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*Phil Sheridan Camp No. 4*  
**DEPARTMENT OF CALIFORNIA AND PACIFIC**  
**SONS OF UNION VETERANS OF THE CIVIL WAR**

**CAMP BYLAWS**

**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 from 1861 to 1865, have joined this Patriotic and Fraternal Order for the purposes and objects set forth by the National Organization, Sons of Union Veterans of the Civil War; and in so doing pledge ourselves to commemorate our forefathers' 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.

**Article I**  
**NAME**

Section 1. NAME. The name of this camp shall be the "Phil Sheridan Camp No. 4 of San José, 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 of 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 California: Santa Clara County, San Mateo County, and San Francisco County. The principal place of business of this Camp shall be the City of San José or in such other place as may be determined by the Camp; however, the activities of the Camp shall not be confined to that place, but may be conducted throughout the jurisdiction of the National Organization.

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 CAMP NEWSLETTER

Section 1. NAME. There is hereby established a Camp Newsletter, to be known as *Sheridan's Dispatch*. The Commander shall appoint the editor of *Sheridan's Dispatch*.

Section 2. PUBLICATION AND COPYRIGHT. The newsletter shall be published on no less than a bi-monthly period and when the newsletter editor deems there to be sufficient material to publish. Special editions may be published as necessary. The newsletter shall be published and copyrighted under the name of this Camp.

Section 3. REQUIRED ITEM. The only required item in any single issue of *Sheridan's Dispatch* shall be the most current unpublished Camp Orders of the Camp Commander. The Camp Orders shall be printed as presented to the editor without change, except that the editor may correct style, spelling, and grammatical errors. The content of the Camp Orders shall in no way be altered.

## **Article VI 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, Department per capita dues, and Camp 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 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 the Membership Committee for investigation and report.

**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. MEMBER IN ARREARS.** A Brother of this Camp who is one month in arrears shall be classified as delinquent and be suspended from all privileges until reinstated by the Camp. Any Brother of this Camp who has not paid his dues by March 1<sup>st</sup> may be dropped by vote 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 and any applicable Camp Regulations.

**Section 8. NON-PAYMENT OF FINES.** Upon a vote of the Camp, a Brother may be dropped from the roll of this Camp for the non-payment of fines that have been outstanding for more than three months. A dropped Brother may be reinstated in the Order on reelection by the Camp after paying such fines, reinstatement fee, or any other indebtedness due the Camp, as prescribed by these Bylaws and any applicable Camp Regulations.

**Section 9. 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 VII 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 Thirty Five Dollars (\$35.00) for Members and Associates per annum, and a minimum of Thirty Dollars (\$30.00) for Juniors per annum.

**Section 2. ANNUAL DUES; AMOUNT.** Notwithstanding the provisions of this Article, the Camp may, by majority vote, increase or decrease the annual dues assessment. Any change in dues shall be disseminated by the Camp Commander in the form of Camp Orders, to be published in the Camp newsletter, not less than three months prior to any change. Any change in dues shall not become effective until the January following the date upon which the change was agreed to. When two-thirds (2/3) of the Camp Brothers voting determine that a change in the amount of dues is immediately in order, and essential for the continued operation of the Camp, the Camp shall declare the urgency to make such change, and the reasons therefore, to be included in the Camp Minutes. Such change in dues shall become effective immediately, upon the concurrence of two-thirds (2/3) of those voting, unless the Camp, at the same time, establishes another date which is prior to January following the date upon which the change was agreed to. The Camp Commander shall issue Camp Orders, to be published in the Camp newsletter following the change in dues.

**Section 3. DUE DATE.** Annual dues are required and payable by January 1<sup>st</sup> of each year. Brothers who have not paid their dues by this date are in arrears. If the dues are not paid by February 1<sup>st</sup> a late fee of Five Dollars (\$5.00) shall be assessed, and an additional Five Dollars

(\$5.00) for each month thereafter that the Brother is in arrears. This late fee may be waived by a majority vote of the Camp.

