

Sons of Union Veterans of the Civil War Department of Iowa

BY-LAWS

Adopted April 7, 2001
Amended April 5, 2003

PREAMBLE

We, the descendants of soldiers, sailors, or marines who served in the Army or Navy of the United States of America during the War of the Rebellion of 1861 to 1865, have formed this State Organization of our patriotic and fraternal Order, for the purpose and objects set forth in the Constitution of our National Organization; and in so doing pledge ourselves to commemorate our fathers' deeds, to render loyal service to our Country, and to promote the maintenance of unqualified American citizenship with respect for and honor to the flag of the United States of America.

ARTICLE I. Name and Affiliation

Section 1. The name of this State Organization of our Order shall be:

Department of Iowa, Sons of Union Veterans of the Civil War

Herein referred to as the Department, State Organization, or Department of Iowa.

Section 2. The Department of Iowa, Sons of Union Veterans of the Civil War is a duly constituted state organization affiliated with the National Organization of the Sons of Union Veterans of the Civil War. Herein referred to as National or the National Organization.

ARTICLE II. Purpose and Objects

To perpetuate the memory of the Grand Army of the Republic and of the men who saved the Union 1861 to 1865; to assist in every practicable way in the preservation and making available for research of documents and records pertaining to the Grand Army of the Republic and its members; to cooperate in doing honor to all who have patriotically served our country in any war; to teach patriotism, and the duties of citizenship, the true history of our country, and the love and honor of our Flag; to oppose every tendency or movement that would weaken loyalty to, or make for the destruction or impairment of our constitutional Union; and to inculcate and broadly sustain the American principles of representative government, of equal rights, and of impartial justice for all.

ARTICLE III. Membership

Section 1. Membership of this State Organization or Camps associated with this State Organization shall at all times conform to the requirements as specified in our National Constitution and Regulations.

Section 2. The Department of Iowa recognizes Associates as provided in our National Constitution and Regulations without further restrictions. Each Camp within the Department of Iowa must provide for Associates in accordance with our National Constitution and Regulations with no further

restrictions.

Section 3. The Department of Iowa recognizes Juniors as provided in our National Constitution and Regulations without further restrictions. Each Camp within the Department of Iowa is authorized to provide for Juniors according to the rules and regulations of our National Constitution.

ARTICLE IV. Department Officers

Section 1. The elected offices of the Department shall consist of the Department Commander, Department Senior Vice Commander, Department Junior Vice Commander, Department Secretary, Department Treasurer, and a three member Department Council.

Section 2. The offices of Department Secretary and Department Treasurer may be combined and assumed by one member when approved by a majority vote of the encampment. The combined office shall retain only one vote in any departmental procedure. No other elective offices may be combined nor may any elected department officer serve concurrently in any other elected department office.

Section 3. On assuming office, the Department Commander shall appoint a Department Patriotic Instructor, Department Chaplain, Department Historian, Department Counselor, Department Guide, Department Color Bearer, Department Guard, Department Graves Registration Officer, Department Civil War Memorials Officer, Department Signals Officer, Department Organizer, and a Department Grand Army Highway Officer. The Department Commander may also appoint any other aides, as he may deem necessary for service to the Order.

Section 4. The term of all elected and appointed officers and aides shall be for one year and each shall serve until the convening of the next Annual Department Encampment. The Department Encampment may choose to elect its Secretary and Treasurer (or Secretary-Treasurer) and fix the term(s) of office to a period not exceeding three years.

Section 5. Any vacancy that may occur in an elected office of the Department during the time preceding the next Department Encampment shall be filled by a majority vote of the Department Council. Any and all such replacements shall serve until the next regular Department Encampment.

Section 6. Any vacancy that may occur in an appointed office of the Department shall be filled by appointment of the Department Commander. Any and all such replacements shall serve until the next regular Encampment of the Department.

Section 7. All department officers shall understand the responsibilities and perform the duties of their respective offices as defined in these by-laws, in our Rituals, and in our National Constitution and Regulations.

Section 8. The Department Commander may remove any department officer delinquent in or failing to perform the duties of his office. The Commander-in-Chief of the National Organization may remove any department officer at his discretion. Any vacancies of office as a result of such removals shall be filled as outlined in Sections 5 and 6 of this Article.

Section 9. No Brother may be elected to more than three consecutive terms as Department Commander. Nor may any Brother be elected to a term as Department Commander that would result in his serving more than 45 consecutive months.

