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ARTICLE I Organization

The Department of Florida shall be constituted and remain constituted as provided by the Constitution and Regulations (C&R) governing the National Organization, Sons of Union Veterans of the Civil War, and shall be known as the Department of Florida, Sons of Union Veterans of the Civil War. The Department is organized as an unincorporated association under the laws of the State of Florida. The organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future tax code.

Section 1: The Department of Florida Charter was issued May 18th, 1996 by the National Organization, Sons of Union Veterans of the Civil War, which is affiliated with the Allied Orders of the Grand Army of the Republic.

Section 2: The Department of Florida, Sons of Union Veterans of the Civil War is a federally chartered non-profit corporation operating in the State of Florida. The Florida Secretary of State recognizes the federal charter of the Sons of Union Veterans of the Civil War, and recognizes the Department of Florida as incorporated under the same federal charter. The federal charter is in lieu of Florida articles of incorporation.

ARTICLE II
Activities not in furtherance of exempt purposes

No part of the net earnings, if any, of the Department of Florida shall inure to the benefit of, or be distributed to its members, trustees, officers or other private persons, except that the Department of Florida shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)3. No substantial part of the activities of the Department of Florida shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Department of Florida shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these by-laws, the Department of Florida shall not carry on any other activities not permitted to be carried on (a) by an unincorporated association exempt from federal income tax under section 501(c)3 of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an

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unincorporated association, contributions to which are deductible under section 170(c)2 of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE III Meetings

Section 1: The Encampment of the Department of Florida shall be held once a year between January 1st and July 1st each year. A quorum shall consist of half of the Department of Florida active Camps (having reports and monies due the Department submitted and paid) having at least one Brother present who is credentialed for that Department Encampment and credentialed from that Camp.

Section 2: The date of the following year Department Encampment shall be set prior to concluding the current year's Department Encampment by a majority present at the Encampment and credentialed to vote. That date may be communicated in an invitation to the Commander-in-Chief.

Section 3: In the event the time and place of the Department Encampment is not set by February 1st, the Department Commander will convene by March 1st the Council and with the Department Secretary and Department Treasurer, and by majority vote of those present, the time and place shall be set. The Department Commander shall communicate to each Camp Commander the time, date and place of the next Department Encampment.

Section 4: Special meetings of the Department may be called by the Department Commander, with approval by the Department Council, and shall also be convened by the Department Commander upon petition by a majority of Camps, provided that not less than fifteen (15) days notice of said meeting shall be given. All special meetings shall state the object and purpose of the meeting; no business shall be transacted at any special meeting other than that for which it was called.

ARTICLE IV Officers

Section 1: The elected officers of the Department shall be: Commander, Senior Vice Commander, Junior Vice Commander, three (3) members of Council, a Secretary and a Treasurer for the term of one year or until the next Department Encampment. Neither the Commander nor the Treasurer shall serve on Council. The same member may hold the office of Secretary and Treasurer simultaneously. The Department Commander after his installation shall appoint all other officers. The appointed officers may include, but are

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not limited to: Chief of Staff, Patriotic Instructor, Chaplain, Counselor, Memorial Officer, Grave Registration Officer, Historian, Guard, Guide, Color Bearer, Aide, and New Camp Organizer. All officers elected or appointed shall be Brothers of the Department of Florida. Officer duties are described in the Constitution and Regulations, Ceremonies and Ritual, Department By-Laws, and/or by Department Commander orders.

Section 2: If a vacancy occurs in an elected office, the Department Council shall convene and by majority vote elect a Department of Florida Brother to fill the vacancy until the next Department Encampment. The Department Commander shall fill appointed officer posts as vacancies occur.

Section 3: The Department Commander and the Department Secretary, jointly with the host Camp Commander, shall arrange temporary headquarters and meeting place for the annual Department Encampment.

Section 4: All Department Officers upon leaving office shall turn over to their successor all Department property within fifteen (15) days.

Section 5: A sufficient number of Department Brothers shall be elected Delegates and Alternates to attend and represent the Department at the annual National Encampment. This election shall be completed at the Department Encampment immediately preceding the National Encampment.

