

**SONS OF UNION VETERANS OF THE CIVIL WAR  
DEPARTMENT OF CALIFORNIA AND PACIFIC**

**BYLAWS OF THE  
GENERAL WILLIAM PASSMORE CARLIN CAMP 25  
(Approved March 1, 2003, and amended August 26, 2007 and June 22, 2008)**

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### **PREAMBLE**

We, the descendants of the Soldiers, Sailors, and Marines who served in the Armed Forces of the United States of America during the Civil War, 1861-1865, have joined this Patriotic and Fraternal Order for the purposes and objectives set forth by the National Organization of the Sons of Union Veterans of the Civil War and by the Department of California and Pacific, and in so doing, pledge ourselves to commemorate our forefathers deeds, render loyal service to our country, and to promote the maintenance of unqualified American citizenship with respect for honor to the Flag of the United States of America.

### **ARTICLE I NAME**

**Section 1. Name.** The name of this camp shall be the General William Passmore Carlin Camp No. 25 of Gardnerville Nevada, Department of California and Pacific, Sons of Union Veterans of the Civil War (hereinafter, "SUVCW"), Hereinafter referred to as the Camp.

### **ARTICLE II PURPOSE AND OBJECTIVES**

**Section 1. Purpose and Objectives.** The purpose of this Camp shall be to perpetuate the memory of the Grand Army of the Republic and the men who served the Union from 12 April 1861 to 9 April 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 impartial justice for all.

### **ARTICLE III JURISDICTION**

**Section 1. Authority.** This Camp shall act under the authority of its Charter from the National Organization and is a tributary component of the Department of California and Pacific.

**Section 2. Geography; Place of Business.** The primary geographic area covered by this Camp includes, but is not limited to the following counties in the State of Nevada, Washoe, Humboldt, Elko, Pershing, Storey, Lyon, Churchill, Lander, Eureka, White Pine, Douglas, Carson City. The primary geographic area covered by this Camp includes, but is not limited to the following counties in California that borders Northern Nevada, Modoc, Lassen, Sierra, Nevada, Placer, Eldorado, Alpine, Mono. The principal place of business of this Camp shall be the City of Gardnerville, Douglas County, Nevada or in such other place as may be determined by the Camp Council of Administration; however, the activities of the Camp shall not be confined to that place, but may be conducted throughout the jurisdiction of the National Organization. (SEE NOTES)

**Section 3. Residency.** No Brother of the SUVCW shall be precluded from joining this Camp for lack of residency in one of the counties specified in Section 2 of this Article.

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

**Section 1. Prohibitions.** The Order being strictly non-sectarian and non-partisan, the introduction or discussion of sectarian or partisan topics is strictly prohibited.

**Section 2. Political Topics.** Nothing in this Article shall be construed as prohibiting the introduction or discussion of political topics.

**Section 3. Definitions.** The following definitions shall be utilized for purposes of this Article: (a) "partisan" is defined as the fervent support, opposition, or advocacy of a candidate for public office, or other person(s) or faction(s); (b) "political" is defined as relating to, or dealing with the structure or affairs of the government and / or any of its agents.

### **ARTICLE V MEMBERSHIP**

**Section 1. Members; Eligibility.** Males eligible for membership, who otherwise meet the eligibility requirements stipulated in Article III of the SUVCW Constitution and Section 5 of the SUVCW Articles of Incorporation, include any male descendant, whether through a lineal or a collateral line, not less than fourteen years of age, who can document blood relation to a Soldier, Sailor, Marine or member of the Revenue Cutter Service, who was regularly mustered and served

honorably in, was honorably discharged from, or died in the service of the Army, Navy, Marine Corps or Revenue Cutter Service of the United States of America or such State regiments as were called into active service and were subject to orders of United States general officers, during the War of the Rebellion between 12 April 1861 and 9 April 1865, inclusive; and who has never been convicted of any infamous or heinous crime or who has, or whose ancestors through whom membership is claimed, have never voluntarily borne arms against the Government of the United States of America.

**Section 2. Life Members.** Members, who otherwise meet the eligibility requirements stipulated in Section 1 of this Article, Article III of the SUVCW Constitution, and Section 5 of the Articles of Incorporation, and who have paid the requisite Life Membership fee as established by the National Organization shall be Life Members. Life Members are exempt from the National per capita dues and the Department per capita dues, and otherwise enjoy all the rights, privileges, and responsibilities of membership.

**Section 3. Juniors; Eligibility.** Males who are at least six (6) years of age, but less than fourteen (14) years of age who otherwise meet the eligibility requirements stipulated in Section 1 of this Article, Article III of the SUVCW Constitution, and Section 5 of the Articles of Incorporation, may be admitted to membership as a "junior" member of this Camp. A "junior\* member may not hold any elective office within this Camp, nor vote on any issue coming before this Camp. A Camp Brother recommending a junior is responsible to assist these Brothers in their participation in Camp functions and activities.

