of Administration is required to authorize the Commander-in-Chief to make the presentation.

National Encampments and/or Commanders-in-chief established the following awards and recognitions for presentation within the Order:

3. Abraham Lincoln Commander-in-Chief's Award. The Commander-in-Chief may present this award to the Camp that he judges to be the most outstanding camp during his term of office. Recommendations may be made to the Commander-in-Chief. The Commander-in-Chief makes the final determination. The award is made solely at the discretion of the Commander-in-Chief and he is under no obligation to make such an award.
4. Cornelius F. Whitehouse Award. The Commander-in-Chief may present this award to the Brother whom he judges to be the most outstanding member of the Order during his term of office. Recommendations may be made to the Commander-in-Chief. The Commander-in-Chief makes the final determination. The award is made solely at the discretion of the Commander-in-Chief and he is under no obligation to make such an award.
5. B.F. Stephenson Award. This award is presented to the individual Brother who recruits the greatest number of new members during the period from April 1 through March 31. It is presented by the Commander-in-Chief and is based upon

information provided with the annual report to the National Executive Director by May 31.

6. Augustus P. Davis - Conrad Linder Award. This award is presented to the Department with the greatest number of new members during the period from April 1 through March 31. It is presented by the Commander-in-Chief and is based upon information provided with the annual report to the National Executive Director by May 31.

7. U.S. Grant Cup. This award is presented to the Department with the greatest percentage increase in membership during the period from April 1 through March 31. It is presented by the Commander-in-Chief and is based upon information provided with the annual report to the National Executive Director by May 31.

8. Under Forty Award. This award is presented to the Department with the greatest number of new members under age 40 during the period from April 1 through March 31. It is presented by the Commander-in-Chief and is based upon information provided with the annual report to the National Executive Director by May 31.

9. Marshall Hope Award for the Best Newsletter. The Commander-in-Chief may present this award to the Department or Camp that he judges to have the most outstanding newsletter during his term of office. Recommendations may be made to the Commander-in-Chief. The Commander-in-Chief makes the final determination. The award is made solely at the discretion of the Commander-in-Chief and he is under no obligation to make such an award.

10. Joseph S. Rippey Award. The Commander-in-Chief may present this award to the new Camp, chartered within the last calendar year, that is deemed to be most active in the areas of recruiting, Civil War veterans graves registration, and Civil War memorials assessment. The Commander-in-Chief makes the final determination. The award is made solely at the discretion of the Commander-in-Chief and he is under no obligation to make such an award.

11. National Aide. The Commander-in-Chief may present this award to any Brother, who recruits five or more members during his term of office. Recommendations may be made to the Commander-in-Chief. The Commander-in-Chief makes the final determination. The award is made solely at the discretion of the Commander-in-Chief and he is under no obligation to make such an award. Recipients of the award are recognized in General Orders and may wear the National Ribbon behind their respective membership badge for a period of twelve months. The status of National Aide expires when the awarding Commander-in-Chief leaves office.

Commanders-in-Chief or the Council of Administration established the following awards to be presented to non-members.

12. Certificate of Recognition. This certificate is presented by the Commander-in-chief to any individual or entity which has contributed significantly to the Order, to maintaining the memory of the Grand Army of the Republic or the Union Veterans, or has exemplified the ideals, goals and purposes of the SUVCW. Recommendations may be made to the Commander-in-Chief. The Commander-in-Chief makes the final determination. The award is made solely at the discretion of the Commander-in-Chief and he is under no obligation to make such an award.

13. Founder's Award. This recognition is presented a maximum of once per calendar year to a group or individual who performs outstanding service in the memory of Union Civil War Soldiers. The Commander-in-Chief on behalf of the Council of Administration presents this recognition. Recommendations may be made to the Council of Administration through the National Secretary. The Council of Administration makes the final determination. The award is made solely at the discretion of the Council of Administration and it is under no obligation to make such an award. The award consists of a walnut plaque with the name of the recipient and the year of presentation engraved in the wood. A permanent plaque with the name of the recipients is maintained in the National Headquarters of the SUVCW. No member of the SUVCW or any organization which is part of the Allied Orders of the GAR is eligible for this award.

