

BY - LAWS

of the

DEPARTMENT OF MAINE, SONS OF UNION  
VETERANS OF THE CIVIL WAR

June 1999 Edition  
Amended April 2017

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ARTICLE I

NAME AND POWERS

This organization shall be called and known as: "Department of Maine, Sons of Union Veterans of the Civil War," and shall exercise the powers and authority conferred by its Charter, the Constitution and Regulations of the Sons of Union Veterans of the Civil War and Chapter 162 of the Private and special laws of the State of Maine, for 1887 entitled, an Act to incorporate the Department of Maine, Sons of Union Veterans of the Civil War approved February 25, 1887 and accepted by vote of the 5th Annual Encampment May 4, 1887 .

ARTICLE II

MEMBERSHIP

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

All Past Commanders-in-Chief, Past Department Commanders and Past Camp Commanders, in good standing and belonging to the Department of Maine, who have served a full term or having been elected to fill a vacancy have served to the end of that term, and its sitting Camp Commanders.

One delegate from each Camp, whatever its membership, and one additional delegate for every ten members, or major fraction thereof, based upon the report for the annual report next preceding the Encampment.

Its own elective officers.

Any member serving as Camp/Department Secretary or Camp/Department Treasurer continuously in office for a period of ten years may have conferred upon him the rank of Past Camp/Department Commander with its voting privileges at Department Encampments.

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

Section 3. A Camp which fails to pay its per capita tax or other indebtedness or fails to make reports, shall not be entitled to representation in Department Encampments.

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

transfer of Past Camp Commander honors are outlined in the Blue Book notes under Chapter II, Article II, Section 1, of the Constitution & Regulations.]

Section 5. This Department provides for the inclusion of Associates, Juniors and Junior Associates.

a) All Brothers under the age of 18 years of age should be accompanied by a parent or person designated as a Guardian (Grandfather, Brother over the age of 18 years, or Uncle) when participating in ANY SUVCW activity.

b) At no time will a non-related Brother be permitted 'one on one' contact with a Brother under the age of 18. Any interaction with a Brother under the age of 18 must include at least two (2) Brothers over the age of 18 at all times.

c) Any Brother who witnesses or suspects in good faith any type of physical, mental or sexual abuse of any member under the age of 18 will immediately report such suspicion to local authorities first and local Camp and Department Commanders immediately.

d) Every Brother over the age of 18 who may have contact with a Brother under the age of 18 should complete training related to protecting children from abuse of any type.

Section 6. This Department does not provide for Members-at-large. Brothers must be associated with a Camp.

Section 7. Members in good standing of defunct Camps may transfer to another active Camp under the terms of Article VII, Section 4, of the National Constitution.

### ARTICLE III

#### MEETING OF DEPARTMENT ENCAMPMENT

Section 1. The Department Encampment shall annually meet at such time and place as may be determined by a majority vote of the preceding Encampment.

Section 2. The Department Commander shall, not later than six months prior to the next Annual Encampment, appoint two members of the Department, who together with himself as chairman, shall constitute a committee to be known as "Committee to procure invitations for Encampment sites."

It shall be the duty of this committee to get Allied Department Executives to join this committee. A joint committee shall be formed with the Department Commander as chairman. This joint committee is to solicit bids from suitable hotels to hold our Encampment for the year following our next Encampment and this committee shall select the site(s) to present to the next Encampment for approval.

Section 3. The Department Commander shall, not later than three months prior to the next Annual Encampment, appoint a local committee whose duties shall be:

a) To make arrangements pertaining to the Encampment of the present year.

b) This committee together with the chairpersons of the local committees of Allied Organizations shall form a joint committee with the Department Commander as chairman. This shall be known as the Encampment Committee and shall have charge of all general arrangements such as banquets, open house, and campfire. The campfire under the direction of the Department Commander shall be the outstanding event of the Encampment. It is there we will continue our Fathers' outstanding event and we and our allied family will pay sincere tribute to their memories.

c) The Department Commander of the Sons of Union Veterans of the Civil War shall collect, annually, from each of the Allied Orders, an amount to be determined by the Encampment Planning

Committee and submitted to the Department Council for prior approval. The Allied Orders to send the donation to the Encampment Committee Treasurer within thirty days after the first Encampment Committee meeting.

NOTE: (Official letter from the Maine Department, Grand Army of the Republic, dated June 1943, stated:- "The proposed By-Law Article III, Section 2, 3, a), b), c), is as the members of the Maine G.A.R. consider the proper handling of future Encampments, since the Sons of Union Veterans are the logical persons to carry on the work of the Grand Army of the Republic." Letter accepted by the Department Sons of Union Veterans June 1943.)