**Section 4. PRORATED DUES.** New Brothers initiated into the Camp during a month other than January shall be assessed a prorated dues amount. Such prorated amount shall be calculated on a quarterly basis. New Brothers who join the Camp by applying via the online electronic application form maintained by the National Organization, or otherwise applying via the National Organization, shall have their initial dues applied as appropriate, based upon when they applied via the National Organization.

**Section 5. REINSTATEMENT FEE.** The Reinstatement Fee for a Brother who has been dropped from the roll of this Camp shall be fifty percent (50%) of the current annual dues. This reinstatement fee may be waived by a majority vote of the Camp. This reinstatement fee shall be in addition to any other debts owned the Camp, including, but not limited to, the prior year's membership dues.

**Section 6. APPLICATION/ADMISSION FEE.** A minimum Application/Admission Fee of Ten Dollars (\$10.00) shall be assessed each new member upon induction into the Camp, of which one-half shall be forwarded to the Department Treasurer with each dues report. Notwithstanding the provisions of this Article, the Camp may, by majority vote, increase or decrease the Application/Admission Fee.

**Section 7. INITIATION FEES.** Candidates for membership in the Camp, may at their option, pay Initiation Fees for the purpose of acquiring a membership badge and/or a color membership certificate. The Initiation Fee for the membership badge shall be \$25 and the Initiation Fee for the membership certificate shall be \$10. These Initiation Fees are in addition to any application/admissions fee, and annual membership dues fee. These Initiation Fees may be increased or decreased by a majority vote of the Camp.

**Section 8. TRANSFER FEE.** Brothers transferring to this Camp, from another SUVCW Camp shall be assessed a transfer fee of Twenty Dollars (\$20.00), due at the time of transfer to this Camp. This Transfer Fee may be increased or decreased by a majority vote of the Camp. It may also be waived by a majority vote of the Camp.

## **Article VIII MEETINGS**

**Section 1a. REGULAR MEETINGS.** The Camp Commander shall annually between January and February, inclusively, propose Regular Camp meeting dates, times, and places for the calendar year; provided, however, they are approved by the Camp no later than the end of February each year. 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 electronic-mail address or via U.S. Postal Service for those without electronic-mail.

**Section 1b. MEETING BOUNDARIES.** 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. This Section may be suspended by two-thirds of those Brothers present and voting.

**Section 2a. SPECIAL MEETINGS.** Special meetings for extraordinary cause may be convened by the Camp Commander with the consent of a majority of the elected Camp Officers, or on petition of a majority of the Camp elected officers. Special meetings shall also be called on the written request of 33% of the membership, excluding Juniors. The Secretary shall certify the current number of members for purposes of this Section. The purpose of the special meeting shall be stated in the call, and no other business may be transacted at any special meeting other than that for which it was specifically called. Except in cases of emergency, a minimum of ten (10) days notice shall be given to Brothers for a special meeting. 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 electronic-mail address or via U.S. Postal Service for those without electronic-mail.

**Section 2b. SPECIAL MEETING BOUNDARIES.** All special 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. This Section may be suspended by two-thirds of those Brothers present and voting.

**Section 3. QUORUM.** A quorum for regular meetings shall consist of ten percent (10%) of eligible voting members, three of whom shall be duly elected officers of the Camp. For special meetings a majority of the duly elected Camp officers or 33% of the membership, excluding Juniors, shall constitute a quorum. 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.

**Section 4. ALLIED ORDERS; ATTENDANCE AT MEETINGS.** Any member of the Auxiliary to the Sons of Union Veterans of the Civil War, the Woman's Relief Corps, the Daughters of the Union Veterans of the Civil War, and the Ladies of the Grand Army of the Republic may be admitted to the sessions of this Camp.

**Section 5. POSTPONEMENT OR CANCELLATION OF MEETINGS.** When it is necessary to postpone or cancel a meeting it shall be the responsibility of the Camp Commander to notify Brothers as expeditiously as possible. Except when not practical, Brothers shall be notified of such postponement or cancellation a minimum of two (2) days prior to the scheduled meeting.