Approved 12 August 2010  
National Council of Administration

# Sons of Union Veterans of the Civil War



## National Policy on Electronic Communications (November 2008)

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The following policy is provided by the National Organization, Sons of Union Veterans of the Civil War (SUVCW) to assist members in using new and emerging technologies in the electronic communication matrix.

### **I. PURPOSE OF POLICY**

The purpose of this policy is to provide assistance and guidance to Departments, Camps, Camps-at-Large, and individual members as an increasing number of each take advantage of electronic communication to enhance the interchange of information and the promotion of service and program efforts nationwide.

### **II. INTERNET AND WORLD WIDE WEB**

The SUVCW will establish and maintain a site on the World Wide Web (WWW) at the domain name, <http://www.suvcw.org> (and .net, .info, .us, .biz) Within their budget and other considerations and limits, Departments and Camps are encouraged to establish and maintain sites on the WWW and other areas of the Internet structure to further the objectives of the SUVCW.

- A. National Organization: The site of the SUVCW on the WWW will be maintained primarily as a source of information about the programs and activities nationwide and as a means of communicating information about national activities. The National web site will also provide links to sites maintained by Departments and Camps that are in compliance with these policies.
- B. Departments: A Department site on the WWW should be maintained primarily to inform members and others about:

- (a) important events occurring within the Department;
- (b) programs and projects undertaken by the Department and the Camps within the Department;
- (c) other special SUVCW related information about activities within the Department;
- (d) links to Camps and Department officers who can respond to public requests for information or support. A Department must provide a link from its site on the WWW to the National web site. Each Department Commander is encouraged to appoint a Department Webmaster to coordinate the Department web site and work with the National Webmaster. Departments that do not maintain their sites by ensuring current listings of Department officers, Camp listings, etc., may have their return link established by and existing on the National WWW site deactivated. Such deactivation will remain until the Department has updated its WWW site and informed the National Webmaster that the site has been updated.

C. Camps: A Camp site on the WWW should be maintained primarily to inform members and others about:

- (a) important events occurring within the Camp;
- (b) programs and projects undertaken by the Camp and its members;
- (c) other special SUVCW related information about activities within the Camp;
- (d) links to Camp and Department officers who can respond to public requests for information or support;
- (e) the meeting time and place of the Camp. A Camp must provide a link from its site on the WWW to the Department web site and optionally to the National web site. Camps-at-Large must provide a link to the National Web Site. Camps that do not maintain their sites by ensuring current listings of Camp officers, Camp listings, etc., may have their return link established by and existing on the Department WWW site deactivated. Such deactivation will remain until the Camp has updated its WWW site and informed the Department Webmaster that the site has been updated.

D. Allied Orders and Other Recognized Entities: A site on the WWW established by any of the Allied Orders of the Grand Army of the Republic, Sons of Veterans Reserve (SVR) or other SUVCW or SUVCW-recognized entities should be maintained primarily to inform members and others about:

- (a) important events occurring within the entity;
- (b) programs and projects undertaken by the entity and its members;
- (c) other special related information about activities within the entity;
- (d) links to officers who can respond to public requests for information or support. All such entities physically located on the National Domain (<http://www.suvcw.org>) must provide a link from its site on the WWW to the National web site. All such entities that only have a link established on the National domain are encouraged to establish a link back to the National web site.