**Section 4. Associates; Eligibility.** Associates are males at least fourteen (14) years of age who do not meet the requirements stipulated in Section 1 of this Article, Article III of the SUVCW Constitution, and Section 5 of the Articles of Incorporation, but otherwise meet the requirements for membership established by the National Organization. The number of Associates in this Camp shall not exceed one-third of the total roster of the Camp at the time of their election. Associates may not hold any elective office within this Camp. Associates otherwise enjoy all the rights, privileges, and responsibilities of membership.

**Section 5. Recommendation For Membership.** Each application for membership shall be recommended by a Brother of the Camp who shall vouch for the applicant's eligibility and moral character. It shall then be referred to a committee of three (of which the Brother recommending shall not be one) for investigation and report. The Committee shall make a careful investigation of the facts set forth in the application, and shall recommend, to the entire Camp, the election or rejection of the applicant. The Camp shall then vote to accept or reject the applicant, a majority of those voting necessary to accept an applicant.

**Section 6. Rejection.** A rejected applicant shall not be eligible to apply again for membership in this Camp until six months has elapsed after such vote to reject.

**Section 7. Members In Arrears.** A Brother of this Camp who is three months in arrears shall be classified as delinquent and be suspended from all privileges until reinstated by the Camp. Any Brother of this Camp who is four months in arrears in the payment of his dues may, by a vote of the Camp, be dropped from the roll of the Camp. A suspended or dropped Brother may be

reinstated in the Order on reelection by the Camp after paying such dues, reinstatement fee, or any other indebtedness due the Camp, as prescribed by these Bylaws.

Any Brother of this Camp who is one year in arrears in the payment of dues shall be dropped from the roll of the Camp. A Brother who has been dropped from the rolls of this camp for being one year in arrears in the payment of dues may be reinstated upon re-application and reelection by the Camp after payment of delinquent dues (not to exceed one year), current dues, a reinstatement fee, and other indebtedness to the SUVCW and this Camp as prescribed by these Bylaws or by Camp Regulations.

**Section 8. Member In Good Standing.** A member in good standing is a Brother whose dues are current or possesses a valid transfer card, who has no outstanding indebtedness to the Order, and who is not under suspension as a result of a disciplinary procedure.

## **ARTICLE VI MEMBERSHIP DUES AND FEES**

**Section 1. Annual Dues.** Each Brother of the Camp shall be assessed annual dues. The amount of said dues shall be a minimum of \$10.00 more than the total amount paid to the National and Department for members, Associates and Juniors per annum. Annual dues are required and payable by March 1 of each year. Brothers who have not paid their dues by this date are in arrears.

**Section 2. Reinstatement Fee.** The Reinstatement Fee for a Brother who has been dropped from the roll of this Camp shall be 100 % of the current annual dues plus \$5.00.

**Section 3. Application/Admission Fee.** A minimum Application/Admission Fee of \$30.00 shall be assessed each new member upon induction into the Camp, of which one-half shall be forwarded to the Department Treasurer with the each dues report. Notwithstanding the provisions of this Article, the Camp may, by majority vote, increase or decrease the Application/Admission Fee.

**Section 4. Transfer Fee.** Brothers transferring to this Camp, from another SUVCW Camp shall not be assessed a transfer fee due at the tune of transfer to this Camp.

## **ARTICLE VII MEETINGS**

**Section 1. Regular Meetings.** Regular meetings of the Camp shall be hold 6 (six) times of the year during even months, (Feb. April, June, Aug., Oct., Dec.) as a minimum, at a regularly scheduled time and place known to the membership. The meeting of the Camp shall be at such time and place as chosen by the Camp Commander, subject to the approval by the Camp Council; provided, however, that the meetings shall be held within the Camp Geography, unless by a two-thirds vote of the Brothers present at a stated or special meeting called for the purpose of changing the location, approve such location change; and, provided further, that thirty days notice by mail has been sent to all Brothers that such action is to be taken at a regular or special meeting, the result of such action approved by the Department Commander. All regular meetings of the Camp shall be

held within the boundaries of the Department of California and Pacific, Sons of Union Veterans of the Civil War.

**Section 2. Quorum.** Three Brothers shall be necessary to constitute a quorum at a regular or special meeting of this Camp. At no time during a meeting of this Camp shall business be transacted if the number of Associates in attendance exceeds forty-nine percent (49%) of the total attendance then present at said meeting

## **ARTICLE VIII DELEGATES**

**Section 1. Department Encampment Delegates.** Delegates to the Department Encampment shall be members of the Camp who are: current and Past Camp Commanders 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, all current and Past Department Commanders, all current and Past Commanders-in-Chief, one Delegate for the Camp membership-at-large, and one additional Delegate for every ten members, or major fraction thereof, based upon the report for the annual report next preceding the Encampment.

**Section 2. Election Of Delegates.** Delegates, and an equal number of Alternates, shall be elected by a plurality vote of the Camp at a regular meeting of the Camp between the first meeting in October and the first meeting in December, inclusive. If for any reason a Delegate is unable to attend the Department Encampment, an Alternate Delegate shall replace that Delegate, beginning with the Alternate having received the greatest number of votes until there are no more Alternate Delegates. Any vacancies in delegate representation needing to be filled beyond the Alternate Delegates shall be filled by a vote of Delegates from this Camp in attendance at the Encampment; the Camp Commander having the prior right to appoint members to fill vacancies.

