

# SONS OF CONFEDERATE VETERANS



This Camp Procedural Handbook is intended to assist the Camp Officers in the execution of duties for their respective office. It should be retained in the possession of the Camp Adjutant at all times and passed along when a new Adjutant assumes that responsibility. Additional copies or replacement copies may be obtained from GHQ at a reproduction and shipping cost determined by the General Executive Council

Periodic page changes to the handbook will be provided by GHQ to the Camp Adjutant as they are made and for that reason the Adjutant should house the handbook in a loose leaf binder where page changes can be made with ease.

# CAMP PROCEDURAL MANUAL

## MISCELLANEOUS CAMP FORMS

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## **Section 1:**

### **INTRODUCTION TO THE SONS OF CONFEDERATE VETERANS**

#### **A Brief History of the SCV**

The Sons of Confederate Veterans (SCV) are direct descendants of the United Confederate Veterans (UCV), a voluntary organization of many of the veterans who fought so gallantly for the Confederacy during its brief existence (1861-1865.) The SCV was organized at Richmond, Virginia in 1896 at the Convention of the UCV. Initially the SCV was charged with two duties. These were (1) assisting the UCV and its elderly members at their conventions and other activities and (2) ensuring that the true history of the Confederacy and its struggle be accurately documented.

The SCV continues to exist and grow as an historical, patriotic, and non-political organization dedicated to ensuring that a true history of the 1861-1865 period is preserved. It is driven by the Charge given to the Sons by General Stephen D. Lee. That Charge is as relevant today as it was 111 years ago.

*"To you, Sons of Confederate Veterans, we submit the vindication of the Cause for which we fought; to your strength will be given the defense of the Confederate soldier's good name, the guardianship of his history, the emulation of his virtues, the perpetuation of those principles he loved and which made him glorious and which you also cherish."*

Lieutenant General Stephen Dill Lee

Membership is open to all male descendants (direct or collateral) of any person who served honorably in the Confederate armed forces. The SCV is not affiliated with any organization.

The SCV Brochure "An Invitation to Join the Sons of Confederate Veterans"

Our General Headquarters has produced a full color brochure that explains our organization from its inception to its purpose today. It is an excellent overview of our organization for those who have little or no knowledge of our existence and purpose. Copies of the informational/recruiting brochure may be obtained from our General Headquarters at Elm Springs for the cost of shipping.

## **Section 2:**

### **ORGANIZATIONAL STRUCTURE OF THE SONS OF CONFEDERATE VETERANS**

The SCV has the minimum organization needed to be consistent with its long-term survival and adherence to its original goals. Each Camp makes most of the decisions necessary for its existence and to carry out its programs. The higher levels of the organization exist to assist the camps, to implement policy and to serve as a clearinghouse for ideas. Structurally, the organization is centered on the camp and its support with the other layers of responsibility as outlined below:

#### **National**

The members acting through elected delegates govern the SCV. The General Headquarters is located at Elm Springs, near Columbia, Tennessee. An Executive Director, who is a paid administrator of the organization, manages the Headquarters staff. The General Executive Council (GEC) serves as the board of directors to govern the organization between conventions. Our elected and appointed national officers have the responsibility to oversee the operations of the total SCV organization.

#### **Departments**

To make it easier to manage and support the geographical area that is covered by the national organization, the country is broken down into three Departments that are called the Army of Northern Virginia, the Army of Tennessee, and the Army of Trans-Mississippi. Again, to manage this level of the organization, officers are elected and aides are appointed who have oversight for their respective Departments.

#### **Divisions**

Within each Department are several state level organizations called Divisions that are generally in geographical proximity to one other. Each state having five camps is known as a Division. The

Commander-in-Chief may also form a provisional division where a state or territory has at least two Camps. Divisions have a set of officers and aides to help manage and support the organization at this level. The division organization has responsibility for all camps in a particular state. The Division Executive Council is responsible for exercising the authority of the Division between division conventions.

### **Brigades**

In divisions with a large number of camps where management and support is difficult, intermediate organizations known as brigades may be formed. Brigades are established to even out the workload, assist the Division Commander, and to provide quicker assistance and support for all camps. As an example a Division may be divided into an appropriate number of brigades, each complete with its own officers and aides. An example might be the Northeast, Northwest, Middle West, Middle East, Southeast and Southwest.

### **Camps**

The backbone of the SCV is the individual Camp. Some may be as small as to have only seven members (the constitutionally required minimum), while many average forty members. Some camps have the same name and number of a previous SCV or United Confederate Veterans camp that may have existed in the same area in the preceding years. New SCV camps may request the assignment of the name and number of a former SCV Camp if it expects to serve the same general area as its predecessor. Otherwise, the Camp may choose any name that will relate the camp to the community it serves or to the Camp's proposed activities. General Headquarters will assign the Camp with a number.

## **Section 3:**

### **General Headquarters**

#### **General Officers**

General Officers for the entire organization are elected by the membership for a two-year term at the International Convention in even numbered years. Those officers elected are the Commander-in-Chief, Lieutenant Commander-in-Chief, a Departmental Commander and a Councilman from each Department to serve on the General Executive Council. Appendix A, in the back of this handbook, contains a listing of the current General Executive Council.

Outlined below is the constitutionally defined authority for the balance of the General Staff and their aides. A more complete description of the roll and responsibility of the General Officers is included in Appendix F and the General Organization's constitution and bylaws.

#### **Commander-in-Chief**

The Commander-in-Chief will appoint the following officers to be members of his staff: Chief of Staff, Adjutant-in-Chief, Judge Advocate-in-Chief, Chaplain-in-Chief, Editor-in-Chief, Historian-in-Chief, Genealogist-in-Chief and such assistants and aides as are necessary.

#### **Adjutant-in-Chief**

The Adjutant-in-Chief, will be appointed to a two-year term and may be removed by the General Executive Council upon recommendation of the Commander-in-Chief. The Adjutant-in-Chief may serve consecutive terms in office.

## **Section 4**

### **General Executive Council**

Between General Reunions, the administrative power will be vested in General Executive Council. This Council "will be composed of the Commander-in-Chief, the Lieutenant Commander-in-Chief, the Adjutant-in-Chief, the Chief of Staff, the Judge Advocate-in-Chief, Chief of Heritage Defense, Chaplain in Chief and the three Departmental Commanders, the three department Committeemen and the last three Past Commanders-in-Chief. The SCV General Executive Council has all of the necessary powers

in the administration and regulation of the business of the Confederation, which are not specifically delegated to or made a part of the duties of some other elected official.

#### **General Reunion/Convention**

The legislative body of the SCV will be the General Reunion. The convention convenes annually between the dates of July 10 and July 25. Every member of the SCV is eligible to attend the meetings of any organization belonging to the SCV. However, only those duly designated delegates are eligible to vote during the convention.

### **Section 5**

#### **Confederate Veteran Magazine**

The "Confederate Veteran" is the official publication of the Sons of Confederate Veterans. This magazine is published bimonthly under the direction of the Editor-in-Chief and mailed to all members in good standing. The subscription is paid when camp dues are received. If a member should have problems in receiving his copy, he should contact his camp adjutant who will work with GHQ to rectify the problem.

### **Section 6: CAMP**

Each Camp is required to prepare and adopt a constitution and bylaws. This provides the camp with a legal framework for its activities. A suggested constitution and by-laws that could be applicable to any camp is contained in Appendix H. If your camp has already adopted a constitution and bylaws, add those two documents to Appendix H and remove the example documents to avoid possible confusion.

Camp Officers and their duties:

#### **Commander**

The commander has a unique responsibility to lead, encourage, assist, guide, maintain esprit de corps, and above all, to work to achieve harmony within the camp. While an SCV camp is a democratically run organization, the camp commander does have the overall responsibility for the camp he has been elected to serve. The commander presides at all meetings or otherwise designates his subordinate officers to do so. He is nominated for office by a nominating committee, or from the floor. He will appoint all non-elected officers and all necessary committees and will perform such other duties as are usually incident to the office. He will fill all vacated offices occurring during his administration until the next election of officers, with the advice and consent of the camp executive council.

#### **Lieutenant Commander**

His authority is second only to the commander. He presides in the absence of the commander. Upon the resignation or death of the commander, the Lieutenant Commander automatically becomes commander for the un-expired term. He usually chairs the Programs Committee. He represents the commander at all memorial services when the commander is not present. The Lieutenant Commander is also a member of the camp executive council.

#### **2nd Lieutenant Commander**

The 2nd Lieutenant Commander is not a required position, but is a position developing the future leadership of the camp and possible future camp commander. He serves at the direction of the commander and usually chairs the membership committee. He is authorized to represent the camp whenever the above officers cannot be present. However, he does not have the authority to speak for the commander or the camp unless given that authority by the commander. Some very large camps may even choose to have a 3<sup>rd</sup> and 4th Lieutenant Commander to ease the burden of the above officers.

#### **Adjutant**

The Adjutant may serve more than one term and a good one should be encouraged to continue in his post. The duties and responsibilities of Adjutant include those duties performed in many organizations by secretary, treasurer and registrar. In many camps a treasurer, a secretary, a genealogist or several other positions may assist the adjutant. His position is the most critical for the camp's continued growth

and administrative responsibilities. An individual who procrastinates should not be considered for this office. This office and its complexities require an entire section of its own. Details are therefore contained in Section 7 for the adjutant's position within the camp.

### **Chaplain**

A man with strong religious convictions usually fills this office. He will open and close all meetings with an invocation and a benediction. He serves at various memorial services and funerals. He should have the responsibility to send get-well cards to the sick. He should report to the camp on the condition of members and needs during their illnesses and recuperation. The Chaplain should order flowers for the deceased, at the camp's expense and with the approval of the Camp's Executive Council. He must also prepare a report of death for each deceased member and forward this to the Chaplain-in-Chief.

### **Treasurer**

Not all camps have the office of Treasurer. In smaller camps, a treasurer's duties are often included in the duties of the adjutant. The duties of the camp treasurer, where one exists, are extracted from those duties that would otherwise fall upon the adjutant. The Treasurer handles the business affairs of the camp. He posts dues payments and sees that bills are paid. He handles the banking arrangements of the camp and writes the checks. The camp may decide to have this officer bonded.

### **Historian**

This officer has the responsibility of collecting and recording the camp's history, and other significant data worthy of saving for the current camp membership and also for future generations. If the camp succeeded a UCV camp, a special effort should be made to retrieve and report on such history. The historian also preserves rosters, mailing address lists and aids in research necessary, for graves registration and individual ancestor research. Copies of any old UCV camp historical files should be made and forwarded to the International Headquarters where the files will be maintained for historical research purposes.

### **Judge Advocate**

The Judge Advocate advises the camp in legal matters, in the drawing up of resolutions and in interpreting the camp's constitution and bylaws. He also serves as legal advisor to the commander. He may also serve as a referee and parliamentarian in a camp dispute and/or debate under the direction of the commander. If possible, he should be an attorney.

### **Surgeon**

A medical doctor, or one who has special training in first aid usually fills this office if available. As the camp surgeon, he would care for any member who suddenly becomes sick during a camp business meeting, trip or memorial service.

### **Quartermaster**

This officer is responsible for the care of camp flags, supplies, and other equipment. He will see that necessary equipment and supplies get to the meeting place, to memorial services, to campsites, firing demonstrations, parades, etc. in a timely manner so as to be used effectively.

### **Sergeant-at-Arms**

He is responsible for maintaining order and decorum in the meeting place. The Sergeant-at-Arms will also serve in parades as the color sergeant and attend memorial services, firing demonstrations, and at other camp events.

## **Section 7:**

### **DETAILS OF AN ADJUTANT'S DUTIES**

It is useful for Adjutants to have some guidelines to make the performance of their duties easier and more accurate since these duties are detailed and repetitive in nature. Additionally, these guidelines will permit all camps to operate in a similar manner. In camps where there is also a treasurer, some of the adjutant's fiscal duties will be given to the treasurer. It is essential when there is both a treasurer and an

Adjutant that each has a clear understanding of the duties assigned to him. Duplication and problems can be avoided by ensuring responsibilities are clearly delineated.

#### **Adjutant's Duties**

The Adjutant must process new member applications, collect dues (per capita tax), take minutes, give the treasurer's report, record and administer the roll call, pay bills, process transfers and deceased member reports, order supplies, process and file resolutions, keep records current and pass dated records to the historian. The adjutant will report delinquent members to the membership committee. It is not uncommon to have this officer bonded and/or to have another officer cosign checks to preclude any possible impropriety with the camp's funds.

#### **Preparedness**

When processing a new member application, it is very important to complete this task immediately after receiving the application from the membership committee. If an application for membership is received directly by the adjutant, then he should forward the application to the Membership Committee for approval. There are a number of steps that may be made easier with some preliminary preparations such as keeping all paper and supplies available in one place. Ten, twenty, or as many as fifty envelopes may be stamped with the return address of the camp and with postage stamps applied ahead of time. Also, several envelopes may be addressed to International and to Division Headquarters. Camps that have their membership data saved on computer files may want to use adhesive address labels. It is recommended to keep a supply of lapel pins, wallet membership cards, membership applications, and processing forms such as Transfer, Annual Report, and submittal forms. Also, camps may want to maintain camp certificates, auto decals and tags, deposit slips, and a merchandise price list from International Headquarters. Always make a copy of documents passing over your desk and keep your filing up to date.

#### **Processing a New Member**

It is recommended to have the following items and documents readily available before you begin processing a new application.

1. Application for membership with supporting documents
2. Check from member
3. Camp membership record book (may be on computer)
4. New member page (may be on computer) (see Appendix E)
5. Blank submittal form for International and Division Headquarters (see Appendix E)
6. Letter of acceptance to new member (see Appendix E)
7. Check book with deposit slip
8. Stamp for endorsing the back of the check -"For Deposit Only"
9. Stamped envelope addressed to International Headquarters
10. Stamped envelope addressed to Division Headquarters
11. Stamped envelope addressed to new member
12. Lapel pin, membership card, certificate, auto decal, and other item(s) normally given to new member.

#### **Initial Cost To New Member**

1. \$5.00 Registration fee to International Headquarters
2. \$30.00 Per Capita tax to International Headquarters
3. \$10.00 Large Membership Certificate (optional) (no charge for small certificate)
4. \$ Per Capita Tax to division headquarters (division dues)
5. \$ Per Capita Tax to camp treasury (camp dues)
6. \$ Supplies ordered for new member (lapel pin, etc.)

#### **New Member Processing Procedures**

1. Review Application for completeness then sign and date "Committee on Application"
2. Make a new page for each new member

3. Make deposit slip
  - a. Always make a duplicate of deposit slip
  - b. Write the member name on deposit slip Ex: B. Jones \$50.00
  - c. Use back of deposit slip for more writing room when depositing two or more checks
4. Stamp each check "FOR DEPOSIT ONLY". Note - Checks should always be made out to "Sons of Confederate Veterans" or in the name of the
5. Make entry of deposit in checkbook and ledger page if you use one.
6. Fill out submittal form to General & Division Headquarters (may include several new members and will include supplies ordered for members).
7. Write check to Sons of Confederate equal to amount on the SCV submittal form.
8. Make entry of check to SCV International Headquarters in checkbook and ledger page.
9. Address envelope to General Headquarters.
10. Write check to Division Headquarters for Per Capita tax only and equal to amount on Division submittal form.
11. Make entry of check to Division Headquarters in checkbook and ledger.
12. Address envelopes to Division Headquarters.
13. Make a photocopy of:
  - a. New Application(s) and supporting documents for Camp files.
  - b. New Application(s) and supporting documents for Division files.
  - c. SCV General Headquarters and Division submittal form.
14. Mail to General Headquarters.
  - a. Original application(s) and supporting documents.
  - b. International submittal form.
  - c. Check
15. Mail to Division Headquarters
  - a. Copy of application (s) and supporting documents.
  - b. Division submittal forms.
  - c. Check
16. Make wallet membership card for member (s).
17. Deposit checks in bank.
18. Mail or give to member at next meeting.
  - a. Wallet membership card
  - b. Camp Certificate.
  - c. Auto decal and tag (if applicable)
19. Notify division newsletter editor of any new members.
20. Notify member via letter that his membership has been accepted or disapproved (see sample of each in Appendix E)
21. Update Camp roster with each new member.
22. Remove new member name from courtesy mailing list.

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Supplies Needed To Process Renewal Member

1. Check from member
2. Camp membership record book (may be on computer)
3. Member page (may be on computer) (see Appendix E)
4. Blank submittal form for General & Division Headquarters (see Appendix E)
5. Check book with deposit slip.
6. Stamp "For Deposit Only" on reverse of check.
7. Stamped envelope addressed to General Headquarters.
8. Stamped envelope addressed to Division Headquarters.

9. Blank Membership card (for new year).

Cost to Renewal Member

1. \$30.00 Per Capita tax to General Headquarters.
2. \$5.00 Reinstatement fee (if renewal is subsequent to November 1st)
3. \$ Per Capita Tax to Division Headquarters.
4. \$ Per Capita Tax to Camp Treasury.

Renewal Member Processing Procedures

Renewal payments may be held until several payments have been received. However, long delays should be avoided because non-payments may cause the member to be dropped from either Division or International records resulting in unnecessary problems such as non-receipt of the Confederate Veteran magazine. It is troublesome to add a member back on the records. The member may not receive the newsletters and he may become disenchanted.

1. Review the check for completeness and the correct amount.
2. Enter the payment on the member page.
3. Make deposit slip a. Always make a duplicate
- b. Write the member name on deposit slip Ex: B. Jones, \$50.00
- c. Use back of deposit slip for more writing room when depositing two or more checks.
4. Stamp each check "For Deposit Only" on the reverse of check.
5. Make entry of deposit in checkbook and ledger page.
6. Fill out submittal form to General & Division Headquarters.
7. Write check to Sons of Confederate Veterans equal to amount of International Headquarters submittal form.
8. Make entry of check to General Headquarters in checkbook and ledger page.
9. Address envelope to General Headquarters.
10. Fill out submittal form to Division Headquarters.
11. Write check to Division Headquarters equal to amount on division submittal form.
12. Make entry of check to Division Headquarters in checkbook and ledger page.
13. Address envelope to Division Headquarters.
14. Make photocopy of General and Division submittal forms.
15. Mail to General Headquarters.
  - a. General submittal form
  - b. Check equal to amount on submittal form.
1. Mail to Division Headquarters.
  - a. Division submittal form
  - b. Check equal to amount on submittal form.
2. Notify division newsletter editor of renewal changes in address.

Other Duties Of The Camp's Adjutant

All camps should consider having their own camp stationery to be used in all correspondence. Almost any good printer in the local community will assist the camp in creating stationery. Also, examples of SCV stationery may be found in Appendix E or may be obtained from another camp in the same division.

It is not always necessary to have camp officers located down the side margin of the stationery but this may be included. However, one should consider the expense involved in this endeavor due to changeover of personnel. The printer can produce matching envelopes. (example in Appendix E).

Camp Correspondence

Most anyone, both inside and outside the organization, may call upon the adjutant for information. As the majority of official camp correspondence will be compiled by the camp adjutant, he must be very neat, accurate, and grammatically correct. The general public and a prospective member's first

impression of the SCV will depend on the quality of the adjutant's correspondence. Ideally, all correspondence should be typed.

#### File Cabinet

Once a camp is financially sound, a filing cabinet should be purchased so that records may be kept in an orderly manner and be easily accessible. Since the camp adjutant is responsible for so much of the membership records, then this is the appropriate place to house the filing cabinet. Manila folders, expandable folders, and labels should be provided in sufficient quantity.

#### Meeting Minutes

The history of the camp should be preserved by the camp adjutant and passed on to future adjutants. The adjutant's minutes of camp meetings should be preserved in properly marked folders along with official correspondence received and generated by the camp including camp newsletters and yearbooks. A camp archives should be established for this and all material related to the camp, including membership applications of camp members and newspaper articles should be housed in a filing cabinet. If your camp has a camp historian, some of these duties should be assigned to him.

#### Member Data

The adjutant should keep a special journal listing the names, addresses, telephone numbers, membership applications, and record of dues paid for each member of the camp. Some camps will have a camp treasurer and he is the one responsible for collecting and reporting dues. However, the adjutant will need to be supplied this information from the treasurer to complete the annual camp report. Be sure that this material is up to date and inform the newsletter editor, division adjutant and General Headquarters of address changes. Addresses should be complete with Zip and Zip + 4 when available. Also, telephone numbers should be recorded including the area code. When printing rosters, the telephone number of members is very important so that members may freely contact each other. All this information should be preserved in the camp archives and can be used to prepare a yearly camp roster to be given to each camp member. In the event that computer files are used to maintain membership information, periodic hard copy printouts should be kept in a notebook. Also, it is essential to maintain an adequate backup system for database files. You may transmit changes to the GHQ by email and GHQ can send you updated rosters by email at any time.

#### Supplies

The camp adjutant should always keep the following items on hand for distribution and use as needed:

1. Price list
5. Lapel pins
9. Camp stationery
2. Membership applications
6. Resolutions
3. Membership cards
7. Certificates of appreciation
4. Recruiting pamphlets
8. Auto tags

The first four items can be obtained at no charge from General Headquarters. Other items, except camp stationery, are purchased via the price list obtained from GHQ.

#### Illness/Death

The camp chaplain handles deaths and illnesses, but it is the responsibility of the adjutant to have a record of this information so that he may record deaths on the annual report and mark the roster accordingly.

#### Death of a Member

The death of a member is a very difficult time for the camp, especially when the member has been an active, productive member of the Sons of Confederate Veterans. It is at such time that the camp wishes to not only pay tribute to the memory of the departed compatriot but to provide a source of support to his family. Although some camps may have established a procedure for handling these sad occasions, many have not.

The following procedure is presented as a guide to assist the camp during these times. Variations of it may be exercised, with the exception of the reporting procedure, which is mandatory (notification of

Chaplain-in-Chief, SCV GHQ, etc.)

1. Upon learning of the death of a camp member, the camp commander should be promptly notified. Camp members should not assume that some other member or the family has notified the camp commander. Such false assumption has resulted in failure to notify concerned SCV officers in the past.
  2. When notifying the camp commander, attempt to advise him of the following:
    - a. Member's full name
    - b. Date and time of death
    - c. Name of wife or a close family member
    - d. Address & telephone number of family member
    - e. Name of funeral home
    - f. Date, time, and site of funeral service
  3. The camp commander will notify the camp adjutant and chaplain and provide them with the information supplied to him.
  4. The camp adjutant will submit this official notification "Last Roll" to the Chaplain-in-Chief with copies sent to:
    - a. Adjutant-in-Chief SCV
    - b. Division adjutant,
    - c. Division chaplain,
    - d. Retain one copy for Camp file,
    - e. The camp chaplain will notify the camp membership as to the member's death and date, time, and site of funeral service. The chaplain will make arrangements for floral remembrances in the name of the camp and/or memorial contributions in the deceased member's name (ex: SCV Heritage Defense Fund, Stand Watie Scholarship Fund, Life Member Endowment Fund, etc.). The camp chaplain should visit the member's family by himself and/or coordinate a visit with the camp commander and other officers or members.
- A certificate, "resolution for Deceased Compatriots," may be obtained from International Headquarters, SCV and may be presented to the family. There is no charge for this certificate.

### **Annual Report**

The completion of the annual report must be accurate and turned in on time. Be sure to consult with the camp commander before completing the form. See the instructions on the reverse side of the annual report form for guidance. Take time to list the yearly accomplishments of the camp as this will be an official record of the international organization that will be preserved forever. The camp's annual report must be completed and distributed no later than June 30 of each year. Attach a current camp roster and refer to the distribution list located on the front of the form for distribution purposes. Distribution recipients' addresses may be found in tile appendix of this manual. (Appendix A and B).

A copy of the annual report with instructions can be found in Appendix E.

### **Roster**

The camp roster should include the name, address, telephone number (home, business, beeper, fax and email designation), dues status (Member, Real Son, Division, Division Life member, and International Life member), most recent year dues paid, and may even be broken down into the following sections:

- a. Current members in good standing
- b. New members
- c. Members delinquent national dues and division dues
- d. Members delinquent national dues only
- e. Members delinquent division dues only
- f. Members dropped (must be carried 6 months from due date)
- g. Members deceased during year (give date/place of death)
- h. Members transferred from other camps (specify camp)

i. Members transferred to other camps (specify camp)

The camp roster should be marked to ensure that the information contained in it is not to be used for commercial purposes.

### **Changes in Command**

In order for communications to remain open, it is important that the division commander, adjutant and International Headquarters be notified of changes in the elected officials of the camp. In addition, address and telephone changes in the camp membership must be reported to both GHQ and the division newsletter editor.

(letter Appendix E)

### **Transfers**

No member should be accepted into a camp as a transfer without the official transfer form being completed by all parties concerned and then distributed according to the distribution list. Distribution recipients' addresses may be found in Appendix E of this manual.

### **Collecting Dues (Per Capita Tax)**

All camps do not have the same dues structure nor do they collect dues based on the same time frame. A dues notice must be sent notifying the member when and how much he is to remit. One of the most successful vehicles for notifying the member of dues is sending both a dues invoice notice and return envelope. The adjutant should collect from as many men as possible as early as practical after August 1 of each year. Then he should make deposits and disburse the camp per capita tax for those members to Division Headquarters and International Headquarters in a timely fashion regardless of the number of dues received. Additionally, a second, third, and final notices should be mailed to the member before he is dropped.