#### E. General Policy:

- (a) Wherever possible, information will be available on the WWW at the site of the lowest level organization. However, where a Camp WWW site is not available, information on the Camp should be available at the Department WWW site and where there is no Department WWW site the National WWW site will endeavor to provide Department and Camp information consistent with the availability of financial, personnel and electronic storage resources. Conversely, national level information relative to the Grand Army of the Republic, Allied Orders, national histories and membership criteria, etc., will be maintained at the highest possible level. Departments, Camps and other entities wishing to provide access to these resources from their WWW site should link to the appropriate National page. Department level information should be maintained on the Department WWW site with Camps and other entities linking to the Department WWW site.
- (b) Broken links (subject matter on web pages and email addresses) need to be taken care of (or deactivated with explanation on the website) within 48 hours of their discovery (by author, by National, or by the public that are reported to the National Webmaster) - otherwise the National Webmaster will deactivate their link on the National web site until the broken link is fixed and it is reported as such to the National Webmaster or the National Back up Webmaster.
- (c) Camp/Department Officer/National Officer Contact information needs to be kept up to date. Failure to do so also could result in the link or web page being deactivated.
- (d) Inappropriate subject matter will also not be tolerated, otherwise the National Webmaster will deactivate the link on the National web site until the inappropriate material is removed and it is reported as such to the National Webmaster or the National Back up Webmaster.

#### F. Use of Name and Emblems:

- (a) The use of the name, "Sons of Union Veterans of the Civil War" and the emblems of the SUVCW are governed by the SUVCW's Policy on the Use of Badges, Emblems, Seals and Symbols which was approved by the National Council of Administration August 11, 1994. This policy also applies to uses of such items on the Internet.
- (b) Commercialization Forbidden: Any use of a site on the WWW by a Department, Camp, other entity or member of the SUVCW for a commercial purpose is forbidden. This includes providing links to commercial websites requesting links from SUVCW websites.
- (c) The SUVCW'S name, emblems or other marks will not be used to point to any commercial WWW site or other location maintained for a commercial purpose. A Department, Camp, other entity or individual member may provide recognition in the WWW or other electronic site for the donation of that electronic site or associated services to the SUVCW by a commercial or individual benefactor.

G. Membership Lists: A WWW or other electronic site of a Department, Camp, other entity or individual member should not contain the addresses (postal or electronic mail) or phone numbers of any individual member without the specific consent of the individual member. Listings of Department, Camp-at-Large, and Camp officers provided to the SUVCW by Departments, Camp-at-Large, and Camps will be considered as providing said permission.

H. Circularization: A WWW or other electronic site of a Department, Camp-at-Large, camp, other entity or individual member should not be used to solicit financial aid or support from any other Department, Camp-at-Large, Camp, other entity or individual member unless and until it first secures the specific authorization of the National Encampment or the National Council of Administration. The National Council of Administration does not look with favor upon the use of electronic communications and sites on the Internet for such purposes. Membership in the SUVCW and other SUVCW entities (e.g., SVR) may be solicited provided that the amount of annual dues or other charges are clearly set forth in the solicitation.

### **III. ELECTRONIC MAIL (EMAIL)**

A. Status: When using electronic mail for official business, the sender must be cognizant of the need to include all appropriate persons in the discussion. Where necessary, messages must be sent by post or facsimile transmission to persons who do not have electronic mail accounts.

B. Chain of Command: Electronic mail should not be an excuse to avoid the chain of command. For example, information for a national officer, which requires the approval of a Department officer, from a Camp officer should not be sent to the National SUVCW officer prior to receipt of that information by the Department officer. All electronic mail must include a complete list of persons copied (including postal or fax copies).

C. Cyber Pickets: The National SUVCW will maintain A WWW site listing of members of the SUVCW and other Allied Orders who so desire to have their name, affiliation, and email address listed. Such listings may be removed or modified at any time by the National Webmaster at the member's request or if the email address is no longer valid as verified by an electronic link validation program administered by the National Webmaster.

#### **D. Netiquette**

Do not use electronic communication methods to jump the chain of command;

Begin e-mail messages with a salutation;

End e-mail messages with your name - Many e-mail software packages do not include a method of adding a name to the "From:" line. Don't force the recipient to send you a "who are you?" message;

If you send courtesy copies (CC:), include the CC: recipients after your name at the end of the message as many e-mail post offices strip the CC: addresses from

the copy that you receive and the recipient does not know that you have sent copies to others;

Be brief - Most e-mail messages can be handled in one screen of text;

Keep your lines short - Many screens cannot handle lines in excess of 70 characters, so try to keep your lines under 65;