## **ARTICLE IX OFFICERS AND ELECTIONS**

**Section 1. Camp Officers; Types.** Camp Officers shall be of two types: elected and appointed. The Elected Officers of the Camp shall be as follows: Commander, Senior Vice-Commander, Junior Vice-Commander, Secretary, Treasurer, and Members of the Camp Council. The offices of Secretary and Treasurer may be held by a single Brother. The Camp Council shall be composed of three Brothers of the Camp not holding the office of Commander, Secretary, or Treasurer (or Secretary-Treasurer). The Appointed Officers of the Camp shall be: Chaplain, Patriotic Instructor, Counselor, Historian, Guide, Color Bearer, Guard, Signals Officer, Graves Registration Officer, and the Civil War Memorials Officer.

**Section 2. Elections.** The elected Camp Officers shall be elected at a regular meeting of the Camp between the first meeting in October and the first meeting in December, inclusive, the date to be determined by a majority vote of the Camp members present, at no later than the meeting previous to that at which the election is to be held. Advance notice of the nominations and elections meeting shall be provided to all Brothers. On assuming office, the Commander shall appoint all other Camp officers.

**Section 3. Offices; Simultaneously.** No Brother shall simultaneously hold or be nominated for more than one of the following offices: Commander, Senior Vice Commander, Junior Vice Commander, Secretary, Treasurer, or Camp Council, provided however, that the offices of Secretary and Treasurer may be held by a single Brother, and provided further, that the office of Camp Council may also be held by the Senior Vice Commander and Junior Vice Commander. Notwithstanding any orders, rules, or regulations to the contrary, Brothers may hold office(s) at higher levels in the Order simultaneously with a Camp office.

**Section 4. Installation.** The elected Camp Officers shall be installed at a regular meeting of the Camp to be held between the first meeting in November, and the first meeting in the following January, inclusive, by a person designated by the Department Commander.

**Section 5. Vacancies.** (a) If a vacancy should occur in the office of Commander, the Senior Vice Commander shall temporarily succeed to the office of Commander until the Camp Council fills the vacancy as provided for in these Bylaws. If a vacancy should occur in the office of the Senior Vice Commander, the Junior Vice Commander shall temporarily succeed to the office of Senior Vice Commander until the Camp Council fills the vacancy as provided for in these Bylaws. If a vacancy should occur in the office of Junior Vice Commander, Secretary, or Treasurer, the Commander shall cause the Camp Council to convene and by a majority vote elect a Brother of the Camp to fill the vacancy for the unexpired term. If there is neither a Commander, Senior Vice Commander, nor Junior Vice Commander to discharge the powers and duties of the office of Commander, then the Camp Council shall immediately convene and conduct an election to fill the vacant officer positions,

(b) If a vacancy should occur in any of the three Camp Council positions it shall be filled by one of the following methods, to be determined by the Camp Commander: a) the remaining elected officers of the Camp shall fill the vacancy by appointment, a majority of the them concurring; or, b) the Camp Commander shall call an election by the Camp for the purpose of filling such vacancy, by majority vote.

(c) If the vacancy is filled by appointment, the appointment shall be effective until the end of the unexpired term of office, or until the next regular election (and installation), or until a special election (and installation) takes place, whichever occurs first. If the vacancy is to be filled by election by the Camp, the election will be for the entire unexpired term of the office. If the vacant office is to be filled by election, the remaining elected officers of the Camp may make an interim appointment to fill the office until a candidate has been duly elected and installed, an interim appointment to fill the office until a candidate has been duly elected and installed.

**Section 6. Absences.** The Camp may, by a two-thirds (2/3) vote, first giving five days notice by mail, vacate the position of any elected officer who shall have been absent from three consecutive regular Camp meetings or three consecutive Camp Council of Administration meetings without good cause and such vacancies shall be filled in the same manner as other vacancies.

**Section 7. Impeachment And Removal From Office.** The Camp may impeach and remove from office, by two-thirds (2/3) vote, any officer for immoral conduct, or for any abuse or dishonorable practice of any kind, upon providing the officer a due process hearing, presided over

by the Camp Commander. If the Commander is the subject of impeachment, the Senior Vice-Commander shall preside at the due process hearing.