**Section 6. FLAGS AND CHARTER.** All meetings of the Camp shall have, at a minimum, the following items displayed, unless it is not practical: the United States Flag, the Camp Flag, the Holy Bible, and the Camp Charter.

**Section 7. TEMPORARY VACANCIES AT CAMP MEETINGS.** Notwithstanding provisions of these Bylaws to the contrary, for purposes of temporarily filling the positions of a simultaneously absent Commander, Senior Vice Commander, and Junior Vice Commander at a regular or special Camp meeting, a majority of the Camp Council present and voting shall appoint temporary presiding officer(s) for the duration of the meeting; provided, however, that if the Senior Vice Commander and Junior Vice Commander are absent, the Commander shall appoint temporary replacements for the duration of the meeting. If the Secretary or Treasurer is



absent the Council shall appoint a temporary replacement for the duration of the meeting. If the Camp Council is absent, the Camp membership present at the meeting shall select officers-pro tem for purposes of temporarily filling necessary vacancies of elected officers for the duration of the meeting.

## **Article IX 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, as assigned by the Camp Commander, or his designee, as head of the Camp's delegation. 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 X 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, the Civil War Memorials Officer, Eagle Scout Certificate Coordinator, and the Legislative Officer. Notwithstanding any other provisions of these Bylaws, these, and any other appointive officers, standing committee, or ad hoc committee members, shall be appointed by the Camp Commander, as he deems necessary and proper. Appointed officers and committee members serve a concurrent term with the Camp Commander, and at his pleasure.

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. 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 electronic-mail address or via U.S. Postal Service for those without electronic-mail. A majority vote shall be required to elect all elective officers; provided, however, the Members of the Camp Council shall be elected by plurality vote. On assuming office, the Commander shall appoint all other Camp officers.

**Section 3. SPECIAL ELECTIONS.** A Special Election may be held when necessary to fill vacancies in the Office of Camp Council, as provided for elsewhere in these Bylaws. The date of a Special Election shall be determined by the Camp Commander, subject to approval of the Camp. Advance notice of a minimum of thirty (30) days notice of the Special Election shall be provided to all Brothers. Such notice shall be issued in the form of a Special Camp Order.

**Section 4. 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 5. 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 6. 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. If a vacancy should occur on the Camp Council, it shall be filled at a special election by a majority vote of the Brothers present and voting.

**Section 7. ABSENCES.** The Camp may, by a two-thirds (2/3) vote, first giving five days notice by certified return receipt mail, vacate the position of any elected officer who shall have been absent from three consecutive regular Camp meetings without good cause (excused absences shall be recorded as such by the Secretary in the Camp Minutes). Resulting vacancies shall be filled in the same manner as other vacancies.

**Section 8. IMPEACHMENT AND REMOVAL FROM OFFICE.** The Camp may impeach and remove from office, by a two-thirds (2/3) vote of the Brothers present and voting, 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 the impeachment, the Senior Vice Commander shall preside at the due process hearing. For purposes of this Section, the due process hearing shall include, but not be limited to, the right to be adequately notified of charges and proceedings, and the opportunity to be heard at these proceedings.

## **Article XI 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 committees (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's and Camp Treasurer's 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 Camp meeting, to include, but not be limited to, the progress and standing of the Phil Sheridan Camp No. 4, and regarding the Commander's 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; in the absence of a Newsletter Editor, 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 meetings and to carry on necessary correspondence for the Camp. Duties of the Camp Secretary include, but are not limited to the following: He shall serve as Chief Administrative Officer of the Camp, keeping all books of record, he shall make duplicate annual reports to the Department Secretary on or before the 30<sup>th</sup> 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 (10<sup>th</sup>) 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 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.

**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 serve as Chief Financial Officer keeping 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 the 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 electronic-mail address or via U.S. Postal Service for those without electronic-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 Council; he shall prepare and submit to the Department Treasurer necessary forms and papers on or before the 30<sup>th</sup> day of April, along with a check for the Camp's per capita dues and new member application fees. 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.