Write short paragraphs - Two or three sentences are about right, anything more and you fill up the screen with boring type. White spaces make the message more readable;

Leave a space between paragraphs;

Type messages in standard upper and lower case type. Use upper case for EMPHASIS or **\*\*SET IT OFF\*\*** to get attention only;

Be polite and considerate - You are still dealing with people;

Remember the technologically challenged - Some people refuse to or are incapable of participating in the communication revolution. If they are in a position that requires them to participate in the subject of a message you **MUST** include them. Contact them by phone, fax or even snail mail, but include them where necessary; and

REd wat youe write? - Check your spelling and your content before you send it. Particularly ensure that each thought is complete. The mind still works faster than the fingers on a keyboard. Check before you send.

#### **IV. DATABASES**

A. Unless otherwise determined by the National Council of Administration, all National databases created for use by the SUVCW are and will remain the property of the SUVCW and all Database managers will adhere to these policies. The National databases currently include, but are not limited to:

1. Membership;
2. Graves Registration; and

B. The only technical requirement for SUVCW databases is that they be capable of importing and exporting data and structure using structured Query Language (SQL).

C: The National Databases need to be backed up often to minimize loss of data, the data backup is the responsibility of the individual Database Administrators.

D. The stored databases are subject to potential use as an Internet resource on the SUVCW'S web site at the discretion of the National Webmaster, in

consultation with the National Signals Officer and the National Council of Administration.

E. National Database Managers will have authority over the dissemination of the data in their specific database unless such dissemination is under the purview of the National Council of Administration (e.g., membership database). National Database Managers are encouraged to work with the National Signals Officer to avoid potential confusion involving dissemination.

## **V. WEBSITE ASSISTANCE AND AUTHORIZATIONS**

Limited space is provided on the National Web Server for subordinate units to maintain a home page if it is not possible to maintain one in their own locality. Contact: the National Webmaster (<http://www.suvcw.org>) for more information.

### **A. Requesting webspace to host Camp or Department website:**

1. There are only 40 spaces available, so it will be first come, first served.
2. Annual cost and allotted webspace will be set by the National Council of Administration
3. NO email addresses will be provided with this space. Except for the Department JVC.
4. The National Webmaster will need to interview the Department or Camp "Webmaster" to ensure that the individual has the knowledge of the Electronic and Communication Policy and other pertinent governing documents and to ensure that the individual has the knowledge to design, maintain their website.
5. The Camp / Department Webmaster will be responsible for the posting (via FTP) and verifying web pages, to include changes.
6. The format of the resulting URL for a Camp or Department purchasing space on the National web server will be a subdirectory of National's URL ([suvcw.org/deptname](http://suvcw.org/deptname)) Those who own their own domain name can still have it point to their site on the National web server if they choose.

Original Policy - Approved August 19, 2000 - 119th National Encampment  
Policy Amended – November 22, 2008 CofA Meeting @ Gettysburg  
SONS OF UNION VETERANS OF THE CIVIL WAR

# Sons of Union Veterans of the Civil War



## Policy on the Use of the Deed of Conveyance (June 2000)



The following Policy regarding use of the Grand Army of the Republic's Deed of Conveyance to the Sons of Union Veterans of the Civil War was authorized by the National Council of Administration on June 13, 2000 and was made effective June 14, 2000 by General Order #10, Series 1999/2000, of the Commander-in-Chief.

A. On the 13th day of February 1954 The Grand Army of the Republic in the person of Albert Woolson, the last surviving member of the Grand Army of the Republic, "grant[ed], bargain[ed], [sold] and convey[ed] to the Commander[y]-in-Chief, Sons of Union Veterans of the Civil War all property of any and every kind and nature owned by the Grand Army of the Republic, and wheresoever situated, and all records and archives thereof; except such property and records as are specifically mentioned and described in a resolution adopted by the Grand Army of the Republic at its 83rd and final Encampment held at Indianapolis, Indiana August 28 to September 1st, 1949."