### **Life Membership**

Many members choose to pay Life Membership at the International level. This relates to International Headquarters only while division and camp dues would still be paid on an annual basis. Some divisions have implemented their own life member programs. One would apply for Life Membership by completing the Life Membership application which is available from International Headquarters or off the SCV website. The total fee is \$750.00 for ages 12 to 64 and \$375.00 for ages 65 through 79 and \$187.50 for 80 and older. Please be advised that these fees may be increased because they are tied to a multiple of the national dues. Simply mail the completed form to General Headquarters at P O Box 59 in Columbia, TN 38402. A life member is assigned to Life Member Camp # 2 for record keeping purposes only; however, he will remain enumerated in the local camp of his choosing with the designation "Life Member" on the camp's roster under status.

### **Dues Proration**

The SCV operates on a fiscal year (not calendar) beginning August 1 of one year and going through July 31 of the following year. The current fiscal year, August 1, 2008 through July 31, 2009, is shown as status 2008 on your camp's roster which means those members are paid through July 31, 2009. Additionally, there is a 3 month grace period from August 1 through October 31 when members are still current while the camps work to collect the annual dues for the next fiscal year. After November 1 of each year, a \$5 late fee is applied to the normal dues.

If someone joins in February, March, or April 2009 (which is technically the third quarter of the fiscal year) he can pay his current \$30 annual dues plus the \$5 processing fee and he has the option to pay an additional \$15 to initially join for both the current fiscal year as well as the next fiscal year, meaning his dues will be paid through July 31, 2010. Please note that the quarterly amounts for the fiscal year beginning on August 1, 2008 are \$7.50 since annual dues increase to \$30.00. If someone joins in May, June or July (which is technically the fourth quarter of the fiscal year) he must pay the current annual dues amount of \$30 plus the \$5 processing fee and he has the option to pay an additional \$7.50 to initially join for both the current fiscal year as well as the next fiscal year, meaning his dues will be

paid through July 31, 2010.

### **IMPORTANT**

Please remember that this prorated dues option is only available when the member pays dues for both the current and next fiscal years. There is not an option to pay only the partial dues for remainder of the current fiscal year. This new amendment, adopted at the 2005 Nashville Convention, is a great improvement over the past practice when men who joined during the last six months of the fiscal year had only one option which was to pay the entire \$30 for the remaining months in the fiscal year and the three month grace period and then they would have to pay annual dues again before November 1st.

**\*\*\*DO NOT JUST SEND THE PARTIAL PRORATED DUES AMOUNT WITHOUT INCLUDING A FULL YEAR'S DUES WITH IT\*\*\***

### **Section 8:**

#### **CAMP COMMITTEES**

The Commander appoints all committee chairmen. He may appoint individual members or permit the chairman to select his committee with the exception of the executive committee, which is defined by the camp's constitution. The proper use of committees prevents the overloading of camp officers, encourages participation by all members and helps to develop future camp officers. This is most effective when care is taken to have each member working on activities, which relate to his own personal interests. The designation of committees is at the discretion of each camp and is governed by its individual needs.

#### **Executive Committee**

This group is defined by the camp constitution but is usually comprised of elected and appointed staff, as well as all past camp commanders. The executive committee will be responsible for the overall direction of the camp and will be deeply involved in planning and running the camp. They should plan a program for the camp for at least two years in advance to provide continuity throughout periods of officer transition. Some suggestions for standing committees are:

#### **Programs Committee**

This committee is normally headed up by the lieutenant commander and should be comprised of from two to five members. The committee plans each camp meeting including the guest speakers and suggesting the subject matter. The committee also arranges for the speaker to be introduced and is also responsible for the expressions of thanks via letter or in person to speakers and others who gave special assistance to the event. The committee should include and provide notification to the newsletter editor ahead of time on who the speaker will be and his topic. The programs committee may also be responsible for the planning of field trips to historical sites, roundtable discussions and debates. This committee may also plan the camp's patriotic programs for Independence Day, Veterans Day, Confederate Memorial Day and other special events. The committee may also be responsible for the arrangements for refreshments at meetings or other camp events.

#### **Membership Committee**

This committee is normally headed up by the 2nd lieutenant commander and may include every member of the camp. The committee should have a sizable number of members interested in obtaining new members. This committee will also be active in reactivating delinquent members and reinstating dropped members. The membership committee should be very interested and pro-active in finding Real Sons. The committee reports address and telephone changes to the adjutant so that his records may be updated

#### **Honor Guard Committee**

This committee may assist interested individual members in obtaining reproduction Confederate uniforms and weapons and participating in Confederate Memorial Day Service, funerals, and any special event that the unit may be needed. The honor guard acts as flag bearers and musket bearers to fire salute volleys with black powder. This group should be given the assignment of compiling a special

manual of arms for flag bearers and the firing of muskets with safety do's and don'ts. The honor guard may work in concert with the planning committee for Confederate Memorial Day services in which the camp will participate. This committee will plan the service program including obtaining a guest speaker and printing a program. They may choose to attend services of other camps and organizations and shall bring this information to the camp membership. Participation in Confederate Memorial Day Services is strongly encouraged for all camps and camp members.

### **Color Guard Committee**

This committee has the responsibility of posting and retrieving the colors at special events. This committee and the honor guard committee may be comprised of the same members and function as one committee if desired. The color guard participates in any event where a flag ceremony is needed.

### **Scrapbook Committee**

The camp historian should chair this committee, and it should collect photos, newspaper clippings, printed programs, and other mementos that illustrate the camp's activities during the year. This collection may be used to create an appropriate scrapbook to enter the scrapbook in competition or otherwise display the scrapbook at camp functions and other events. It will be very helpful if at least one member of this committee a good photographer.

### **Headstones and Marker Committee**

This committee will be responsible for obtaining a headstone and/or suitable markers for any unmarked Confederate grave. They will also be responsible, along with any interested volunteers, for cleaning and repairing headstones and markers that are in disrepair. The committee is responsible for compiling the information needed on Veterans Administration forms to order grave markers, seeing that the forms are filled out properly and forwarded to the proper authorities. The committee should also coordinate with the local United Daughters of the Confederacy (UDC) chapter concerning the placement of grave markers.

### **Newsletter Committee**

This committee may be only one person who is usually the camp's newsletter editor, or it may consist of several members who function as a committee. The committee selects the format of the camp newsletter, writes and/or gathers articles of interest to the camp members. This group also determines the circulation list and any paid advertisements to be used to offset expenses. The newsletter is used to interest current members, build membership attendance, attract prospective members and advise other interested parties of the camp's activities. Only articles directly related to the SCV, the UCV and War Between the States are recommended for inclusion in the newsletter.

### **Genealogical Committee**

This committee, headed by the camp genealogist, is designed to assist prospective members in obtaining family data and the genealogical proof necessary to qualify prospects for membership. This is an extremely important function to increase membership as some prospective members are intimidated by the prospect of obtaining these documents.

### **Finance Committee**

This committee is responsible for the financial plans and expenditures of the camp and works with the executive committee. It recommends how much to charge for camp dues and prepares an annual budget for the camp. Thus committee usually consists of at least the commander and the adjutant.

### **Historical Research Committee**

This committee researches historical data concerning the War Between the States such as battlefields, particular battles, publications and books. The committee aids and encourages the recording and teaching true Southern history at all levels of the education system.

### **Public Relations Committee**

This committee is responsible for press releases and radio and television announcements well in advance of deadlines and events. This committee may often work with the media to develop a feature

about an event on which the camp is working. Members with photography and/or literary skills are desirable for this committee. This committee should save clippings, printed programs, photos and other items for the camp scrapbook committee

### **Monuments Committee**

This committee researches different Confederate monuments in the area served by the camp. It reports to the camp on any monuments that are in need of repair and cleaning. The committee also works with the appropriate state entity responsible for placing historical markers for unmarked Confederate events and sites.

### **Awards Committee**

This committee identifies those members and others who are deserving of an award or Certificate of Appreciation. It creates the award or certificate and has it appropriately inscribed.

### **Uniforms Committee**

The SCV is not a uniformed organization. However, many members desire to wear reproduction uniforms at appropriate times such as Confederate Balls, as a member of a uniformed color guard etc. When a member chooses to wear a uniform it should be as authentic as possible in material and design. There are many who advertise in the Confederate Veteran or sell their wares at reunions or reenactments. These businesses, or sutlers, are a suggested source of uniforms and accessories.

## **Section 9:**

### **CAMP MEETINGS**

SCV camps meet in a variety of places to include people's homes, restaurants, meeting rooms in municipal buildings, etc. It is important to create a strong feeling of camaraderie among the membership that reflects the spirit of the camp while a meeting is taking place. This will give the camp an aura of permanence and importance, which are necessary attributes for success.

You can help to create this atmosphere by equipping the room with items such as a Confederate Battle Flag, a US flag, a camp flag and perhaps a large felt banner containing the SCV name and logo along with the camp's name. If available, a few Confederate artifacts on the wall would be a welcome addition. Those symbols, as well as others you may devise, can create the atmosphere needed to make the room a more conducive place to conduct business and have a meeting.

The camp also needs some practical equipment for its meetings. Having a gavel or a bell and striker to help open and close meetings lends authenticity to the authority of the Commander or person who is running the meeting.

There should be a lectern at the head table for use by the Commander and any speaker. If the overhead lighting is dim, it would help if the lectern had a small built-in reading light for those speakers who find it necessary to refer closely to their notes or read their speeches aloud.

Some speakers may mumble incoherently; thus, a small public address (PA) system with either a remote lapel or an adjustable microphone on a flexible gooseneck mounted to the lectern may help the audience. PA systems can be expensive; however, the alternative for all but the tiniest camps is to have the membership straining hard to hear the speaker or some may give up and fall asleep.

Camps lacking the proper equipment should, at the beginning of the year, budget for the acquisition of one or two major items during the year or perhaps they can choose to hold a fundraiser to pay for it.

#### **Order of business for Camp Meetings**

Proper sequencing is essential in considering and conducting business coming before the camp during regular meetings. Establishing a standard order of presentation ensures that all matters receive due consideration and more importantly, results in handling business expeditiously. A professionally run meeting will provide members and visitors positive impression that the camp is well organized and business is conducted. Conducting all meetings in an orderly and businesslike manner will benefit the commander by earning him the admiration and respect of the camp members. Members should not

disrupt the meeting by talking among themselves nor should the meeting be interrupted unless a member has first asked for the floor and received it in an orderly fashion. The following "Order of Business" is offered as a general guide for conducting camp business. Some camps may find it advantageous to alter or vary from the sequence listed:

1. Call to order
2. Invocation
3. Pledge to U.S. Flag
4. Salute to State Flag
5. Salute to Confederate Flag
6. Reading of minutes from the previous meeting
7. Treasurer's report
8. Communications
9. Reports
  - a. Standing Committees \*
  - b. Special Committees \*\*
10. Old Business
11. New Business
12. Announcements
13. Program
14. Benediction

\* Standing committees are those named to function throughout the year.

\*\* Special committees are those named to perform a special task.

#### **Sample Invocation**

"Eternal God of the Universe, the creator and redeemer of all life, look kindly upon us who gather this day and in this place. Grant that our deliberations may be fruitful and that much may be accomplished under Thy guidance. Bless our leaders and give them guidance throughout this meeting. This we ask in His name, and for His sake. Amen."

#### **Sample Benediction**

"The Lord bless thee and keep thee. The Lord makes his face to shine upon thee and give thee peace. Amen."

#### **Flag Etiquette**

The fundamental rule of flag etiquette is to treat all flags with respect and common sense.

The Stars and Stripes takes precedence over all other flags when flown within the United States. It should never be flown lower than another flag nor should it be smaller than another flag flown with it. Other flags may be flown at the same height and be the same size. Other national flags should not be smaller or flown lower than the Stars and Stripes when displayed together. If it is not possible to display two or more national flags of the same height, then they should not be displayed together. The point of honor is on the extreme left from the standpoint of the observer (the flag's right). In a public gathering (lecture hall, church etc.) the Stars and Stripes should be on the right of the speakers or on the wall behind them. The order from left to right of flags flown together is the Stars and Stripes, other national flags in alphabetical order, state flags, county and city flags, organizational flags, personal flags.

If one flag is flown at half-staff for mourning then any other flags should also be flown at half-staff.

The proper way to do this is to first raise the flags to their peaks and then lower them to half-staff. The Stars and Stripes is always the first to be raised and the last to be lowered.

It is permissible to fly the Stars and Stripes at night, but only if it is illuminated in a dignified manner.

No flag should be flown during terrible weather that might damage it based on a common sense interpretation of circumstances. When a flag is torn, it should be repaired, and if soiled, one should refer to the manufacturer's instructions for cleaning.

When a flag no longer looks nice and it cannot be repaired or cleaned, it should be destroyed in a dignified manner by either burning it or placing it in a sealed bag or box before being sent out for trash collection. The American Legion in most areas collects U.S. Flags when they are ready for disposal. They will accept possession of the flag as well as to ensure that it is destroyed appropriately.

The canton of the flag (the blue field with the 50 stars) should be to the observer's left except:

1. When displayed on a casket,
2. When displayed as a decal on the right side of a vehicle (bus, truck, plane, etc.)
3. When worn as a patch on the right arm (but use on the left arm is preferable).

The Stars and Stripes should be in the center of a group of flags only when:

1. The center pole is taller than the others or
2. When a fan-like arrangement makes the center pole higher than the others.

It is always preferable to fly or display an organizational flag along with the Stars and Stripes at the same time.

A salute (hand over heart for those not in uniform) should be rendered when the US flag is raised, lowered, or carried by on parade, when the Pledge of Allegiance is recited, and when the national anthem is played unless the flag is not present. A new law was passed by Congress in 2007 allows honorably discharged military service veterans to render a hand salute if they wish.

Pledge - During the pledge to the U.S. flag, those present in uniform should render the military salute. Those who are not in uniform should place the right hand over the heart.

### **Pledge to the United States Flag**

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

### **Salute to the Confederate Flag**

Salute - One never pledges allegiance to the Confederate Flag, but renders a salute. The right arm is extended outward, slightly to the right and downward with the hand fully open and turned upward to signify that you are open in friendship and have not hidden weapons.

"I salute the Confederate flag with affection, reverence, and undying devotion to the Cause for which it stands." An acronym that might help members remember the key words is (ARD) for affection, reverence, and devotion.

### **State Flag**

It is a patriotic act and common courtesy to pledge allegiance to your state flag if such pledge exists. Each camp should enter their state's pledge here.

Initiation of new members

Special note - The candidate's sample oath, taken upon initiation, is on the next page. A copy may be made and handed to the candidate to hold and refer to, during the initiation ceremony.

Bringing a new member into the Sons of Confederate Veterans is an important event, one that should be conducted in such manner as to create a lasting, favorable impression of our organization.

The following initiation ritual may be used during regular meetings or, should the camp prefer, reserved for special meetings at which time several new members may be formally brought into the SCV.

Commander:

"Will the (officer designated) present the candidate."

Officer:

Commander, Compatriot (candidate's name) seeks membership in the (camp name) and the Sons of Confederate Veterans."

Commander:

"We are gathered here to initiate into the bonds of fraternal brotherhood Compatriot (candidate's name). We share a common birthright as Southerners and descendants of those who served the Confederate States of America.

The Sons of Confederate Veterans is a patriotic organization, not linked with any other organization,

and is neither political nor sectional. We take justifiable pride in our Confederate forebears, men and women, who sacrificed their all for the cause in which they believed. The Confederate soldier won the admiration of the world by his courageous fight against an enemy overwhelming in numbers, equipment and implements of war. With few exceptions they were volunteers who fought for principles of government in which they believed.

Although defeated, they left us traditions of faith in God, honor, chivalry, and respect for womanhood; they left us a passionate belief in freedom for the individual. Our Confederate ancestors bequeathed to us a military tradition of valor, patriotism, devotion to duty, and a spirit of self-sacrifice. When our nation no longer admires and pays tribute to these traditions, we will no longer remain a free nation. Now, having expressed your desire to join the Sons of Confederate Veterans, state the name, rank, and unit of your ancestor."

Candidate: (States name, rank and unit).

Commander: "The Chaplain will now administer our pledge."

Chaplain: (Note - a (/) has been inserted to provide a point at which the Chaplain will stop and allow the candidate to recite the previously stated words).

"The candidate will raise his right hand and repeat after me..."

"I pledge allegiance to the United States of America / and to its Constitution I and promise to defend it against all enemies. // I pledge myself to loyally support / the activities of the camp / and the Sons of Confederate Veterans / whose purpose it is to cultivate, / perpetuate, and sanctify / the memory of the Confederacy. // In so doing. I not only honor my Confederate ancestor, /, but also affirm my loyalty and devotion to God / and country which is so much a part of his character."

Commander: "On behalf of (camp name & number), and the Sons of Confederate Veterans, welcome into our ranks Compatriot (candidate's name). (Optional) I am honored to present to you the pin of membership (and certificate and membership card, if available)

### **Procedures For Collecting Dues**

General Constitution and Bylaws states that any new member must pay the full year's dues and fees for the year in which he becomes a member of the Sons of Confederate Veterans and that those dues and fees be submitted to International Headquarters within 10 days or with the submission of the annual per capita tax which is due at any time after the beginning of the new fiscal year on August 1, 200x or no later than the end of the three month grace period on November 30

The Camp Constitution and/or Bylaws may state, "All dues shall be payable during the first four months of the dues collecting period. Any member whose dues are not paid by this date shall be considered delinquent and shall not be allowed to participate in official business. Any member whose dues are six (6) months in arrears shall be removed from membership rolls of the camp. Payment of current year's dues and a reinstatement fee shall permit reinstatement to active membership. The camp adjutant shall determine the amount necessary for reinstatement." The camp bylaws will more clearly define this ruling.

For new members, it is required that they pay the full membership dues and fee at the time that they join, and this will include the national membership certificate. A lapel pin may be purchased separately.

### **Handling Membership Renewals**

The camp adjutant should request that the commander or editor provide a notice to the members through the newsletter of at a meeting regarding the payment of dues. This notice should be given starting with the month prior to the beginning of the dues collecting period, and this notice should continued until all current members have renewed their dues or the dues collecting period has expired. Retaining members is the key to real growth of the organization.

Some members may not wish to continue their membership and will not renew their dues. When members have not renewed their dues by the end of the grace period, the adjutant should contact each delinquent member to ascertain whether or not he intends to renew his membership. A phone call is usually effective; however, if someone can convince the member to attend the next meeting, he may

more easily be persuaded to catch up on his dues.

If members have not renewed their dues within five months after the due date, the adjutant should send a letter to these and inform them that their membership will cease at the end of the six months grace period and give the exact date. Every effort should be made to secure the renewal of dues from every member. Members should not be hounded but quietly implored to renew dues.

When a member pays his dues, the adjutant should follow the guidelines set forth in section 7 "Details of Adjutant's Duties."

#### **Section 10:**

#### **CAMP ELECTIONS**

Camps usually nominate new officers in either November or December of every other year depending upon a particular camp's individual constitution and bylaws. The process usually begins with the selection of a nomination committee by the current commander in the third quarter of the year, prior to the beginning of the next term of office.

The nominating committee should have a good knowledge of the current camp membership. As you would expect, the officers to be nominated should possess the skills and attributes noted in good leaders. Attention should be paid to special skills and resources of the individual in asking him to serve. It is not required, however, that certain officer positions must be filled with those in that particular profession. For example, the chaplain's position does not require a minister, priest or a rabbi to fill the position.

After a slate of officers has been selected and they have agreed to run for election, the candidates are announced to the membership. During the process of seeking candidates, the general membership should be strongly encouraged to seek office and to run for the position for which they feel most qualified to serve. Each individual running for office, particularly when there is more than one seeking the same office, will be given an opportunity prior to the vote to address the membership stating why he is seeking the office and why he thinks he is the best candidate for the position.

The election is normally held in December using Robert's Rules of Order procedures and the formal installation of the new officers is conducted the following January. Once the new officers have been installed, a report must be made to all echelons above the camp level. A form "Report on Election of Officers" is provided for this purpose in Appendix E.

#### **Installation of Camp Officers**

The installation ceremony may be performed in full by installing all elected officials or some lesser number. The nominees should be formed facing the membership. The following installation ceremony may be used.

#### **Installing Officer:**

"Members of the (camp name) Camp, Number (camp number), Sons of Confederate Veterans, reposing special faith and confidence in you, have elected you to lead our camp during the coming year(s). How well we, as a camp, perform these tasks entrusted to us, and whether our camp continues to grow in strength and accomplishment, will depend on how well you perform the duties of your office.

Therefore, on behalf of your compatriots in (camp name), I ask each of you: Do you pledge yourself, with loyalty and dedication, to protect, defend and uphold the Constitution of the United States and the Sons of Confederate Veterans, to faithfully perform the duties of your office, to regularly attend the meetings of our camp, and to support all the activities of our camp, our division, and our International organization, to the best of your ability? So help you God.

Thank you. I hereby declare you duly installed in the office(s) of this camp to which you have been elected."

#### **Section 11:**

#### **CAMP NEWSLETTER**

The camp newsletter, when used effectively, is the most powerful tool available to the camp commander for welding together a group of disparate individuals into a unified and highly motivated

## SCV Camp.

A camp newsletter is basically a special interest publication. Studies run by major advertising agencies have shown that special interest magazines can have a more powerful effect in shaping people's viewpoints and lifestyles over a period of time than any other communication medium.

### General

There are several main rules for producing an effective newsletter. It must deal with topics of great interest to the readers. It should be written in an unpretentious, folksy style (as close to conversational English as possible), so that it comes across as a one-way conversation between the writer/editor and the reader. It must be published frequently enough so that reading it becomes a strong habit, and the reader will soon consider the newsletter an old and trusted friend.

### Content

To be effective, the newsletter must talk primarily about your camp, its recent achievements, any problems, future plans, and the members. These will be the topics of greatest interest to your members and readers. The newsletter can make its greatest contribution toward unifying and motivating the camp by concentrating almost exclusively upon those topics.

If a camp is active, has standing committees, and its membership is greater than 25, it becomes impossible for each member to keep track of what all of the other members are doing, or to gain an accurate overview and image of the camp and its varied activities. The members can keep up with the camp's activities only if the newsletter covers them all.

It is a curious psychological fact that the members will view the activities performed by the camp as being truly important and worthwhile accomplishments only after those activities have been reported on the printed page or in the newsletter. Also, if the newsletter judiciously keeps this camp membership informed on the problems and roadblocks faced, except those posed by personality conflicts, members will often come up with the practical solutions that may have eluded the officers. The newsletter thus enables the camp to make full use of the collective ability of the members.

By describing the future plans of the camp, the newsletter reinforces the enthusiasm for those plans that the Commander generated during the last meeting. The newsletter can help the commander persuade the membership to embrace a project or policy that may have received a cool reception when first announced.

Additionally, by recognizing and applauding the efforts of the individual members on solo and common projects, the newsletter makes the members feel appreciated, motivating them to do more in the future. The more members are mentioned in each issue of the newsletter, the better. Good related topics include short biographies of new members, perfect attendance lists, camp awards to outstanding members, recognition of promotions or awards received by members from their employers, churches, and other civic groups, birthdays, wedding anniversaries, and births.

Topics best avoided are more than passing mention of speeches that were delivered at the meetings unless they directly affect the camp's planned activities. Also highly detailed descriptions of ceremonies and any sermonizing to the members should be avoided as well. If one stays with the policies, activities, and members of your camp as the topics for the newsletter, it will be more successful.

### Style

Not every writer can be another Shakespeare, but almost everyone who writes can hold the attention of his readers if he follows a few simple rules. The ideal writing style is contemporary conversational English. Get as close to today's spoken English as you can and keep your sentences short and simple. The language must never get in the way of the thought.

To describe a myriad of camp activities, devote a short paragraph to each topic. Use a boldfaced subhead to lead it off, and make the subtitle colorful, funny or witty in order to pull the reader into the paragraph. You might consider putting in an occasional lengthy editorial just to change the flow.

Don't be dictatorial and never attempt to be too dignified in your writing as it will likely come across as pompous, ponderous, boring and then not be read. For the same reason, avoid using the passive voice ("it was done."). Say, "Joe did it," or "I did it." Be loose, casual and friendly to achieve rapport with the reader.

If you want to educate or persuade via the written word, you must first entertain. Use the light touch except when dealing with serious topics. Humor is an absolute necessity. People seem to appreciate a style that contains mildly irreverent (whenever appropriate) wry humor. Of course, in matters of camp policy, the newsletter must agree completely with the commander's line of approach. Use language, an occasional slightly off-the-wall word, the unexpected, because readers love writing that is fresh, new and exciting.

Always refer to the camp officers and highly popular members by first name. Occasionally refer to them with a colorful aside or an underplayed compliment or a deft observation about their character. That, too, unifies and motivates a camp.

The most important aspect of style is that the newsletter must always be credible and completely believable. It must never oversell or over praise or over condemn for any reason. It must be honest, and it must reflect the mature judgment of the writer. Otherwise, it is not worth the paper on which it is printed.

### **Format**

It does not matter how the newsletter is formatted. If the editor owns a computer with a desktop publishing program on the hard disk, and he puts out a professional looking newsletter; great! But a newsletter consisting of three typewritten sheets stapled together can be just as effective. The only thing that really counts is what the words inside say, and how they go about saying it. Still, there are formatting rules. The big advertising agencies have done a lot of research into readability of the printed page. Here is what they have to say about the format: "If the words are hard to read, people won't read them even if the subject matter is important to them". Therefore, always use an easy-to-read serif typeface. One of the best is proportionally spaced Times Roman. If you are using a typewriter, you are stuck with whatever typeface with which it is equipped. You should, however, keep the type clean so the letters will print out sharply. If you have a choice, use a fairly bold typeface so the letters will print black and be easy to see. Use a 10-point or larger type. If you have too much material, print more pages or cut out some of the material, but do not shrink the typeface. Never overprint on tinted or colored paper and avoid using colored ink. If you do, the readability falls diminishes as does the number of readers.