**Section 6. COUNCIL.** The purpose of the three-member Camp 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.

Section 7. AUTHORITY OF ELECTED OFFICERS. The final power and authority of the Camp shall be vested in the Camp membership. Between Camp meetings, the elected Camp officers shall collectively manage the affairs of the Camp, carrying out the directives and directions of the Camp membership, consistent with the governing documents of this Camp.

## **Article XII 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, 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 Office of 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 forth 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 forth 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 the Commander and the Camp with advice and assistance relative to matters involving communication and technology; supervising or serving as the Camp Webmaster if the Camp has an Internet web-site; and, being familiar with and complying with any National Communication Technology policy promulgated by the National Organization.

**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 Camp's 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 within the geographic boundaries of the Camp, 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 learns 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.

**Section 12. CAMP LEGISLATIVE OFFICER.** The purpose of the Camp Legislative Officer is to keep informed about legislation pending before the California Legislature and United States Congress that are pertinent to the purposes or activities of our Order and shall state the view of our Camp at hearings thereon. He shall promptly inform the Commander of any such legislation on which our Camp should take action and has not already done so. Duties of the Legislative Officer include, but are not limited to the following: monitoring legislation of such a nature as to

affect the interest of this Camp, or the patriotic interest of the public; to oppose such as are inimical to the same; and to make a written report to the Camp Commander on no less than an annual basis, to be presented to the Camp at the Camp meeting during which Elections are held. This report shall include, but not be limited to, actions, findings, and recommendations of the Legislative Officer for twelve months prior to the report.

### **Article XIII 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 XIV 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 also 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 proposal 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 XV BUDGET, BOOKKEEPING, AND PROPERTY**

Section 1. **BUDGET REQUIREMENT.** The Camp Treasurer shall prepare a Budget for submission to the Camp Council on no later than the 31<sup>st</sup> day of September of each year with the



amounts required to conduct the affairs of the Camp. The Camp Council shall recommend to the Camp Membership a final Budget no later than the 30<sup>th</sup> day of November of each year. Following the recommendation of the Camp Council, the membership of the Camp shall ratify a Budget no later than the 30<sup>th</sup> day of November of each year. For purposes of the Camp Budget, the Fiscal Year shall begin on January 1<sup>st</sup> and run through December 31<sup>st</sup>, inclusive.

**Section 2. Budget Appropriations.** The Budget shall include, but is not limited to, funding for the conduct of Camp business, including necessary office supplies for officers.

**Section 3. 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 4. 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 forms and materials necessary for the conduct of the Camp's 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, subject to approval of Camp; 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 5. 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 or by the Camp Commander. Brothers, other than Camp Officers, requesting reimbursement for expenses to conduct Camp business shall seek approval of the Camp or Camp Commander, *prior* to incurring expenses.

**Section 6. DONATIONS.** Donations of Expenses shall be handled in the same manner as reimbursements as specified in Section 5, with the Treasurer issuing a receipt for the actual value in lieu of reimbursement.

**Section 7. BANK ACCOUNTS.** The Treasurer shall open, under the name of, and in trust for, the Camp, a savings account and/or a checking account, and/or any other appropriate investment account(s) as may be approved by the Camp Council, as provided for in these Bylaws.

**Section 8. CAMP PROPERTY.** Appropriate Camp property may be secured in a safe deposit box, with the Camp Treasurer (or Secretary-Treasurer) as the authorized signature, held in trust for the Camp.

## Article XVI COMMITTEES

Section 1. STANDING COMMITTEES. There shall be eight (8) Standing Committees of this Camp, as follows: Membership, Program, Publicity, and Policy, Graves and War Memorials, Bylaws, History, Ceremonial Observances, Military Affairs, and Visitation. Standing Committees shall consist of a chair and as many members as deemed necessary by the Camp Commander, unless otherwise provided for in these Bylaws.