B. The property was conveyed to the Commandery-in-Chief -  
- The National Organization -- of the Sons of Union Veterans of the Civil War. As such, the terms of the Deed of Conveyance grant no powers, rights, or authority to

Departments or individual camps of the Sons of Union Veterans of the Civil War.

C. Departments and Camps are organized and function under charters granted by the National Order. The National Organization of the Sons of Union Veterans of the Civil War expressly retains all authority, rights, and ownership of all property conveyed in the Deed of Conveyance. None of these rights, authority or ownership are automatically conveyed with the issuance of a charter to a Department or Camp.

D. Departments and Camps are obligated to notify the National Organization in the person of the Commander-in-Chief or his duly appointed representative of the existence of any such property or records of the Grand Army of the Republic. The Commander-in-Chief shall ascertain the condition and any threats to the property or records by any means available to him including assigning the task to a Department, Camp or individual member. After determining the current state of the property, the Commander-in-Chief, after consultation with his advisors and the Council of Administration, shall make a determination of any action necessary.

E. The Commander-in-Chief may retain control over the situation, assign a representative of the National Order to pursue the matter, or assign the responsibility to a Camp or Department. Without the express approval of the Commander-in-Chief no demands for action shall be made to any governmental body, organization or individual. No legal action shall be initiated on behalf of the Sons of Union Veterans of the Civil War without the expressed approval of the Commander-in-Chief and Council of Administration. The Commander-in-Chief and Council of Administration shall not unduly withhold authorization for action by a Camp or Department that is prepared to financially undertake such action if it is deemed to be in the best interest of the Order.

F. The Deed of Conveyance further obligates the Sons of Union Veterans of the Civil War to return records, monuments and other items to the communities where the Grand Army of the Republic existed. To this end, actions of Commanders-in-Chief have designated the Grand Army of the Republic Museum, Philadelphia as the repository for all GAR records from the metropolitan Philadelphia,

Pennsylvania area and the Soldiers and Sailors Memorial  
Hall Museum and Trust as the repository for all GAR records  
from the metropolitan Pittsburgh, Pennsylvania region.

Approved June 13, 2000  
National Council of Administration  
Published June 14, 2000  
General Order #10, Series 1999/2000

## Sons of Union Veterans of the Civil War



# National Graves Registration Policy (December 1999)

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The purpose of this policy is to act as a guide in the recording and storage of records of Union Civil War veterans' graves.

The Sons of Union Veterans of the Civil War (SUVCW) National Graves Registration Project shall record and maintain a database that contains the grave and burial information (or grave monument information) on all Civil War veterans who served the Union between 1861 to 1865.

A dBASE III compatible database shall be used. Two versions shall be maintained. One version (main database) will contain all of the records. Another version will be made available for data entry and electronic records transmission, only. All data recorded in the latter version, shall be forwarded for entry to the main database. It is at that point, that the grave is considered to be recorded. All records from the main database shall be archived in no less than two separate locations, in text (.txt) format.

The objective of the SUVCW Graves Registration Project is to complete the recording of the burial locations (or final resting places) of all Union Civil War veterans and to periodically make available the full recorded data to: public/private libraries, other veterans organizations, genealogical / historical societies, and the general public. Some (but not all) of the data fields shall also be

made available "online" on the SUVCW's Internet Web Site, for the purpose of promoting the project, and the Order.

Departments and Camps shall actively promote the Graves Registration Project. The National Organization will provide as much assistance as possible.

Department Graves Registration Officers shall work with Camps to coordinate geographic areas of responsibility in order to eliminate duplication of effort in cemetery inspection. Volunteers shall be encouraged to utilize winter months and other times of poor weather, for further research of veterans' dates of birth, death, enlistment, discharge, etc. - and, to prove "possible" and "probable" findings to be "definite" Union Civil War veterans.