### **Frequency of Publication**

Ad agency and magazine publisher research show that the magazine (or your newsletter) can play an important role in shaping people's viewpoints and activities only if it is published at least once a month. Then, if it is put together correctly, it will gradually become a powerful influence upon the readership. They will begin to look forward to receiving it each month and will read it avidly. After a while, it will be an old and trusted friend. And that is exactly what you want. Bimonthly and quarterly publications, no matter how well written, just do not measure up. They may be interesting, but they are not persuasive. Frequency is the key to persuasion.

### **Printing**

Most camps photocopy their newsletters. Many use the services of specialty photocopy shops. Most of these have several of the old slow traditional machines, and one high speed machine that will copy the entire newsletter, collate it, and maybe even staple it much faster than you can do it yourself.

Unfortunately, many of those super machines turn out poor quality copies. Seek out and use a photocopy machine that will always give you copies that are as good as, or better than, your originals.

### **Distribution**

Do not hand out your newsletters at the meetings. If you do, you will be wasting most of the benefits

available from the newsletter. The members will scan the newsletter quickly while talking with their friends before or after the meeting and promptly forget most of what it contained.

Instead, mail out the newsletter so the members will get it the week before the monthly meeting or the first meeting of the month. Each member will then have more time to study the newsletter at home. They will also have the opportunity to begin thinking about the issues that will come up at the next meeting.

### **The Writer/Editor of the Newsletter**

If the commander, the lieutenant commander, or the adjutant has a flair for writing and the time to do it, those officers are best suited to generate the camp newsletter. Hopefully, they know exactly what is going on in the camp. It generally takes about a day to gather up the information, write the articles, print, assemble, and mail the newsletter.

If the officers lack the time or the talent, then the camp should take whatever trouble is required to recruit as a member, a professional writer who is sympathetic to the cause. The best bet would be an experienced reporter at the local newspaper. But he must be a person who sees eye to eye with the commander on camp policy. Failing that, the camp should select the best and most mature writer from among its members and persuade him to take the job.

If the editor turns out not to be an officer, the commander should establish a set of procedures whereby the officers and the committee chairmen will have available for the editor all the information he will need on the appointed day and in a usable form.

The commander should take the time to meet with the editor in advance and diplomatically discuss with him what issues are of particular importance. The commander should also make himself available to review the newsletter as soon as it has been written, which will likely be at the very last minute when it is ready to go to print. The commander should limit himself to only correcting major errors or embarrassments. Most importantly, the newsletter should never go out without first having received the commander's approval.

If the editor cannot get the information when he needs it, or the commander dictates the newsletter to him and then wants to be the real editor, this is a situation that takes all the fun out of the job for the editor and will not work well. Soon the editor will either be going through the motions or turning over the job to someone else. Value your newsletter editor; he is one of the most useful people in your camp.

### **The Cost**

For a camp with an ample treasury, the choice is between a plain and a fancy newsletter. But for a new or small struggling camp, the choice is between a plain newsletter and none at all. Plain is

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fine because it is what the words say that really counts as long as the words are easy to read. You can put together a newsletter using a typewriter, scissors, and rubber cement. The camp may also try to get someone who is about to buy a new computer, to donate his old one to the camp. An old, obsolete computer has little or no trade-in value, but if it still works, it is fine for putting out a simple camp newsletter.

You can plan on a three page, single-spaced, newsletter stapled at the left corner. If the camp has letterhead, cut out the SCV logo and the name "Sons of Confederate Veterans" from a sheet of your letterhead and glue them down at the top of the first page of your newsletter. If the camp does not have letterhead, cut the SCV logo and name out of old correspondence you have received from the division. Instead of gluing those items down at the top of your newsletter, tape them down. Next month you can work an exacto knife blade up under the tape, lift off the logo, and place it on your next newsletter. Underneath the logo, type the name of your camp. Below that, type the name of the newsletter (CAMP NEWS will get the job done); VOL. 1 (to show this is the first year you're putting out a newsletter); ISSUE 1; and the month and the year. Beside that, type "EDITED BY" and your name and phone number, and you are in business, ready to start typing the newsletter. Make most of your news items about one paragraph long.

So far you may have spent approximately \$.25 for paper and ribbon if you are using a carbon ribbon. If your camp has 25 members and you are publishing a three-page newsletter, you will need to photocopy 75 sheets. At \$.08 a copy, that will be \$6.00 an issue for photocopying.

Larger camps can cut back the cost of copying if they have a dedicated member who owns a photocopy machine that prints clear copies, and who is willing to absorb the cost of the toner and the wear and tear on the machine. You can buy a box of 5000 sheets of ordinary copy paper for about \$28.00 from one of chain discount office supply stores. Other costs are for postage stamps and envelopes. Buy a box of 500 plain long envelopes from a discount office supply store. It will cost you less than \$3, which is \$.006 per envelope. You should probably invest \$6 of your own money in a rubber stamp with your name and return address, and \$2 for a stamp pad as that will cut in half the time it takes to address the envelopes by hand.

Another tip is to design the back page of the newsletter so that when folded in half and stapled or taped closed, there is a blank space on the top half of the page. The space would then contain the required return address and the space for addressee and the postage.

As this is written, first class postage stamps cost \$.37 each, so postage for your mailing will cost you \$9.25. Add that to the \$6.00 to copy, \$0.25 for envelopes, and the total cost is \$15.50 per issue, or \$.62 per member. If you can get the free use of a copier, the cost comes down to \$9.50 per issue, or \$0.38 a member. If you are paying for the use of a copy machine, a year's worth of newsletters comes to \$186.00 for the camp, or less than \$7.50 per member, a low cost investment that any camp can make for the future. Within a year or a year and a half, a newsletter will transform the camp.

If you cannot get that much money in donations during camp meeting, you should hold one annual fund raiser, perhaps a Chile Supper or something else in order to pay for the newsletter.

## **Section 12:**

### **CAMP ACTIVITIES AND MEMORIAL SERVICES**

#### **Introduction**

Camps tend to concentrate upon the types of activities favored by the commander and the majority of the members. This selection of activities, whether broad or narrow, soon becomes a satisfyingly comfortable routine. Eventually it becomes tradition.

There are two reasons why it is important to review the camp's range of activities at least annually. First, if a camp is focusing upon one main category of activities and largely ignoring the others, then the camp is probably not really benefiting the Cause. Second, times are changing in the camps and many of the new recruits tend to be more activist now than when our heritage was not under a constant attack. If those newer members cannot find a well organized, effective outlet for their energies within the camp, they will soon leave. Also, the SCV itself is adapting to meet the threats posed by our opponents. Toward that end, it is strengthening and expanding the structure of its international organization to begin to pull the disparate camps together to transform them into a unified body. These changes will include establishing new communication links between the camp and its brigade, division, and the International Headquarters. These links will result in an array of new activities and changes in the traditional activities and the way they are performed. Only in this way will the SCV be able to increase its presence, so as to educate the public about real Southern heritage, and confront our detractors. Change is in the wind. It is the wise Commander who studies the current activities of his camp to identify the need for new programs and better balance. Obviously this section cannot describe every possible activity that a camp might conceivably perform; therefore, a typical range of activities will be provided, the use of which can result in a well-balanced, productive camp.

#### **Fitting the New Member into the Camp**

Your objective is to make all new recruits feel at ease in the camp, and persuade them to identify closely with the other members, the camp and its goals in order that he will be an active productive member. The best approach is to assume that he has a strong interest in his heritage, but no particular

knowledge of it. You should also assume most men are shy and may find it difficult to make new friends within an organization of strangers.

### **Making the New Recruit feel at Home**

Every visitor should be given a nametag, which are different than any worn by the members. The camp should have a procedure whereby the first time visitor is asked to stand and introduce himself during the meeting, and then every member of the camp meets and greets the visitor after the meeting or during the break. One of the camp officers should be designated to size up the prospective member and get him into extended conversations with two or three of the members whom the officer believes might be kindred souls. After the prospect has announced his desire to join the camp, you should connect him with the genealogical/research committee and have them tell him the best sources and techniques for gathering the information he will need to fill out his SCV application form. The next issue of the camp newsletter should contain a biography of the new recruit telling where he went to school, his military service (if any), what jobs he has had, where he has lived, and his hobbies, sports and other interest. This gives those members who have something in common with the prospect, topics of mutual interest they might discuss in the future.

Educating the New Recruit as to what's going on

As soon as the new recruit has paid his annual dues to the camp, you should give him a copy of the SCV Member's Handbook and schedule a formal training session for him. This program, lasting an hour or so, should cover the current objectives of the SCV (in plain language), how the SCV is organized, and how the camp fits into the overall scheme of things, the by laws and the goals of the camp, how the camp is organized, emphasizing the standing committees, major activities currently underway at the camp, and camp etiquette.

### **Plugging the Recruit into the Camp's Activities**

The next step is to learn on which standing committee the recruit prefers to serve and assign him to that committee. When his SCV membership card arrives, you should initiate him into the camp via a formal ceremony. See Section 7.

### **Developing an Overall Education Program**

Most SCV members take an intense interest in the War Between the States. They particularly like to trace the campaigns in which their particular ancestors fought. However, the member who has studied with equal attention the events leading up to the war, and the events occurring in the aftermath of the war, will be far better equipped to understand and deal with the real world situation confronting the SCV today.

The education program should include such subjects as the present scope of the SCV, how the camp relates to the brigade, the division, and International Headquarters, new SCV rapid response communications techniques, and how to deal with the local heritage violations as part of an overall SCV program. Naturally, the continuing program should detail aspects of individual battles and campaigns in the War Between the States.

### **Educating the Camp Membership about Our Heritage**

The activities of the camp are based upon the assumption that each member has a thorough understanding of the ideals, culture, politics, and economics of the antebellum, wartime, and postwar South. Unless the member understands those things, the activities and even the very existence of the camp will seem meaningless to him. He will view the camp merely as a social club, and will likely only go through the motions of participating. The member learns about his heritage primarily through the lectures provided as entertainment at the camp meetings, his generalized reading about the South, his specialized research, and discussions with the other members before and after the meetings.

### **Lectures and Other Scheduled Educational Entertainment**

The camp meeting lectures constitute a strong part of the formal education of the members; thus, they are of critical importance. They can take several forms, such as lectures by outside speakers, camp debates, skits put on by camp members, and lectures by camp members.

Some lectures are entertaining speakers who can hold the audience on the edges of their seats; others know a lot but do not know how to present their information, and may be as dull as dishwater. Because the education of the members is of such critical importance, some camp commanders schedule the speaker at the beginning of the meeting while the members are fresh and wide awake, then they conduct business afterwards.

You should frequently check the lecture schedule put together by the camp's program committee to ensure that the camp is receiving a balanced program. While some camps have trouble finding the variety of lecturers necessary to provide a balanced education program, there are some solutions available. Some camps exchange lecture schedules with the other camps in their brigade to develop a longer list of potential speakers. Another would be to have members of your camp visit other camps to check out their speakers, and they can sometimes sign up a hot speaker on the spot.

In addition, many brigade and division commanders have compiled lists of suitable speakers who live in the general area. Some camps swap lists of scheduled speakers with the local chapters of the UDC and the historical society. Sometimes the local librarian or the history professor at a nearby university or community college can also provide valuable leads.

If the Operations Committee discovers that a useful lecture is about to be presented to another local organization, try to arrange to have the camp invited to the lecture as guests of the other organization. The side benefit is the establishment of rapport with the other organization in your area that has an interest in Southern history. A local Civil War Roundtable could be an apt illustration.

### **Specialized Researches**

Each camp member should be encouraged to research in great detail his ancestors' travels around the Confederacy, or the activities of the volunteer group from his town; and/or the overall conduct of the war; and the events leading up to and resulting from the war.

Because most people lack the knowledge to determine the probable locations of the source data they seek, the camp's genealogical/research committee can supply the needed magic and guide members in their searches through the local library, nearby school, college libraries, historical societies, and the UDC, etc.

### **Locking in the Information**

A fortunate few have photographic memories, and the ability to pluck the telling fact unerringly from memory and recite it, to nail down the point they are making. Most of us do not. We read history and we promptly forget most of it. It must be discussed to lock it in.

To get the members to start talking about the history they have read, you may want to occasionally schedule camp debates about broad subjects pertaining to the Confederacy, instead of lectures. Break the membership into debating teams, give a month to prepare, and then let them have at it.

A variation of that is the camp skit about subjects like the meeting of generals in which they made the right or wrong decisions. This sort of widespread participation by the members will often get them started discussing historical points before and after the meetings. This will stimulate them to read more and enable them to retain more of what they are reading. It is a fairly short step from that circumstance to training some of the members to become speakers.

### **Motivating the Members to Learn**

Learning is its own best reward, but sometimes you have to jump start the process. Depending upon the mood and the atmosphere of the individual camp, one way to stimulate the reading and learning is by creating a series of reading certificates within the camp. For example, to advance from one certificate level to another, the member must read three additional books. Each time the member finishes a book he describes the broad thrust of that book to a designated camp officer for ten minutes. The officer would then check off that book on the member's tally sheet.

The badge of achievement could be some sort of insignia (i.e. a star of a particular color) that the member clips to the side or bottom of his nametag. These insignias are awarded in ceremony at the

meetings, and thereafter the recipients are praised in the camp newsletter. All of this member training may seem too elaborate and unnecessary to some commanders. If so, remember that pertinent knowledge, available on demand, is the most potent weapon now available to the SCV for promoting the Cause and defeating our detractors. Since we do not currently outnumber them, we must outsmart them.

### **Educating the Community about Our Heritage**

Include the camp's speakers bureau as a source for school systems, civic groups, as a liaison with newspapers, radio and television stations. Establish a camp officer as the local history expert and news source, write newspaper articles and/or column, establish a radio program, prepare TV one-shots, publish brochures about local heroes and battles for distribution at libraries, schools, and establish annual essay contests at local schools with a cash prize for the best essay on some topic concerning the Confederacy.

If your camp is the sole repository in your area for people who are interested in learning about Confederate history and the values of Southerners who lived in that era, then your camp will forever be swimming in a hostile sea. The more modern and progressive your area is the, you will find the people take less interest in learning about "outdated eras" on their own and the more willingly they will accede to the demands of civil rights activists who say "offensive symbols" of the past must be removed. But even in conservative towns that treasure their Confederate heritage, there will be little real knowledge about why the South fought the war and what it is we are attempting to preserve. Quite simply this situation exists because the history books, written from the Northern viewpoint, have done a thorough job of distorting or eliminating discussion of our past.

The primary job of the SCV is to teach our fellow Southerners about the value system and the way of life that once existed in the South in order to provide them the ability to critically evaluate today's society, its value system and way of life. Only with that sharp contrast in mind will our people then be equipped to reject those present day values which are harmful, and to insist upon reemphasizing those Southern values which are beneficial, admirable, and perfectly attuned to the true nature of the Southerner.

### **A Speakers Bureau for your Camp**

As your camp's members gain extensive knowledge about the 19th century South and the major events that reshaped it, some of them will become prime candidates for a camp speakers' bureau.

A handful of people are naturally drawn to public speaking. They sense intuitively how greatly the public is impressed by a speaker who, with little reliance on notes, can stand behind the lectern and entertain, educate, and persuade his audience to his viewpoint. Such persons understand how a reputation as an effective speaker can help them in their dealings with other people at work and in other walks of life. You probably have one or maybe two of them in your camp; use them to spearhead your speakers' bureau program.

Some individuals are simply unfit for public speaking to include those who are very shy, talk with a monotone mumble, have no sense of humor, or do not have the ability to hold the attention of the average person. You should leave in peace the members of your camp who are not fit to be speakers. Nearly everyone else can become a good speaker; however, they often are very apprehensive about the thought of standing up in front of a group and trying to speak publicly. They can be persuaded. You can get experience for your members by splitting them into teams and having them debate controversial issues and then having some of them participate in skits. The next logical step is to get the more promising performers in the group to sign up as solo speakers, first by addressing the camp, and then going out into the wide world of social and civic groups and schools.

The trick to turning the average person into a good speaker is preparation. First, he should write out the speech in conversational English as a script, making sure that it moves smoothly from point to point and contains a lot of colorful but concrete detail. Next, he should read the speech aloud into a tape recorder and then play it back to find out how long it is and see if it makes sense when spoken. (25 to

30 minutes is generally about the right length.)

Next, he should read the speech aloud three or four times to become familiar with it. Then he should recite the speech three or four times without reading the script. The first time, he will have to glance at the written speech from time to time if and when his mind goes blank. The last time, he should be able to recite the speech without once looking at the script.

The next step is to write down the topics in the speech on one sheet of paper. Then he should recite the first two or three paragraphs over and over until he could rattle them off in his sleep to combat the initial stage fright. Now he is ready.

When preparing to deliver his speech, the speaker should arrive early at the meeting place and become familiar with the sound system if there is one. If there is no system, he should get somebody to sit in the back of the room and listen while he experiments to find out how loudly he must speak for the listener to hear him clearly. The speaker should arrange for a glass of water on the lectern in case his mouth goes dry.

He may set his speech on the lectern, with the page of speech topics on top for psychological support. He knows that if he finishes talking about one topic and forgets what the next one is, he can glance at the top sheet and pick it up. He knows that if he goes into complete and sustained shock, as a last resort he can simply read the speech from his script. Armed with that knowledge, he will be able to look into the eyes of his audience and power through his speech without glancing at his notes or the script, and he will carry the day.

In such manner, the average person can learn to give a good speech. It requires a lot of preparation, but it is worth the trouble. When several of your members have given good speeches to the camp, and you have more prospective speakers in the works, your camp may wish to switch to two (or more) meetings per month so that you can schedule enough outside speakers, camp debates, camp skits, and your own homegrown speakers to accomplish both your camp education and speaker training objectives.

When your camp has three or four qualified speakers, the next step is to set up a camp speakers bureau. You will want your speakers to write new presentations of broader general interest, emphasizing the politics more than the military campaigns and drawing parallels with conditions in the South today. Your camp's Public Relations (PR) Committee can then send letters to the other civic groups and schools in your camp's jurisdiction, offering the services of your speakers and listing the title of their talks. Better yet, if your members are well connected around the area, they can tell their friends in the civic groups and schools about your speaker bureau.

If your camp has re-enactors as members, they can wear their uniforms and take their weapons and equipment to the schools for show-and-tell from 1861 to 1865. They will be most effective if the Operations Committee schedules them for the time of year when students are studying the War Between the States. They must coordinate with the school history departments to do this.

When your speakers have gained experience addressing civic groups, they can tighten up their material once again and speak to other SCV camps.

### **Liaison with the Local Ness Media**

It can be advantageous to have the local newspapers, radio stations and TV stations if any, consider your camp the resident experts on Confederate history. To establish that expertise, you should select the camp member who has the greatest overall knowledge of Confederate history, and the one who knows the most about local Confederate heroes and battles, and publicize them as your experts.

In small towns, you can identify the local media simply by checking the Yellow Pages in the telephone book. In large cities, your PR committee can check with the trade or professional associations of newspaper publishers and broadcasters.

Set up meetings with the editors and the newscast producers in your area and bring along your experts. Establish the credentials of your experts, have them exchange business cards with the news media people, and arrange for the news hounds to call them anytime the Confederacy comes up in the news

and the news media people want to check the accuracy of the material they have written. This will make the news people aware that you are around and get your foot in the door for future dealings with them.

### **Media Coverage of Your Camp**

The way this nation works is that if the media reports you are alive and well, you are; however, if the media ignores you, you do not exist. So it is up to your camp to say and do noteworthy things and get the news media to report them favorably. The rationale of why the media will not ordinarily come to you is because they already have more civic group business than they can handle, and that type of material is generally very dull and boring. You are competing for limited amounts of time and space with a huge number of other civic and social clubs: Kiwanis, Rotary, Moose, Elks, Pilot, Jaycees, Little Theater, Chamber of Commerce, church groups, and on and on. All of them want media coverage to promote their causes or beef up their recruiting or just to see their names in print; many go an entire year without getting any coverage at all. It must be understood that the SCV is an activist educational organization, and our organization is largely pointless without media coverage. Your camp can get plenty of media coverage if you give it a high priority and pan for it carefully. Occasionally, local media are actively hostile to the Cause.

The very first step is to ensure that any news coverage of your camp's activities will be positive in nature. And that can be tricky. One unwise remark by a camp member in an interview, opinion-editorial (op-ed) piece, or letter to the editor that can be considered racist, tasteless, or overly defensive, can ruin the image of your camp. You must lay down the law that no one but the camp commander, or some one he designates, may speak for the camp or for the SCV locally. You would do well to consider insisting that any member who delivers a speech, or speaks to the media about any issue normally associated with the SCV, must clear the material with the commander before releasing it. That is the only way you can control the camp's public image.

Next, you should establish a specific goal for the quantity of media coverage the camp will try to achieve in a particular period of time. In a sparsely populated area with little in the way of news media, a minimum goal might be six media generated reports (newspaper articles, newscast reporting) per year and six camp generated items (newspaper articles, op-ed pieces) per year. In an area with more population and news media, your goal should be one media report and one camp generated report per month. How can you accomplish that, when most civic groups are lucky to get one article per year? One way is by making friends with the news media and another is to ensure the camp's activities are newsworthy.

The key to all this is an active camp Public Relations (PR) Committee. You have already laid the groundwork with the media by meeting with the editor and producers to establish one or two of your members as Confederate historians. Now the PR Committee should divide up the media among themselves. Each committeeman learns with whom to deal at a particular newspaper or radio station, gets to know those persons, determines the kinds of news he or she seeks, and periodically asks him/her for advice on how to make a camp event more newsworthy. Within the camp, the PR Committee works closely with the Commander and the Operations Committee to plan the camp's public activities in such a way as to make them newsworthy events that still present the kind of public image of the camp that you want to put across.

Whenever possible, such events should include pageantry and color, along with a touch of drama while avoiding being hokey, and introducing humor without being tasteless or ridiculous. The events should portray the camp as interesting, high-minded, and beneficent without being stodgy or stuffy. Dress and image are extremely important when possible members should wear uniforms, suits, sports clothes and avoid wearing tee shirts, jeans or camouflage to activities the media will cover. A typical event that could get media coverage is an outstanding speech of broad appeal that is relevant to contemporary regional issues. This could be a speech delivered at one of your camp meetings or by one of your members to another civic group or a public gathering. Media should only be invited to cover those

speeches that you are confident will be well received.

Other events could include a ceremony to announce the results of the camp's annual fundraiser for charity, using a Confederate theme, the camp's annual banquet at which it presents Outstanding Southern Citizen plaques to prominent local citizens who are genuinely admired by the surrounding community. Other events could be a colorful celebration of Confederate Memorial Day, a protest by the camp of a heritage violation that is considered beyond reasonable by most of the local citizenry. These types of events, when planned from the start by the Commander, the Operations Committee and the PR Committee to avoid the typical cliché ridden civic group scenes and words that bore people to tears, can get you all the news coverage you want if your camp has the reputation among the media of a group that puts on a good show. And when the coverage keeps coming, month after month each news item will add to the luster of your camp's public image.

Your camp will also want to generate its own news items. The camp's PR Committee, drawing upon its knowledge of each member's grasp of various aspects of Southern history and contemporary events, his soundness of judgment, and his ability to write, can come up with appropriate story ideas for newspaper articles to be written by the camp's most talented writers in remembrance of battles fought locally, birthdays of local Confederate heroes, etc. If the camp member selected agrees to write the piece, the PR Committee clears it with the newspaper in question, and the camp is in business.

Ideally, the camp will have recruited a newspaperman or ex-newspaperman as a member (this should be a high priority). If no one in the camp has such experience, then the member who is writing the article should study the style and format of similar types of articles that are printed in the newspapers and use them as a guide for writing his pieces.

Working closely with the Intelligence Committee and the Commander, the PR Committee should also suggest ideas for op-ed pieces protesting gross heritage violations in your area. Of course, you will want to read every article and op-ed piece before it goes out, checking not only for accuracy, but also for the right tone. You do not want it to sound arrogant, uncivilized, strident or apologetic. The PR Committee should also provide the local newspapers and radio stations with public service announcements (PSA) announcing the date, time, and location of each upcoming camp meeting. If no one in the camp has written radio spots before, the member selected should tape record a number of PSA broadcast by the radio stations for other civic groups, study the style, and time them with a stopwatch. He should write his own PSA, copy in the same style to the length most commonly broadcast (probably 30 seconds).

Good media coverage on a regular basis is like money in the bank. Aside from drawing in a steady stream of high caliber recruits, it will also dispose the local government and school authorities to be more cooperative when you need their permission or assistance to conduct certain camp activities. It will help you to educate the community about their Southern heritage, and it will make opposition activists less enthusiastic about perpetrating heritage violations. It will also place much of the community on your side when you do find it necessary to contest a heritage violation.

Brochures about Local Heroes and/or Battles

The most logical way to attract the interest of your community in their Southern heritage is by publicizing the exploits of a Confederate hero who came from their own hometown or county or perhaps by describing a battle fought within maybe a 60-mile radius of your location. The best way to present this information is in a brochure written and published by your camp, and displayed in the public library and elsewhere.