Section 2. SPECIAL COMMITTEES. Special Committees may be created by the Camp Commander, or by action of the Camp membership, and shall serve for the period of time designated in the creation thereof. A Special Committee's duties and responsibilities shall be simultaneously defined by the Camp Commander if he should create the Special Committee, or by the Camp membership, if they should create the Special Committee. The Camp Commander shall appoint the chair and all members of Special Committees, subject to approval by the Camp membership.

Section 3. COMMITTEE MEMBERS. All Standing and Special Committees shall, notwithstanding any other provisions of these Bylaws, consist of Brothers of this Camp in good standing. The Commander shall appoint all committee members, and shall serve as *member ex-officio* on all Standing and Special Committees, notwithstanding any other provisions of these Bylaws.

Section 4. MEMBERSHIP COMMITTEE. The Standing Committee on Membership shall be responsible for investigating applications for membership that are received by the Camp, and shall recommend, to the entire Camp, the election or rejection of the applicant. The Committee shall be composed of the Junior Vice Committee, who shall chair the Committee, the Camp Secretary, and a member-at-large who shall be appointed by the Camp Commander. The Membership Committee shall file a written report with the Camp Secretary, on no less than an annual basis, to be presented to the Camp at the Camp meeting during which Elections are held. The report shall include, but not be limited to, a list of applicants received, those approved, and those denied, along with any other actions, findings, and recommendations of the Committee for the twelve months prior to the report.

Section 5. PROGRAM, PUBLICITY, AND POLICY COMMITTEE. The Standing Committee on Program, Publicity, and Policy shall be responsible for arranging special programs, speakers, and other presentations for Camp meetings, for the general publicity of the Camp and the Order, and for developing, analyzing, and recommending action on appropriate policies for the Camp. The Committee shall also have general oversight jurisdiction with respect to issues associated with programs, publicity, and policies impacting the Camp. This Committee shall be chaired by the Senior Vice Commander. The Program, Publicity, and Policy Committee shall file a written report with the Camp Secretary, on no less than an annual basis, to be presented to the Camp at the Camp meeting during which Elections are held. The report shall include, but not be limited to, actions, findings, and recommendations of the Committee for the twelve months prior to the report.

Section 6. GRAVES AND WAR MEMORIALS COMMITTEE. The purpose of the Standing Committee on Graves and War Memorials shall be to seek, identify and record graves and memorials to Union and Confederate Civil War Soldiers, to secure veteran headstones from the Federal government, and to seek and identify all monuments and memorials dedicated to Civil War veterans

and the Grand Army of the Republic. The Committee shall bring to the attention of the Camp any disrespect or lack of attention shown to any Civil War monument or memorial. The Committee shall also have general oversight jurisdiction with respect to issues associated with graves registration and issues associated with Civil War monuments and memorials. The Committee shall be co-chaired by the Graves Registration Officer and Civil War Memorials Officer. The Graves and War Memorials Committee shall file a written report with the Camp Secretary, on no less than an annual basis, to be presented to the Camp and at the Camp meeting during which Elections are held. The report shall include, but not be limited to, actions, findings, and recommendations of the Committee for the twelve month s period to the report.

Section (7). BYLAWS COMMITTEE. The Standing Committee on Bylaws shall periodically review Camp Bylaws, Department Bylaws, and the National Constitution and Regulations, bringing necessary revisions to the attention of the Camp membership. The Committee shall also have general oversight jurisdiction with respect to issues associated with the National Constitution and Regulations, Department Bylaws and Regulations, Camp Bylaws and Regulations, special rules of order, standing rules, and parliamentary procedure. The Bylaws Committee shall file a written report with the Camp Secretary, on no less than an annual basis, to be presented to the Camp at the Camp meeting during which Elections are held. The report shall include, but not be limited to, actions, findings, and recommendations of the Committee for the twelve months prior to the report. The Camp Counselor shall serve as ex officio member of the Bylaws Committee.