Approved December 29, 1999  
National Council of Administration

# Sons of Union Veterans of the Civil War



## Policy Statement for the *Banner* (20 March 2009)

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### General

*The Banner* is the designated "Official Journal" of the Sons of Union Veterans of the Civil War (SUVCW). It is a major source of information for and about the SUVCW's organization and members. A required item in any single issue of *The Banner* will be the most current unpublished General Orders of the Commander-in-Chief. These General Orders shall be printed as presented to the editor, correct for style, spelling and grammatical errors, reviewed and approved by the Commander-in-Chief. Content will not be altered. *The Banner* shall be printed in a format that allows for timely transmittal to the membership within the constraints of the approved annual budget. Publication frequency shall be as approved and funded by the Council of Administration (CoA) with the advice of the editor. Type faces, lay-out and format are at the discretion of the editor.

### Personnel

*The Banner's* staff shall consist of positions created by the CoA and placed under the control of the editor-publisher to include:

**Editor-Publisher** - appointed by the CoA and has the broadest authority over content, design and timing of the *Banner*. He is empowered to select, reject, edit, modify or re-write articles in accordance with his best professional judgment subject to the policy decisions of the CoA. He conducts himself in the best interests of the Order. He distributes each edition of the *Banner* by first class mail to those CoA members and to Past Commanders-in-Chief who do not have email. Those members of the CoA that have email will receive it electronically only from the Editor. He will distribute complimentary copies of the *Banner* to: Sitting Presidents of the Allied Orders and the Commander in Chief of the Military Order of the Loyal Legion of the United States. No copies will be distributed to Junior Members or Junior Associates nor will additional copies be distributed to dual members.

**Print Services Provider** - provides graphic and printing services as may be required in the publication of the *Banner*.

**Circulation Manager** - The Executive Director shall serve as circulation manager, providing a mailing list or lists, as appropriate, to the editor as close to the publication date as possible. He shall handle the distribution of all out-of-country mailings of the *Banner* by first class mailing at the time of bulk mailings. All changes of address shall be directed to the Executive Director.

### **Writing Guidelines**

The *Banner* has no writing staff, so the editor-publisher cannot take unit newsletters, raw data or previously published data and re-write it as an article suitable for The Banner. Narrative articles must contain the who, what, where, when and how of news writing. All persons will be identified and all names are assumed to be correctly spelled. Correct spelling is the responsibility of the submitter. If questions arise, the editor will refer to the original copy submitted.

Unless previously arranged, all articles for publication shall be submitted to the editor at the address published in the *Banner*. Submissions will not be accepted from third party vendors.

The writer will identify the Department to which the unit belongs when writing about unit activities. The SVR unit's Military District should also be identified.

All publications are automatically copyrighted. The *Banner* will not reprint articles or photographs that have appeared in other media without written permission from the copyright holder.

Photographs must be good quality color or black and white. *The Banner* will not use electronic or xerographic reproductions or newspaper clippings. Subjects should be grouped together and their faces should be recognizable. Members should be wearing badges and decorations correctly, per Chapter V, Article III, of the C&R. Generally, single photographs with more than five subjects will not be used. All photographs shall include complete identification of those shown.

Articles will typically run from 200 to 500 words in length. An absolute maximum of 1,000 words will apply. Longer articles will be edited or rejected. The Banner has space constraints, as there is both a need and an obligation to share a cross section of what is submitted by the membership. Single submissions should be limited to 2-3 pages per issue. A longer article might be published in installments of perhaps two pages at a time in successive issues.

All articles and photographs become the property of the SUVCW. Material submitted will be returned if the editor is provided with an appropriately sized SASE (self-addressed, stamped envelope).

The *Banner* adheres to the journalistic principles of accuracy, brevity and clarity.

### **Editorial Rules**

Questions of editorial style shall be determined by the most recent edition of the Associated Press Stylebook and Libel Guide. Questions of style not covered in the preceding source, as well as spelling and grammatical questions, shall be determined by Webster's ninth New Collegiate Dictionary. In addition, the following style conventions are established:

- **GAR** - The abbreviation, on second and subsequent reference for Grand Army of the Republic.
- **SUVCW** - The abbreviation, on second and subsequent reference for Sons of Union Veterans of the Civil War. SUV is generally not acceptable.
- **Department reference** - Departments shall be referred to as, for example, Department of Pennsylvania and on second and subsequent reference, as Dept. of PA.

