



SONS OF UNION VETERANS OF THE CIVIL WAR

FORM 50

INSTRUCTIONS FOR FORMING A CAMP

Introduction

The creation of new Camps within the Sons of Union Veterans of the Civil War is one of the greatest ways in which we can honor our ancestors and ensure that there will always be Sons to protect our forefathers' memorials, preserve their final resting places, and keep green the memory of their struggles and sacrifices to preserve the Union. A new Camp enables more men to easily come together for this purpose, and to spread the geographic reach of our Order.

This form summarizes the overall requirements, guidance, and instructions for the formation of a new Camp.

There are several forms that are required to be completed and processed in order to form a new Camp. Please refer to those for specific instructions.

Your Department Officers, your Executive Director, and your National Secretary are standing by to offer any assistance and guidance needed in the process. Please don't hesitate to call upon them whenever help is needed. Good luck with your efforts!

General Requirements

1. Membership: When a Camp is organized, the membership thereof shall not be less than five. (C&R Chapter 1, Article 1, Section 1). Only regular (hereditary) members count towards this requirement.

Junior Members: Junior members do not count to the minimum five members, but may be listed on the Charter. (C&R, Chapter V, Article IX, Section 7).

Associate Members: Associate members and Junior Associate members do not count to the minimum five members and are not listed on the Camp Charter. (C&R, Constitution., Article VII, Section 2, paragraph e).

2. Time: From the time the initial application has been submitted to National Headquarters, permission is granted for a period of one year to organize the Camp (see below for details).

3. Camp Name and Number: Camps shall be named for an honorably discharged Union Civil War veteran, or some other person making substantial contributions to the cause of preserving the Union during the years 1861 to 1865, a Camp previously in the community, a GAR Post previously in the community, a battle of the Civil War or the name of the community in which the Camp is based. Camps shall select their name, provided no two Camps within a Department have the same name and/or Camp number. The Camp number will be assigned by the Department Commander. Camps in existence on or before August 13, 2017 shall be grandfathered from adhering to this provision. (C&R Chapter 1, Article 1, Section 1)

Steps for Forming a New Camp

1. (Camp Organizer) Submit Form 51, Application for Permission to Form a Camp of the Sons of Union Veterans of the Civil War.

Refer to Form 51 for specific instructions.

When someone desires to start a new Camp, he must apply for permission to the Commander of the Department in which the new Camp will be located. The person submitting the form is designated the *Camp Organizer*. He may be a Brother of another Camp, another Department, a National Member-at-Large; he need not be a Brother of the Sons of Union Veterans of the Civil War, but he should be one of the applicants that is joining together to form a new Camp.

The Camp Organizer will submit the Form 51, in duplicate, to the Department Secretary. In the case of a Camp that will be located where no Department exists, the Camp Organizer will submit the Form 51 to the **National Secretary**.

The Department Secretary will forward the Form 51 to the Department Commander for approval.

The Camp Organizer may recommend a name for the new Camp, following the guidelines in Constitution and Regulations (C&R) of the Sons of Union Veterans of the Civil War, and may recommend a specific number.

2. (Department Commander) Complete Form 52, Camp Organization Authorization.

2.a. Send signed Forms 51 and 52 to Department Secretary

The Department Commander will complete Form 52 and send it to the Department Secretary with the signed form 51.

2.c. (Department Secretary) Send Form 52 to Camp Organizer

The signed Form 52 gives the Camp Organizer permission to take the steps necessary to form the new Camp for a period of one year: hold organizational meetings, elect and appoint temporary Camp officers, recruit new Members, etc.

At the end of one year from the date of signature, if the new Camp has not yet completed the Charter application process, the authorization expires and the Camp Organizer will need to begin the process again with a new Form 51 submittal.

The Department Secretary should retain a copy of the signed Form 52 for Department records.

3. (Department Secretary) Send one copy of the signed Form 51 and Charter Application Fee to National Secretary

Refer to Form 51 for specific instructions.

The Department Secretary will include the required Charter Application Fee of \$25 (payable to the "National Organization, SUVCW") with the Form 51 submittal. Depending on the policy of the Department, this fee may be provided by the *Camp Organizer* individually, from a core group of members starting the new Camp, or from the Department itself. The Charter Application Fee is non-refundable.

4. (National Secretary) Process Camp Application

Refer to Form 51 for specific instructions.

The National Secretary will ensure that the Form 51 is completed correctly, that the Camp name and number requested are appropriate, and that the Charter Application Fee was included (payable to the "National Organization, SUVCW").