ARTICLE V. Duties of Department Officers

Department Officers shall perform such duties as are set forth in these By-laws, in our Rituals, the Constitution and Regulations of our Order, and other policy statements that may be published by the National Organization. They may be generally summarized as follows:

Department Commander

The Department Commander shall be the executive officer of the Department charged with the duty of administering the affairs of the Department. He shall preside at all meetings of the Department Encampment; appoint all the standing and ad hoc committees (of which he shall be an ex-officio member) unless otherwise determined by the Encampment. He or his designate shall represent the Department at public functions and serve as a liaison between the Department and the National Organization. He shall keep the membership informed by issuing Department Orders, attested to by the Department Secretary and bearing the Department's seal. He shall co-ordinate the activities of the department officers and the member Camps and provide assistance to Camps in need of help.

Department Senior Vice Commander

The Department Senior Vice Commander shall promote Department activities in the media, supply information about Department and Camp activities to the Editor of the BANNER, act as a personal representative upon the request of the Department Commander, and carry out the duties of the Department Commander in his absence. He may also be assigned additional duties as directed by the Department Encampment or the Department Commander.

Department Junior Vice Commander

The Department Junior Vice Commander shall work to increase the membership of the Camps in the Department, coordinating the efforts of the Camp Junior Vice Commanders and directing prospective members to the Camps. He shall carry out the duties of the Department Senior Vice Commander in his absence. He may also be assigned additional duties as directed by the Department Encampment or the Department Commander.

Department Secretary

The Department Secretary shall process and respond to Department correspondence, instruct the Camp Secretaries on proper reporting procedures, and process paperwork between the Camps and the Department. He shall insure the proper and timely submission of required paperwork between the Department and National and keep a true and accurate record of the proceedings of the Department Encampment. He shall also maintain copies of the Order's Constitution and Regulations, these Department By-laws, and a copy of the by-laws of each Camp in the Department. He shall maintain the Department seal and affix it to department documents as needed.

The Department Secretary shall be the custodian of the files and membership records of the Department, and shall keep such other records in connection with his office as may be required by the Department Commander or the Department Encampment. He shall, within the time allotted by the National Constitution and Regulations and any policy statements issued by the National Council of Administration, make a consolidated report of the Camp Secretary's reports to the Department Commander, and forward a copy of it to the National Secretary with the amount due to per capita tax. He shall forward a report of the election of officers and delegates and alternates to the National Secretary within thirty days after such election and prepare the credentials of delegates and alternates to the National Encampment.

Department Treasurer

The Department Treasurer shall keep the financial records of the Department, prepare an annual financial report for review and approval by the Department Council at the annual Department Encampment, receive funds due to the Department and disburse duly authorized payments from the Department. He shall instruct the Camp Treasurers on proper procedures and regulations regarding their position and responsibilities, maintain a bank account in the Department's name, and serve as the custodian of Department property

not otherwise provided for. He shall also properly prepare and timely submit any financial reports required by the National Organization or as may be required by state law.

Department Council

The Department Council immediately after its installation shall meet and elect a Chairman and Secretary. It shall devise and recommend such measures as will enable the Department to meet all its necessary expenditures, and shall audit the receipts, expenditures and books of account of the Department and make report thereof to the Department Encampment. The Department Council shall by a majority vote fill the unexpired term of any vacancy that may occur in an elected department office.

Department Patriotic Instructor

The Department Patriotic Instructor shall coordinate the activities of the Camp Patriotic Instructors. He shall gather and share information on such items as Civil War era and other great American leaders, National and State holidays, the United States Flag, the duties of citizenship such as voting, great Civil War battles and battles of other wars, and great American artifacts and sites. He shall provide public displays and orations on patriotism as called upon, writing items for the media and providing awards of recognition to deserving individuals as deemed necessary by the Department Commander or Encampment.

Department Chaplain

The Department Chaplain shall conduct appropriate prayer at all Department meetings, understand and perform his role in the Order's Ritual and Ceremonials, and provide each Camp Chaplain with information pertinent to their position. In addition the Department Chaplain shall conduct memorial services when necessary for current and past officers of the Department, and conduct a memorial service at Department Encampment for all deceased Brothers. He shall prepare an annual necrology of department brothers and submit the list to the National Chaplain.

Department Historian

The Department Historian shall maintain and catalog all historical, biographical, or photographic material given to or developed by the Department regarding the Civil War, Grand Army of the Republic, and Sons of Union Veterans of the Civil War. Such material might include but are not limited to: newspaper articles, old membership records, old meeting minutes, old financial records, photographs, and other donated memorabilia.

Department Counselor

The Department Counselor shall advise the Commander and the Department on such legal issues as may come before them and upon request of the Department Commander, provide advice and interpretation of the Department By-laws, the Order's Constitution and Regulations, and on parliamentary questions.