- **Camp reference** - Camps will be referred to by name and number along with the abbreviated name of the Department (Missionary Ridge Camp 63, Dept. of TN). Note that the *Banner* uses neither "No." nor "#" before the Camp number. Second and subsequent references to the Camp in the same article can be any of the familiar forms (Anna M. Ross Camp or Camp 1).
- **State reference** - When used as part of an address (usually with a Zip Code following) the abbreviation of the state will be in conformance to Postal Service rules and will be the 2-letter abbreviation. All other abbreviations of states shall be in accordance with the AP Style Guide.
- **Military Rank** - The AP Style Guide rules shall apply. In the case of ranks no longer in use, they will be spelled out on first reference.
- **Honors** - Whenever possible, the *Banner* prefers to use the SUVCW honors in conjunction with personal names. those honors are:

PCinC = Past Commander-in-Chief  
 PDC = Past Department Commander  
 PCC = Past Camp Commander

- **Current Honors** - All sitting commanders should be referred to as such in the text of the article.
- **Time and date** - References shall conform to the rules in the AP Style Guide. The *Banner* will use a.m. and p.m. for morning and afternoon hours. No military time will be used and dates will be in the form of Month (abbreviated where possible) and Day. The year will be omitted if either the year prior, year next or current year.

A main editorial may be written by the Commander-in-Chief or the editor and shall bear no by-line.

Guest editorials or reprints of editorials shall contain the by-line of the author to include unit or position that would give their editorial the necessary credence.

The *Banner* is "departmentalized" to assist the reader in finding items of interest. Those departments shall include:

**0- Main news page** - Generally page five with jumps, as necessary to page six.

**1- Editorial page** - Page 3. This page shall also contain the masthead listing the staff, editorial address and the address to send address changes.

**2- General Orders page** - Page 4. Reserved for the General Orders of the Commander-in-Chief.

**3- Department News pages** - May appear anywhere in the publication and include news from the field organization not selected as news or feature material.

**4- The Guidon** - Official publication of the Sons of Veterans Reserve. Submissions accepted only from the Commanding General, Adjutant General and National Public Information Officer.

### Copy/Photo Submission

The preferred methods of submitting copy and photographs, in the order of preference are:

1. Copy/photos submitted as an attachment to an email message to the editor's email address, as printed in the *Banner*.

2. Copy/photos submitted as an email message to the editor's email address, as printed in the *Banner*.
3. Copy/photos submitted, by mail to the editorial office, as printed in *The Banner*, as a file on a 3.5 inch floppy disk or CD-ROM in any generally accepted file format for the IBM computer standard. (DOC format preferred for copy; JPEG for photos.)
4. Typed hard copy/photos delivered to the editorial office as printed in the *Banner*.

### **Advertising**

Advertising rates will be approved by the CoA annually. Paid advertising is the subject of a legal agreement between the Order and the provider.

SUVCW units advertising items or events may be, from time to time, considered by the editor for publication. There is no guarantee as to the timing or placement of unpaid advertisements.

### **Other**

Blank forms will be made available via the National website, rather than publication in the *Banner*.

Memorials to veteran ancestors are printed in response to a contribution to the Order's "Permanent Fund." Contribution checks are made payable to the Permanent Fund, SUVCW and sent to the National Treasurer, who will then forward the memorial to the editor for publication.

Included in *The Banner* will be an abstract of any opinion, decision or report that may be required to be published in the Banner by the C&R, National Job Descriptions or action of the National Encampment and will appear as space permits.

Advertising space shall be provided for the National Quartermaster and the Charitable Foundation.

Obituary notices received from the National Chaplain will be published as space permits.

The announcement of the formation of new camps and departments will receive publication priority second only to General Orders of the Commander-in-Chief.