If all is found to be in order, National Secretary will acknowledge receipt of the approved Form 51 and Charter application Fee, will forward a copy of the form 51 to the Commander-in-Chief. The National Secretary will retain the Form 51, forward the payment to the National Treasurer, and send a Camp Organizing Packet to the Camp Organizer.

5. (Camp Organizer) Organize Camp and Recruit Members

Obtain copies from the National Website (www.suvcw.org) of the following forms, which will be used during the formation of the Camp:

- Form 3, Membership Application
- Form 4, Transfer Form
- Form 54, New Camp Data Sheet
- Form 55, Application for Camp Charter
- SUVCW Constitution and Regulations,
- SUVCW Rituals and Ceremonials.

Obtain sufficient copies of Form 70, Recruiting Brochure from the Department or Quartermaster Store.

Recruiting is one of the great challenges of all Camps. If the Department has Members-at-Large, a list of those living in the vicinity of the new Camp should be obtained from the Department Secretary so that they may be invited to join. There may also be Brothers in other Camps or even neighboring Departments who live closer to the area of the new Camp. While they should certainly be made aware that a new Camp is forming near them, one must be careful not to inadvertently offend existing Camps and other Departments by appearing to poach their membership. Department Officers should work with Camps and help with this process. In addition to Brothers already in the Order, members of Civil War Roundtables and re-enactment units, neighbors, friends, relatives and co-workers should all be considered for membership.

New membership applications should be processed in accordance with Department bylaws. New Brothers may be considered Department members-at-large if permitted by Department bylaws, or may be initiated as Brothers of another Camp until the new Camp has been formally chartered, at which point they can transfer into the new Camp. Should the new Camp fail to organize, at-large Brothers should be transferred to (or remain in) another Camp in the Department.

6. (Camp Organizer and Camp) Elect Temporary Camp Officers

When sufficient membership exists in the new Camp, the Camp should elect its temporary Officers, who will serve until the Camp receives its Charter. Not all elected Offices need to be filled, but the new Camp will require a Commander, a Secretary, and a Treasurer (or a Secretary/Treasurer). If enough Brothers are available, elect a Senior Vice Commander, Junior Vice Commander and three members of the Camp Council. The newly elected Commander may then fill as many of the appointed Officer positions as is practical.

Record the results of the officer election and appointments on form 54, New Camp Data Sheet. Submit the form in accordance with the instructions thereon.

7. (Camp Organizer) Apply for Camp Charter

When the new Camp has recruited a minimum of five Regular Members and elected its temporary Camp Officers, it may apply for its Charter. The minimum five Members may be any combination of new Members, Dual Members, or Members transferring from other Camps, Departments, or Members-at-Large.

7.a. (Camp Organizer) Complete Form 55, Application for Camp Charter. Submit Completed Forms 54 and 55, in duplicate to Department Secretary.

Make certain that no Associates or Junior Associates are included on the Application for Camp Charter (Form 55).

7.b. (Department Secretary) Process the Application for Camp Charter.

Examine the Forms 54 and 55 to ensure that all is in order.

7.c. (Department Secretary) Forward Forms 54 and 55 to the National Secretary.

8. (National Secretary) Review Camp Charter Application

Review Forms 54 and 55 for completeness and accuracy. If all is in order, forward them to the Commander-in-Chief.

9. (Commander-in-Chief) Review and Approve the Application

If, upon review, all meets with the Commander-in-Chief's approval, he will sign the Application for Camp Charter (Form 55).

The date on which he signs Form 55 is the *Date of Rank* for the new Camp. As of this *Date of Rank*, the new Camp is recognized as an official Camp of the Sons of Union Veterans of the Civil War.

Once the Commander-in-Chief has assigned a *Date of Rank*, the **National Secretary** will notify both the Department Secretary and the new Camp Commander. A Charter document will be prepared for the new Camp, and will be provided to the Department Secretary so that he and the Department Commander can affix their signatures and arrange for an appropriate Charter presentation.

Note: Until the Commander-in-Chief assigns a *Date of Rank*, the Camp does not formally exist. The Camp will not submit any reports or fees to the Department until it receives a *Date of Rank*.

Even if the Camp requests dues from its membership beforehand, per capita fees will eventually be calculated *only* from the *Date of Rank* and paid from the Camp to the Department and from the Department to National only from that date forward.