Department Guide

The Department Guide shall ensure that the meeting room is in proper order and that the altar and stations are properly arranged. He shall ascertain that those present are entitled to remain for the meeting and act as an escort for visiting dignitaries. He shall be familiar with the duties of the office as set forth in the Order's Ritual and Ceremonials and train the Camp Guides on how to properly instruct candidates for membership.

Department Color Bearer

The Department Color Bearer shall be familiar with the duties of the office as set forth in the Order's Ritual and Ceremonials, placing the altar cloth and an unopened Bible on the altar and the station banners at the stations prior to the opening of the Encampment. He shall remove them following the Encampment. He shall assist the Guide in ascertaining that those present are entitled to remain for the Encampment. The Color Bearer shall present the United States Flag during the Pledge of Allegiance.

Department Guard

The Department Guard shall secure the entrance of the Encampment, examining the credentials of all that would enter, admitting only qualified members and authorized visitors. He shall allow no one to enter during the opening or closing of the Encampment or during the election and installation of the new officers.

Department Graves Registration Officer

The Department Graves Registration Officer shall coordinate the efforts of the Camp Graves Registration Officers conducting an inventory of the cemeteries located within the limits of the Department's geographical boundaries and documenting the presence of Civil War veteran grave markers and memorials. He shall bring to the attention of appropriate governmental agencies the existence of grave markers and memorials in need of rehabilitation or replacement and assist in the completion of applications for new federal grave markers for Civil War veterans when needed. He shall provide documentation of the location and condition of Civil War veteran grave markers and memorials to the National Graves Registration Officer.

Department Civil War Memorials Officer

The Department Civil War Memorials Officer shall coordinate the activities of the Camp Civil War Memorials Officers in the search for, physical examination of, photographing, and recording of Civil War Memorials located within the limits of the Department's geographical boundaries. He shall coordinate the observance of the care and upkeep of such Civil War Memorials, and bring all deficiencies to the attention of property owners and community governments in which the memorials are located. The Department Civil War Memorials Officer will also forward this information to his liaison on the National Civil War Memorials Committee.

Department Signals Officer

The Department Signals Officer shall provide the Department Commander and the Department Council with advice and assistance relative to matters involving communication and technology, supervise or serve as the Department Webmaster, and ensure compliance with the National Communication Technology policy. In addition he shall provide assistance to the Camp Signals Officers in the maintenance of their Camp home page or web-site.

Department Organizer

The Department Organizer shall obtain the names and addresses of all applicants for membership and Brothers living in close proximity of each other in those areas where no local camp exists. After ascertaining their interest in forming a new camp, he shall hold pre-organizational meetings with interested individuals to instruct them regarding the requirements for camp organization and chartering. He shall provide information on the Order's Constitution and Regulations and the Department's By-laws, obtain a camp number for the new camp from the Department Commander, and ensure that all organization and chartering paperwork for the new camp is completed and fees submitted to the proper Department officers. He shall hold camp organizational meetings and serve, in the absence of the Department Commander, Senior Vice Commander or Junior Vice Commander, as the installing officer.

Department Grand Army of the Republic Highway Officer

The Department GAR Highway Officer shall locate and ascertain the condition of all GAR designation signage, reporting missing or damaged signage to the appropriate state official, and research state laws and legislation affecting the highway. He shall also report his activities to the National GAR Highway Officer.

ARTICLE VI.**Department Encampments**

Section 1. The Department shall meet in Annual Encampment. Said Encampment shall be held on a day between the first day of January and the first day of July.

Section 2. The Department Commander may with the consent of the Department Council call special meetings of a Department Encampment. No business shall be transacted at any special meeting other than that for which it was specifically called, which call shall state the purpose and object of said meeting.

Section 3. All Camps and each officer of the Department shall be notified of the time, date and place of the Department Encampment at least thirty days prior to the convening of the same.

Section 4. The Department Commander shall have authority to appoint all committees necessary for the success of the Department Encampment.

Section 5. A majority of the membership of the encampment as defined in Article VII reported present and entitled to vote shall constitute a quorum.

Section 6. Proxy voting or absentee voting shall be prohibited at all Department functions.

Section 7. Members in good standing who may not be voting delegates may attend any and all functions of the encampment, but may not participate in any votes therein.

Section 8. A registration fee may be imposed on the members and delegates attending the encampment to offset the costs of providing the facilities of said encampment provided that the fee imposes no hardship on a member or delegate to attend. The costs of providing entertainment or activities associated with the encampment, but not related to the official business of the encampment, may be offset by imposing additional fees on each member choosing to participate in such activities.