Your Genealogical Research Committee can generate the information for the brochure. The PR Committee can estimate the cost, select the format of the brochure, select someone to write it, identify a member of the camp (or a friend of a member) who has a computer with a desktop publishing capability, and decide whether to get the brochure photocopied or offset printed. The idea is to print the brochure in 3.5" wide landscape columns (sideways) in black and white on both sides of a single sheet

of glossy or matte finish 8.5" by 14" paper, and then accordion fold it. That will give you eight panels 8.5" high by 3.5" wide, and this will provide plenty of space.

The cover panel should have the camp name, a title in big type that is easy to read at a glance, an illustration, and one or two lead-in paragraphs of interesting, colorful information to capture the reader's attention. The copy should consist of interesting facts that tell the story in colorful detail. Every paragraph should have at least one surprise for the reader. Write the copy for intelligent high school students who know nothing about the intricacies of battle tactics, military jargon, or Confederate history. In fact, after you have checked the copy, you should have half a dozen high school students read it to see if they can follow it and find it interesting.

Get the brochure printed or copied on high quality glossy or matte finish stock (depending upon which kind the printer says will be most compatible with the kind of ink he's using). Usually the highest quality stock is very expensive; generally there will be a grade that looks and feels almost the same, but costs only a fraction of that amount. You will also need counter top brochure holders to display the brochures and attract the interest of visitors. A pile of brochures left lying on a counter top goes unnoticed, and eventually gets thrown away. You can buy a few brochure holders from a company that sells advertising promotional materials or you can persuade the camp's resident woodworking artist to build some wooden ones for you. Arrange permission to display the brochures in their holders at the checkout desk of the public library and the school libraries, the Chamber of Commerce, restaurants around town, city hall, and at the county courthouse. Finally, schedule a ceremony to announce publication of the brochure, and arrange for coverage by the news media. You'll need to send somebody around to refill the brochure holders periodically.

### **Maintaining Confederate Memorials**

The Research Committee catalogs details of all Confederate cemeteries, monuments, battlefields, historical homes, historical markers, street names, etc., within the camp's jurisdiction, publicizes public availability of the historical data, arranges (with local and state authorities) to monitor and maintain monuments and markers, and adopts a road for best known road named for a Confederate hero.

### **A Book about a Local Hero or Battle**

A book written by the camp about a local hero or battle can focus community attention upon the Confederacy and the camp for years to come. It will also polish the camp's image within the ranks of the SCV and among lovers of the Confederacy in general. If the camp supports the project wholeheartedly, the research, writing and editing can be spread among a number of the members, reducing the workload from a Herculean effort to a number of manageable chores. Such a book is practical only if the camp embraces the idea and will spend the time to research and write the book. You can find interesting things to say about the hero/battle that will add insights to the reader's overall knowledge of the Confederacy.

There are some questions to be considered before embarking on this type of project. Has the individual or subject been covered adequately in a previous book? Will local bookstores think there will be a steady (if slow) market for the book? Will they display it prominently to launch the initial sales? Is there a specialty book publisher who thinks there would be enough demand locally or on the international market to cover the cost of publication? Does the camp have four or five writers and an editor who are up to the task? If the camp believes that such a book might be possible, you should check with an active distributor of books about the Confederacy.

If a local person is writing a book or a magazine article about the War Between the States and seeks help from the camp in researching his subject, you should, in the gentlest and friendliest way, check his previous writings and his politics before offering to help him. Unfortunately, there are many writers whose motives are hidden until their previous written record is researched.

### **Donation of Confederate History Books to the Public Library**

In most cases, you can arrange with the head librarian for your camp to donate to the library one or two

books each year. After five or six years of donations, your books will outnumber those written by pro-northern authors. Your carefully planned donation will provide throughout the years a wealth of information to the serious students of the War Between the States.

### **An Annual Essay Contest for School Students about the Confederacy**

If your camp has latched on to the magic formula for fund raising, you can get a lot of mileage out of an annual essay contest for school students. The main point is not to be chintzy. Most essay contests are well intentioned but fail to achieve their purpose because they are not well publicized, and the prizes they offer are of interest to only a handful of students.

With that in mind, your PR Committee should get in touch with the local news media, explain that this is going to be a different kind of essay contest and arrange to get heavy publicity. Armed with that promise, the PR Committee should then seek out a local merchant who supports the Cause, and ask him to provide (at cost) a prize that most kids would really like to have! A couple of examples could be a \$500.00 wardrobe from the "in" clothing store, a 25" TV and VCR, an expensive Nintendo with an assortment of the most prized games, or perhaps an inexpensive computer with modem, mouse and printer.

The next step is to decide whether to run the contest through the school system with heavy support from the media or do it outside the school system purely through the media. Your choice will depend largely upon the topic you select. In each case, give the students a list of suggested source books. Require that the entrants display originality of thought and word. Do not set a maximum limit on the length of the essays. Select as the judges the most widely read members of your camp, and require them to justify fully their choice of winner.

The camp should award the prize to the winner in a ceremony that is covered by the news media. If possible, you should get this newspaper to print the winning essay if it is short or excerpts from the essay if it is long.

### **Acquiring Non-Confederate Memorials**

Research grounds for acquiring new monuments or historical markers and petition authorities to purchase new monuments or markers.

#### **Showing the Flag**

Sponsor battlefield REENACTMENTS where appropriate, conduct Confederate Memorial Day and other Southern ceremonies with news coverage, participate in Fourth of July parades, high school homecoming parades, run a recruiting booth at county fairs and arts and crafts shows, participate in VFW and American Legion ceremonies when practical, and participate in fund raising for disaster relief.

### **Protecting our Heritage**

The Camp Heritage Committee checks for local heritage violations, monitors public activities of activists to identify heritage violations, and monitors state and international media for widespread violations affecting the camp's jurisdiction. The commander and executive committee plan the response, and the camp executes that response. Upon notification by brigade, division or International Headquarters of a violation requiring the camp's participation, the Commander and the Executive Committee plan the response. Upon notification by the Heritage Committee of a violation requiring action by other camps, the brigade, the division, or International Headquarters, the commander notifies each of those authorities.

### **Camp Facilities and Equipment**

The quartermaster lists desirable equipment for the camp to include banners, flags, decorative arms, uniforms and artifacts, a lectern, PA system, VCR and TV, overhead projector, refreshment facilities, books, photocopy machine, etc. and identifies the least expensive way to procure them. At the beginning of the year, the camp votes to acquire desired items and plans fund-raisers to pay for them.

Socializing

The Programs Committee plans and holds camp dinners, picnics, and other outings as well as planned trips to nearby battlefields, museums, etc. The committee also plans camp participation in ceremonies held by other camps, the brigade and the division. It also plans camp participation in international conventions.

The SCV camp is a special interest organization that meets formally to educate its members about Southern history and to conduct business. However, it is also a volunteer organization. Therefore, it is critically important that the camp meet at least several times a year purely to socialize and strengthen the bonds of friendship.

You should have the Operations Committee schedule several relaxed picnics, dinners, dances, during the year, and make them times during which no business is conducted where graciousness prevails and wives or girlfriends are welcomed. In some cases it is possible to combine business and pleasure, as with camp outings to nearby battlefields or museums.

The camp does not exist in a vacuum and it can benefit considerably by swapping ideas, methods and intelligence with other camps. The best venue is for as many of the members as possible to participate in events staged by nearby camps, the brigade and division. Also, each year the camp should send a full slate of delegates to the SCV General Reunion if possible.

#### Special Event Insurance and Liability

Any special event or program, which is sponsored by the camp or division, should be adequately insured. Special event insurance can be obtained for most activities at reasonable rates. Officers and members should never promote an event unless it is adequately covered by liability insurance.

#### **Permissive Use of the SCV Service Mark**

The SCV gives the officers and members the right to use the SCV service mark (logo) in the promotion of events, advertising, letterhead, envelopes, etc. If there are any questions about the use of the service mark, members and officers should contact the General Headquarters immediately. SCV camps are permitted to use the SCV logo to produce clothing and hats for their camp members provided their camp's name and/or number are also included with the logo. These items may only be sold to active dues paying SCV members. SCV divisions are also free to produce logo merchandise, provided that each item has the name of that division along with the SCV logo, and again the items may only be sold to active dues paying SCV members. If a camp wants to produce and sell logo merchandise using the division's name, the camp will be required to obtain permission from the Division Commander and possibly his division executive council depending on how they treat this type of request. Additionally some vendors will require written permission from the GHQ before they will use the log to create the merchandise.

#### **Uniforms**

There is no official SCV uniform. However, many camp members have adopted uniforms, mainly as the result of activities during the War Between the States centennial and their desire to participate in the camp's color guard or with a reenactment unit. Uniforms may be handmade or purchased. Many of the local REENACTMENT units have uniforms and would gladly provide the interested member with sufficient information as to where either uniform material or uniforms may be purchased. Members in uniform may participate in memorial service, graveside services, parades, educational programs, reenactment, and many other functions where a uniform would be appropriate.

#### **The Formation of a New Camp**

A concise guide on how to organize and charter a new camp of the Sons of Confederate Veterans includes the necessary forms. The "Application for Camp Charter - Sons of Confederate Veterans" form is a must! This form may be acquired from the division commander or by writing to International Headquarters. The address for both may be found in Appendix B and E respectively. Another helpful source is referring to the sample camp constitution, division constitution, and national constitution in the appendix of this handbook. The applicable Division and Brigade Commanders names, addresses and phone numbers should be obtained from International Headquarters and contacted for their

guidance.

Usually one or more men will have a desire to form a new SCV camp. Sometimes others will share their vision. Whether one or several men see the need is not the most important factor to consider. The desire can only become a reality if a plan is devised. That plan must be predicated upon a full knowledge of the purpose and the policies of the SCV. Most all men who qualify for membership in the SCV have at least a latent interest in their heritage. However, the men who would form the charter membership of a camp should have an active and abounding interest. A new camp might not grow rapidly and hence the charter members need to be men of dedication who are willing to stay the course and see the new camp well founded and functioning. It will take hard work and some expense to pull together a group of men who would form a new camp; therefore, there is a need for good discipline and a strong determination to succeed.

Consider your community objectively. Is the community large enough to support a camp? Most towns and cities should be able to support a camp. Do any members of the community have a genuine interest in and concern for our Confederate heritage? Are any men in the community current or past members of the SCV? Past members might be a source for charter members of a new camp since they might have let their membership lapse because a camp did not exist in their hometown.

Having evaluated your community and finding it conducive to forming a camp, begin by assembling the qualified men and conducting regular meetings. The men needed to organize a camp can be new to the SCV (having presented all of the needed documentation) or present members who may wish to transfer from an existing camp or past members seeking reinstatement.

Large camps usually have members living in surrounding communities that have to drive some distance to attend meetings. These men would usually prefer a camp in their own community and would be willing to help organize a new camp by transferring their membership. This transfer will temporarily decrease the membership of the losing camps but no lasting overall reduction will occur. In fact these transfers will strengthen the division and the brigade in which the new camp is organized. The result will be a net gain to the SCV.

Seven men are required to charter a new camp. The rate at which a camp might grow will depend upon several factors. The density of the population will have a large effect. Most of all, the dedication of the members to recruit others will be the major factor. Each man should seek to recruit his father, sons, brothers, uncles, cousins, nephews and friends. In the case of family, research will have already been done. Men with whom you work, trade, attend church, as well as neighbors and clubs to which you belong are a source of potential members. After you recruit a man outside your family, persuade him to begin recruiting within his family. If you work to recruit, the camp will grow. Each new member can be a multiplier to the rate of camp growth.

### **Procedures to Form a Camp**

A sample copy of all forms needed to form a camp is included in the appendix of this handbook. Use this single copy as for familiarization and order original documents as needed from International. For those who are applying for new membership, in addition to prodding all of the needed copies of ancestral documentation, it will be necessary to fill out the application forms, which come from International Headquarters (these cannot be copies). Also included in the appendix are the name, address and phone number of the present division commander, division adjutant, and International Headquarters. Having found seven (7) or more men, who desire to form a camp, set a time and place to meet. At this organization meeting, temporary officers should be chosen. You will need a commander, 1st lieutenant commander, adjutant (also acting as the treasurer) and chaplain to comply with Article 11, Section 8 of the General Constitution. Minutes of this meeting and all future meetings should be kept for the future camp's archives.

Next choose a name for your camp. You may use the name of a Confederate veteran, the name of a Confederate unit or the name of an individual other than military person. International Headquarters

will assign a number when the charter is granted, but the camp may choose any name it wishes. If your community has had a previous SCV camp, then that number may be reused if it has not already been assigned to another camp. You may also use a name that is already in use by another camp if you wish. Try to select a name that relates to the camp membership or the community it serves. The camp must also adopt a constitution. This manual provides a sample constitution for this purpose. The camp may use this or adopt another. Whatever the camp adopts must conform to the International Constitution. The time period necessary or desired to accomplish the above steps may be very short or extend over a period of months. The important matter is to be organized, to meet on a regular basis and to be prepared to undertake the duty of defending the good name of the Confederate Soldier in your community. Having fulfilled the above, you must now fill out the "Application for Charter". Please note that signatures (not printed names) are required. Be sure that the officers that you have chosen sign on their respective lines. There is a \$20.00 charter application fee, which must accompany the application. The check should be made payable to "International Headquarters, Sons of Confederate Veterans". Also, any new member application and check must accompany the charter. In addition, a "Request for Transfer" form of any transferring member must have been completed by all parties and accompany the charter. See Appendix E for sample transfer request. Since some of the charter members will be new to the SCV, their applications must be completed and approved. The division commander (or department commander in a non-organized division) or someone who he assigns must approve these applications. Dues and fees plus an original application form would also accompany the "Application for Charter" as it is sent to General Headquarters. It will be necessary to open a checking account. The SCV is a non-profit, tax-exempt organization. Contact the division commander and ask permission to use the division number when opening this account. However, this may be done after the camp charter is granted. At that time International Headquarters will send you this tax number. The dues required to join the SCV consists of International, division and local dues. The International dues for a new member are \$20.00 plus a one-time recording fee of \$5.00. It is the prerogative by vote of the camp to set whatever dues figure they desire so long as it includes national and division dues and fees. Each division sets division dues. These division dues must be paid for all members who have not yet paid for the current year. These dues must accompany the application for charter when it is sent to the division commander or department commander. Those who are transferring will likely have already paid their dues. The entire packet consisting of the Application for Charter, transfer forms, new member applications, checks and a copy of the constitution adopted by your camp must be sent to the division commander. The division commander must approve the application for charter before it is forwarded to International Headquarters. When forwarding the entire packet to the division commander or department commander, include a letter addressed to International Headquarters, which details the forms and money that pertain to General Headquarters. Also include a letter addressed to the division adjutant detailing the forms and money, which relate to the division and a letter addressed to the division commander or department commander detailing the entire contents of the packet. Retain a copy of all these letters for your permanent camp archives. If all forms have been properly completed and all appropriate payments sent, you will soon receive good news from the International Headquarters. This news will come first from the Adjutant-in-Chief. When the actual charter is completed by International Headquarters, it will be sent to the division commander who will contact the new camp commander. They will both agree to a set time and place to meet and present the charter to the camp. To be accepted as a member of the Sons of Confederate Veterans is a real honor. To be instrumental in forming a new camp of the SCV is a rare privilege very few men will ever experience. If you are so privileged, you are urged to continue your support of the camp for the remainder of your life. It is well to remember our venerable ancestors whose persistent continuance in their duty remains unsurpassed. The blood of heroes and humble men flow in the veins of their heirs. Will these heirs be worthy descendants and cause the exploits of valor to be remembered with honor and dignity? An endeavor to preserve and perpetuate one's noble heritage

and to offer the virtues exemplified therein to the community and the nation. Let us raise proudly that beloved banner that proclaims our heritage of honor.

"Wherefore seeing we also are compassed about with so great a cloud of witnesses, let us lay aside every weight and the sin which doth so easily beset us, and let us run with patience the race that is set before." This is good advice to all who would contend for the good name of the Confederate soldier and to organize a new camp of the Sons of Confederate Veterans.

#### Instructions for the Charter Application

1 Fill in the date on the line provided at the top right.

2 Fill in the city and state where the camp will be located.

3 Fill in the name that you are requesting for your camp.

4 Fill in the name of your division in the "Division of blank. (see Appendix B)

5 International Headquarters will assign the camp number; therefore, it is not necessary for you to fill this in. However, if a previous camp was specifically located in the county (town) where the new camp is to be located, this number can be requested. (A letter of inquiry to International Headquarters may reveal this information).

6 Fill in the year of your proposed next election of officers.

7 Fill in the amount submitted with the charter application (\$20.00 charter fee + \$5.00 recording fee for each new member + \$20.00 membership fee for each member.

8 Fill in the total number of new members forming this camp.

9 Fill in the full name of each of the officers that have been selected and the mailing address of each of these officers.

10 Under "Other Members" list each member (not shown as an officer) and each member's address.

11 In the spaces provided at the bottom of the application, the adjutant and commander should affix signatures with the commander's address being included again.

12 On the reverse side of the application are spaces for endorsements. The division commander and the Adjutant-in-Chief will fill these out.

13 International Headquarters will fill in the summary form, in the middle of the reverse side of the form

#### **General Instructions**

Three copies of the application must be submitted. One of these copies must bear the signatures of at least seven (7) members of the applying camp. The other two (2) should be typewritten and all should bear the signature of the commander and the adjutant, in the spaces provided at the bottom. When the Charter Application is completed, all three should be sent to General Headquarters. A check for the total amount should accompany the applications. It is a good business practice to provide an itemized breakdown for the total amount with the check. Official Applications for Membership must be submitted in duplicate for each new member of the Sons of Confederate Veterans forming the new camp. One of these must be on the acid free application form provided by International Headquarters. It is recommended that the camp retain a copy of each application for its records. It is further recommended that an additional copy be forwarded to the division adjutant along with any division dues that may be applicable. Each division determines the amount of division dues and the division adjutant should be contacted to ascertain the dues for your division. In the event that some of the requisite seven (7) members are transferring from other camps, an official transfer application must be processed and included with the Application for Camp Charter. See Appendix E.

#### **Conflicts and Personalities**

In any organization there will be as many divergent views of any one situation as there are individual members. The success of any commander, whether on a local, state, or national level, will depend upon his ability to resolve any conflict that may arise with the minimum of disturbance. And with the diverse interest and personalities that exist with any given camp, it is expedient that the commander develop a course of action to divert a potentially explosive situation or to resolve differences in opinion or

philosophies.

The first course of action in any situation is for the commander to approach the individual antagonists in a private manner, preferably alone. There the commander can try to resolve the situation without it becoming the source of gossip. If the situation is resolved, the matter should not be the subject of any further discussion. If the matter cannot be resolved privately then the commander should approach the antagonists in the presence of two or three other camp officers. The camp officers should offer a resolution, and if the compromise is acceptable, the parties should separate without further discussion. If the compromise resolution is not accepted, the matter should be brought before the whole camp or camp executive council for their decision, which is binding. Should it be required, further discussion could be handled by the division inspector general and/or judge advocate, and if necessary, brought before the Division Executive Council.

As it should be readily recognized, any situation that can be brought to a reasonable conclusion with the fewest number of compatriots involved will lend itself to maintain peace among the membership and will ensure less disquieting discussion. "The less energy exerted to maintain one's pride will mean more energy can be exerted in the areas for which camps are created, that is to protect and perpetuate our precious heritage. Any time spent arguing, disturbing meetings, writing hostile letters, bickering, making costly telephone calls, or leaving messages on a computer is simply a waste of valuable resources.

Above all, SCV stationary, postage, mailing lists, cannot be allowed to be a part of such hostilities.

### **Resolutions**

Resolutions have the purpose of giving notice of some matter or deed that needs recognition. There is no one way that a resolution may be described. Every resolution is different in wording and format. The camp judge advocate would be the officer to write resolutions for the camp.

### **Memorial Services**

This service is suggested when a camp or division desires to memorialize a departed comrade or when it may wish to remember several departed comrades at an annual memorial service. It may be varied to suit special circumstances and the terminology changed when more than one comrade is memorialized. It is not intended to replace a regular church or graveside service.

When all are assembled at the appointed meeting area one of the flags of the Confederacy is brought forward and presented. The commander ties a black cord or ribbon at the top of the flag, which will remain on the flag throughout the service and during any meeting, which may follow, and the charter of the camp is draped in black cloth. After the flag and charter are appropriately decorated the commander begins the service.

Commander

"We are here today to pay the last tribute of friendship to our Honored dead. We, the descendants of the officers and men of the Army, Navy and Marine Corps of the Confederate States of America. have assembled in loving memory of our friend and compatriot in the Sons of Confederate Veterans."

Section 12, page 13 of 16 (Revised December 2008)

Chaplain

"Man that is born of woman is of few days, and full of trouble. He cometh forth like a flower, and is cut down; lie fleeth also as a shadow and continueth not. As the waters fall from the sea, and the flood decayeth and drieth up; so man lieth down, and riseth not; till the heavens be no more, they shall not awake, nor be raised out of their sleep. For I know that my Redeemer liveth. and that he shall stand at the latter day upon the earth and though his body be destroyed yet shall I see God: ,Whom I shall see for myself, and mine eyes shall behold and not another."

Lieutenant Commander

"Compatriot \_\_\_\_\_ was a good soldier and faithful member of our camp, tried and true. He has fought the good fight. The bugle has sounded taps and he is at rest. He will sleep until the reveille of heaven calls him to take his place in the ranks of the immortal legions of the Great Commander."

Chaplain

"O God, Creator of the universe and Commander of the hosts of heaven, to thy care we commit the spirit of our departed comrade(s). While by day the sun makes its round, and by the night the stars keep watch and ward above the bivouac of the dead, grant that we may have the life and example of our departed comrade(s) so in remembrance that our years may be years of usefulness and honor, and that at last when we have crossed over the river to rest under the shade of the trees with Lee and Jackson and Johnston and Davis, we may find our names inscribed upon the rolls of thy celestial hosts. Amen."

### **Graveside Service**

This service is designed to either precede or succeed the regular burial service at the graveside of the departed member. The wishes of the officiating clergy and the family should be determined in what order the Sons of Confederate Veterans service will be conducted.

Prior to the beginning of the service, it is desirable that the coffin be covered with the Confederate Battle Flag. If at all possible, a uniformed firing party of at least three uniformed soldiers will be present, as will a bugler. All the members will assemble at a short distance from the grave so that they may approach in military step preceded by a flag of the Confederacy. This should not be the battle flag, which on this occasion is reserved for the coffin of the deceased comrade. One of the versions of the national flag should be used. When all have arrived at the graveside the commander will take his place at the head of the casket and the chaplain at the foot and the service will commence:

Commander

"We are here today to pay the last tribute of friendship in the presence of the Honored dead. We are to commit to the grave the body of a compatriot whose life, aside from its other ties of friendship and sociability, was drawn very close to our lives by a bond of love which was formed amidst a common dedication to that great heritage and responsibility which is ours as descendants of the Confederate Soldier in the Confederate States of America."

Chaplain

"We have heard with our ears, O God, our fathers have told us, what work thou didst in their days, in the time of old. Surely I will never forget any of their works. Yea though I walk through the valley of the shadow of death. I shall fear no evil, for thou art with me. Thy rod and thy staff they comfort me. God is our refuge and strength, a very present help in trouble. We call upon you, O Lord, in the day of trouble as thou sayest. 'I will deliver thee and thou shalt glorify me. Blessed are they that mourn, for they shall be comforted. Then shall the King say unto them on his right hand, come, ye blessed of my Father; inherit the kingdom prepared for you from the foundation of the world.' Amen."

Lieutenant Commander

"He was an honored member of our great Order, true and tried, a gallant spirit who by his steadfastness helps up the immortality of Southern Arms. He fought a good fight and has left a record of which we, his surviving compatriots, are proud, and which is a heritage of glory to his family and their descendants for all time to come. Be thou faithful unto death, and I will give thee a crown of life."

Section 12, page 14 of 16 (Revised December 2008)

Commander

"Once more the bugle call has sounded and another compatriot, obedient to the signal, has laid down in his last sleep. No more shall the sound of martial music, the measured tramp of marching legions, the crash of arms, or the roar of conflict arouse in him the warrior's resolve 'To do, or die.' His battle of life has been fought, he has been relieved from his post of duty in our great Sons of Confederate Veterans, and he has

crossed over the river to rest under the shade of the trees. Let us leave him to his rest, and as the earth will hide him from our sight forever let us bury in oblivion any recollection of his human frailties, commemorating only the virtues of one who was our friend. Yet a little while, and we, too, shall fold our hands in peaceful repose, from which there shall be no awakening until the last great Reveille shall rouse the slumbering faithful to answer to their names before the great Captain of the Universe."

Lieutenant Commander

"Compatriots, let us engage in the battle of life with an unfaltering resolve to do our duty. Let no vicissitudes, however trying, no pleasures, however alluring, drive or tempt us to abandon our pose; and when at last we approach the Sentinel that keeps eternal guard over the great golden gate, let us be prepared with the countersign that will admit us to the company of those who have been tried and not found wanting, those choice spirits who, holding their conscience unmixed with blame, have been in all conditions true to themselves, to their country, and to God."

Chaplain

"O God, Creator of the universe and Commander of the hosts of heaven, to thy care we commit the spirit of our departed compatriot. While by day the sun makes its round, and by night the stars keep watch and ward above the bivouac of the dead, we commit his body to the earth. Dust to dust, ashes to ashes in the sure and certain hope of the resurrection of the dead through Our Lord Jesus Christ. Amen. May his soul, and the souls of the faithful departed, through the mercies of Christ rest in peace. Amen." At the conclusion of the prayer, the firing party will fire three volleys. The bugler will then play taps. The commander and lieutenant commander or other appointed members of the camp will fold the Confederate flag and present the sacred banner to the widow or other family member designated to receive the same. The members will then withdraw and be dismissed by the commander.