Section (8). HISTORY COMMITTEE. The purpose of the Standing Committee on History shall be to identify and preserve historical and biographical material pertaining to the Grand Army of the Republic, Sons of Union Veterans of the Civil War and their respective membership, as well as all associated organizations and the Allied Orders. The Committee shall also have general oversight jurisdiction with respect to issues associated with the history of the Allied Orders. This Committee shall be chaired by the Camp Historian. The History Committee shall file a written report with the Camp Secretary, on no less than an annual basis, to be presented to the Camp at the Camp meeting during which Elections are held. The report shall include, but not be limited to, actions, findings, and recommendations of the Committee for the twelve months prior to the report.

Section (9). CEREMONIAL OBSERVANCES COMMITTEE. (a) The Standing Committee on Ceremonial Observances shall be responsible for recommending and coordinating arrangements necessary for the appropriate observance by the Camp of the patriotic holidays, with special emphasis on the fowling events: Lincoln Day (February 12<sup>th</sup>), Presidents Day (3<sup>rd</sup> Monday in February), Armed Forces Day (3<sup>rd</sup> Saturday in May), Memorial Day (4<sup>th</sup> Monday of May), Flag Day/National Flag Week (June 14<sup>th</sup>), Independence Day (July 4<sup>th</sup>), Veterans Day (November 11<sup>th</sup>), and Remembrance Day (November 19<sup>th</sup>).

(b) The following Subcommittees may be established to fulfill the obligations of this Committee:

- 1) the Subcommittee on Memorial Day Observances;
- 2) the Subcommittee on Veterans' Day Observances;
- 3) the Subcommittee on Lincoln Day and Presidents' Day Observances; and,
- 4) the Subcommittee on Patriotic Observances. This Subcommittee shall be responsible for all other patriotic holidays and events, not otherwise listed in subsection (b), as deemed appropriate by the Camp Commander.

(c) The Committee shall also have general oversight jurisdiction with respect to issues associated with ceremonial observances as they relate to Camp events. The Ceremonial Observances Committee shall file a written report with the Camp Secretary, on no less than an annual basis, to be presented to the Camp at the Camp meeting during which Elections are held. The report shall

include, but not be limited to, findings, actions, and recommendations of the Committee for the twelve months prior to the report.

**Section 10. MILITARY AFFAIRS COMMITTEE.** The Standing Committee on Military Affairs shall be responsible for:

- (a) advising the Camp on matters relating to appropriate era military dress, mannerisms and formalities associated with Camp ceremonies, parades, and activities; and assisting Camp Brothers in obtaining appropriate uniforms.
- (b) shall facilitate communications and the coordination of events with other Camps that involve Camp Guard or Sons of Veterans Reserve (SVR) units, as well as events with local Civil War reenactment and historical organizations.
- (c) shall have general oversight jurisdiction with respect to issues associated with the organization of a Camp Guard, including, but not limited to, the establishment of operating procedures for said Camp Guard; provided, however, that any actions, findings, and recommendations be reduced to writing and presented to the Camp membership for approval.

The Military Affairs Committee shall file a written report with the Camp Secretary, on no less than an annual basis, to be presented to the Camp at the Camp meeting during which Elections are held. The report shall include, but not be limited to, actions, findings, and recommendations of the Committee for the twelve months prior to the report.

**Section 10. VISITATIONS COMMITTEE.** The purpose of the Standing Committee on Visitations shall be to identify and report on sick, injured, or bereaved members and their families. The Committee shall be responsible for ensuring that suitable measures of compassion and comfort are undertaken, for example, by sending cards, flowers, or the undertaking of other appropriate actions. The Visitations Committee shall make an oral report at each Camp meeting, as appropriate, and a written report with the Camp Secretary, on no less than an annual basis, to be presented to the Camp at the Camp meeting during which Elections are held. The report shall include, but not be limited to, actions, findings, and recommendations of the Committee for the twelve months prior to the report.

## **Article XVII CAMP GUARD**

**Section 1. ESTABLISHMENT AND NAME.** The Camp may establish an independent military organization known as the Phil Sheridan Camp No. 4 Guard, for purposes of parades, ceremonies, and other services, under the auspices of the Camp, composed of Brothers from this Camp. The highest military rank attainable within the Camp Guard shall be that of Captain.