Approved April 18, 2009  
National Council of Administration Meeting at Springfield, IL

## **Policy for ordering Government Headstones for American Civil War Veterans**

April 20, 2010

All Brothers of the SUVCW shall be required to follow Code of Federal Regulations (CFR) 38.632 (Headstone and Marker Application Process) unless already working through a government agency. The SUVCW Brothers should work with the Veterans Administration (VA) in order to reduce costs for the government to provide headstones to all veterans that have earned them. As stated within (CFR) 38.632, it is vital to try to locate a Next-of-Kin (NOK). This process will be outlined below:

1. Complete a genealogical study to try to determine if there are any living NOK. It is not required by the VA to place an advertisement in the local newspaper to try to locate a NOK.
2. Talk with cemetery officials to determine if they have information leading to the veteran's NOK.
3. If this cemetery is located on private property, talk with the landowner to see if they are, or if they know, who are the veteran's NOK.
4. You will also note that in the last paragraph of the new policy, it states that a funeral home director may also apply. Please keep in mind that it would need to be the funeral home director who originally buried the veteran.

The above steps are, at most, time costly, but are not a burden in terms of funds. If you cannot locate the veteran's NOK, you should then request that the cemetery official or the landowner apply for the headstone on the veteran's behalf. It would be up to you to provide any and all of the required documentation which is needed by the VA to process the order. Once this documentation is gathered, copied (3 copies) and reviewed, copies should be used as follows; one copy for your records, one copy for the Department/National GRO (for review), and the last copy is presented to the cemetery official or landowner with the started application and documentation. The application will need to be completed (signed), then mailed or faxed to the VA by the official applicant.

As stated above, any application that is arranged by any Brother of the SUVCW will need to have a copy of the complete application package submitted to their Department GRO. In the case that they are members-at-large or they do not have a Department GRO, they would send their package to the National Graves Registration Officer for his review. Verification of the components will be sent via e-mail and does not need to be included to the VA. If the package is incomplete upon review by the Dept/Nat'l GRO, he will inform you of what is needed to complete the package. This step is to maintain the credibility of the SUVCW with the VA and to ensure that all requests have everything they need to be approved the first time. The completed package will contain:

1. A completed application (applied for by NOK, cemetery official, or landowner) VA Form 40-1330, available on the VA website or on the National SUVCW website.
2. Copies (not originals) of military service records or pension records that prove service of the veteran. These cannot be from an internet source unless they are copies of actual military service records or pension records. It is not recommended to use bio sheets or index cards from National Parks Service (NPS) Soldiers and Sailors System or American Civil War Database, etc. Due to the inaccuracy of these records the VA will not accept them.
3. Military service records can be Enlistment Papers, Company Muster-In and Descriptive Roll, Company Muster Rolls, Company Muster-Out Roll, Declaration of Recruit, Descriptive Lists, Final Statements, Medical Certificates, Prisoner of War Record, Resignations, or Discharge Papers.

4. Pension Records are documents such as; Invalid, Widow's, Minor's, or Other pension that has been approved by the United States Government. This should show a Certificate number which was issued for the pension application (this does not include index cards).
5. A photo of the existing headstone if the application is for a replacement headstone. Please remember that the VA can refuse to replace a headstone if they feel it is still readable.
6. In the case of an unmarked grave you will need to provide proof that the veteran is buried at the location stated. A letter from the cemetery official or landowner or a copy from a Burial Ledger/Statement or Death Certificate/Record will suffice if it states the burial location.

The information in block #19 of VA Form 40-1330 does not need to be the person who is applying for the headstone (if a cemetery is applying, it should be). This block is for the name and address of who will be receiving the delivery of the headstone. Please read the instructions for the form, as whoever is listed here will need to be available to sign for the delivery. The phone number in block #20 is for the person who is listed in block #19. You should also note that the genealogical study required to locate the NOK does not need to be included in the application package at this time, nor does it need to be part of the package that goes to the Department or National GROs. Please keep this study for your records. In an effort to ensure that headstones do not need replacing as often, it is recommended that you order them as granite whenever possible, as marble fades and bronze is stolen.

Finally, please remember to register (into the SUVCW Database) the veteran who you are ordering a headstone for, if it has not already been done.