Section 6: The Department Treasurer and each Camp Treasurer (or a person each designates) shall be known as Internal Revenue Service Contact Person and shall file, respective to the Department and each Camp, between January 1st and March 5th, the annual report required to maintain tax exempt recognition in accordance to applicable Internal Revenue Service code. Where the IRS recognizes a different fiscal year for a Camp and therefore a different filing due date, the required report shall be filed by that alternative due date. The fiscal year of the Department of Florida is the calendar year, January 1st through December 31st.

ARTICLE V Reimbursements

Section 1: Reimbursement shall be made to any Department Member receiving authorization from the Department Commander or their Camp Commander or other authorized Officer to incur a budgeted expense, provided the Member incurring the expense provide satisfactory payment documentation.

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Section 2: Those receiving from authorized officers authorization in advance for reimbursement of non-budgeted expenses incurred conducting Department business shall receive said reimbursement upon providing documentation of the payment. The Department Commander or Department Council may authorize in advance an expense authorized for reimbursement, promptly informing the other and the Department Treasurer of such authorization.

Section 3: Those incurring expenses before authorization may request reimbursement. Such requests may be approved upon providing documentation of the expense. The Department Commander or Department Council may authorize in advance an expense authorized for reimbursement, promptly informing the other and the Department Treasurer of same.

ARTICLE VI Bond

Section 1: The Department Treasurer shall, within fifteen (15) days from installation, furnish a bond in an amount fixed by the Department Council but not less than one thousand (1,000) U.S. dollars, for the faithful performance of his duties, and an accounting for all Department funds and property coming into his hands. Said bond will be held in trust for the Department of Florida.

Section 2: The bond shall be taken as a personal assurance, or with a reliable surety company authorized to conduct and conducting business in the state in which the treasurer resides, and shall be paid out of Department of Florida funds.

Section 3: Camps within the Department shall furnish a signed form 2 titled "Bond" when submitting form 22 to the Department Secretary. Bond forms are required for the Camp Treasurer and any other Camp Member having custody of Camp property whose value exceeds \$50.00.

ARTICLE VII Department Council

Section 1: The Department Council shall meet after their installation and elect a chairman, vice chairman, and secretary. Council shall have charge and supervision of all Department funds and property. Council shall convene no later than nine

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o'clock (9:00) a.m. the first day of Department Encampment and conduct a financial review of Department accounts, records, and property, and review a budget prepared by the Department Treasurer for the ensuing year, and act on other business brought to the attention of Council members. This financial review and related actions shall be completed prior to the start of the "Business Meeting" portion of the Annual Department Encampment.

Section 2: The Department Treasurer shall have all accounts, records, and property at the time and place designated and shall render assistance in conducting the financial review.

ARTICLE VIII Reports

Section 1: Department Officers shall present a written report for Department Encampment.

Section 2: The Department Commander shall submit a written report to the Council of Administration November and April meetings, as well as to National Encampment.

Section 3: In addition to other duties, the Department Treasurer and each Camp Treasurer shall make and keep a record of an Internal Revenue Service filing report respective to the Department and each Camp. A copy of the IRS filing report and any special reports deemed necessary by the Department Commander or Department Council shall be provided to the Department Secretary before March 10th.

ARTICLE IX Fees

Section 1: The "Per Capita" dues for the ensuing year shall be proposed by the Department Treasurer and fixed by the Council within thirty days of Department Encampment.

Section 2: Camps shall be exempt from Department "Per Capita" tax assessment on Real Sons and Life Members.

Section 3: New Camps (full and provisional) shall be provided a Camp packet, the cost of which shall be included in the Camp Chartering Fee.

Section 4: The Camp packet shall consist of: one (1) ritual, five (5) application forms, two (2) transfer forms, two (2) charter application forms, two (2) organizer report-draft

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forms, one (1) Department By-Laws, one (1) Constitution and By-Laws, one (1) “Job Descriptions for Department and Camp Officers,” and one (1) listing of Department Camps.

ARTICLE X Committees

Section 1: The standing Committees of the Department shall be By-Laws, Membership, Grave Registration, and Memorial.

Section 2: The Department Senior Vice Commander shall chair the By-Laws Committee, which shall consist of three Department Members in good standing. No later than three years since the last such review, the Bylaws Committee shall review the bylaws and furnish written recommendations to the Department Commander and to each Camp Commander for their consideration, and shall submit the results of this consideration at the next Department Encampment for adoption or other action.