Confederate Memorial Day Activities

Presentation of the SCV War Service Medal is an extremely important ceremony and should be conducted in a dignified manner in keeping with the occasion. When presenting this medal, one of the highest awarded by the Sons of Confederate Veterans, we are honoring two men, the recipient and his Confederate forbearer.

The presentation of the medal should be reserved for special meetings of the camp or division. On every occasion, however, the presentation of the medal is always the first order of business. ,

### **Presentation of Medal**

Ranking Officer

"Thus is a special time I am privileged to present the War Service Medal, one of the highest awards made by the Sons of Confederate Veterans. This award is made for faithful and devoted service to our nation and reflects favorably upon the recipient and his Confederate ancestry."

Second Ranking Officer escorts recipient forward and stops facing the ranking officer.

"Commander, I have the honor to present ( name ) who is to be awarded the SCV War Service Medal. Compa-triot ( name ) served in the ( Branch ) from ( date ) to ( date )." (Give special information such as rank attained, assignments, awards, citations. combat and theater ribbons etc.)

Ranking Officer

"By the power and authority vested in me as an officer of the Sons of Confederate Veterans and (give name and number), I now present the War Service Medal to ( name )."

Ranking Officer now steps forward and pins the medal on recipient.

Ranking Officer

"I congratulate you Sir upon this honor and express the gratitude of our organization and our nation for your contribution. As you wear thus award, it will serve as a reminder, not only to you, but all who shall see it, of your service to the United States and your ties to the Confederate States of America."

Conclusion - attendees will come forward and congratulate the recipient.

Marking a Confederate Soldier's Grave

Camps should commit to a program of locating cemeteries containing the graves of Confederate soldiers and make an effort to either clean the complete cemetery, or at least the graves and headstones of the Confederate soldiers. Headstones should be replaced after they have become too worn and broken, making them unworthy of the respect due to a Confederate soldier. Headstones may be ordered from the Veterans Administration free of charge, provided that the grave is not marked by any other means. Forms for Federal Government headstones may be requested on line at:

<http://www.cem.va.gov/pdf/401330.pdf> or by mail from:  
Director, National Cemetery System (42A)  
Veterans Administration Central Office  
810 Vermont Avenue NW  
Washington DC 20120

### **Cross-of-Honor Order Information**

A replica of the Southern Cross of Honor, placed on Confederate graves in years past by the United Daughters of the Confederacy, may be ordered from the INQ merchandising sales office. It weighs 32 pounds and is shipped by UPS. The Southern Cross of Honor is made of iron, a maltese cross design with Deo Vindice on one side and CSA and 1861-1865 on the other. It is normally placed at the foot of the Confederate Veteran's grave. The cost at this time is \$ 100 plus approximately \$20.00 shipping and handling. Tennessee residents must add 9.25% sales tax. The Cross of Honor may be ordered from: SCV Merchandise Sales.

P O Box 59

Columbia TN 38402-0059

### **Section 13:**

### **CAMP FINANCES AND TAXES**

#### **Taxes**

**Tax Exempt Status for Camps and Division** - Obtaining tax-exempt status from the Internal Revenue Service offers numerous advantages to the camp and division. Under this privileged status, gifts to the camp or division may be deducted from the tax liability of the donor. Donations for projects and expenses incurred, on behalf of the camp or division while carrying out its business are two of the benefits derived under this privileged status. **Obtaining Coverage** - Camps or divisions may apply directly to the IRS for tax-exempt status; however, most camps and divisions find it much simpler to seek coverage under the national organization's "umbrella" coverage. Such coverage is not automatic. You need to let the GHQ know you wish to obtain this status and they will complete the application for you, mail it to the IRS and provide you the number. Remember no raffles, bingo or any time of charitable gaming is allowed.

**Note** - Once tax-exempt status is extended to your camp or division under the group exemption coverage of the national organization, IRS Form 990 E notice must be filed on line only every year with the Internal Revenue Service or an actual Form 990 return when your revenues exceed \$25,000 annually. The IRS Forms may be obtained from local IRS office or the internet. Beginning after the fiscal year ending July 31, 2008, camps will be required to complete a simple on line E post card with the IRS providing the camp's tax ID number, Camp name, and name and address of the camp commander. This will be required to be completed between August 1 and December 15 each year.

#### **Fund-Raising**

People belong to organizations for three basic reasons:

1. The pleasure of fraternizing with like minded people;
2. The ability to benefit the community in ways they could not accomplish as individuals
3. The satisfaction of belonging to an organization that expresses some positive aspect of their personalities and interests; therefore, it is respected within the community.

The SCV provides a fourth reason, which few of the traditional organizations can provide, patriotism the preservation of our heritage. Our Southern heritage is now under concerted attack. Under current circumstances, it would be easy for the SCV camp to overemphasize the patriotic aspects and forget the three basic reasons why an organization exists. The successful camp pays careful attention to satisfying the three basics while at the same time channeling the camp's energies into patriotic activities.

In many ways, a camp is like a person - no one, including the commander, can give a camp self-respect. The commander can establish the operating style, provide the objectives, and lead the way, but the members themselves have to overcome the obstacles and perform the deeds that will give them pride of

accomplishment and create esprit de corps within the group. Otherwise, the camp will just plod along with its head down and will be of little use to its members or the community. When an SCV camp accomplishes a difficult task that in some manner benefits the community, it does so in a style that is gracious and mature but also exhibits the light touch and subtly makes the community aware of its deeds and its operating style, then the community will respect the camp. This, in turn, makes membership in the camp a desirable prospect (thus increasing the membership), and it causes the community to cooperate more wholeheartedly with the camp enabling the camp to go on to bigger and better achievements. So, in order to flourish and grow, the camp must perform. However, almost anything the camp might want to do costs money, and in many SCV camps, a severe shortage of money is the limiting factor. How is that barrier eliminated? The first step is to make money the secondary consideration in the camp's thinking. The best mechanism for bringing about that drastic change is the budget.

### **The Annual Budget**

As those who presently use it are well aware, an annual budget provides three wonderful benefits. First it causes you to think about what you want to accomplish; thereafter, the only worry is how to pay for it. Second, since actually having to pay for the wondrous feats you are planning will now usually occur at some time in the future, you tend to be a lot braver about committing to such activities. And third, once a budget has been put on paper and agreed to, it tends to become sacred in people's minds. And that is great, but SCV camps must accept one proviso. It must be understood we are engaged in defending our heritage against a determined adversary, and we must respond to attacks as they occur. Sometimes that costs money, in which case, the camp must be flexible enough to raise additional funds or postpone one of its budgeted activities.

### **The One-Year Plan**

The best way to begin the budgeting process is to ask all the members to put together wish lists of the two or three things they would most like to see the camp accomplish during the next year as if cost were no object. As the second step, the executive committee screens the lists to eliminate the excessively improbable and obscure, adds its own wishes, and farms out the list to the camp's most experienced CPAs and corporate budget expert who assign rough cost estimates to the various projects. Then the executive committee screens out the obviously unaffordable projects, selects the most promising ones from the lists, and puts them together into a one-year plan. This plan should consist of an array that will result in a balanced program of activities for the camp. Also, the plan should be one that will be supported enthusiastically by the membership and result in a larger budget than the previous years. It must also be a budget that will be perceived by the membership as challenging and yet attainable. Your one-year plan should include at least one major charity event purely to benefit the needy, preferably those located within your community. This will allow the camp to legitimately include itself among the ranks of the mainstream service organizations in the community and the community will perceive it as such. Great benefits can flow from this perception as opposed to a notion the camp is strictly a self-indulging, single focus group. Motorcycle clubs that conduct annual rides to benefit Toys for Tots know exactly what they are doing. Present your preliminary one-year plan as such, and without any numbers, to the camp for its approval.

### **The Annual Budget**

When you have the camp's approval for your preliminary plan, the next step is to transform that plan into an actual budget. Break down each proposed activity of the plan into the tasks that will be performed by the standing committees in the camp. Once this is accomplished, you and your chief budget person should sit down with the chairman of each committee and determine a cost estimate for each task. Next, compile the one-year plan and its costs into an annual budget.

A highly simplified example of an annual budget might include the following types of expenses:

Meeting room and light refreshments at restaurant \$ 600

Letterhead, photocopying, postage \$ 400

Travel expenses of six visiting speakers \$ 300  
Publish and mail monthly newsletter \$ 300  
Purchase books for camp library \$ 150  
Publish brochure about local Confederate hero \$ 250  
Buy plot containing battlefield memorial, build visitor center \$5600  
Food and drinks for camp picnic \$ 100  
Camp anniversary dinner at restaurant \$ 500  
Total \$8200

When you have completed the annual budget, you will know how much money the camp will need during the forthcoming year (barring unforeseen disasters) and when you will need it. The next step is to figure out the best way to raise that amount of money in your particular camp.

#### Matching the Fund Raisers to the Personality of Your Camp

Unless your camp has already hit upon the perfect fundraiser that supplies all of your needs for the year, you will have to spread out your efforts among several fund raising activities. There are two basic methods by which an organization raises money: (1) everybody sells; and (2) the organization puts on an entertainment event and encourages the community to pay to attend it. You should consider using both event and encourages the community to pay to attend it. You should consider using both methods for variety; however, you should concentrate on the one that best matches the personalities of your camp and your community.

#### **Direct Selling**

The members of some camps take to direct selling of items such as Vidalia onions, pancake breakfast or chili supper tickets, baked goods, etc very quickly. These individuals tend to fall into one of two categories. First are the up and coming young people who see selling as an exciting challenge. Second are older people who are well connected in the community, belong to other civic organizations and Sunday school classes. With their connections already established as a captive market, they can sell a number of consumer items at one shot.

Another factor in the equation is the nature of the surrounding community. Direct selling is easy in towns and small cities where the people have deep roots and there are highly active civic groups. In such places, the mature, responsible people have a great deal of respect for the members of organizations who go out and hustle to raise money for their groups. Not only will your camp be able to sell well in such places if the citizenry thinks The Cause is worthwhile, but your camp will gain points in the public eye for taking the trouble to do so.

To decide which products or services your camp should sell directly to raise money and how to sell them, study the successful techniques used by the other civic clubs and church groups in your community. The previous year's issues of the local newspaper will give you some idea as to what is going on. Plug in new items to differentiate your products and sales techniques from the other groups. There is another element to consider, people who like to sell also like to compete. Every direct selling fundraiser by the camp should also be a sales contest for its members. The prize being commensurate with the amount of money being raised, starting with a dinner for two at a medium priced restaurant. Also, you should have a ceremony to announce the winner at a camp meeting and the top five salesmen should be recognized and praised in the camp newsletter.

The competition could also extend to other camps. If your brigade and division do not already do so, you might suggest that they set up a competition among camps for fund raising, membership growth and overall achievements, with various categories for different size of camps. The winning camp is proclaimed Camp of the Year, amidst much fanfare. That camp receives a trophy or a wall plaque, possibly the winning camp could have its division dues rescinded for a year. Once this kind of competition becomes firmly ensconced within the brigades and the division, camps will sometimes move mountains to come out on top.

#### **Promoting an Entertainment Event**

In some camps, the members simply do not like to participate in direct selling fundraisers. Camps situated in communities with transient populations or in big cities, may find direct selling difficult. If it has been tried and a best effort given without success, then the camp should concentrate upon other fund raising methods.

One approach is to put on or promote paying events that provide entertainment of one kind or another while advertising and promoting those events heavily to draw paying customers. In this type of fundraiser, the best approach is to create an annual event that will gradually build in popularity, size and profits over the years. It can quickly become a tradition in the community, which means that you get repeat business (if the event is run well and priced correctly) and the news media will promote it heavily for you. In addition, those who have not attended it previously will figure that because it has lasted this long, it must be pretty good. In some cases, sponsoring a major start-up event such as a fair might require more personnel and seed money than the camp can provide. The camp's best bet, in that case, may be to form a coalition with one or more other non-profit civic clubs in the community, set up a shell corporation to handle the cash event, splitting the manpower requirements, costs and profits with the other organizations. To be very clear, please consult the SCV Organization Affiliation Policy found in Appendix G.

### **Distancing the Camp from Fund Raising Event**

One approach is to cut back the fund raising activities by beefing up the camp dues. Many international service organizations (Kiwanis, Rotary, etc.) charge membership fees of \$140 - \$160 per year, much of Section 13, page 3 of 6 (Revised December 2008)

which remains with the local group. If your camp chooses to do likewise and you can clear \$100 - \$130 per year per member, then you won't have to hold nearly as many fund-raisers. However, total membership may suffer as a result of this approach. Another idea is for the camp to hire a professional fundraiser locally to work solely on commission. The critical factor is to search diligently for someone who grew up in your community, loves to promote and sell, has a good local track record, can work part time, and is respected within the community.

You must explain to your professional fund raiser that his activities on your behalf will play a major role in shaping the public image of your camp, and that the camp and its members must come across to the public as highly civic minded and pure. When you decide upon your fundraiser, make certain that your lawyer includes the necessary legal safeguards for the camp. The professional fundraiser should recommend projects for the camp that he can carry out mostly on his own, and it would be helpful if the camp is able to monitor the sales, expenses, and profits.

### **A Camp CPA and Lawyer**

Regardless of the methods that your camp selects for fund raising, have the camp's Certified Public Accountant (CPA) and lawyer check every detail of each event to make certain that you will not run afoul of any tax code, or any state or municipal legal code and to steer you clear of any liability lawsuits.

### **Typical Fund Raising Projects**

The following are a few general examples of fund-raising activities, grouped by category. Direct Selling - A few fundraisers involving direct selling are:

Sales- Confederate books and memorabilia. The camp rents booth space at the county fair or arts and crafts show at which it sells items bought at cost (or donated new items) at a fair retail price.

Sales - Food items. This category includes special chocolate bars, cookies, baked goods, exotic flavors of ice cream, etc. In case of perishables, the customer buys a ticket and collects the goods from a participating local food store. Some items might be made from scratch while others may be purchased from volume suppliers who advertise in the monthly magazines of the other civic clubs.

Sales- Calendars. The camp could sell Confederate theme calendars purchased from a specialty supplier.

Sales - Consumer goods. The camp could check with wholesale sales promotion companies to find a

useful but inexpensive item not commonly available in retail stores.

Sponsoring an entertainment event. A few of the fundraisers that involve sponsoring an entertainment event are:

Annual dinner. The camp would put on an expensive black tie or semi-formal dinner at a restaurant specially decorated with Confederate memorabilia, with a highly entertaining after dinner speaker to talk about the war and its aftermath.

Music Concert. Bluegrass, country and western, pop music are examples.

Fair. The camp might wish to team up with other civic groups to put on an annual county fair or an arts and craft show if one does not presently exist and there is a market for it.

Reenactments. If a battle was fought in the vicinity, and no other reenactments are being staged in nearby towns, the camp might wish to stage one.

Air Show or other specialized activity. Other such events are tractor pulls, mud racing, ice racing, etc.

Sponsoring Charity Events. Some fundraisers lend themselves to collecting money strictly for charity and not for the camp's use. A couple of these are:

Golf Tournament. Cut a turnkey deal with the country club for greens fees, cart, and throw in a light lunch. Sign up local business men as players at \$50 to \$75 each. Make your money, persuading local businesses to sponsor a hole at \$50 for advertising and

Section 13. page 5 of 6 (Revised December 2008)

get other businesses to donate prizes.

Road Race (for runners.) Sponsor a 5-K or 10-K event with a colorful name, lay out the course with the city's blessing, take the \$20 entry fee, give each runner a number, score the race, and give all finishers a tee shirt (that is where a colorful name and theme comes in handy).

The Finale

Having decided upon a tentative schedule of fund-raisers for the forthcoming year that will match the skills and interest of the camp, the Executive Committee should sit down with the chief budget person, the lawyer, and the chairmen of the committees that will be involved, and estimate the costs and revenues involved. When all the numbers seem to add up, you should present the annual budget and the fundraising schedule together to the camp for its approval.

## **Section 14:**

### **OTHER AFFILIATED and/or LIKE-MINDED ORGANIZATIONS**

#### **United Daughters of the Confederacy (UDC)**

Mrs. Caroline Meriwether Goodlett of Nashville, TN and Mrs. Anna Davenport Raines of Savannah, GA organized the United Daughters of the Confederacy at Nashville, Tennessee on September 10, 1894. The UDC was the outgrowth of many local memorial, monument and Confederate Home Associations, which were founded after the War Between the States. It is a non-profit, non-political organization.

The objectives of the organization are historical, educational, benevolent, memorial and patriotic, and their purpose is to honor the memory of those who served and those who died in the service of the Confederate States. Their further goals are to protect, preserve, and mark the places made historic by Confederate valor, and to collect and preserve the material to ensure a truthful history of the War Between the States. They also want to record the part taken by Southern women in patient endurance of hardship and patriotic devotion during the struggle to include their untiring efforts after the war during the reconstruction of the South. Their founders fulfilled the sacred duty of showing benevolence towards the survivors and those dependent upon them and they have assisted descendants of worthy Confederates in securing a proper education and they encourage the ties of friendship between and among the members of the Southern heritage organizations.

Those eligible for active membership are women no less than sixteen years of age who are blood

descendants, lineal or collateral, of men and women who served honorably in the Army, Navy, or Civil Service of the Confederate States of America, or gave material aid to the Cause.

Admission to the organization is by invitation through a Chapter. For more information, write UDC Business Office, 328 North Boulevard, Richmond, VA 23220-4057, Telephone: 804-355-1636, Fax: 804-353-1396,

E-mail: [hqudc@rcn.com](mailto:hqudc@rcn.com) Please include a self-addressed stamped envelope with all correspondence.

The Sons of Confederate Veterans and the United Daughters of the Confederacy share a common heritage and have many similar objectives. The basic goal of both organizations is to see that history is recorded and taught correctly. Let us recognize this fact as we pursue these goals in harmony.

### **Children of the Confederacy (C of C)**

The Children of the Confederacy is the youth group (both male and female) of the United Daughters of the Confederacy and it can be a breeding ground for the future leaders of the SCV if we will only take advantage of it. Having our young people become involved in Southern activities at an early age will be conducive for active interest when they become adults.

The SCV should assist the local chapters of the UDC in supporting C of C chapters by encouraging the children of our SCV camp members to become members and be involved with the local C of C chapter. We should also offer to give programs at the C of C meetings and invite the C of C chapters to SCV outings and programs as well as having them involved in our programs.

If there is no C of C chapter in your local area, it would be advisable for the SCV camp to consider structuring children's activities as a part of its SCV programs. Truly, our youth are our only hope that Southern Heritage and traditions will continue on after we have passed from the scene.

For additional information about C of C, contact:

United Daughters of the Confederacy  
328 North Boulevard  
Richmond, VA 23220-4057

### **APPENDIX A**

#### **GENERAL HEADQUARTERS**

Place your General Staff Officer contacts and/or mailing list in this appendix for future reference.

### **APPENDIX B**

Armies

Place your Army Officer contacts and/or mailing list in this appendix for future reference.

### **APPENDIX C**

Divisions

Place your Division Officer contacts and/or mailing list in this appendix for future reference.

### **Appendix D**

Brigades

Place your Brigade Officer contacts and/or mailing list in this Appendix for future reference.

### **Appendix E**

Annual Report Form

Heading

June 30, 20 . This is the current calendar year.)

Check appropriate Army

Camp . etc. (Complete this section per your camp.)

Cmdr . etc. (Complete this section per your Commander, include area code in phone number)

Adj. . etc. (Complete this section per your Adjutant, include area code in phone number)

Items 1-11

1. This figure MUST be the same number that your camp ended with last year which means the number from step 10 in the previous reporting period.
2. Count members listed under "new members only" since last report.
3. Count members transferred into your camp from other camps since last report.
4. Number of members reinstated from prior year(s).
5. Total items 1 thru 4 and enter that figure.
6. Number of members who did not pay dues or resigned since last report.
7. Count members who transferred to other camps since last report.
8. Count members who died since last reporting period.
9. Total items 6 thru 8 and enter that figure.
10. Please subtract item 9 from item 5. Enter that figure.
11. This item should reflect change from June 30 of prior year. Subtract item 1 from item 10

Camp Data

Complete the items referring to the activities of your camp.

Signature

Report prepared by: This should be the Adjutant; however, the adjutant should have been assisted by the Commander so that both completely understand the success of the camp.

Distribution

Refer to the Appendix for distribution names and addresses.

#### REPORT ON THE ELECTION OF OFFICERS

During the regular monthly meeting of Camp # held on 20 , the following Officers were officially installed for year period starting in 20 . Their complete address including zip + 4. email addresses, telephone number(s) including area code and email addresses are listed on the attached roster.

Commander:

1st Lieutenant:

2nd Lieutenant:

Adjutant:

Treasurer:

Judge Advocate:

Quartermaster:

Surgeon:

Chaplain:

Color Sergeant:

Historian:

The Executive Committee for the same period will consist of the following members:

- 1.
- 2.
- 3.
- 4.
- 6.
- 7,
- 8.

Signed,

Commander/Adjutant

Dist: 1. Camp file

- 2. Division Adjutant
- 3. General Headquarters

PER CAPITA TAX SUBMITTAL FORM

Date:

Name & address Year

1. New() Renew ()

2. New() Renew ()

3. New() Renew ()

4. New() Renew ()

/

/

/

20. New() Renew ()

/

Etc.

INSTRUCTIONS: Submittal

Use a form of this design with the correct number of spaces for your camp's size. Type in the Camp name and address on the bottom of the original then make copies at your local photocopy center. Never mail the original form, which will remain in camp files.

Complete the date, check number, and check amount of this submittal.

Use this form whenever submitting Per Capita Tax to General Headquarters. Enter new members first.

Enter both new members and renewal members on same submittal. New members must have an application attached and its supporting documentation. Renewals may have just the year and name entered and a roster attached indicating the members being submitted.

Make a copy of this completed transaction and submit the Division per capita tax. Always submit to Division Headquarters at the same time as submitting to International Headquarters.

National Check # \$ (amount)

Division Check # \$ (amount)

SONS OF CONFEDERATE VETERANS

APPLICATION FOR TRANSFER OF MEMBERSHIP

A. Member

Date: , 20

I, , a member in good standing in

Camp No. , City, State.

Respectfully request transfer of membership to Camp No. .

City, State

My present address is Street, City, State, Zip.

Signature

-----

----

B Demitting Camp

Date: , 20

I, Adjutant of Camp No.

Certify that is a member in good standing with this Camp

Up to: , 20 .

Signature

-----

---

C Receiving Camp

Date , 20

To the Adjutant-in-Chief

Compatriot is hereby accepted as a member of

Camp No. .

Commander (or Adjutant)

D. Headquarters

This Compatriot was officially transferred on Confederation rolls 20 .

(Initials)

This is a sample pace only.

Use the actual form supplied

from General Headquarters

which is also available on the SCV website

Appendix E, page 4 of 13 (Revised December 2008)

Sons of Confederate Veterans

Application for Transfer of Membership

A. Member.

I, (SCVID # ), am a member in good standing in the Camp # ,

of the city of , State of . I respectfully request transfer of my membership to Camp # of the city of , State of .

My permanent address is .

Signature

General Headquarters.

This Compatriot was officially transferred on GHQ's records on , 200\_\_.

(Initials)

Original to be sent to International Headquarters for permanent filing.

Appendix E, page 5 of 13 (Revised December 2008)

DUES RECEIPT FORM

DUES RECEIVED FROM MEMBER ( ) Dropped/transferred / /20

Check # Dated / /20 Amount \$

DUES DISBURSEMENT

To General HQ / /20 \$ To Division / /20 \$

To Camp Treasury / /20 \$

-----

-----  
DUES RECEIVED FROM MEMBER ( ) Dropped/transferred / /20

Check # Dated / /20 Amount \$

DUES DISBURSEMENT

To General HQ / /20 \$ To Division / /20 \$

To Camp Treasury / /20 \$

-----

-----  
DUES RECEIVED FROM MEMBER ( ) Dropped/transferred / /20

Check # Dated / /20 Amount \$

DUES DISBURSEMENT

To General HQ / /20 \$ To Division / /20 \$

To Camp Treasury / /20 \$

-----

---

DUES RECEIVED FROM MEMBER ( ) Dropped/transferred / /20

Check # Dated / /20 Amount \$

DUES DISBURSEMENT

To General HQ / /20 \$ To Division / /20 \$

To Camp Treasury / /20 \$

-----

----

DUES RECEIVED FROM MEMBER ( ) Dropped/transferred / /20

Check # Dated / /20 Amount \$

DUES DISBURSEMENT

To General HQ / /20 \$ To Division / /20 \$

To Camp Treasury / /20 \$

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SAMPLE LETTER OF APPLICATION ACCEPTANCE

Date

Name of new member

Address

City, state, zip

Dear Compatriot (name):

It is my great pleasure to inform you that your application has been reviewed and approved for membership in the (name and camp number) Sons of Confederate Veterans. Your approved application has been forwarded to our General Headquarters in Columbia, Tennessee.

Your name has been added to the mailing list of the camp and division. You should receive your first copy of the Confederate Veteran magazine, published six times a year, in the near future.

Your national Membership Certificate has been ordered, and upon its arrival you will be contacted and requested to attend our next regular meeting of the camp. Our Commander will present your certificate to you at this time when you are formally initiated into the Sons of Confederate Veterans.

I have also enclosed your membership card and a receipt for your dues. Please note that dues will again be paid shortly after the first day of August, technically the day following the next National General Reunion and no later than October 31, 200x. Annual dues must be paid in order to maintain your membership in good standing.