Initial Follow-on Actions for New Camps

Once a Camp has been recognized, the Camp leadership shall accomplish the following items as soon as practical.

1. (Camp Secretary) Report Membership.

The new Camp should report its membership to the Department in the correct manner depending on the time of year. If the Camp's *Date of Rank* is during the first quarter of the year, then the Camp should complete and submit a Camp Annual Report (Form 27) to the Department no later than April 30. If the Date of Rank is after the first quarter, then the Camp's membership should be reported to the Department using a Camp Status Report (Form 30), in duplicate, for each member. This should be submitted with any required supporting documentation and the appropriate per capita fees. The Department, in turn, will report the membership to National using either the Department Annual Report (Form 35), or Camp Status Report (Form 30).

2. (Camp Secretary) Apply for Camp Tax Exempt with the IRS.

(Refer to C&R Ch 1, Art. 1, Sections 17-22)

The SUVCW National Organization is a 501(c)3 organization. Subordinate Departments and Camps are each required to have active Tax ID number with the IRS (EIN) regardless of whether it has a bank account.

Camps are required to file the appropriate Form 990 annually on-time in order to maintain tax-exempt status. Failure to do so results in automatic suspension. It is the responsibility of the Camp's Treasurer to file the appropriate Form 990 on time each year. It is the ultimate responsibility of the camp's Commander that the appropriate Form 990 has been filed.

2.a. (Camp Secretary) Complete IRS Form SS-4.

This is the application used to request an EIN.

The Social Security Number of the *Camp Organizer* or any individual Brother should **not** be used for this purpose. The IRS Form SS-4 can be found on the IRS website (<http://www.irs.gov/pub/irs-pdf/fss4.pdf>). The form should be downloaded and either mailed or faxed to the IRS. When applying, make sure to indicate that the new Camp's EIN should be subordinate to the National Organization's number: **0429**.

Note: Submission of the IRS Form SS-4 via the online option does not allow for recording the National Organization's number, thus the need to submit the form via mail or fax.

3. (Camp Commander) Prepare Camp Bylaws

As soon as is practical, the new Camp should prepare a set of By-Laws, as outlined in National Regulations, Chapter I, Article IX, Sections 1 and 2. When approved by the Camp, the By-Laws should be submitted to the Department Secretary for the review and approval of the Department Commander.

Forms Utilized in Forming a New Camp of the SUVCW

Instructions for Forming a Camp (Form 50): This form provides an explanation of the process to be followed in starting a new Camp of the Sons of Union Veterans.

Application for Permission to Form a Camp (Form 51): This form is used by an individual requesting permission from a Department and the Commander-in-Chief to form a new Camp of the Sons of Union Veterans. It is submitted by a *Camp Organizer*, and receives the approval signatures of the Department Commander.

Camp Organization Authorization (Form 52): This form is completed and provided to a *Camp Organizer* by a Department Commander. It authorizes the *Camp Organizer* to take the necessary actions to form a Camp, including holding organizational meetings, electing temporary Camp Officers, recruiting members and effecting transfers, and preparing the required Charter application paperwork.

New Camp Data Sheet (Form 54): This form is used to report the Camp's temporary elected and appointed Camp Officers, as well as other information including meeting day, time and location and Employer Identification Number (EIN). This form must be submitted along with the Application for Camp Charter (Form 55).

Application for Camp Charter (Form 55): This is the form from which the information necessary in completing the Camp's Charter document is taken. It will include the full names, addresses and membership type for all Brothers in the Camp who are to be included on the Camp Charter. Associates and Junior Associates may not be included on the Camp Charter and should not be included on this form. Form 55 will also provide the *Date of Rank* assigned by the Commander-in-Chief.

IRS Form SS-4: This form is used to apply to the IRS for an Employer Identification Number (EIN). This number will be needed to open a bank account. Make sure to indicate that the Camp's EIN should be subordinate to the National number: **0429**. The form may be downloaded from the IRS website (<http://www.irs.gov/pub/irs-pdf/fss4.pdf>) and should be submitted via mail or fax.

Camp Annual Report (Form 27): This form should be used to report the new Camp's membership to the Department if the *Date of Rank* assigned by the Commander-in-Chief is *during* the first quarter of the year. Include supporting materials and per capita fees.

Camp Status Report (Form 30): This form should be used to report the new Camp's membership to the Department if the *Date of Rank* assigned by the Commander-in-Chief is *after* the first quarter of the year. Include supporting materials and per capita fees.