## **ARTICLE X DUTIES OF ELECTED OFFICERS**

**Section 1. Commander.** The purpose of the office of Camp Commander is to direct and to provide oversight of Camp operations in order to foster and promote the goals and objectives of the Sons of Union Veterans of the Civil War. Duties of the Camp Commander include, but are not limited to the following: He shall be the Chief Executive Officer of the Camp, charged with the duty of administering the affairs of the Camp and presiding over all meetings of the Camp; he shall decide all questions of order without debate, subject, however, to an appeal to the Camp. It shall be his duty to detail all officers and appoint all non-elected officers (of which he shall be a member ex-officio) not otherwise provided for in these Bylaws; he shall cause an agenda to be prepared for each regular or special meeting of the Camp; he shall appoint all non-elected officers (and assistant non-elected officers), who shall serve at his pleasure; notwithstanding the provisions of Article XVI of these Bylaws, he shall approve all orders or requisitions made on the Treasurer or Camp Council for appropriations of money, or any property of the Camp. He shall approve and sign the Camp Secretary and Camp Treasurer annual reports, and ensure that these reports are sent to the Department Treasurer. He shall keep Brothers informed by issuing "Camp Orders," attested to by the Camp Secretary. He shall serve as liaison between the Camp and the Department, and he shall perform all other duties pertaining to his office. He shall give a full report of his activities at each regular meeting of the Camp Council of Administration and at each regular Camp meeting, to include, but not be limited to, the progress and standing of the General William Passmore Carlin Camp No. 25, and regarding the Commanders official acts.

**Section 2. Senior Vice Commander.** The purpose of the office of Camp Senior Vice Commander is to assist the Commander and promote the Order. Duties of the Camp Senior Vice Commander include, but are not limited to the following; He shall preside at Camp meetings in the absence of the Camp Commander; he shall act as a personal representative upon the request from the Camp Commander; he shall gather appropriate data about Camp activities and forward it to the Department Senior Vice-Commander; he shall promote Camp activities in the local media; he shall be responsible for causing a Camp newsletter to be published; he shall schedule informative programs for Camp meetings; and, he shall carry out other responsibilities delegated to him by the Camp Commander.

**Section 3. Junior Vice Commander.** The purpose of the office of Camp Junior Vice Commander is to assist with the recruitment and retention of members. Duties of the Camp Junior Vice Commander include, but are not limited to the following: He shall be responsible for contacting prospective members whose names are supplied to the Camp by the Department Junior Vice Commander, he shall supply prospective members with membership materials including two membership applications, a copy of a SUVCW organization descriptive leaflet, and an invitation to the next Camp meeting; he shall keep track of applicants progress in completing membership applications. He shall be responsible for encouraging delinquent Brothers to remain in the Order. He shall preside at Camp meetings in the absence of both the Camp Commander and Camp Senior

Vice-Commander, and he shall carry out other responsibilities delegated to him by the Camp Commander.

**Section 4. Secretary.** The purpose of the office of Secretary is to keep the minutes of the settings and to carry on necessary correspondence for the Camp. Duties of the Camp Secretary include, but are not limited to the following: He shall keep all books of record, shall make duplicate annual reports to the Department Secretary on or before the 30th day of April upon the forms prescribed by the Order, and furnished by the Department Secretary, showing all gains or losses in membership and the total membership, one copy of which shall be forwarded together with the per capita dues, covering the entire membership, due from the Camp, to the Department Headquarters, on or before the tenth (10th) day of the month, the other copy to be placed on file in the Camp. He shall draw all requisitions upon the Treasurer for the expenditure of money, upon the order of the Camp, and submit the same to the Commander for his approval, keeping a book for that purpose. He shall take minutes of each Camp meeting; maintaining a book or file of minutes of past meetings; he shall read the minutes of the preceding Camp meeting; he shall process and respond to Camp correspondence; he shall notify Brothers of meeting dates and locations (the Camp newsletter, may be used for purposes of making this notification, provided, however, all such newsletters are sent to the Brother's last known mailing address via U. S. mail); he shall be responsible for preparing and filing all other reports as required by the Camp, Department, or National Organization; he shall maintain Camp membership applications and supporting documentation; he shall provide a report on membership at each Camp meeting; he shall prepare credentials for those serving as Camp delegates and alternates to Department Encampments; and, he shall maintain the Camp seal and affix it to Camp documents as needed. The Secretary shall preside at Camp meetings in the absence of the Camp Commander, the Camp Senior Vice Commander, and the Camp Junior Vice Commander.

**Section 5. Treasurer.** The purpose of the office of Treasurer is to serve as custodian of Camp monies and property, to keep accurate financial records and to prepare periodic financial reports. Duties of the Camp Treasurer include, but are not limited to the following: He shall keep the financial records of the Camp; he shall prepare a financial report to be presented at each Camp meeting, detailing all transactions and the balance of the Camp Treasury; he shall hold funds of the Camp and shall serve as custodian of Camp property not otherwise provided for in these Bylaws. He shall pay out of these said funds upon requisition in due form from the Secretary, approved by the Commander; he shall keep the accounts between the Camp and its members; he shall collect all monies due the Camp, giving in all cases receipts therefore; he shall notify all Brothers in arrears. He shall make an annual report to the Department Secretary. He shall remind Brothers of annual dues requirements (the Camp newsletter may be used for purposes of making this notification, provided, however, all such newsletters are sent to the Brother's last known mailing address via U. S. mail prior to the end of the calendar year); he shall issue membership cards to Brothers upon receipt of annual dues. He shall prepare an annual report on the financial condition of the Camp for review and approval by the Camp Commander; he shall prepare and submit to the Department Treasurer necessary forms and papers on or before the 30th day of April, along with a check for the Camp's per capita dues and new member application fees; he shall prepare and send a "Notice of Arrears" form to Brothers three months in arrears for dues or fines. He shall prepare and transmit any and all financial reports as may be required by applicable state or federal law, and he shall perform all such other duties as pertain to his Office. The Treasurer shall preside at Camp

meetings in the absence of the Camp Commander, the Camp Senior Vice Commander, the Camp Junior Vice Commander, and the Camp Secretary.