Section 9. The Department Commander and visiting dignitaries may be exempted or reimbursed for personal expenses with regard to the Department Encampment if approved by the Department Council. The Department shall be responsible for the cost of lodging the Commander-in-Chief should he attend the Department Encampment.

Section 10. The Department Commander shall set the agenda of the Department Encampment except that the nominations, elections, and installation of the new department officers shall take place after all other department business has been disposed. The agenda shall include:

- Opening of Encampment
- Roll-call of Officers
- Report of Committee on Credentials
- Roll-call for members as recorded
- Reports of Officers
- Reception of Communications
(All communications should be submitted in writing, and be referred to the proper committees without debate).
- Unfinished Business
- Reports of Committees
- Report of Council
(Directed to and acted upon by the Encampment -- not referred to committee).
- New Business
- Election of Delegates and Alternates to the National Encampment
- Nomination of Officers
- Election and Installation of Officers

Section 11. Nominations for Department Officers shall be made first by roll call of the Camps, then nominations may be accepted from the floor.

Section 12. The Commander elected shall choose the person to perform the installation of Department Officers at the Department Encampment.

ARTICLE VII.

Membership of the Encampment

Section 1. The membership of the Department Encampment shall be constituted as follows:

- The Commander-in-Chief and any Past Commanders-in-Chief of the National Organization present.
- Past Department Commanders and Past Camp Commanders of the Department of Iowa, in good standing, who have served a full term or having been elected to fill a vacancy have served to the end of that term.
- The sitting Camp Commanders of the Department of Iowa.
- The Department's own elected and appointed officers (except aides).
- One delegate from each Camp, whatever its membership and one additional delegate for every ten members of the Camp, or major fraction thereof, based upon the report for the quarter next preceding the Encampment.
- Any member serving as Camp Secretary or Camp Treasurer continuously in office for a period of ten years may have conferred upon him the rank of Past Camp Commander with its voting privileges at Department Encampments.

Section 2. Vacancies in delegate representation to, and at the time of the Department Encampment, may be filled by a majority vote of delegates from the Camp in attendance at the Encampment, the Camp Commander having the prior right to appoint members to fill vacancies.

Section 3. A Camp that fails to pay its per capita tax or other indebtedness or is delinquent in their reporting to the Department shall not be entitled to representation in the Department Encampment.

ARTICLE VIII.

Operation of Camps

Section 1. A new camp may be formed within the Department by authority of the Department Commander with the approval of the Commander-in-Chief. Reorganizations, mergers or dissolution of camps may only occur within the strict interpretation of current National regulations. At no time may a camp secede from the Department.

Section 2. Camps shall be organized and governed according to the National Constitution and Regulations of our Order.

Section 3. Camps shall adopt by-laws subject to the approval of the Department Commander and consistent with these Department By-laws and the Constitution and Regulations of the National Organization. All amendments, alterations, or deletions of Camp By-laws shall be submitted in writing to the Department Commander for approval and shall not be effective until approved by the Department Commander in writing. Any provision of a Camp's By-laws which is inconsistent with the Articles of Incorporation, Constitution and Regulations of the National Organization, or Department By-laws is null and void.

Section 4. The officers of the camp shall be those enumerated by the National Constitution and Regulations and any other such officers as defined in the Camp's By-laws. The elections of Camp officers and their terms of office shall conform to the guidelines established by National. Any vacancies in Camp offices shall be filled in a manner approved by the Camp and not inconsistent with either these By-laws or the National Constitution and Regulations.

Section 5. The duties of Camp officers shall be those described by National, those described in these By-laws and those described in the Camp's By-laws, provided that any modifications of duties described in the Camp's By-laws are not inconsistent with either the Department or National's policies.

Section 6. Camp Commanders shall be responsible for the proper preparation and timely submission of any and all reports and monies due to the Department. Delegation of responsibility either informally, through the chain of command, or inferred in the duties of other camp officers does not absolve the Camp Commander of primary responsibility for the operation of the camp.

Section 7. Census reports as specified in our National Constitution and Regulations accompanied by the per capita tax are due to the Department Secretary no later than 30 days prior to any deadline set by the National Organization. The Department Secretary shall set the specific date each year and inform each Camp of this due date at least 30 days before such due date. A camp for which the Department Treasurer has not received the per capita tax payment by 10 days after such due date shall be considered delinquent. No camp or any of its delegates may be seated at a Department Encampment while any per capita tax or other fees owed remain unpaid or any required reports remain outstanding.

ARTICLE IX.