Section 3: The Department Junior Vice Commander shall chair the Membership Committee. The Department Grave Registration Officer shall chair the Grave Registration Committee. The Department Memorial Officer shall chair the Memorial Committee.

Section 4: The Department Commander may appoint Special Committees, or they may be created by action of the Department Encampment. The Department Commander shall cause to be written a description of the duties and authority of all committees, the committee members, that they report to the Department Commander, the report deadline, and the committee discharge date.

ARTICLE XI Camps

Section 1: The Department Commander may annually inspect each Camp.

Section 2: Camps are encouraged to meet at least quarterly.

Section 3: The use of The Ritual of the Order in conducting Camp meetings is encouraged. This is mandatory when initiating candidates into the Order at a regular Camp meeting or at Department Encampments.

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Section 4: Any Camp having five or more paid members in regular status will be considered “active-probationary status.” Such Camps will have three (3) years to increase their membership to ten (10) or more members, or show growth in membership, conduct meetings, and meet Camp responsibilities. During this time, the Charter will remain with the Camp.

Section 5: Camps shall notify the Department Commander in writing of any consideration to dissolve or disband. If the Department Commander approves the disbandment, Camp flags, materials, records, member files and funds shall be surrendered to the Department.

ARTICLE XII Department Camp-At-Large

Section 1: Applicants are encouraged to join a Camp geographically closest to their residence. There shall be a Department Camp-At-Large within the Department of Florida for Brothers beyond reasonable distance from a Camp.

Section 2: The Department Commander shall appoint a Department Camp-At-Large Coordinator for the Department Camp-At-Large. He will perform the duties otherwise associated with a Camp Secretary, and do so for this Department Camp-At Large. For example, applications for membership shall be directed to him and he will accept or reject such applications for membership, keeping an appropriate record of these actions.

Section 3: All fees and dues collected by the Department Camp-At-Large Coordinator shall be forwarded to the Department Treasurer. The Department Treasurer shall maintain funds for this Camp-At-Large as an account in the General Fund of the Department. The Department Treasurer shall remit per capita payments based on the membership report of the Department Camp-At-Large Coordinator.

Section 4: Membership fees shall apply to the Department Camp-At-Large Brothers in the same manner as for Brothers in a local Camp. Annual dues for Department Camp-At-Large Brothers shall be set by the Department Council.

Section 5: Brothers with National Membership-At-Large status residing within the boundaries of the Department of Florida are encouraged to transfer into a Camp in the Department of Florida.

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ARTICLE XIII Associates

Section 1: Associates may only be enrolled in existing Camps within the Department of Florida.

Section 2: An applicant for Associate Membership shall observe all the application procedures, membership, and dues structures as a Member applicant.

Section 3: An applicant rejected for Associate enrollment shall not be eligible to apply again for Associate enrollment until six (6) months have elapsed after such rejection.

Section 4: Associates enjoy all the privileges of membership including the right to vote at Camp and Department functions, and the right to hold all offices at the Camp and Department levels.

ARTICLE XIV Minors

Section 1: Brothers or participants under the age of 18 shall be accompanied by a parent, or a guardian over the age of 18 at any Department of Florida activity. Examples of guardians are a brother, an uncle, or a grandfather.

Section 2: At no time will a non-family-member be in one-on-one contact with a Brother or participant under the age of 18 at any Department of Florida activity. In other words, any interaction with a Brother or participant under the age of 18 must include at least two (2) Brothers over the age of 18 at all times.

Section 3: Any Brother, in good faith, who witnesses or suspects any physical, mental, or sexual abuse of any Brother or participant under the age of 18 shall immediately report this (i) first to local authorities, then (ii) to the local Camp Commander and the Department of Florida Commander, and shall do so immediately.

Section 4: Every Brother over the age of 18 who may have contact with a minor under the age of 18 should complete training in the subject of protecting children from abuse. Such training is available from the Boy Scouts of America.

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Section 5: All Brothers are required to comply with all applicable local and State of Florida laws regarding child abuse. The Florida Department of Children and Families must be called as soon as possible. Their current phone number is 1-800-962-2873.

Section 6: No Brother will post on any media images of Brothers or participants under the age of 18 unless written parental or guardian permission is first acquired.

ARTICLE XV Elections and Installations

Section 1: The Camps of the Department of Florida shall elect Camp Officers between the first regular meeting of the Camp during the month of October and the first meeting in December, inclusive.