**Section 6. Council.** The purpose of the three-member Council is to devise and recommend measures to help ensure the financial stability of the Camp and to fill vacancies which may occur in elected Camp offices. The Camp Council shall devise and recommend measures for preserving and increasing the funds of the Camp; make the Camp's investments, leases, and other contracts; secure a place of meeting; settle and dispose of all disputed accounts between the Camp Treasurer and Brothers of the Camp; examine the books, vouchers, and other financial papers of the Camp; examine and pass upon all accounts and bills incurred by any officer or committee or the Camp; review and pass upon the annual financial reports of the Camp; and, fill the unexpired term, by a majority vote of the Council, of any vacancy which may occur in an elected Camp office, as provided for in these Bylaws. If a vacancy should occur on the Council, it shall be filled by a majority vote of the Brothers present and voting. The Council shall also render assistance to the Treasurer in determining expected revenues and disbursements of the coming year. Based on the Treasurer's Report of Delinquent Brothers, the Camp Council shall follow up Treasurer's notifications regarding dues arrearage to ensure the Camp does not incur per capita liability beyond expected membership reimbursement.

## **ARTICLE XI DUTIES OF APPOINTED OFFICERS**

**Section 1. Chaplain.** The purpose of the office of Chaplain is to conduct such devotional services as directed by the Camp. Duties of the Camp Chaplain include, but are not limited to the following: conducting prayer at all meetings; conducting grave site services for Brothers and important dignitaries; conducting memorials for grave dedication or rededication ceremonies of veterans, especially Union veterans; serving as custodian of the Camp Bible unless assigned to another Camp officer; preparing an annual necrology of Camp Brothers and submitting the list to Department Chaplain; serving as coordinator for the Camp's Memorial Day ceremony, unless assigned to another Camp officer, and becoming familiar with the duties of the office as set forth in the Order's Rituals and Ceremonials.

**Section 2. Patriotic Instructor.** The purpose of the office of Patriotic Instructor is to educate and provide Brothers and the general public with information that will help to foster patriotism among the membership and the populace in general. Duties of the Camp Patriotic Instructor include, but are not limited to the following: presenting at each Camp meeting information on such items as—

- (a) Civil War military, civilian and other great American leaders;
- (b) state and federal holidays;
- (c) the United States Flag;
- (d) duties of citizenship, such as voting;
- (e) Great Civil War battles and battles of other wars; and,
- (f) Great American artifacts and sites.

He shall provide public displays and orations on patriotism as called upon; and provide awards of recognition to deserving individuals as deemed necessary or ordered by the Camp.

**Section 3. Counselor.** The purpose of the office of Counselor is to serve as a legal advisor to the Commander and to the Camp. Duties of the Camp Counselor include, but are not limited to the following: advising the Commander and the Camp on such legal issues as may come before them; and, upon request of the Commander or Camp Council of Administration, providing advice and interpretation of the Camp's Bylaws, the Department's Bylaws, the Order's Constitution and Regulations, National Policies, and on questions of parliamentary procedure.

**Section 4. Historian.** The purpose of the office of Historian is to collect and preserve all historical and biographical material pertaining to the Civil War, to members of the Grand Army of the Republic, and to members of the Order. Duties of the Camp Historian include, but are not limited to the following: maintaining and cataloging all historical, biographical and/or photographic material given to or developed by the Camp regarding the Civil War, Grand Army of the Republic, and Sons of Union Veterans of the Civil War. Such materials include, but are not limited to, the following: newspaper articles, Post/Camp membership records, Post/Camp meeting minutes, old Post/Camp financial records, photographs, and donated memorabilia.

**Section 5. Guide.** The purpose of the Guide is to assist the Commander in the floor work of the Ritual during the Camp meeting and to follow any orders given by the Commander. Duties of the Camp Guide include, but are not limited to the following: ensuring that the Camp room is in proper order and that the altar and stations are properly arranged; instructing candidates for membership per the instructions of the Order's Ritual and Ceremonials; acting as an escort for all visitors; ascertaining if everyone present is entitled to remain for the Camp meeting; and, becoming familiar with the duties of the office as set form in the Order's Ritual and Ceremonials.