Authorized Fees

Section 1. The Charter fee for a new camp shall be \$25.00, payable when application is made to the Department Commander.

Section 2. The per capita tax payable by Camps to the Department shall be paid annually based on each member of the Camp then in good standing. Said per capita tax shall be at the rate per person as regulated by the National Organization plus an additional amount per person as fixed by the Department Encampment for the operating expenses of the Department.

Section 3. Failure to pay the per capita tax in a timely manner will be grounds for disciplinary action towards the Camp as determined by the Department Council within the guidelines of the National Constitution and Regulations.

Section 4. A Camp that has been disbanded or dropped due to nonpayment of the per capita tax of no more than one year may be reinstated upon the payment of a \$10.00 reinstatement fee and all per capita tax due.

Section 5. The initiation fee for new members shall not be less than \$20.00.

ARTICLE X.

Patriotic Activities

Section 1. It shall be the duty of each member of the Department of Iowa to properly observe Memorial Sunday and Memorial Day and to do all in his power to commemorate the memory and deeds of deceased veterans of the Civil War.

Section 2. It is the patriotic duty of every member of the Department of Iowa to assist in properly observing Lincoln's Birthday (February 12th), Washington's Birthday (February 22nd), Appomattox Day (April 7th), Armed Forces Day (May 19th), Flag Day (June 14th), Independence Day (July 4th), Veteran's Day (November 11th), and other patriotic days and occasions as may be designated for honoring the flag of our country.

Section 3. All official meetings of the Department of Iowa and its constituent Camps shall display the flag of the United States of America in an honored and appropriate manner.

ARTICLE XI.

Discipline

Section 1. Only those offenses and remedies defined in the National Constitution and Regulations may constitute grounds for disciplinary action of any officer or member of the Department of Iowa or any of its constituent Camps.

Section 2. Any and all charges made against any Brother of the Order must be made in writing and submitted through the proper chain of command as outlined in the National Constitution and Regulations.

Section 3. No disciplinary action or hearing may commence without due process as defined in our National Constitution and Regulations. All such actions and hearings must be fairly implemented, impartially judged, and consistent with the purposes and regulations of the Order.

Section 4. To obtain restoration of rank of Past Camp Commander the member shall make request in writing to the Camp of which he is a member. If acted upon favorably by the Camp in regular session, said request shall be forwarded to the Department Commander, setting forth the causes of loss of rank, and reasons for the request of restoration. The Department Commander shall present it to the Department Encampment where, if acted upon favorably, such rank shall be restored.

ARTICLE XII.

Governance

Section 1. Roberts Rules of Order shall govern the meetings of this organization and its elements, except as otherwise provided in these By-laws, the Rituals of our Order, and the National Constitution and Regulations.

Section 2. The Order being strictly non-sectarian and non-partisan, the introduction or discussion of sectarian or partisan topics is strictly prohibited.

Section 3. Any provision of these By-laws that conflict with the Constitution and Regulations of the National Organization shall be null and void. All other provisions of these By-laws not in conflict with our National Constitution and Regulations shall remain in full force and effect.

Section 4. These By-laws may be repealed, modified, or amended at any Department Encampment by a two-thirds vote of the membership of the Encampment. Proposed changes in these By-laws must be submitted in writing to the Department Secretary no less than 60 days prior to the annual Department Encampment and shall be published and made available to all Camps at least 30 days before said Encampment. The call for the Department Encampment must include the proposed changes in detail or refer to how the proposed changes may be accessed.

Section 5. All prior By-laws and amendments thereto in force in this Department are hereby repealed, including all motions or resolutions, which may have been adopted by the Department Encampments from time to time concerning matters covered by these By-laws.

Section 6. These By-laws and any amendments thereto shall be in full force and effect upon approval of the Commander-in-Chief of the National Organization.

The 117th Encampment of the Department of Iowa, Sons of Union Veterans of the Civil War adopted the foregoing By-laws in Waverly, Iowa on this 7th day of April of the year 2001.

David P. Stephen, Sr. Vice Commander

Ronald F. Rittel, Department Council

Donald A. Gage, Jr. Vice Commander

Larry A. Roach, Department Council

Leslie E. Weber, Secretary-Treasurer

Larry D. McConahay, Department Council

William S. Morris, Counselor

James L. Stephen, By-laws Committee Chair

Roger A. Batchelder, Commander

The foregoing By-laws of the Department of Iowa have been approved or modified to my approval and are found to be in accordance with the Constitution and Regulations of the Sons of Union Veterans of the Civil War. They are hereby approved this _____ day of _____, 2002.

George L Powell, Commander-in-Chief
Sons of Union Veterans of the Civil War