Section 2: The Camps of the Department of Florida shall install Camp Officers between the time immediately following their election and the first regular meeting of the Camp during the month of the following January. Installations shall be performed by the Department Commander, or by his designee, or by the Commander-in-Chief, or by his designee.

ARTICLE XVI Amendments

Section 1: The by-laws shall only be amended, altered, or added to by a two-thirds (2/3) vote of the Brothers present and entitled to vote at a Department Encampment.

Section 2: Any proposed amendment, alteration, or addition to these By-Laws shall be printed or typewritten and a copy sent to the Commander of each Camp at least sixty (60) days prior to the Department Encampment. The Camp shall take action on same and instruct their delegates accordingly. Electronic transmission of proposed changes is acceptable.

Section 3: These By-Laws and any amendment, alterations, or additions thereto shall go into effect immediately after their adoption by Department Encampment and their approval by the Commander-in-Chief.

Section 4: All By-Laws here-to-for adopted by the Department of Florida are hereby repealed.

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ARTICLE XVII Ritual-Related Camp Inventory

Section 1: Camps are encouraged to secure appropriate items to conduct ceremonies and rituals, and to use same in conducting Camp meetings.

Section 2: Camps are encouraged to acquire and maintain at least three (3) flags. The first flag shall be that of the United States. The second flag shall be that of the State of Florida. The third flag shall be blue bearing a gold badge of the Order (no smaller than eight (8) by ten (10) inches) with the names in gold lettering of the “Sons of Union Veterans of the Civil War”, and the name and number of the Camp. The sizes of the flags shall be the same, as shall be the sizes of the poles on which they are mounted. The fringe on all the flags shall be yellow.

Section 3: The Department is encouraged to acquire and maintain at least three (3) flags. The first flag shall be that of the United States. The second flag shall be that of the State of Florida. The third flag shall red bearing a gold badge of the Order (no smaller than eight (8) by ten (10) inches and centered) with the names in gold lettering of the “Sons of Union Veterans of the Civil War”, and the “Department of Florida”. The sizes of the flags shall be the same, as shall be the sizes of the poles on which they are mounted. The fringe on all the flags shall be yellow.

Section 4: All flags of the Department and/or the Camps shall be displayed (if practicable) at all regular meetings of the respective body, at parades, and when ordered by the Department Commander

Section 5: All Camps and the Department inventories shall include, but are not limited to, banners, ballot boxes, altar cloth, seals, and badges.

ARTICLE XVIII Awards and Insignia

Section 1: The Department of Florida symbol shall be the Union Army Tenth (10th) Corps symbol.

Section 2: The Department may confer an award to the Camp within the Department of Florida that initiates the most new Brothers during the twelve (12) months preceding the Department Encampment. The Department may also or instead

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confer an award upon the Camp within the Department of Florida that initiates the highest percentage of new Brothers relative to Camp membership during the twelve (12) months preceding the Department Encampment.

Section 3: The Department Commander may confer an award to a Brother of the Department of Florida or to an entity who/which has, in the evaluation of a three (3) member panel appointed by the Department Commander, through their actions significantly advance the Department mission. Concise yet thorough nominations shall be submitted, with a written description of the contribution made, to the Department Secretary no later than two (2) months prior to the Department Encampment, where the award will be presented. Committees may recommend as many awards as deemed appropriate. The Department Commander may approve all, some, or none of the recommended awards. No more than three (3) such awards shall be conferred at any one (1) Department Encampment.

ARTICLE XIX Discipline

Section 1: The Department Commander shall have jurisdiction over charges brought against an Officer of the Department, other than himself, and shall have jurisdiction over charges brought against a Camp in the Department of Florida

Section 2: Charges against the Department Commander shall be addressed to the Department Council and delivered to the Chairman. The Department Commander shall retain the right to ask that the Commander-in-Chief rather than the Department Council convene any resultant hearing.

Section 3: All charges shall be filed in writing to appropriate officers, and provided in writing to the accused who shall be given ten days after notification as time to respond.

ARTICLE XX Other Directives

Section 1: The Constitution, and the Rules and Regulations of the National SUVCW are included and made part of these By-Laws (including subsequent amendments or modifications thereto). Also included where applicable are the directives of the National Military Department through the Sons of Veterans Reserve.