Congratulations upon your membership in the Sons of Confederate and for proclaiming your Southern Heritage.

Sincerely,

Your name

Adjutant

Camp name & number

Your address

Your telephone number

SAMPLE LETTER OF APPLICATION DISAPPROVAL

Date:

Name of applicant

Address

City, state, zip

Dear Mr. (name):

It is with regret that I inform you that your application for membership in the Camp, Sons of Confederate Veterans has been denied. I have enclosed your check in this letter.

Should you have questions about the reasons for denial please contact me at your pleasure.

Sincerely,

Your name

Adjutant

Camp name & number

Your address

Your telephone number

Appendix E, page 8 of I 3 (Revised December 2008)

APPLICATION FOR CAMP CHARTER

SONS OF CONFEDERATE VETERANS

TO: SONS OF CONFEDERATE VETERANS DATE \_\_\_\_\_

P. O. Box 59

Columbia, Tennessee

We, the undersigned, do hereby certify that we possess the qualifications required for membership in the organization of the Sons of Confederate Veterans and are entitled to membership therein under Article IV, Section 1, of the Constitution and desire to form a camp in order to assist in the accomplishments of its praiseworthy objects and purpose. We hereby request the issuance of a charter for the formation of a camp at

\_\_\_\_\_  
\_(City)

to be known as the

\_\_\_\_\_  
Name of Camp)

Division of \_\_\_\_\_ Camp

No. \_\_\_\_\_

On the issuance of a charter, we agree to maintain a camp under the above name with a minimum membership of seven. We hereby agree to uphold the principles of the Sons of Confederate Veterans and to comply with all rules and regulations prescribed by the Division and General Organization of the Sons. We further certify that the following officers have been selected, unless soon changed, to serve until our regular monthly meeting held on \_\_\_\_\_. Enclosed herewith are the original applications of its members as provided by Article III, Section 1.3, of the Constitution and the sum of \$20.00 to cover charter fee, \$30.00 for each new member, a recording fee of \$5.00 per each new member, \$30 for each renewal member & a \$5 reinstatement fee if applicable for each currently delinquent member wishing to rejoin as shown by the roll.

OFFICE

NAME

ADDRESS

Commander

1.

1st Lt. Commander

2.

2nd Lt. Commander

3.

Adjutant

4.

Treasurer

5.

Quartermaster

6.

Judge Advocate

7.

Surgeon

8.

Historian

9.

Color Sergeant

10.

Chaplain

11.

OTHER MEMBERS (Do not repeat names of officers here)

NAME

ADDRESS

12.

13.

14.

15.

We hereby certify that the foregoing is a true and correct Roll of the officers and members and officers making application for charter. Attest:

Commander:

---

Address:

---

Adjutant:

---

If this form is not sufficient to hold the names of the signers, add additional names on separate sheets of this size and attach hereto. Names should be very carefully and legibly signed. Do not use pencil.

#### FIRST ENDORSEMENT

To the Sons of Confederate Veterans Address

General Headquarters

Columbia, Tennessee Date , 20

I certify that I have examined the foregoing application and do (do not) recommend the approval thereof.

Division Commander

#### SECOND ENDORSEMENT

From General Headquarters Columbia

Sons of Confederate Veterans , 20

To: , Commander, , No.

Sons of Confederate Veterans,

No. Division of herewith enclosed

By order of the Commander-in-Chief

#### INSTRUCTIONS - (Read Carefully)

No Camp Charter application can be considered unless properly executed by at least seven men.

Applications must be made in triplicate, one original bearing the signatures of at least seven applicants eligible for membership and two copies bearing the same names typewritten. All three will be forwarded to the Adjutant-in-Chief. The original application will be returned by endorsement to the

local Camp with the charter. One copy of application will be sent to Division Headquarters and the other retained by General Headquarters. Duplicate individual applications for membership must be forwarded with application for charter, as above provided by Article IV, the Section 2, of the Constitution.

Sample page only! (Back) Use the actual form sent from General Headquarters

Captain Clem Vann Rogers Camp #481

Oklahoma Division

Sons of Confederate Veterans

Commander

Mark E. Jones

1024 Golden Eagle Drive

Norman OK 73072-8172

(405) 872-9145

mjones@ou.edu

IstLt. Commander

James Allen Butler

1024 Golden Eagle Drive

Norman OK 73072-5419.

(405) 329-7787

pvtjoker@okc.oklahoma.net

2dLt. Commander

Jimm Taff

119 Brookside Drive

Moore OK 73160-4656

. (405) 794-1272

arkins@sprnet.com

Adjutant/Treasurer

Leslie R. Tucker

15509 Claremont Blvd.

Edmond OK 73013-1104

(405) 341-1876

genTrimble@aol.com

Chaplain

Robert Brunson

3409 N. Utah

Oklahoma City OK 73112-3128

(405) 943-3155

Surgeon

Roy J. Pierce

Real Son

1327 S. 11th St

Chickasha OK 73018-4320

(405) 224-7668

Historian

John E. Adams

1205 Tedford Way

Oklahoma City OK 73116-6008

(405) 235-5757

jadams@Keytech.com  
Quartermaster  
Dr. Oren D. Bush  
5209 S.E. 12th  
Del City, OK 73115-4505  
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Mrs. Rhonda L. George  
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Norman OK 73072-5864  
rhonda@bachman.cs.ou.edu

Sample page of Camp Stationery Layout

CORRESPONDENCE SHOULD BE ADDRESSED TO INDIVIDUAL CONCERNED

SONS OF CONFEDERATE VETERANS  
APPLICATION FOR LIFE MEMBERSHIP

Sons of Confederate Veterans  
Application for Life Membership

I hereby make application for Life Membership in the Sons of Confederate Veterans. My payment is enclosed which entitles me to lifetime membership within the Sons of Confederate Veterans. I further understand that I am still obligated to pay any Division or Camp annual dues.

Life Membership Conditional Life Membership

\_\_\_ \$750 (ages 12-64) \_\_\_ \$375 (65-79) \_\_\_ \$187.50 (80 and up)

Name: Age:

Street Address:

City: State: Zip Code:

I am affiliated with Camp #

I hereby make application for Conditional Life Membership in the Sons of Confederate Veterans. My initial payment of \$125.00 is enclosed with this application. I understand I need to make payments at least annually and that I must pay annual dues until the final Life member payment is made. Should I fail to complete my Conditional Life Membership within the prescribed time line, the Adjutant-in-Chief will prorate the amount paid towards annual membership.

Signature: Date:

Life Membership in the Sons of Confederate Veterans is open to any member in good standing. It may be obtained by paying a fee as shown below. Upon acceptance, membership will be established in Life Member Camp No. 2. The Life Member will receive a Life Membership certificate, lapel pin, and membership card upon payment in full.

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Sons of Confederate Veterans

Life Membership Endowment Fund

To enhance the financial foundation of the Sons of Confederate Veterans (SCV), the SCV Life Membership Endowment Fund has been established. The program is designed to recognize those members who have enjoyed financial success and wish to express their support and appreciation for the Sons of Confederate Veterans.

Stonewall Jackson Council

Membership limited to those members contributing \$1,000 to the SCV Life Membership Endowment Fund.

Robert E. Lee Council

Membership limited to those members contributing \$10,000 to the SCV Life Membership Endowment Fund.

Appendix E, page 13 of I 3 (Revised December 2008)

Confederate Cabinet

Membership limited to those members contributing \$50,000 or more to the SCV Life Membership Endowment Fund.

A man who is not already a Life Member becomes one by participating in this program.

Additionally, the SCV is a 501(c) (3) tax-exempt corporation; therefore, the amount of the contribution above the value of a Life Membership may be tax deductible.

Name:

Address:

City: State: Zip Code:

Name of Camp: Camp No.

## **Appendix F**

# **Constitution of the Sons of Confederate Veterans**

As adopted on July 1, 1896

And amended in General Convention

July 25, 2009 Hot Springs, Arkansas

General Headquarters, Elm Springs, Maury County, Columbia, Tennessee

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CERTIFICATION

## **PREAMBLE**

In the name of a reunited country, the Sons of Confederate Veterans declare the following purposes: Allegiance to the Constitution of the United States of America, largely written and expounded by Southern men, the very Magna Carta of our liberties; a strict construction of all sections conferring power upon the Federal Government and the implied and understood reservations to the States arising therefrom and a general attitude of opposition to further amendment thereof. We adhere to the principles of the Great Charter of England granted at Runnymede, A.D.1215 , and the Anglo-Saxon rights and personal liberties transmitted to us thereunder; to associate in one united, compact body all men of Confederate ancestry and to cultivate, perpetuate and sanctify the ties of fraternity and friendship entailed thereby; to aid and encourage the recording and teaching with impartiality of all Southern history and achievement from Jamestown to this present era, seeing to it especially that the events of the War for Southern Independence are authentically and clearly written and that all documents, relics and mementos produced and handed down by the active participants therein are properly treasured and preserved for posterity; to comfort, succor and assist needy sons of Confederate veterans, their wives, widows and orphans; to urge, aid and assist in the erection of suitable and enduring monuments and memorials to all Southern valor, military and civil, wherever done and wherever found, particularly stressing that of our heroic Confederate ancestors who, by their sacrifice, perpetuated unto us and our descendants that glorious heritage of valor, chivalry and honor which we now hold and venerate; and to instill in our descendants a devotion to and reverence for the principles represented by the Confederate States of America, to the glory of God and the honorable memory of our fathers who fought in that Cause.

Therefore, we, the representatives of the Camps, in Convention, do adopt, ordain and establish this Constitution which was first adopted, ordained and established in Richmond, Virginia on the first day of July, 1896:

### 1. TITLE

1.1. The name of this organization shall be the Sons of Confederate Veterans (the —Confederation!). The official flag of the Sons of Confederate Veterans shall be the Battle Flag of the Army of Northern Virginia with reverence to all Confederate flags used in the War for Southern Independence.

1.2. The Sons of Confederate Veterans shall be a non-profit, eleemosynary organization with principal offices at Elm Springs, Columbia, Maury County, Tennessee.

1.3. This Constitution and the Standing Orders, promulgated under the authority of the articles of incorporation of the Sons of Confederate Veterans, Inc. a Texas non-profit corporation, shall be the organizational and governing instruments of the Sons of Confederate Veterans for all purposes under law.

### 2. NATURE & PURPOSE

2.1. The Sons of Confederate Veterans, in furtherance of the Charge of Lieutenant General Stephen D. Lee, shall be strictly patriotic, historical, educational, fraternal, benevolent, non-political, non-racial and non-sectarian. The Sons of Confederate Veterans neither embraces, nor

espouses acts or ideologies of racial and religious bigotry, and further, condemns the misuse of its sacred symbols and flags in the conduct of same. Each member is expected to perform his full duty as a citizen according to his own conscience and understanding.

2.2. Nothing in this Constitution or Standing Orders shall be construed to abridge or prohibit the adoption or advocacy of positions that are concerned with the general welfare of Southern Heritage, the United States of America, its several States, or the national security thereof nor to abridge or prohibit the expressions of the mind of the Confederation in such matters by the adoption of resolutions or petitioning the government.

2.3. Said organization is organized exclusively for charitable, religious, education , and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

2.4. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

2.5. Notwithstanding any other provision of this Constitution and the Standing Orders, this Confederation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of the Sons of Confederate Veterans.

2.6. The Sons of Confederate Veterans is the Chartering source of all Departments, Divisions, and Camps covered under this Constitution and Standing Orders; and all Divisions and Camp Constitutions shall be consistent with the Constitution and Standing Orders of the Sons of Confederate Veterans.

2.7. The Sons of Confederate Veterans is the legal, genealogical, and spiritual successor to the United Confederate Veterans and the United Sons of Confederate Veterans.

### 3. MEMBERSHIP

3.1. Eligibility. Membership in the Sons of Confederate Veterans is open to male descendants—lineal or collateral—of those men who served honorably and whose service terminated honorably in the armed forces of the Confederate States of America or one of the States thereof. Applicants for membership must be men of good character, who emulate the best qualities of the Confederate soldier.

3.1.1 No individual shall be admitted into membership who has not attained at least twelve (12) years of age.

3.1.2 Each Camp shall be the judge of its own members, subject to the restrictions of this Constitution and the Standing Orders, and each Camp shall be further charged with the responsibility of making the principal determination of an applicant's character, temperament, and qualifications for membership.

3.1.3 No one shall be admitted to membership in any Camp until satisfactory proof of the foregoing qualifications be submitted in duplicate on an official blank application prepared for that purpose. The original shall be carefully preserved and forwarded to General Headquarters within ten days for recording and permanent preservation. Each Camp shall keep a duplicate copy of all membership application forms. It is hereby expressly provided that all Camps shall, as far

as practical, bring together, on similar blanks, the records of all members admitted prior to the adoption of this provision, one copy for the Camp and the other General Headquarters.

3.2. Conduct. Members shall at all time conduct themselves as gentlemen so as to bring credit and respect upon the Sons of Confederate Veterans and upon the memory of our Confederate forebears.

3.3. Termination. Membership shall cease by death, resignation, non-payment of dues, or expulsion. Members may also be temporarily suspended in accordance with this Constitution and Standing Orders.

3.3.1. Resignation. A member in good standing may resign by sending a written resignation to General Headquarters. The resignation shall be effective upon receipt or on an otherwise specified date.

3.3.2. Expulsion. Any individual expelled from membership under the provisions of this Constitution and Standing Orders shall be stricken from the roster, and the Adjutant-in-Chief shall take care to note his name so that he may not be readmitted nor reinstated to membership except by a two-thirds (2/3) vote of the General Executive Council upon recommendation of the Commander-in-Chief.

3.3.3. Non-payment. A member shall be removed from the roster of members in good standing for non-payment of required dues, fees and special assessments by the closing date determined by the General Executive Council and published to the membership at least ninety (90) days in advance. Members may be reinstated upon petition and the payment of all outstanding dues, fees, and a special assessment to

be determined by the General Executive Council. Furthermore provided, any member in good standing who becomes delinquent while serving in a combat zone with the military (as determined by eligibility for military combat pay) shall be reinstated upon payment of outstanding dues without penalties or special assessments.

3.4. Real Sons. Having submitted proof of membership qualifications and lineage, Real Son Membership may be bestowed along with all the same rights and privileges as any other member. Furthermore, Real Sons shall be exempt from payment of all recording fees, per capita dues and special assessments.

3.5. Memorial Memberships. Individuals, who would otherwise qualify for membership in the Sons of Confederate Veterans but are deceased, may be specially enrolled as Memorial Members. The Executive Director shall review all applications for Memorial Membership, approving only those that reflect the Southern spirit and character of our Confederate ancestors. The General Executive Council shall establish the fees necessary to obtain a Memorial Membership and prescribe other forms of recognition. A listing of all Memorial Memberships shall be kept and maintained at General Headquarters.

3.6. Life Membership. Members who make a qualifying contribution to the Life Membership Endowment Fund shall be termed Life Members.

3.6.1. The amount of the qualifying contribution shall be twenty-five (25) times the amount of annual dues for applicants up to 65 years of age, and half that amount for applicants 65 years of age or older with applicable rules and forms to be determined by the General Executive Council.

3.6.2. Life Members shall be exempt from the payment of per capita dues to General Headquarters.

3.6.3. Life Members may receive such special recognition, certificates and badges as the General Executive Council shall deem proper.

3.7. Headquarters Camp Membership. Individuals qualifying as members but residing inconveniently distant from an active Camp or otherwise hindered from participating with a local Camp may join the Confederation and hereby receive the Reports of the Adjutant-in-Chief and other pertinent information.

3.7.1. All applications for membership in the Headquarters Camp shall be reviewed and approved by the Executive Director.

3.7.2. Headquarters Camp members shall be subject to the payment of the same per capita dues paid to General Headquarters by each member.

3.7.3. Headquarters Camp members may also be required to pay additional dues and fees as the General Executive Council may determine. Payment shall be made individually by each member annually to General Headquarters.

### 3.8. Cadets

3.8.1. Program Participation: Cadet Membership shall be by election of the Camp only. No part of this shall be constructed as being a requirement placed on the Camp. Participation is solely by Camp elective and the Camp shall hold full responsibility for all aspects of the program.

3.8.2. Eligibility: Male descendants from birth to twelve (12) years of age shall be eligible for membership as a Cadet. Participation requirements shall be identical to those of traditional membership, with the following exceptions: Cadets will not hold voting rights, Cadets will not be considered when determining Camp delegates or voting strength, Cadets cannot represent their respective Camp as a delegate at convention, for the purpose of casting votes or determining business, Cadets will not receive a subscription to the —Confederate Veteran with their paid membership. A separate subscription may be purchased if so desired.

3.8.3. Dues: Cadet dues shall be ten dollars (\$10.00) annually. Cadets shall receive a certificate of membership once requisite dues have been paid. No other rights or privileges shall be bestowed or otherwise construed as being associated with Cadet membership.

3.8.4. Duty of Camps: It shall be the sole duty of each Cadet's Camp to prepare and facilitate the Cadet for future full membership. This includes, but is not limited to, education in and familiarization with the preservation of Confederate heritage, history, and the memory of all who perished for the Confederate Cause.

3.8.5. Eligibility for Full Membership: Cadets shall become eligible for full membership, with all rights and privileges, upon attaining twelve (12) years of age. The Cadet shall be entitled to a full swearing in, with all pomp and circumstance

associated with becoming a full member, to be set by this Constitution and Standing Orders.

3.8.6. General Headquarters will provide an appropriate application form for Cadet Members.

## 4. CAMPS

4.1. Formation. The basic unit of the Confederation shall be the Camp. Seven or more individuals in possession of the prescribed eligibility qualifications as set forth herein may make application for a charter as a Camp of Sons of Confederate Veterans. Each Camp shall have a name and be assigned a number by General Headquarters.

4.2. Executive Committee. The Camp Commander and such other specific officers as prescribed in the Camp's constitution shall serve together as an Executive Committee, whose purpose shall be to conduct the business affairs of the Camp subject to the will of the Camp membership.

4.3. Terms of office. Unless otherwise provided for by the Camp constitution, each officer shall serve a term of one year or until their successors are elected and qualified.

4.4. Vacancies. Unless otherwise provided for by the Camp constitution, any vacancy occurring amongst the leadership of a Camp shall be filled by the Camp Commander with the advice and consent of the Division Commander; should the office of Camp Commander be vacated, the vacancy shall be appointed by the Division Commander.

4.5. Officers. Each Camp shall elect from among themselves a Commander and may elect or cause to be appointed from among themselves such other officers as they deem necessary for the conduct of their business including but not limited to Lieutenant Commander, Adjutant, Treasurer, and Chaplain. The Camp may further define the duties of all offices, provided that the defined duties are not in conflict with the provisions of this Constitution and the Standing Orders.

4.5.1. The Commander shall be the principal officer of the Camp. He shall be the president of all meetings of the Camp and the Camp's Executive Committee. He shall have those duties of administration and supervision usually incumbent upon the office. The Commander shall perform

such other duties as may, from time to time, be prescribed by the Camp.

4.5.2. The Lieutenant Commander shall assist the Commander, and whenever the Commander is absent shall serve in his stead. The Lieutenant Commander shall perform such other duties as may, from time to time, be prescribed by the Commander or the Executive Committee.

4.5.3. The Adjutant will be the principal financial officer, and shall insure that the financial records are kept in good order, in such manner and according to such procedures as approved by the Executive Committee, and shall properly administer and record all receipts and disbursements. He shall have custody of all monies and securities of the Camp, and shall deposit all money in the name of and to the credit of the Camp in such depositories as designated by the Executive Committee. The Adjutant shall render to the Commander or the Camp, whenever they may require it, an account of all transactions and the financial condition of the Camp. He shall keep the records and archives of the Camp including the minutes of all proceedings and a roster of all members in good standing. The Adjutant shall perform such other duties as may, from time to time, be prescribed by the Commander or the Camp. These duties may be shared and divided with a Treasurer and/or Assistant Adjutants who may be elected or appointed as the Camp deems necessary.

4.5.4. The Chaplain shall perform such services as may be necessary in connection with the office; from time to time as is proper, lead the Camp in prayer and supplication to Almighty God; tend to the spiritual ministrations of the Camp; and shall regularly report as to the needs and wellness of its members. The Chaplain shall perform such other duties as may, from time to time, be prescribed by the Commander or the Camp.

4.6. Administration. All Camps shall have the full enjoyment of the right to govern themselves, provided that they shall be subject to this Constitution and the Standing Orders of the Confederation. Each Camp shall be the judge of its own members, subject to the provisions of this Constitution and Standing Orders. By accepting a charter a Camp acknowledges irrevocable jurisdiction and declares itself to be in all things subject to the Constitution and the Standing Orders of the Sons of Confederate Veterans and the Division under which it is organized, if any, and the rules, regulations, orders and laws promulgated in pursuance thereof, and further, the said Camp pledges itself, through its members, to uphold the principles of the Sons of Confederate Veterans and to assist in the accomplishment of the praiseworthy objects and purposes of the Confederation. No Camp in any State where a Division has been formed in accordance with the provisions of this Constitution and Standing Orders shall be permitted to withdraw from that Division and continue its activities as a separate Camp representing the Sons of Confederate Veterans.

4.7. Incorporation. Any Camp desiring to incorporate under the laws for non profit corporations of the jurisdiction of that Camp shall obtain permission from the General Executive Council and shall state in plain language in its formation documents and constitution filed with that jurisdiction, that it is a subordinate organization of the Sons of Confederate Veterans, Inc., a Texas Non Profit Corporation. Any existing Camp, which is incorporated at the time this Constitution and Standing Orders are adopted, shall amend its formation documents filed with the state and its bylaws and constitution in like manner. No incorporation documents may be amended without prior approval of the General Executive Council. No Camp may be deprived of any of its assets, except in the case of dissolution, without the approval of the Camp.

4.8. Each Camp member in good standing shall be entitled to one (1) vote, and only one (1) vote in the election of officers, passage of amendments to the Camp constitution and/or articles of incorporation and election of delegates to Division and national conventions.

4.9. Meetings. A Camp must hold at least four (4) meetings per year for the purpose of transacting necessary business and electing officers.

## 5. DIVISIONS

5.1. Standard Division Organization. Each and every State and Territory of the United States, or

regions outside the United States, having within its boundaries five (5) or more Camps in good standing regularly organized, may be chartered as a Division upon approval by the General Executive Council. No State or Territory, or regions outside the United States, shall have more than one Division within its boundaries. All Camps within a Division so defined shall report to that Division's headquarters command.

5.2. Provisional Divisions. Camps in States or Territories of the United States or in regions outside the United States wherein there are fewer than five (5) Camps in good standing, regularly organized, shall report directly to the designated Department Commander. Anywhere there are at least two (2) Camps in good standing in a State, the Commander-in-Chief, at his discretion, may form them into a Provisional Division. The Commander-in-Chief shall appoint the Division Commander until they attain the required number of Camps to entitle them to organize themselves.

5.3. Brigades. Each Division may be subdivided into Brigades for purposes of administration, representation, and fostering the growth and formation of Camps within the Division. Each Division constitution providing for Brigades shall specify the method of determining their boundaries, and the number and method of election of Brigade officers if any.

5.4. Division Convention. Each Division shall hold, at least annually, a convention of the Camps comprising the Division at a time and place fixed in advance by a method of their choosing. At least thirty (30) days in advance of the convention, the Division Commander shall notify the Commander-in-Chief, the Commander of his Department, and the Camps of his Division of the time and place of the convention. Each Division Convention shall be the judge of its own members.

5.5. Executive Council. The Division Commander and such other specific officers as prescribed in the Division's constitution shall serve together as a Division Executive Council, provided that among all officers eligible to vote on the Division Executive Council, those officers elected by the membership shall constitute a majority of the Division Executive Council. Between Division conventions, the administrative power of the Division shall be vested in the Division Executive Council, whose purpose shall be to conduct the business affairs of the Division subject to the will of the Division membership.

5.6. Terms of office. Unless otherwise specified in the Division constitution, each officer shall serve a term of one year or until their successors are elected and qualified.

5.7. Officers. Each Division shall elect from among themselves a Commander and may elect or cause to be appointed from among themselves such other officers as they deem necessary for the conduct of their business including but not limited to Lieutenant Commander, Adjutant, Treasurer, Chaplain, Brigade Commanders, Sergeant-at-Arms, Historian, Editor, Public Affairs Officer, Chief of Staff, Parliamentarian, and Color Sergeant.

5.7.1. The Commander shall be the principal officer of the Division, and shall apply himself in organizing his Division into Camps, being careful to have all the requirements of the Constitution strictly complied with in the formation of Camps; be intermediary with General and Department Headquarters and see to the execution of all orders received therefrom; and assist the Department Commander by counsel or otherwise. He shall promptly transmit to General and Department Headquarters copies of all general and special orders, all circulars and circular letters, and other literature which may be issued by him or his officers. He shall be the president of all meetings of the Division and the Division's Executive Council. He shall have those duties of administration and supervision usually incumbent upon the office. The Commander shall perform such other duties as may, from time to time, be prescribed by the Division Executive Council or Division Convention.

5.7.2. The Lieutenant Commander shall assist the Commander, and whenever the Commander is absent shall serve in his stead. The Lieutenant Commander shall perform such other duties as may, from time to time, be prescribed by the Commander or the Executive Council. Additional, subordinate Lieutenant Commanders may be appointed or elected as necessary.