**Section 2. GOVERNING RULES.** The Camp Guard shall be governed by the Rules and Regulations promulgated by the Camp Military Affairs Committee, and ratified by a majority of the Camp membership present and voting.

Section 3. OFFICERS; HOW SELECTED; TERMS. Commissioned and non-commissioned officers shall be selected by members of the Camp Guard, consistent with Regulations established by the Camp Military Affairs Committee and ratified by a majority of the Camp membership present and voting.

## **Article XVIII CAMP AWARDS**

Section 1. AUTHORIZATION. Authorized Camp Awards are as follows: the Brother Don Cheney Growth Award, the Gov. John A. Dix Graves Registration Award, and the General Philip H. Sheridan Exemplary Dedication Award.

Section 2. RECRUITING AWARD. Authorization is provided for the issuance of an award to be known as the Brother Don Cheney Award. The award may be conferred, by the Camp Commander, upon any Brother who has brought two or more new Brothers to the Camp within a twelve (12) consecutive month period, concurrent with the term of the Camp Commander. Recommendations for recipients of said award shall be submitted, along with the names of the Brothers they have recruited, to the Camp Commander no later than one month prior to the Camp's installation meeting. Recipients of the award shall be announced and a certificate presented at the installation meeting of the Camp.

Section 3. GRAVES REGISTRATION AWARD. Authorization is provided for the issuance of an award to be known as the Gov. John A. Dix Graves Registration Award. The award may be conferred by the Camp Commander, upon any Brother or Member of an Allied Order who, in the judgment of the Camp Commander, after consultation with the Camp Graves Registration Officer, has through their actions and/or deeds exhibited dedication and service to perpetuate the memory of the Boys in Blue, in the area of Graves Registration. Recommendations for possible recipients of this award shall be submitted to the Camp Commander no later than one month prior to the Camp's installation meeting. The recipient of this award shall be announced and a certificate presented at the installation meeting of the Camp. Only one recipient may be selected for this award in any one calendar year.

Section 4. EXEMPLARY DEDICATION AWARD. Authorization is provided for the issuance of an award to be known as the General Philip H. Sheridan Exemplary Dedication Award. The award may be conferred by the Camp Commander, upon any Brother who, has, through his words, actions, and/or deeds exhibited exemplary dedication and service to the Camp and Order. Recommendations for possible recipients of said award shall be submitted, along with a one-page description of the service provided, to the Camp Commander, no later than one month prior to the installation meeting. Recipients of the award shall be announced and a certificate presented at the installation meeting. No more than two (2) recipients may be selected for the award in any one calendar year.

## Article XIX CAMP SEAL

Section 1. DESIGN. The Camp seal shall consist of the Crest of the Coat of Arms, surrounded by thirteen stars, and under the roll shall appear in Roman numerals the year of the organization of this Order, 1881. The whole shall be surrounded by the words, "Gen. Phil Sheridan, Camp No. 4, Sons of Union Veterans of the Civil War, San José."

## Article XX DISCIPLINE

Section 1. DISCIPLINE. Offenses subject to disciplinary action shall be addressed in accordance with the National Constitution and Regulations.

## Article XXI PROHIBITED ACTIVITIES

Section 1. NON-PROFIT. The Camp shall not be conducted for profit.

Section 2. DUTIES PROHIBITED. Except to the extent specified 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 by the Commander of this Camp, or by a majority of the Camp Brothers present and voting.

## Article XXII LAWSUITS

Section 1. LEGAL ACTION. Notwithstanding any other provisions of these Bylaws to the contrary, 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 of the Camp membership.

Section 2. PROPOSED LEGAL ACTION. If a proposed legal action is presented to the Camp for approval, all relevant documents shall be distributed in writing and electronically to all elected officers and electronically to all Camp Brothers (unless a printed copy is requested) prior to the filing of the same. The documents shall state the name(s) and address(es) of the party or parties against whom the documents are proposed to be filed. A two-thirds (2/3) affirmative vote of the Brothers present and voting 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 not inconsistent with the National Constitution and Regulations.