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ARTICLE XXI Department Encampment

Section 1: All Department Officers, Camp Delegates (or Camp Alternates serving in the absence of Camp Delegates), Past Department Commanders, and current and Past Camp Commanders at a Department of Florida Encampment, on registering, shall be charged a fee of five (5) dollars. Upon payment, each shall be registered and entitled to vote at the Department Encampment.

Section 2: Current and Past National Officers shall be exempt from paying the Department Encampment registration fee.

Section 3: Current and Past National Officers who are not Brothers of the Department of Florida are not entitled to vote at a Department of Florida Encampment.

Section 4: Any registered Brother of the Department of Florida shall be entitled to only one (1) vote on any motion to come before the Department Encampment, regardless of the number of Camp, Department, and/or National offices held, past or present.

Section 5: Delegates and Alternates representing the Department of Florida at National Encampment shall be elected at the Department Encampment and shall be Brothers of the Department of Florida.

ARTICLE XXII Separation, Dissolution and Disposition of Assets

Section 1: In the case of surrender or forfeiture of a Camp Charter, all Camp property and assets shall be transferred to the Commander, Department of Florida, Sons of Union Veterans of the Civil War, or to his representative, and shall become the property of the Department of Florida, Sons of Union Veterans of the Civil War.

Section 2: In the case of surrender or forfeiture of the Department Charter, all Department property and assets shall be turned over to the National Commander-in-Chief of the Sons of Union Veterans of the Civil War via the Department of Florida Commander acting as his duly authorized representative to collect and hold all such property in trust for the National Organization, Sons of Union Veterans of the Civil War, an organization exempt from taxes under section 501(c)3 of the Internal Revenue Code.

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Section 3: All property of the Department of Florida shall be held for the National Organization, Sons of Union Veterans of the Civil War, as a charitable trust that is held and used for the purpose for which the Order exists. Any such transfer or disposal within six months of disbandment or surrender of the Department of Florida Charter without the written consent of the National Commander-in-Chief of the Sons of Union Veterans of the Civil War is prohibited. The property of the Department of Florida shall not be divided among its members.

Section 4: In the event the National Organization, Sons of Union Veterans of the Civil War, no longer exists, said property and funds shall revert to any remaining organization of the Allied Orders of the Grand Army of the Republic or in their absence, to the State archives of Florida

Section 5: Notwithstanding the above language, upon the dissolution of the Department of Florida, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to Florida or a local government for a public purpose.

ARTICLE XXIII Assignment of Camp numbers

Section 1: The Department Commander shall assign Camp numbers to any new Camps forming within the Department. Camps will be numbered sequentially starting with the number 1. Once assigned, numbers shall not be re-assigned, except as noted in section 2.

Section 2: A Camp re-forming in the same geographic area (at least in the same county, and where no other Camp already exists) as there previously was a camp may choose to “re-activate” the Camp number for that area.

ARTICLE XXIV Juniors

Section 1: Camps within the Department of Florida may accept Juniors (under the age of 18). Juniors may be accepted as members of the Department Camp-at-Large.

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Attachment A: Definitions

Associate Member: a member designated as such by their approved “associate membership application”, and thus entitled to wear an “associate membership badge”.

Brother: a member of the Department of Florida

Camp: a Chartered subordinate division of the Department of Florida

Discharge: honorable or dishonorable separation from the SUVCW

Good Standing: full privileges authorized

Hereditary Member: a member designated as such by their approved “hereditary membership application”, and thus entitled to wear a “hereditary membership badge”.

Member: for these bylaws, a member is defined as either a hereditary member or an associate member of the Department of Florida. Outside of these bylaws, it is sometimes used as an informal shorthand for “hereditary member”, but not in these bylaws.

Not In Good Standing: privileges restricted

Revoked: Department or Camp Charter and the organization it formerly described ceases to exist other than to complete its dissolution responsibilities

Suspension: privileges restricted

Transfer: reassignment of a “Member In Good Standing” from one Camp or Department to another

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This concludes the Department of Florida By-Laws as amended at the Department Encampment March 10, 2018.

Signed David R Palmer 3/10/18
David R. Palmer, Commander, Department of Florida

CinC ENDORSEMENT

Approved. Date: 4/11/18

Signed Mark R. Day CinC
Mark R. Day, Commander-in-Chief, SUVCW