**Section 6. Color Bearer.** The purpose of the office of Color Bearer is to care for the Camp colors and to assist the Camp Guide during the Camp meeting. The activities of the Camp Color Bearer include, but are not limited to the following: placing the altar cloth and an unopened Bible on the altar prior to the opening of the Camp; placing station banners at the stations prior to the opening of the Camp; assisting the Guide in ascertaining if everyone present is entitled to remain for the Camp meeting; presenting the United States Flag during the Pledge of Allegiance by the Camp; attending to the altar and stations by removing altar cloth, Bible and station banners following the close of the Camp; and, becoming familiar with the duties of the office as set forth in the Order's Ritual and Ceremonials..

**Section 7. Guard.** The purpose of the office of Guard is to secure the door to the Camp meeting and to admit only those Brothers and visitors who are qualified or entitled to enter. Duties of the Camp Guard include, but are not limited to the following: securing the door of the Camp meeting; checking dues receipts or cards of Brothers and admitting only qualified Brothers and authorized visitors; allowing no one to enter during the opening or closing of the Camp; allowing no one to enter during the initiation of candidates; and, becoming familiar with the duties of the office as set form in the Order's Ritual and Ceremonials.

**Section 8. Signals Officer.** The purpose of the Signals Officer is to serve as the senior advisor on electronic communication technology and manage the assigned resources in such a manner as to reflect positively on the accomplishment of the goals and objectives of the Sons of Union Veterans of the Civil War. Duties of the Camp Signals Officer include, but are not limited to

the following: providing me Commander and the Camp Council of Administration with advice and assistance relative to matters involving communication and technology; supervising or serving as the Camp Webmaster if the Camp has an Internet website; and, being familiar with and complying with any National Communication Technology policy promulgated by the National Organization. The Signals Officer shall be responsible for compiling, editing, and distribution of the Camp Newsletter. The Camp Commander may charge duty for compiling, editing, and distribution of the Camp Newsletter may charged to another camp member.

**Section 9. Graves Registration Officer.** The purpose of the Graves Registration Officer is to locate, record, ascertain the condition of, and bring to the attention of proper authorities the need for repair or replacement of the grave markers/memorials of Civil War veterans buried in the jurisdiction of the Camp. Duties of the Camp Graves Registration Officer include, but are not limited to the following: conducting an inventory of the cemeteries located within the confines of the Camp's geographical boundaries and documenting the presence of Civil War veteran grave markers and memorials; bringing to the attention of appropriate governmental agencies the existence of grave markers/memorials in need of rehabilitation or replacement; assisting private parties and governmental agencies in the completion of applications for new federal grave markers for Civil War veterans; and, providing documentation of the location and condition of Civil War veteran grave markers/memorials to the Department Graves Registration Officer. If available to the Graves Registration Officer, he may also transmit Graves Registration data by means of NATGRAVE software, provided by the National Graves Registration Officer, to the National Database.

**Section 10. Civil War Memorials Officer.** The purpose of the Camp Civil War Memorials Officer is to coordinate the locating, physical examination of, and recording of all memorials dedicated to Union Civil War soldiers and sailors (outside the care of the National Military Parks, and the U. S. Departments of Defense, or Veterans' Affairs) within the geographic boundaries of the Camp. This includes all sizes of monuments (with or without sculptures), those with Civil War era cannon and inert ammunition, memorial fountains, memorial buildings, memorial windows (stained glass), historical markers, and even small plaques. Duties of the Camp Civil War Memorials Officer include, but are not limited to the following: coordinate the search for, physical examination of, photographing of, and recording of Civil War Memorials (as described above) located within the confines of the Camps geographical boundaries; maintaining observation of care and upkeep for "local" Civil War Memorials-and bringing any shortcomings to the attention of the property owners and community government where the memorial is located; and, providing documentation of location and condition of Civil War Memorials to the Department Civil War Memorials Officer.

**Section 11. Camp Eagle Scout Certificate Coordinator.** The purpose of the Camp Eagle Scout Certificate Coordinator is to, upon learning of Boy Scouts attaining the rank of Eagle Scout in the counties of northern Nevada, and communities of northern California near the Nevada border to present a Certificate of Commendation signed by the Camp Commander. Duties of the Camp Eagle Scout Certificate Coordinator include, but are not limited to the following: coordinating with the Boy Scout Councils within the jurisdiction of the Camp for making the presentation of the certificate; and when presenting the certificate to be in full dress Civil War uniform when possible, and to report back to the Camp on such presentations. When the Camp teams of Boy Scouts

attaining the rank of Eagle Scout after the date of the Court of Honor, the Camp may respond by sending a certificate and letter of commendation to the named Eagle Scout, signed by the Camp Commander, via U. S. mail.

## **ARTICLE XII CAMP ORDERS**

**Section 1. Issuance of Orders.** The Camp Commander shall issue Camp Orders as necessary. Camp Orders shall be published in the Camp newsletter.

**Section 2. Special Orders.** The Camp Commander shall issue Special Camp Orders upon the death of any Camp Brother and for other purposes he deems appropriate.