5.7.3. The Adjutant will be the principal financial officer, and shall insure that the financial records are kept in good order, in such manner and according to such procedures approved by the Division Executive Council, and shall properly administer and record all receipts and disbursements. He shall have custody of all monies and securities of the Division, and shall deposit all money in the name of and to the credit of the Division in such depositories as designated by the Division Executive Council. The Adjutant shall render to the Commander or the Division, whenever they may require it, an account of all transactions and the financial condition of the Division. He shall keep the records and archives of the Division including the minutes of all proceedings and a roster of all members in good standing. The Adjutant shall perform such other duties as may, from time to time, be prescribed by the Division Commander or the Division Executive Council. These

duties may be shared and divided with a Treasurer and/or Assistant Adjutants who may be appointed or elected as the Division deems necessary.

5.7.4. The Chaplain shall perform such services as may be necessary in connection with the office; tend to the spiritual ministrations of the Division; from time to time as is proper, lead the Division in prayer and supplication to Almighty God; and have superintendence of its Confederate Memorial observances. The Chaplain shall perform such other duties as may, from time to time, be prescribed by the Commander or the Executive Council.

5.7.5. The Brigade Commanders shall assist the Division Commander by counsel or otherwise; supervise the work of their Brigades, see to the enforcement of all orders from Division Headquarters, foster the growth and formation of new Camps within their Brigades, act as representatives of the Division Commander in his absence and on all matters referred by him; and shall perform such other duties as may, from time to time, be prescribed by the Commander or the Executive Council.

5.8. Vacancies. Unless otherwise provided for by the Division constitution, any vacancy occurring amongst the leadership of a Division or a Brigade thereof, shall be filled by the Division Commander with the advice and consent of either the Commander-in-Chief or the supervising Department Commander; should the office of Division Commander be vacated, the vacancy shall be filled by the Commander-in-Chief with the advice and consent of the supervising Department Commander or the Division Executive Council.

5.9. Division Fees & Per Capita Dues. Divisions may levy additional fees, special assessments, and per capita dues upon their Camps for their own purposes to meet internal expenses; same to be paid to their headquarters direct, subject to the will of the Division membership.

5.10. Membership Standards. Each Division of the Sons of Confederate Veterans shall be the judge of its own membership, subject to the restrictions of this Constitution and the Standing Orders.

5.11. A current and correct copy of each Division's organizational instrument (i.e., constitution) shall be on file with General Headquarters.

5.12. Incorporation. Any Division desiring to incorporate under the laws for non profit corporations of the jurisdiction of that Division shall first obtain permission from the General Executive Council and shall state in plain language in its formation documents and constitution, filed with that jurisdiction, that it is a subordinate organization of the Sons of Confederate Veterans, Inc., a Texas Nonprofit Corporation. Any existing Division, which is incorporated at the time this Constitution and Standing Orders is adopted, shall amend its constitution and formation documents filed with that jurisdiction in like manner. No incorporation documents may be amended without prior approval of the General Executive Council. No Division may be deprived of any of its assets, except in the case of dissolution, without the approval of the Division.

5.13. Division Charter. Each Division shall be issued a charter by General Headquarters.

## 6. DEPARTMENTS

6.1. Department Organization. The Confederation shall be subdivided into Departments, also

known as Armies. Each Department shall be comprised of whole Divisions and any Camps, not attached to an organized Division, falling within the applicable region as defined herein.

6.2. Department Commander. The Department Commander shall assist the Commander-in-Chief by counsel or otherwise; be the principal officer of the Department; be intermediary with General Headquarters and the Divisions under his command; see to the execution of all orders received from General Headquarters; promptly transmit to General Headquarters copies of all general and special orders, all circulars and circular letters, and other literature which may be issued by him or his officers; and to foster the growth and formation of Camps and Divisions. He shall be the president of all meetings of the Department. He shall have those duties of administration and supervision customarily incumbent upon the office. The Department Commander shall perform such other duties as may, from time to time, be prescribed by the Commander-in-Chief or the General Executive Council.

6.3. Department Councilman. At each convention where national officers are prescribed to be elected, the delegations representing the Camps from each Department shall elect from among themselves representatives to the General Executive Council to be known as Department Councilmen. One Councilman shall be elected from each Department.

The Department Councilmen shall perform such other duties as may, from time to time be prescribed by the Commander-in-Chief or the General Executive Council.

6.4. Department Meetings. Department Commanders may, from time to time as they deem convenient, hold a meeting of the Camps comprising the Department, but Departments shall have no legislative authority except to govern their own meetings.

6.5. Officers. Department Commanders may, appoint the same regular staff as the Commander-in-Chief and such assistants and aides as they deem necessary, including geographically based Corps Commanders to assist in the growth and formation of Camps; all such officers shall serve at the will and pleasure of the Department Commander.

6.6. Fees & Per Capita Dues. Departments may not levy any compulsory fees or per capita dues upon their Camps or members.

## 7. GENERAL EXECUTIVE COUNCIL

7.1. Structure. While the Camps are not in convention, the administrative power shall be vested in the General Executive Council, comprised of the Commander-in-Chief, Lieutenant Commander-in-Chief, all Department Commanders and Councilmen, the Adjutant-in-Chief, Chaplain-in-Chief, Judge Advocate-in-Chief, Chief of Staff, Chief of Heritage Defense and the last three (3) Past Commanders-in-Chief; none of whom shall be employees of the SCV. Each officer enumerated herein shall be entitled to one (1) vote on all questions which may properly come before the General Executive Council.

7.2. Attendance. All voting members of the General Executive Council are expected to attend meetings of the General Executive Council unless providentially hindered or extraordinarily incapacitated.

7.3. Removal. Any officer elected or appointed may be removed by the individuals authorized to elect or appoint such officer whenever in their judgment the best interest of the Confederation will be served thereby.

7.4. Quorum. A quorum of the General Executive Council shall be a majority of all eligible voting members, except as otherwise provided for herein.

7.5. Past Commanders-in-Chief.

7.5.1. The last three (3) and only the last three (3) Past Commanders-in-Chief shall be entitled to the same rights and privileges as other members including the right to cast one (1) vote on all questions which may properly come before the General Executive Council.

7.5.2. The Past Commanders-in-Chief are not obligated to attend meetings, and their offices may not be vacated for failure to attend; only if present shall they, or any one of them, be counted in the computation of a quorum.

7.5.3. The rights, privileges and honors of a Past Commander-in-Chief described herein may be

rescinded or revoked by four-fifths (4/5) of the delegates at a General Convention, present and voting.

#### 7.6. Meetings - Regular

7.6.1. The General Executive Council shall meet within twenty-four hours after the final adjournment of the General Convention.

7.6.2. The Commander-in-Chief may call such other regular meetings of the General Executive Council at such time and place as may seem to him proper.

#### 7.7. Meetings - Special

7.7.1. Special meetings of the General Executive Council may be called for a specific purpose and may only consider business specifically described in the meeting notice.

7.7.2. The Commander-in-Chief shall convene the General Executive Council in a special meeting upon the petition of five (5) of the voting members of the General Executive Council.

7.7.3. Such petition shall specify the reasons necessitating such a meeting, the specific purposes for which the meeting is called, and a suggested time and place of the meeting. After receiving a sufficient number of qualified petitions, the Commander-in-Chief must call a special meeting of the General Executive Council at a reasonable time and place of his choosing to be held within fourteen (14) days.

7.7.4. If, after four days from receiving the petitions, the Commander-in-Chief has refused to call a special meeting, the petitioners may order that the special meeting be held at the time and place specified in their petition

7.8. The General Executive Council may adopt such rules as they deem necessary to govern the conduct of their meetings so far as they are not inconsistent with this Constitution and the Standing Orders.

7.9. All questions affecting the election, eligibility and conduct of General Officers shall be referred to and determined by the General Executive Council. All questions affecting the election, eligibility and conduct of the Division Officers, except as hereinafter provided, shall be referred to and determined by the General Executive Council, which shall be the final authority thereon.

7.10. Meetings may be held by teleconference or other electronic means so long as the opportunity to hear and participate is available to all eligible members of the General Executive Council.

7.11. Actual notice of any proposed meeting must be given by US Mail or other means acceptable to the General Executive Council at least forty-eight (48) hours in advance.

### 8. CONVENTIONS

8.1. The legislative body of the Sons of Confederate Veterans shall be the elected delegates from the Camps of Sons of Confederate Veterans in convention assembled.

8.2. Notice. Notice of the General Convention shall be mailed to every Camp in good standing at least thirty (30) days but not more than ninety (90) days in advance. Notification shall include the time and place of the meeting as well as the general nature of the business to be transacted. Such notices may be contained in copies of the Confederation's publications if mailed to all Camps or all members.

8.3. President. The Commander-in-Chief shall be the president of the convention; he may, at his discretion, designate another individual to serve as the convention president. If the appointed president is not a member in good standing of the SCV, the appointment must be approved by a majority of individual delegates present & voting.

8.4. Time & Place. The Camps shall be assembled in General Convention annually at a time, date and place fixed at least one (1) year in advance by the General Executive Council subject to approval by the convention; and shall not be altered or changed except in the event of an emergency or other exigent circumstances, determined by two-thirds (2/3) of the General Executive Council. The convention shall be held within the time frame defined by the Standing Orders.

8.5. Quorum. At any properly noticed General Convention of Camps, a quorum shall exist

whenever one-third (1/3) of the registered delegates are present. At any Special Convention, a quorum shall exist whenever one-fifth (1/5) of all Camps in good standing are represented. Once attained, a quorum cannot be lost.

8.6. Representation. Each Camp shall be entitled to send one (1) delegate for every ten (10) members or major fractions thereof provided that every Camp in good standing shall be entitled to at least two (2) delegates. Said delegates shall be credentialed by the Credentials Committee based on a written certification from the Camp Commander or Adjutant, on the form provided by General Headquarters.

8.7. Eligibility. Each convention shall be the judge of its own members.

8.8. Voting.

8.8.1. Officer elections. When there is but one candidate for an office, by general consent, a formal ballot may be dispensed with, and the candidate be elected by acclamation.

8.8.2. Special votes prohibited. At any General or Division Convention, no individual shall be entitled to cast any votes based upon any office formerly held, except that Divisions may allow past Commanders of that Division a vote at their Division Conventions.

8.8.3. Proxy voting prohibited. Proxy voting, being the practice of casting ballots for a Delegation for which no registered Delegate is actually present, shall not be allowed in any General, Special or Division Convention.

8.8.4. Enumeration. On enumerating active members of Camps for representation, none shall be counted who are thus enumerated in another Camp of the Confederation. Membership in more than one Camp is not forbidden, but no Compatriot shall be borne on the rolls of more than one Camp for the purposes of enumeration and representation. When a Compatriot is a member of more than one Camp, he shall elect in which one he will be enrolled for representation. No individual may serve as a delegate from a Camp unless he has been a member of that Camp for the preceding six (6) months or he is a charter member of that Camp, or a waiver be granted by approval of two-thirds (2/3) of the General Executive Council.

8.8.5. Delegates. The representation of the various Camps at the annual General, Department, Division and Brigade Conventions shall be by delegates, as follows: One delegate for every ten (10) members in good standing in the Camp and one additional for a fraction thereof of five (5) or more; provided, that every Camp in good standing shall be entitled to at least two (2) delegates. Except for Divisions which may fix their own internal representation, each delegation must have a letter of credentials signed by the Camp Commander or Adjutant attesting to the veracity thereof, or they cannot be recognized. Such letter shall name the Chairman of the delegation and the names of the other delegates elected to represent the Camp. If the Chairman of the delegation named is not in attendance at the convention, those delegates in attendance are hereby authorized to elect a Chairman from among themselves. All delegates must be in good standing in the Camp they represent. For the purposes of representation and voting at General Conventions, a member or delegate is not in —good standing‖ if his annual per capita dues and, if applicable, recording fee or reinstatement fee was not transmitted to General Headquarters by the deadline established according to the provisions of this Constitution and the Standing Orders. For the purposes of representation and voting at General Conventions, a Camp is not in —good standing‖ if the annual per capita dues and, if applicable, recording fees or reinstatement fees for at least seven members was not transmitted to General Headquarters by the deadline established in accordance to the provisions of this Constitution and Standing Orders.

8.8.6. Delegate Voting. At the General Convention, in election of officers and on final passage of Constitutional amendments, each Camp shall be entitled to cast the number of votes equal to the number of delegates to which it is entitled whether or not it has that number of delegates in attendance. In the event that all of the delegates to which the Camp is entitled are not in attendance, the number of votes which the Camp is entitled to cast shall be prorated among the Camp's delegates present, if more than one. If only one delegate is present, that delegate shall be entitled to cast the total number of votes to which his Camp is entitled as hereinbefore stated.

8.8.7. Nothing in the above section shall be considered as binding upon Divisions and their methods of voting at Division or Brigade Conventions. They may adopt the above procedure or prescribe their own method of counting votes in the Division Constitution.

8.8.8. Headquarters Camp shall not be entitled to vote.

8.8.9. A Camp that is not in —good standing as defined herein shall not be allowed any representation at the General Convention.

8.8.10. Roll Call. One-third (1/3) of the delegates present and voting may demand that the yeas and nays be recorded on any main motion.

8.8.11. Secret Ballot. In an election for any office for which there is more than one candidate, voting shall be by secret ballot, and no publication of such secret ballot may be allowed.

8.8.12. Voting place. Voting for all contested offices and ballot questions shall occur at the same time, place, and at the same site where the business sessions are held.

8.9. Special Conventions. From time to time, as circumstances may necessitate, the Camps of the Sons of Confederate Veterans may be called into a Special Convention as provided for herein.

Special Conventions shall, in all respects, function according to the same rules and requirements as General Conventions, except as otherwise provided for herein.

8.10. Special Conventions must be called for a specific purpose and may only consider business specifically described in the call to convention.

8.11. The Commander-in-Chief shall convene the Camps in a Special Convention upon the written petition of two-thirds (2/3) of the General Executive Council, by one-third (1/3) of the Camps in good standing, or of five percent (5%) of the actual membership of the Confederation. Petitions from the General Executive Council are to be sent to the Commander-in-Chief; petitions from the Camps or the members are to be sent to General Headquarters.

8.12. Such Special Convention petitions shall specify the reasons necessitating such a meeting, the specific purposes for which the meeting is called, and a suggested time and place of the meeting. After receiving a sufficient number of qualified petitions, the Commander-in-Chief must call the Camps into Special Convention at a reasonable time and place of his choosing within sixty (60) days.

8.13. If, after sixty (60) days, the Commander-in-Chief has refused to call the Camps into Special Convention, the petitioners may order that the Special Convention be held at the time and place specified in their petition.

## 9. GENERAL OFFICERS

### 9.1. Elected officers.

9.1.1. At each General Convention held in an even-numbered year, the Camps in convention assembled shall elect a Commander-in-Chief and a Lieutenant Commander-in-Chief. In the same time, place, and manner the Camps comprising each Department shall elect from among themselves a Commander and Councilman for each of them as provided for herein. They shall all be members of the Staff of the Commander-in-Chief, and each of them shall be entitled to one (1) vote on all questions before the General Executive Council.

9.1.2. Elected officers shall serve for a term of two years or until their successors are elected, and they may not succeed themselves in the same office to which they were elected more than once.

### 9.2. Cabinet officers.

9.2.1. The Adjutant-in-Chief, Chaplain-in-Chief, Judge Advocate-in-Chief, and Chief of Heritage Defense shall be appointed by the Commander-in-Chief with the advice & consent of the General Executive Council. Each shall be entitled to one (1) vote on all questions before the General Executive Council, and shall serve until the adjournment of the succeeding General Convention following their election, or until their successors are chosen and every function of that General Convention is discharged.

9.2.2. A Chief of Staff may be appointed by the Commander-in-Chief and he shall serve at the will and pleasure of the Commander-in-Chief. He shall be entitled to one (1) vote on all questions before the General Executive Council.

9.3. Subordinate officers. The Commander-in-Chief may appoint other Officers as he deems necessary to be members of his Staff who shall serve at his will and pleasure, such as: Quartermaster-in-Chief, Inspector-in-Chief, Judge Advocate-in-Chief, Surgeon-in-Chief, Historian-in-Chief, Parliamentarian, Sergeant-at-Arms, Color Sergeant, Director of Public Affairs, Genealogist-in-Chief, and Chief of Protocol. He may appoint such additional assistants and aides as he deems necessary, provided that in his order he shall describe the purpose and duties of the office.

9.4. Past Commanders-in-Chief. Each Commander-in-Chief who has served a full term and does not continue to hold the office shall have the honorific of Past Commander-in-Chief. He shall take rank in parades and in all other ceremonial respects next to the Commander-in-Chief. Those who shall not have served a full term may have these privileges conferred on them by motion, receiving three-fourths (3/4) of the votes cast at any General Convention.

9.5. Duties of officers.

9.5.1. Commander-in-Chief. The Commander-in-Chief shall be the principal officer of the Sons of Confederate Veterans with full responsibility and power to enforce the provisions of this Constitution and Standing Orders, the will of the General Convention, and the decisions and orders of the General Executive Council, and to this effect he may issue all necessary orders. He shall be president of the General Convention and chairman of the General Executive Council and shall decide all questions of law, order or usage. He shall be empowered to act for the good of the Confederation, as circumstances, in his judgment, may require, in cases not provided for by this Constitution and Standing Orders, subject in all such decisions and acts to appeal to the General Convention. He shall have those duties of administration and supervision usually incumbent upon the office. The Commander-in-Chief shall perform such other duties as may, from time to time, be prescribed by the Convention.

9.5.2. Lieutenant Commander-in-Chief. The Lieutenant Commander-in-Chief shall assist the Commander-in-Chief, and whenever the Commander-in-Chief is absent shall serve in his stead. The Lieutenant Commander-in-Chief shall be chairman of the Recruiting and Retention Committee and perform such other duties as may, from time to time, be prescribed by the Commander-in-Chief or the General Executive Council. In case of the death or resignation of the Commander-in-Chief the Lieutenant Commander-in-Chief shall become Commander-in-Chief for the unexpired term with all the executive authority thereunto appertaining.

9.5.3. Adjutant-in-Chief. The Adjutant-in-Chief shall keep correct records and minutes of the proceedings of the General Executive Council and the General Convention; maintain an accurate roster of all members in good standing, all officers, and a roll of the Camps; conduct the correspondence of the Confederation; issue the necessary orders under the direction of the Commander-in-Chief; be the keeper of the Seal of the Confederation, and issue under it all certificates of membership, commissions and documents; he shall make reports on the condition of the general treasury when called for by the Commander-in-Chief or the General Executive Council; and make a report to each General Convention, showing the work performed by his office, and the conditions and prospects of the Confederation, with such recommendations as he may deem proper. The Adjutant-in-Chief shall perform such other duties as may, from time to time, be prescribed by the Commander-in-Chief or the General Executive Council; and may have the assistance of such professional staff as the Confederation may employ. These duties may be shared and divided with Assistant Adjutants-in-Chief who may be appointed as the Commander-in-Chief deems necessary.

9.5.4. Judge Advocate-in-Chief. The Judge Advocate-in-Chief shall advise the Commander-in-Chief and the General Executive Council on legal matters, including rendering an opinion as to the construction and interpretation of the Constitution and Standing Orders. He shall perform such other duties as may be assigned to him by the Commander-in-Chief or the General Executive Council, while carrying on the normal functions generally assumed by his office.

9.5.5. Chief of Staff. The Chief of Staff shall assist the Commander-in-Chief in supervising the

organization and proper functioning of the Confederation, as well as coordinating the work of the General Staff; perform such other duties as may be assigned to him by the Commander-in-Chief, while carrying on the normal functions generally assumed by a Chief of Staff.

9.5.6. Chief of Heritage Defense. The Chief of Heritage Defense shall have primary responsibility for organizing and executing the Heritage Defense Activities of the Confederation. He shall be chairman of the Heritage Defense Committee. He shall perform such other duties as may be assigned to him by the Commander-in-Chief, while carrying on the normal functions generally assumed by his office.

9.5.7. Chaplain-in-Chief. The Chaplain-in-Chief, being a confessor of the Christian faith, shall, from time to time as is proper, lead the Confederation in prayer and supplication to Almighty God; perform such services of divine worship as may be necessary in connection with the office; and tend to the spiritual ministrations of the Confederation. He shall perform such other duties as may be assigned to him by the Commander-in-Chief, while carrying on the normal functions generally assumed by his office.

9.6. Vacancies. Any office becomes vacant when the holder thereof dies or becomes incapacitated due to illness or injury, resigns, fails by his own act to maintain a valid membership in a bona fide Camp, or is otherwise removed from office.

9.6.1. Commander-in-Chief. A vacancy in the office of Commander-in-Chief shall be filled by the Lieutenant Commander-in-Chief.

9.6.2. Elected Officers. Vacancies of elected offices, including the vacancy created when the Lieutenant Commander-in-Chief accedes to the office of Commander-in-Chief, shall be filled by the Commander-in-Chief subject to the approval of the General Executive Council at its next meeting and until the next convention where an election can be held. If any action is taken at a convention that will result in a vacancy being created, the vacancy shall be filled by election at that convention.

9.6.3. Other Officers. Vacancies among non-elected offices shall be filled in the same manner as their appointment, for the balance of the term.

## 10. COMMITTEES

10.1. Organization. In the furtherance of its work the Sons of Confederate Veterans shall organize its members into committees of two kinds: standing and ad hoc. Committees shall keep a record of their meetings; make reports annually, or more often as required by the Commander-in-Chief; may subdivide themselves for purposes of facilitating their labors; and shall turn over their records to the Adjutant-in-Chief at the expiration of their term of office. The Commander-in-Chief shall be an ex officio member of all committees, except that he shall not be obligated to attend meetings and he shall be counted towards the computation of a quorum only when present.

10.2. Meetings. All committees shall meet at the call of the chairman.

10.3. Quorum. A quorum shall exist when one-third (1/3) of the members are present or participating in the meeting.

10.4. Ad hoc committees. Ad hoc committees may be appointed by the Commander-in-Chief as he deems necessary, or by the General Convention; provided that their purpose and the duration of their commission is specified.

10.5. Appointment of Standing Committees. All Standing Committees shall be appointed by the Commander-in-Chief and the chairmen thereof named by him; their terms of office shall be coterminous with his, unless otherwise specified.

10.6. Standing committees. The General Convention may create such standing committees as it deems appropriate.

10.7. Committee Officers: Whenever required, committees shall elect from among themselves a chairman, if none is named otherwise, vice-chairman, and secretary; whose duties shall be those customary to the office.

## 11. FINANCE

11.1. Dues & fees. The revenue of the Sons of Confederate Veterans shall be derived from

recording fees, per capita dues, donations, and from such other sources as may be approved by the General Executive Council.

11.1.1. Yearly per capita dues shall be paid by each Camp for every active member in good standing. The amount of such per capita dues and fees shall be determined by the convention.

11.1.2. Financial penalties, over and above other dues and fees, may be assessed on memberships for which the required dues and fees have not been paid by the required closing date. Such penalties to be determined by the General Executive Council.

11.1.3. From time to time as they deem necessary, a special assessment, over and above existing dues and fees, may be levied by the convention. Such special assessments shall be irregular in nature and notice of the intent to levy a special assessment shall have been given to all Camps in good standing at least thirty (30) days and not more than ninety (90) prior to the convention.

11.1.4. The General Executive Council shall prescribe and publish all necessary procedures, deadlines, and forms for the payment of any required dues or fees. The General Executive Council may also pro-rate dues for new members.

11.2. Transmittal. As used herein, —transmitted toll shall mean delivery by hand, postmarked by the United States Postal Service or received by a private courier. Any new member or any former or suspended member seeking reinstatement whose per capita dues and required fees are not transmitted to General Headquarters by the due date fixed and published by the General Executive Council, shall not be in —good standing! for the purposes of this Constitution and Standing Orders.

11.3. Prompt payment. The recording fee and per capita dues of new members shall be remitted to General Headquarters within fifteen (15) days after a member joins the Confederation.

11.4. Fiscal year. The fiscal year of the Confederation shall be from 1 August to the following 31 July.

11.5. Budget. A proposed budget shall be annually approved by the General Executive Council and submitted to the Convention for approval.

11.6. Annual audit. An audit of the funds of the Confederation shall be annually conducted by a reputable Certified Public Accountant selected by the General Executive Council. The report of the auditor shall be submitted to the General Convention.

11.7. Asset protection. The General Executive Council shall take care to insure that the monies and assets of the Confederation are properly cared for and that all assets are protected.

11.8. Delinquency. Camps in arrears for three (3) consecutive months in payment of recording fees and per capita dues upon its members to the General Confederation (or per capita dues levied by the Division) shall be notified of their delinquency. If the Camp remains in arrearage for a total of six consecutive months, it shall be automatically suspended from all privileges of the Confederation. If the Camp shall remain in arrearage for an additional two (2) consecutive years, its charter may be revoked by the General Executive Council, provided always that a suspended Camp may be reinstated upon the payment to the General Headquarters of the current per capita dues and required fees. A Camp whose charter has been revoked shall be admitted upon the same condition and upon the payment of the same dues and fees as a new Camp.

## 12. GENERAL HEADQUARTERS.

12.1. The General Headquarters of the Confederation shall be located at Elm Springs, Columbia, Maury County, Tennessee.

12.2. The official archives and records of the Confederation, together with all books, manuscripts, relics and other historical materials brought together under its direction, shall be kept at General Headquarters or stored at a proper facility. They shall be carefully arranged, classified, indexed and displayed and they shall at all times be open to the use and inspection of any member or members of the Confederation.