Section 4. The Department Commander may change the time and place of the Encampment already fixed by the Encampment, by unanimous consent of the Department Council, whenever the good of the Department imperatively demands such change; notice to be given at least two weeks previous to the time of the meeting. Encampment times and dates outside of the regulated period (January through June) must have the approval of the National Council of Administration.

Section 5. Special meetings may be called for extraordinary cause by the Department Commander with the unanimous consent of the Department Council, but no business shall be transacted at any special meeting other than that for which it was specially called. Notice must be given not less than two weeks previous to the time of meeting and shall state the purpose and object of said meeting.

Section 6. The Department Commander, Secretary-Treasurer (or Treasurer) and Council shall meet at the place of the holding of the Encampment prior to commencement of the session when the Council shall audit the books of the Secretary-Treasurer (or Treasurer) and draw up a budget and report same to the Encampment.

a) The rooms of the Department Commander and Secretary-Treasurer (or Secretary and Treasurer), while attending the Encampment, shall be paid by the Department.

Section 7. A majority of the membership reported present and entitled to vote shall constitute a quorum.

Section 8. Periodic meetings of the Department Officers and other interested parties between Encampment dates may be held at the discretion of the Department Commander. The purpose of such meetings shall be solely for the review of Department business enacted by General Orders of the Department Commander, by vote of the Department Encampment, or by decree of the National Organization. All new business must be deferred to the next meeting of the full Department Encampment.

## ARTICLE IV

### OFFICERS

Section 1. The elected officers of the Department shall be Department Commander, Department Senior Vice Commander, Department Junior Vice Commander, three (3) members of the Department Council, and Department Secretary-Treasurer (or Department Secretary and Department Treasurer).

The appointed officers of the Department shall be Department Patriotic Instructor, Department Chaplain, Department Historian, Department Counselor, Department Graves Registration Officer, Department Signals Officer, Department Guide, Department Color Bearer, and Department Guard.

a) Elected Department officers may, at their discretion, wear their regulation membership badge suspended from the red-centered, regulation Department ribbon.

Section 2. The Department Commander may also appoint any additional staff or aides as desired, but these positions carry no voting rights in the Encampment Membership.

Section 3. The term of all elected and appointed officers shall be for one year, except for members of the Department Council. The Council shall consist of one elected member to serve for a period of one year, and

two elected members, to serve for two year terms; the terms overlapping so that one new two-term Council member is elected annually, thus providing continuity of membership.

Section 4. Any vacancy which may occur in an elective office of the Department shall be filled by a majority vote of the Department Council for the period until the next regular meeting of the Department, when an election is held. In the event the term of office is normally for a period longer than one (1) year, the person elected by the Department Encampment shall serve the unexpired term.

Section 5. Elected officers and Delegates and Alternates to the National Encampment shall be elected at the annual Department Encampment by a majority vote of those present and eligible to vote (Australian Ballot).

Section 6. The officers of Camps shall be elected and installed in accordance with Chapter I, Article IV, Section 3, of the National Constitution & Regulations.

## ARTICLE V

### DUTIES OF OFFICERS

Section 1. The duties of the officers shall be those as designated by the National Constitution and Regulations and such other duties as the Department may direct.

Section 2. The Department Commander will perform such duties as the National Constitution and Regulations may direct and any other duties the Department may direct. Headquarters of the Department shall be established and maintained by the Commander at such place as he shall designate.

Section 3. The Secretary-Treasurer (or Secretary and Treasurer) will perform such duties as prescribed by the National Constitution and Regulations, prepare a roll of all Brothers entitled to vote at the Encampment, keep correct records of the Encampment, make out and send quarterly reports to National Secretary and such other duties the Department may direct. The office(s) of Secretary-Treasurer (or Secretary and Treasurer) shall be instituted and located as fixed by him (them) unless otherwise provided by a vote of the Encampment and where all property of the Department requisite to this (these) office(s) shall be kept.

a) The bond of the Secretary-Treasurer (or Treasurer) shall be a position bond to the amount of not less than \$1,000.

b) The Secretary-Treasurer (or Secretary) will, in his report to the Encampment, give statistics pertaining to gains and losses of camp members. The Secretary-Treasurer (or Treasurer) shall also give statistics pertaining to the receipts and disbursements of his office with itemized statement. The Secretary-Treasurer (or Secretary) will have printed and distributed to camps and officers the records of the Encampment. One copy of the annual Encampment proceedings shall also be sent to the Maine State Library in Augusta for the public record.

Section 4. The Department Council immediately after its installation shall meet and elect a Chairman and Secretary.

It shall devise and recommend such measures as will enable the Department to meet all its necessary expenditures, and shall audit the receipts, expenditures and books of account of the Department and make report thereof to the Department Encampment.