**Section 3. Dissemination of Orders.** Camp Orders shall be disseminated to all Camp members.

## **ARTICLE XIII REGULATIONS AND POLICIES**

**Section 1. Regulations.** The Camp may, from time to time, issue such Regulations as it deems necessary and prudent, not inconsistent with these Bylaws, for conducting the affairs of this Camp. A majority of those Brothers voting shall be required to issue any such Regulation. Any proposed Regulations shall be included in the Camp Minutes at which meeting the proposal is made. If adopted, the final version of the Regulations, as adopted, shall be included in the Camp Minutes at which meeting the Regulations are adopted.

**Section 2. Policies.** Subject to the approval of the Camp, the Camp Commander may, from time to time, promulgate such policies not inconsistent with these Bylaws, as he may deem necessary and prudent, relative to a course of action, guiding principle, or procedure considered expedient, judicious, or advantageous to the Camp. Additionally, the Camp membership may likewise promulgate such policies. Any Policies issued by the Camp Commander shall be included in the Camp Minutes at the Meeting at which he issues the Policy, or if not issued during a meeting, in the Camp Minutes at the meeting next following the issuance of the Policies. Any Policies proposed by the Camp membership shall be included in the Camp Minutes at which meeting the proposed is made. If adopted, the final version of the Policies, as adopted, shall also be included in the Camp Minutes at which meeting the Policies are adopted.

## **ARTICLE XIV BUDGET, BOOKKEEPING, AND PROPERTY**

**Section 1. Camp Funds.** All funds of the Camp shall be deposited in a reliable depository insured by the Federal Deposit Insurance Corporation (FDIC). All monies shall be deposited and all investments made in the name of this Camp. Authorized signatures for such accounts shall be the Camp Treasurer (or Secretary-Treasurer), the Camp Commander, and members of the Camp Council.

**Section 2. Approval of Disbursements.** The forwarding of required payments, such as per capita dues and admission/application fees to the Department and/or National Organization, and the purchase from the National Quartermaster (or other appropriate sources if not available through the National Quartermaster) of such and materials necessary for the conduct of the Camps business shall not require any special approval of the Camp. All other expenditures or disbursements of Camp funds shall require: (a) the authorization of the Commander; or, (b) the authorization by a majority vote of Camp membership present and voting. In either case, the decision of the Camp membership shall be supreme and final.

**Section 3. Reimbursements.** Camp Officers may be entitled to reimbursement of certain expenses necessary for the conduct of their respective office. Such reimbursement shall be limited to the actual expenditure only, and shall be reimbursable only upon presentation of a written request with receipts (or copies of the same) to the Camp Treasurer for approval at a regular Camp meeting. Brothers, other than Camp Officers, requesting reimbursement for expenses to conduct Camp business shall seek approval of the Camp, prior to incurring expenses.

**Section 4. Bank Accounts.** The Treasurer shall open, under the name of, and in trust for, the Camp, a savings account, checking account, and/or any other appropriate investment account(s) as may be approved by the Camp Council, as provided for in these Bylaws.

## **ARTICLE XV PROHIBITED ACTIVITIES**

**Section 1. Non-Profit.** The Camp shall not be conducted for profit.

**Section 2. Duties Prohibited.** Except to the extent in these Bylaws, no officer of this Camp shall have the power to act as agent for or otherwise bind the Camp in any way whatsoever. No Brother or group of Brothers or other person or persons shall have the power to act on behalf of or otherwise bind this Camp except to the extent specifically authorized in writing by the Commander of this Camp, attested to by the Camp Secretary.

## **ARTICLES XVI LAWSUITS**

**Section 1. Legal Action.** No legal action against or on behalf of this Camp, its officers and/or members shall be undertaken or entered into by any member of this Camp in which that member proposes to act as a representative or agent of this Camp without prior approval a majority of the Camp members present and voting.

**Section 2. Proposed Legal Action.** If a proposed legal action is presented to the Camp for approval, the petition shall be distributed in writing to all members of the Camp prior to the filing of the same. The petition shall state the name(s) and address(es) of the party or parties against whom the petition is proposed to be filed. A Majority affirmative vote of the Camp shall be necessary for approval of such legal action.

**Section 3. Legal Action; Discipline.** If any legal action is filed without the approval of the Camp, the member(s) filing such action shall be subject to discipline as provided for in the National Constitution and Regulations.

## **ARTICLE XVII DISSOLUTION AND DISPOSITION OF ASSETS**

**Section 1. Surrender or Forfeiture.** In the case of the surrender or forfeiture of the Camp Charter, all Camp property and funds shall be turned over to the Department Commander or to his duly authorized representative, and shall be held by it as a charitable trust that is held and used for the purpose which the Order exists.

**Section 2. Disposal.** Any such transfer or disposal within six months of disbandment or surrender of the Camp's Charter without the written content of the Department is prohibited. The property and funds of the Camp shall not be divided among its Brothers.

## **ARTICLE XVIII INCLUSION OF DEPARTMENT AND NATIONAL RULES AND REGULATIONS**

**Section 1. Inclusion Of Rules And Regulations.** Included herein by reference and made a part of these Bylaws are the following rules and regulations, and any subsequent amendments or modifications thereto: the Constitution, Regulations, and National Policies of the Sons of Union Veterans of the Civil War and, die Bylaws of the Department of California and Pacific, Sons of Union Veterans of the Civil War.