**Article XXIII  
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 become the property of the Department.

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

**Article XXIV  
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, the Bylaws of the Department of California and Pacific, Sons of Union Veterans of the Civil War.

**Article XXV  
SUSPENSION OF BYLAWS**

Section 1. SUSPENSION OF BYLAWS. There shall be no suspension of these Bylaws, unless specifically authorized herein.

**Article XXVI  
PARLIAMENTARY AUTHORITY**

Section 1. PARLIAMENTARY AUTHORITY. The most current edition of Robert's 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 Robert's Rules of Order, Newly Revised, for his use as parliamentarian.

## **Article XXVII AMENDMENTS AND SEVERABILITY**

**Section 1. AMENDMENTS; PROCESS.** (a) The Bylaws of this Camp may be amended at any regular or special meeting by a two-thirds (2/3) vote of those members present and voting; provided, however, that a copy of the proposed amendment(s) has been filed with the Camp Commander, Camp Secretary, and copies provided to the membership at least sixty (60) days prior to the meeting at which they are to be presented.

(b) Proposed amendments may be submitted by any Brother of the Camp. Proposed amendments shall be submitted directly to the Camp Commander, who shall refer the proposed amendment(s) to the Camp Committee on Bylaws for appropriate findings, actions, and recommendations.

(c) When multiple amendments are being considered by the Camp, the Committee on Bylaws shall recommend the order of consideration. When two or more conflicting amendments are proposed, if one is adopted, the others shall not be considered.

**Section 2. EFFECTIVE; WRITTEN APPROVAL REQUIRED.** Before becoming effective, any amendments to these Bylaws shall require the written approval of the Commander of the Department of California and Pacific.

**Section 3. 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.



**BYLAWS  
(AND AMENDMENTS THERETO)  
CERTIFICATION**

Section 1. ADOPTION OF AMENDMENTS TO BYLAWS. The foregoing Bylaws having been adopted in the City of San José, County of Santa Clara, State of California by the Phil Sheridan Camp No. 4, Department of California and Pacific, Sons of Union Veterans of the Civil War, two-thirds of the Brothers concurring, on this 18<sup>th</sup> day of November, in the year of our Lord two thousand, and of the Independence of the United States of America the two hundred twenty-fourth, and approved by Department Commander Bob Lowe on the 1<sup>st</sup> day of December, in the year of our Lord two thousand, and of the Independence of the United States of America the two hundred twenty-fourth.

Pursuant to the Amendments and Severability Article, these Bylaws have been Amended as included herein, and those Amendments adopted in the City of Santa Clara, County of Santa Clara, State of California by the Phil Sheridan Camp No. 4, Department of California and Pacific, Sons of Union Veterans of the Civil War, two-thirds of the Brothers concurring on this 17th day of November in the year of our Lord two thousand seven, and of the Independence of the United States of America the two hundred thirty-one.

CAMP SEAL

By: Steven J. Welch  
Steven J. Welch, Commander  
Phil Sheridan Camp No. 4  
Department of California and Pacific  
Sons of Union Veterans of the Civil War

ATTEST:

Daniel R. Earl  
Daniel R. Earl, Secretary-Treasurer  
Phil Sheridan Camp No. 4  
Department of California and Pacific  
Sons of Union Veterans of the Civil War

The foregoing Bylaws, as amended, of the Phil Sheridan Camp No. 4, Department of California and Pacific, Sons of Union Veterans of the Civil War are found to be in accordance with the Constitution and Regulations of the Sons of Union Veterans of the Civil War and the Department Bylaws of the Department of California and Pacific, and are hereby approved by me on this \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord two thousand \_\_\_\_\_, and of the Independence of the United States of America the two hundred thirty-one.

By: \_\_\_\_\_  
Jerry R. Sayre, Commander  
Department of California and Pacific  
Sons of Union Veterans of the Civil War

ATTEST:

J. Thomas Smith, Secretary-Treasurer  
J. Thomas Smith, Secretary-Treasurer  
Department of California and Pacific  
Sons of Union Veterans of the Civil War