## ARTICLE VI

### AUTHORIZED EXPENDITURES

Section 1. The retiring Council shall, at the time of auditing the books, draw up a budget for use of finances for the ensuing year based on expenditures of the previous year and present same with their report to the Encampment. Such budget, when approved by the Encampment, shall be followed as closely as possible and no money shall be spent over and above the amount set in the budget unless the Council unanimously votes to approve said expenditure.

Section 2. The Council shall recommend in their budget such money as they deem expedient for the traveling expenses of the Department Commander in the Department and to the National Encampment, same to be based upon the amount the Department treasury can afford.

Section 3. The expenditures of the Secretary-Treasurer (or Secretary and Treasurer) for supplies, postage, incidentals and salary, actually needed for proper conducting of the business of the Department, are authorized. This to include the purchasing of the Past Department Commander's Badge.

Section 4. The graves of General Isaac S. Bangs of Waterville (Junior Vice Commander-in-Chief of the G.A.R., 1882, and founder of Garfield Camp No. 1, Sons of Veterans) and George H. Jones of Oxford (the only Commander-in-Chief of the Grand Army of the Republic from Maine; 1943-44), shall be decorated each Memorial Day at the expense of the Department as provided for in the Department budget.

## ARTICLE VII

### FINANCES

Section 1. Each Camp may fix the amount of its membership fees and annual dues.

Section 2. The Department shall at its annual session fix the amount of annual per capita tax to be paid by camps for each member in good standing. This is to include the per capita tax due the National Organization; the tax to be forwarded to the Department Secretary-Treasurer not later than the 30th of April each year, or as otherwise prescribed by the National Constitution & Regulations.

a) Penalties for non-payment of Department per capita taxes, if enacted, shall be the same as outlined in the National Constitution and Regulations for non-payment of National per capita taxes.

b) The Department per capita tax of any Brother joining the Department after March 31st will be prorated in the same manner as the National per capita tax. Brothers joining by transfer from another Department will not be required to pay Department of Maine per capita tax if they have paid full annual dues in their original Department for that calendar year.

Section 3. This Department shall pay to the National Organization:

Twenty-five dollars (\$25.00) for the Department Charter;

Twenty-five dollars (\$25.00) for each new Camp Charter, which amount shall be forfeited if the Camp is not instituted within six months from the date of application; and

Ten (\$10.00) for the reinstatement of camps which have been suspended.

Twenty-five dollars (\$25.00) for the reinstatement of camps which voluntarily surrendered their charter or which had their charter revoked provided that this fee shall be waived if a charter exists.

a) These amounts are established by, and will remain consistent with, Chapter II, Article XI, of the National Constitution & Regulations.

Section 4. A suspended Camp may be reinstated by forwarding all delinquent reports and paying all arrearages of per capita tax. In addition, a penalty fee in the amount that the Department owes the National Organization for reinstatement of suspended Camps as described in Section 3 of this Article, will be assessed to the suspended Camp.

#### ARTICLE VIII

Section 1. All By-Laws passed previous to the adoption of these By-Laws shall be null and void when these By-Laws are approved by the Commander-in-Chief and adopted by a two-thirds vote of members present at an annual Encampment.

Section 2. These By-Laws may be altered or amended by a two-thirds vote of accredited members present and voting at any annual Encampment.

Section 3. These By-Laws shall take effect upon approval by the Commander-in-Chief and adoption at an annual Encampment of the Department. These By-Laws, when adopted, shall be in effect and force, and repeal any and all By-Laws heretofore existing.

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Adopted by the 117th Annual Encampment on June 26, 1999, Waterville, Maine  
Amended by the 121<sup>st</sup> Annual Encampment on June 28, 2003, Auburn, Maine  
Amended by the 122<sup>nd</sup> Annual Encampment on June 26, 2004, Waterville, Maine  
Amended by the 123<sup>rd</sup> Annual Encampment on June 25, 2005, Waterville, Maine  
Amended by the 127<sup>th</sup> Annual Encampment on April 25, 2009, Waterville, Maine  
Amended by the 130<sup>th</sup> Annual Encampment on April 28, 2012, Brunswick, Maine  
Amended by the 135<sup>th</sup> Annual Encampment on April 29, 2017, Waterville, Maine

These By-laws of the Department of Maine, S.U.V.C.W., have been amended in accordance to the majority vote of the 135<sup>th</sup> Annual Encampment held in Waterville, Maine, on April 29, 2017.

Attest:

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David Sosnowski, PCC, Presiding Department Commander of the 135<sup>th</sup> Encampment

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Eric Boothroyd, PDC, Department Secretary

Approved:

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Commander-in-Chief, S.U.V.C.W.

Date: \_\_\_\_\_