## **ARTICLE XIX SUSPENSION OF BYLAWS**

**Section 1. Suspension Of Bylaws.** There shall be no suspension of these Bylaws during any meeting of the Camp.

## **ARTICLE XX PARLIAMENTARY AUTHORITY**

**Section 1. Parliamentary Authority.** The most current edition of Roberts Rules of Order, Newly Revised, shall govern in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Department Bylaws, the SUVCW Constitution and Regulations, National Policies, guidelines established by the Ritual of the Order, or with any legally adopted rules of the Order.

**Section 2. Parliamentarian.** The Camp Counselor shall keep in his possession Roberts Rules of Order, Newly Revised, for his use as Parliamentarian.

## **ARTICLE XXI AMENDMENTS AND SEVERABILITY**

**Section 1. Previous Bylaws Repealed.** Any and all Bylaws and Regulations heretofore in existence are hereby repealed in their entirety.

**Section 2. Amendments; Process.** The Bylaws of this Camp may be amended at any regular or special meeting by a two-thirds (2/3) vote of those members voting, provided, however, that a copy of the proposed amendment(s) has been submitted in writing to Camp Brothers at the previous Camp meeting; and, provided further, that a copy of the proposed amendment(s) is submitted in writing to the Department Commander.

**Section 3. Effective; Written Approval Required.** Before becoming effective, however, any amendments to these Bylaws shall require the written approval of the Commander of the Department of California and Pacific.

**Section 4. Severability.** In the event that any Article (or provisions thereof) in these Bylaws shall be found or held as invalid by any act of law, by any court of competent jurisdiction, by a conflict in the Department Bylaws, the SUVCW Constitution and Regulations, or National Policies, or for any other legitimate reason, such invalidity shall not affect the remaining provisions of these Bylaws, and to this end the provisions of these Bylaws are severable, all other provisions remaining in full force and effect.

## **ARTICLE XXII NEWSLETTER**

**Section 1. Name.** The official name of the newsletter shall be “The Carlin Camp Dispatch.”

**Section 2. Responsible Officer.** The Signals Officer shall be responsible for compiling, editing, and distribution of the Camp Newsletter. The Camp Commander may charge the duty of compiling, editing, and distribution of the Camp Newsletter to another camp member.

**Section 3. Publication and Distribution.** The newsletter shall be published on odd months and at other times when the Camp Commander deems necessary for the good of the order. The circulation year shall be the calendar year. The volume number shall increased by one for each new calendar year with volume one being for the year 2003. Each issue shall be consecutively numbered starting with the number one as the year changes. The newsletter shall be distributed to each camp member and upon request by the Department and National level. Distribution shall be by electronic mail and only by hard copy upon request. Distribution outside of the Sons of Union Veterans of the Civil War is at the discretion of individual Camp Brothers.

**Section 4. Content.** Newsletters published during the regular months shall contain the newsletter name, volume, date, and number; a summary of the previous month’s Camp minutes; changes in policies and regulations; contact information for the Camp; such matters specified elsewhere in the bylaws; and important matters involving the Department and National levels.

Relevant articles and information of general interest to the Camp may also be included in the newsletter. No matter of an irrelevant, obscene, indecent, subversive, or derogatory nature or on topics otherwise circumscribed elsewhere in the bylaws shall be published in the newsletter.

**Section 5. Archive.** Hard copies of the newsletter shall be archived with the camp records and with the Nevada State Historical Society.

## NOTES

The Camp boundaries are subject to change by inter-camp agreements and decisions by the Department of California and Pacific. The Department may incorporate some territory originally covered by Camp 25 into new camps as they are created. At any time, the official boundaries of Camp 25 may be different from those originally agreed to in the by-laws. Through several agreements with adjacent camps and the Department, as of August 26, 2007, the boundaries of Camp 25 are as follows.

The boundary will follow from east to west, the southern White Pine County line from the Nevada-Utah state line to the GAR Highway (US Route 6) and then the GAR Highway to the Nevada-California state line. Around Tonopah, the boundary will follow the public survey a short ways and include sections 1, 2, 3, 4, 9, 10, 11, and 12 in Township 2 North, Range 42 East, and sections 28, 33, 34, 35, and 36 in Township 3 North, Range 42 East in our camp.

In California, our Camp will include all of Alpine and Mono Counties. North of them, the boundary will be a straight line from Kirkwood on California State Route 88 to Kyburz on US Route 50. It will then follow 50 west to Pacific House, go approximately north in a straight line to Emigrant Gap on Interstate 80, go approximately north in a straight line to Sierra City on California State Route 49, and then go approximately north in a straight line to Spring Garden on California State Route 70. It will then follow State Route 70 eastward to its junction with US Route 395 at Hallelujah Junction and due east from there to the Nevada-California state line.

The remaining boundaries are the northern Nevada state lines with Oregon and Idaho, the Nevada-Utah state line north of the southern White Pine County line, and the Nevada-California state line north of the point due east from Hallelujah Junction.