## 13. DISCIPLINE AND ADMINISTRATION

13.1 A member of the Sons of Confederate Veterans may be censured or suspended or expelled from membership only upon a proper showing of cause. Charges shall be based upon disloyalty,

neglect of duty, dishonesty, and conduct unbecoming a member of the Sons of Confederate Veterans, or the commission of an act repugnant to this Constitution and Standing Orders. Charges may be proffered by their Camp, Division, or by action of the General Executive Council or the General Convention. If said member resigns after charges have been properly proffered, he shall be considered to have been expelled.

13.2 Disciplinary Committee. Shall be composed of the Inspector-in-Chief and six members, two each from the three Departments. Members of the Disciplinary Committee shall be appointed by the Commander-in-Chief strictly from lists submitted to him by the three Department Commanders and Councilmen. They may subdivide themselves to hear particular cases so long as the sub-committee is composed of not less than three members. Sub-committees shall have the full force and effect of the whole committee.

13.3 Standing. Charges proffered by a Camp or Division must be against one of its own members. The General Executive Council or the Convention may proffer charges against any member. Charges may not be proffered by any individual.

13.4 Procedure. Charges shall be proffered in writing to the Commander-in-Chief who shall promptly refer the matter to the Disciplinary Committee. The accused shall be presented a copy of the charges and invited to provide a timely response. The Committee or sub-committee may conduct additional inquiries as necessary. A two-thirds majority shall be necessary to decide any question of guilt.

13.5 Venue. The Committee or Subcommittee shall meet in person at General Headquarters or other announced meeting place of the General Executive Council to hear testimony, receive investigative reports, receive other information, and deliberate and vote on the question. The Committee or Subcommittee may meet via teleconference. All proceedings shall be in executive session.

13.6 Report. After the conclusion of its business, the committee or sub-committee shall report to the Commander-in-Chief their findings which he shall disseminate to the General Executive Council. If the committee or sub-committee makes a finding of guilty, the accused shall be promptly notified by the Commander-in-Chief using U.S. Mail or private carrier which provides proof of delivery. If the accused is acquitted, the matter shall be dropped and disregarded; if found guilty, the accused shall have the right to appeal to the General Executive Council.

13.7 Appeal. The accused may appeal the decision by submitting a request for an appellate hearing to the Commander-in-Chief within thirty (30) days of the date from which the notice was sent. The request for appeal, once received by the Commander-in-Chief, shall be ordered for hearing before the General Executive Council in a timely manner. The General Executive Council may decide whether or not to hear the appeal; a majority shall be necessary to uphold the decision of the Disciplinary Committee. The General Executive Council may remand the case to the Committee for reconsideration.

The accused shall be notified of the decision of the General Executive Council by U.S. Mail or private carrier which provides proof of delivery.

13.8 Imposing Punishment. The Commander-in-Chief shall direct that punishment be imposed if any of the following conditions occur:

13.8.1 The decision of the Disciplinary Committee is upheld by the General Executive Council.

13.8.2 The guilty verdict of the Disciplinary Committee is upheld by the General Executive Council, but a lesser punishment is ordered.

13.8.3 The General Executive Council declines to hear the appeal.

13.8.4 The accused declines his right of appeal.

13.8.5 The time limit for submitting a request for an appellate hearing expires. The accused shall be notified in writing of the punishment to be imposed.

13.9 Decisions Not Upheld. If the General Executive Council does not uphold the decision of the Disciplinary Committee and the accused is determined to be not guilty, then the accused shall be notified by the Commander-in-Chief that he has been exonerated and the matter has been

dropped.

13.10 Expelled members. Expelled members are not eligible for reinstatement. Expelled members shall not be allowed to take part in any SCV meetings or activities.

13.11 Commander-in-Chief. The Commander-in-Chief may be disciplined by the General Executive Council or any Convention; a two-thirds majority shall be necessary to decide.

13.12 Convention. Any decision by a Convention to censure a member shall be final.

13.13 Discipline: Camps and Divisions, being the judges of their own members, may impose discipline upon their own members. Camps or Divisions may suspend or expel a member from their respective Camp or Division. At this point the member in question is transferred to HQ Camp #584, being that he is no longer a member in good standing of either the Division or a Camp within that Division. If the Camp or Division wishes to have the member expelled from the Confederation, they shall proffer charges to the disciplinary committee within 30 days of the dispensation of the Camp's or Division's action. At this point the procedures are as described elsewhere in this article. If the member is not expelled from the Confederation at the culmination of these actions, he may petition the Disciplinary Committee for the right to transfer to a Camp different from whence he came. If this petition is denied, he may appeal to the GEC.

13.14 Camp Suspensions. Suspension of the charter of a Camp shall not affect the membership in the Sons of Confederate Veterans of Compatriots of such Camp, nor impair their tenure of office or eligibility as officers therein during such suspension.

13.15 The General Executive Council shall promptly suspend or revoke the charter of any Camp which fails to meet the obligations imposed upon it by this Constitution and Standing Orders, or commits an act repugnant to this Constitution and Standing Orders or detrimental to the objects and purposes of the Confederation.

13.16 Reinstatement for suspension shall take effect immediately upon receipt by the Commander-in-Chief of evidence of the removal by the suspended Camp of its cause of suspension

13.17 During the interim between General Conventions, the Commander-in-Chief shall have the power to suspend the charter of any Camp or Division and suspend any officer from his office for conduct detrimental to the Confederation upon proper proof; said action to be reported to the next regular meeting of the General Executive Council for approval and thence to the next General Convention for final dispensation. Any Camp, Division, or officer so suspended shall have the right to appear before the General Executive Council.

13.18 Any Camp or Division whose charter has been suspended or revoked shall not be entitled to any rights and privileges of the Confederation. The Commander-in-Chief is charged with the duty of working with the Camp or Division or officer to remove the factors that necessitated the suspension.

13.19 Upon the failure of any Department, Division or Camp Commander, whether elected or appointed, to send in the required reports without reasons satisfactory to the Commander-in-Chief, said officer shall stand suspended, and the office shall be thereby vacant, and such vacancy shall be promptly filled as provided for herein.

13.20 The General Executive Council, after notice and a hearing, may suspend or revoke the charter of a Division which violates this Constitution and Standing Orders, and may provide for the government and administration of such Division during such suspension or upon such revocation.

## 14. DISSOLUTION

### 14.1. National Dissolution

14.1.1. In the event of dissolution or final liquidation, none of the Sons of Confederate Veterans' property nor any proceeds shall be distributed to or divided among any of the officers or members or inure to the benefit of any individual. Instead, after all of the Sons of Confederate Veterans' liabilities and obligations have been paid and discharged, the residual assets of the Sons of Confederate Veterans, including all monies, real or personal property, investments, credits,

endowments, and any other appurtenances or things of pecuniary value, shall be distributed for one or more exempt purposes within the meaning of section 501(c), (3) of the Internal Revenue Code (or the corresponding section of any future federal tax code). The flags and emblems, financial records, minutes of meetings, non-financial records, and archives of the Sons of Confederate Veterans may be donated to an appropriate historical society, archives, or library.

14.1.2. Any such assets not so disposed of, shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

14.2. Dissolution of a Division, Camp, or other subdivision.

14.2.1. In the event of dissolution or final liquidation of a Camp, the Camp's charter and any flags or emblems shall be turned over to General Headquarters of the Sons of Confederate Veterans. None of the property, nor any proceeds, shall be distributed to or divided among any of the officers or members or inure to the benefit of any individual. Instead, after all liabilities and obligations have been paid and discharged, the residual assets, including all moneys, real or personal property, investments, credits, endowments, financial records, and any other appurtenances, or things pecuniary value, shall be turned over to the Division under which the Camp is organized or, if there is no Division, to the General Headquarters of the Sons of Confederate Veterans. The dissolving camp may recommend the use for these funds.

14.2.2. In the event of dissolution or final liquidation of a Division or other subdivision any flags or emblems shall be turned over to General Headquarters of the Sons of Confederate Veterans. None of the property, nor any proceeds, shall be distributed to or divided among any of the officers or members or inure to the benefit of any individual. Instead, after all liabilities and obligations have been paid and discharged, the residual assets, including all moneys, real or personal property, investments, credits, endowments, financial records, and any other appurtenances, or things of pecuniary value, shall be turned over to the General Headquarters of the Sons of Confederate Veterans.

14.2.3. Nothing contained in Section 14.2.1 or 14.2.2 shall be construed to affect the legal transfer of title to real property, owned by a Camp or Division in dissolution, wherein the original deed or bestowal document to such real property designates a successor of, or reverted to, an entity other than the Sons of Confederate Veterans (as in the case of Mississippi Divisions ownership of Beauvoir with title passing to the State of Mississippi upon the Division's dissolution).

## 15. INDEMNIFICATION

Members of the General Executive Council, employees, and authorized agents of the Sons of Confederate Veterans shall be indemnified for costs, expenses, or liabilities necessarily incurred in connection with the defense of any action, suit, or proceeding in which they are made a part by reason of being or having been a member serving in an elected or an appointed capacity. No member or employee shall be indemnified when adjudged in the action or suit to be liable for gross negligence or misconduct in the performance of duty.

## 16. AMENDMENTS

The articles of this Constitution may be amended, altered, or repealed by a two-thirds (2/3) vote of the delegates present and voting in convention assembled; the Standing

Orders may be amended, altered, or repealed by a majority vote of the delegates present and voting in convention assembled, provided that any proposed amendments, alterations, or repeals shall have been sent to each Camp in good standing at least thirty (30) days and not more than ninety (90) days in advance to the address on record at General Headquarters. The General Executive Council may promulgate reasonable rules governing the method by which such proposed amendments, alterations, or repeals are to be submitted and distributed.

## CERTIFICATION

This Constitution was amended in convention assembled, in Hot Springs, Arkansas on July 25, 2009.

Charles E. McMichael Mark A. Simpson  
Commander-in-Chief Adjutant-in-Chief  
Revisions – Hot Springs, Arkansas (July 25, 2009)  
Article 13, §1,2 and 6 (Revised)  
Article 13, §8, 9 and 10 (NEW)

## **Standing Orders of the Sons of Confederate Veterans**

*As Revised in General Convention  
July 25, 2009  
Hot Springs, Arkansas*

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CERTIFICATION

Sons of Confederate Veterans  
Standing Orders

1. CONVENTION VOTING. In all questions submitted to the meeting, the chair shall put the question viva voce. If the chair thinks that the vote was inconclusive or a delegate calls for a division of the house, the chair shall take a standing vote. If on any main motion the yeas and nays are ordered, then

the vote shall be taken by signed ballot. The final vote tabulation, including the actual results of each Camp's votes, shall be made patent and entered into the permanent records and archives of the Sons of Confederate Veterans.

## 2. FRATERNAL RESPECTS.

2.1. Members shall address each other as Compatriots.

2.2. Every Compatriot in this Confederation in good standing will be privileged to attend the meetings of any organization belonging to the Sons of Confederate Veterans, and receive that fraternal consideration they are designed to foster.

## 3. CAMPS

3.1. In the business and work of Camps all the books and forms in use shall be of such form and style as may be prescribed by General Headquarters.

3.2. Before any application for charter is approved, it must be evident from the application that membership applications for the proposed Charter Members are in proper form and are on file at General Headquarters, or true copies thereof.

3.3. Each application for charter shall carry with it the approval of the Division Commander or where there is no Division, the Department Commander in whose region the Camp is proposed to be formed, who shall verify to the Adjutant-in-Chief that the paperwork is in order and that the applicants are qualified, deserving, and will be a credit to the organization.

3.4. When the application for charter and accompanying documents have been examined and found to be correct, and when said application is accompanied by the fees and per capita dues as required herein, and it has been ascertained that all requisite conditions have been complied with, the charter shall be issued.

3.5. The charter shall carry the signature of the Commander-in-Chief and the Adjutant-in-Chief.

## 4. DEPARTMENT BOUNDARIES.

4.1. ANV. The Army of Northern Virginia Department shall include and be formed of the Camps and Divisions located in the States of Connecticut, Delaware, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia, and the District of Columbia.

4.2. AOT. The Army of Tennessee Department shall include and be formed of the Camps and Divisions located in the States of Alabama, Florida, Georgia, Illinois, Indiana, Kentucky, Michigan, Mississippi, Ohio, Tennessee, and Wisconsin.

4.3. ATM. The Army of Trans-Mississippi Department shall include and be formed of the Camps and Divisions located in the States of Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Iowa, Kansas, Louisiana, Missouri, Minnesota, Montana, Nebraska, New Mexico, Nevada, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington and Wyoming.

4.4. Any Camp chartered in a region not otherwise specified herein shall be assigned a department by the GEC.

## 5. VOTING AND ELECTIONS.

5.1. Voting place. Voting for all contested offices and ballot questions shall occur at the same time and place, at the same site where the business sessions are held.

5.2. Poll watchers. Each candidate in a contested race may designate watchers to witness the voting procedures and the counting of the votes provided that the watchers do not interfere with the election.

5.3. Vote tabulation. Upon completion of the voting procedure the Tellers Committee, approved by the convention, shall count the votes. If a Tellers Committee is not appointed, the Credentials Committee shall be the Tellers and count the votes.

6. STANDING COMMITTEES. The following shall be standing committees of the Confederation and shall carry out the work assigned to them by the Commander-in-Chief or the convention in addition to the tasks assigned herein.

6.1. The Educational & Historical Committee shall consist of a chairman and one (1) member from

each Division, and shall have charge of all matters relating to the literary and historical purposes of this Confederation and perform such other duties as may be assigned to it.

6.2. The Relief Committee shall consist of a chairman and one (1) member from each Division, and shall have charge of all matters relating to relief, pensions, homes and other benevolent purposes of this Confederation and perform such other duties as may be assigned to it.

6.3. The Graves & Monuments Committee shall consist of a chairman and one (1) member from each Division, and shall have charge of all matters relating to monuments, graves and the Confederation's objects and purposes in these respects; and perform such other duties as may be assigned to it.

6.4. The Budget & Finance Committee shall consist of a chairman and five (5) members no three (3) of whom shall be from the same Division; and shall verify accounts of officers; prepare an annual budget; and attend to such other matters of finance as may be referred to it.

6.5. The Heritage Defense Committee shall consist of the Chief of Heritage Defense, who shall be its chairman, and such other members as deemed necessary, no three (3) of whom shall be from the same Division; and shall assist in the planning, organizing and executing the Heritage Defense activities of the Confederation; strongly advance positions and take action as necessary in the defense and preservation of Confederate heritage; and perform such other duties as may be assigned to it.

6.6. The Awards Committee shall consist of a chairman and such other members as deemed necessary for the completion of the work assigned, no three (3) of whom shall be from the same Division; and shall plan, organize, and execute a program of awards and incentives to recognize particular achievements as from

time to time may be warranted; and perform such other duties as may be assigned to it.

6.7. The Credentials Committee shall be composed of a chairman, the Adjutant-in-Chief, and such other members as deemed necessary; provided that there shall be not less than five (5) members of the Committee and that there shall be no two (2) members from the same Division. There shall be sufficient members of the Committee to be present at the Registration desk at the General Convention during the published times of Registration. This Committee shall receive the Credential forms from the Camps at Registration for the General Convention; verify the Credentials by report of the Adjutant-in-Chief; arrange the roll of the Convention; and assign each Camp its number of votes. This report shall be signed by the committee and handed to the president of the convention.

6.8. The Brooks Medial Research Committee shall be composed of a Chairman and such other members as deemed necessary; including the Surgeon-in-Chief. The committee shall award grants to post doctoral medical researchers (MD's, DDS's and PhD's in allied medical fields) doing medical research at medical schools. Grants shall be in the amount of \$12,000 or more per approved research project in a given year. The medical researcher applying for this grant must present evidence that they have a Confederate ancestor that would qualify them for membership in the Sons of Confederate Veterans or United Daughters of the Confederacy, though they need not be a member. This committee must provide an annual audit and shall report as required and perform such other duties as may be assigned to it.

6.9. The Confederate Medal of Honor Committee shall be composed of a Chairman and such other members as deemed necessary (historians and veterans); including the Historian-in-Chief; provided that there shall be no more than two (2) members from the same Division. The committee shall award those who served in the Confederacy in either a military or governmental capacity during The War Between the States. The recipient must have distinguished himself/herself conspicuously by gallantry and intrepidity at the risk of life above and beyond the call of duty while engaged in action against the enemy of the

Confederate States of America. This committee shall report as required; and perform such other duties as may be assigned to it.

6.10. The Sam Davis Youth Camp Committee shall be composed of a Chairman and such other members as deemed necessary, including the Chaplain-in-Chief, provided that there shall be no more

than two (2) members from the same Division. The committee shall organize and coordinate educational and recreational programs for the annual Sam Davis Youth Camp(s); shall report as required, and perform such other duties as may be assigned to it.

6.11. The Forrest Boyhood Home Committee shall be composed of a Chairman and such other members as deemed necessary, including the Tennessee Division Commander. The committee shall restore and preserve the Forrest Boyhood Home. The committee shall organize and coordinate educational and recreational programs for the general public as well as members of the Sons of Confederate Veterans; shall report as required; and perform such other duties as may be assigned to it.

6.12. Convention Planning Committee. The committee shall consist of a chairman and at least three members appointed by the Commander in Chief provided that there shall be no more than two (2) members from the same Division. This committee shall assist camps or divisions in making bids to host a General Reunion and in the planning of General Reunions. The committee shall also recommend sites & hosts for future conventions and Reunions whose commencement shall be neither before the tenth (10) of July nor after the twenty-fifth (25) of July each year; and perform such other duties as may be assigned to it.

6.13. The Amendments & Resolutions Committee shall be composed of a chairman and such other members as deemed necessary; including the Judge Advocate-in-Chief and the Parliamentarian ex officio; provided that there shall be no more than two (2) members from the same Division. The committee shall receive and review proposed amendments to the Constitution, Standing Orders and resolutions for consideration at the convention; shall report as required; and perform such other duties as may be assigned to it.

6.14. The Investment Committee shall be composed of three members who shall be appointed by the Commander-in-Chief and confirmed by the General Executive Council. Without in any way implying or creating any legal liability on the part of the Commander-in-Chief, he shall diligently seek as appointees persons who, while not necessarily professional financial managers, are thoroughly qualified by their experience to be financial managers. Initially, the Commander-in-Chief shall appoint members to the Committee with terms of three years, two years and one year, respectively. Thereafter, the term of office of the members of the Committee shall be three years with one term expiring at the adjournment of each General Convention; provided that the members of the Committee shall serve, and be competent to act, until their successors shall have been duly appointed and confirmed. If any member of the Committee shall be unable to serve his full term because of death, resignation or disability, the Commander-in-Chief shall appoint, subject to confirmation by the General Executive Council, a Compatriot to fill the unexpired term. The General Executive Council shall have the power, by a two-thirds (2/3) vote, to find and determine the existence of disability for the purpose of this Section. The Committee shall be the trustees of all funds of the Confederation except the Operating Fund. The Committee shall have full power, subject to the control of the General Executive Council, to invest and reinvest said funds and to hold, purchase, sell, assign, transfer or dispose of any of the securities and investments in which such moneys shall have been invested, as well as the proceeds of such investments and such moneys, except as may otherwise be limited by the Constitution; provided that not more than five percent (5%) of the admitted assets of the organization may be invested in the common stock of any one corporation. The Investment Committee may meet in person, by telephone or by mail. In exercising its powers and authority, the members of the Investment Committee shall exercise ordinary business care and prudence under the facts and circumstances prevailing at the time of the action or decision. In so doing, the Committee shall consider the long-and short-term needs of the organization in carrying out its purposes, the organization's present and anticipated financial requirements, the expected total return on the organization's investments, general economic conditions, income, growth, long-term net appreciation and probable safety of funds. No member of the Investment Committee shall be liable for any action taken or omitted with respect to the exercise of these powers and authority if such member shall have discharged the duties of his position in good faith with that

degree of diligence, care and skill which prudent men would ordinarily exercise under similar conditions. The Investment Committee shall also function in accordance with the following provisions:

6.14.1. It shall be the responsibility of the Commander-in-Chief and the Chief Operating Officer, in consultation, to determine the amount of moneys to be transferred from the Operating Fund to the Endowment Fund at the end of a fiscal year. Said transfer shall be subject to the advance approval of the General Executive Council.

6.14.2. The income on the invested funds of the Confederation shall be added to the principal of said funds at the end of each fiscal year of the Confederation; provided that any part of said income not to exceed three-fourths thereof may, on the approval of the General Executive Council, by majority vote thereof, be used for the general purposes of the Confederation.

6.14.3. The principal of, and the income on, the invested funds of the Confederation may, on the approval of a two-thirds (2/3) affirmative vote of the General Executive Council, be used for unusual expenditures.

6.14.4. The funds of the Confederation, not including the Operating Fund, shall be invested in real property and the improvements thereon, income-producing securities listed on exchanges regulated by the United States Securities and Exchange Commission (SEC) or in banking institutions whose deposits are insured by the Federal Deposit Insurance Corporation (FDIC).

6.14.5. Special Purpose Endowment Funds may be established by the General Executive Council. The Investment Committee shall be authorized to commingle and jointly invest two or more of said funds for the purpose of

more efficient investment or more favorable return; provided that a separate accounting of the principal and income of each fund is maintained at all times.

6.14.6. The Investment Committee shall, with the assistance of General Headquarters if requested, prepare a written report on the status of the invested funds and activities of the Committee for each regular meeting of the General Executive Council and each General Convention and provide copies of said report for those in attendance at said meetings.

6.15. The Stephen D. Lee Institute Committee shall consist of a chairman to be styled as "Dean" and five (5) members. The Committee shall have charge of all matters relating to the operation of the Stephen D. Lee Institute for the purpose of organizing educational programs and seminars throughout the Confederation. Terms shall be for two (2) years, with no one person serving more than three (3) consecutive terms. Committee members shall serve until their successors are elected. Upon adoption the Commander-in-Chief shall initially appoint all six members of the committee and specify the initial terms of their service, so as to allow two (2) members to be appointed or reappointed each year thereafter.

6.16. Heritage Promotion Committee. The committee shall consist of a Chairman and at least three other members and be appointed by the Commander in Chief. The committee shall establish guidelines for and over see the establishment or construction of suitable Confederate Memorials by the General Organization, such as, but not limited to public displays of Confederate Flags. The committee shall undertake the raising of funds for said projects with the consent of the General Executive Council.

## 7. CHIEF OPERATING OFFICER

The Chief Operating Officer shall deposit all money in the name of and to the credit of the Sons of Confederate Veterans in such depositories as designated by the General Executive Council; collect and be the custodian of the operating funds of the Confederation; insure that the financial records are kept in good order, in such manner and according to such procedures approved by the General Executive Council; properly administer and record all receipts and disbursements; have custody of all monies and securities of the Confederation; he shall render to the Commander-in-Chief or the General Executive Council, whenever they may require it, an account of all transactions, and inventory of the assets in his care, and the financial condition of the Confederation. The chief operating officer and any others who handle the operating funds of the Confederation shall be bonded in an amount to be fixed by the

General Executive Council. The chief operating officer under the supervision of the Commander-in-Chief shall maintain a complete roster of all active, inactive, and deceased members of the Sons of Confederate Veterans including their last known address and the status of their membership.

## 8. ANNUAL REPORTS

8.1. Each Camp Commander shall make an annual report, in duplicate, utilizing forms furnished by General Headquarters, giving such information as may be required by the General Executive Council. Reports must be submitted by the deadline fixed in advance by the General Executive Council, one copy forwarded to the Division Commander, the other to General Headquarters. A Camp in a separate Brigade will send a copy to the Division to which the Brigade is attached. Separate Camps in States where no Divisions have been formed will send a copy to the Army Commander of their Department. The report will include a Camp roster and payment of any per capita dues not previously submitted to General Headquarters. In addition, at his discretion, the Camp Commander may submit a final report at the expiration of his term of office.

8.2. Division Commanders shall make an annual report, in duplicate, using forms furnished by General Headquarters, giving such information as may be required by the General Executive Council. Reports must be submitted by the deadline fixed in advance by the General Executive Council, one copy to be mailed to the Army Commander of the Department in which the Division is located, the other to General Headquarters. At his discretion the Division Commander may submit a final report at the expiration of his term of office.

8.3. Department Commanders shall make an annual report, in duplicate, summarizing the information contained in their Camp and Division reports and commenting on the conditions of their Departments. Reports must be submitted by the deadline fixed in advance by the General Executive Council, one copy to General Headquarters and one copy to the Chief of Staff, who will prepare an abstract of the reports received from the departments, for transmittal with them to the Commander-in-Chief for his information.

## 9. PROHIBITIONS

9.1. No debts shall be contracted by this Confederation or any of its sub-divisions except upon approval of the General Executive Council.

9.2. The use of the seal, badges or name of this Confederation for business or advertising purposes without the consent of the General Executive Council and the giving of its badges to persons unauthorized to wear them are emphatically prohibited.

9.3. Military titles used in the Confederate armed forces shall not be given to or used by members or officers of this Confederation, by reason of their being such members or officers.

9.4. No one can be elected or appointed an officer of this Confederation, or its subordinate Departments, Divisions or Brigades, unless he is a member in good standing of one of its Camps.

9.5. No legal action against or on behalf of the general organization Sons of Confederate Veterans, its officers and/or members shall be undertaken or entered into by any member or group of members of the Sons of Confederate Veterans in which that member or group of members proposes to act as (a) representative(s) or agent(s) of the Sons of Confederate Veterans without prior approval of the General Executive Council. If a proposed legal action is presented to the General Executive Council for approval, the petition shall be distributed in writing to all members of the Council prior to the filing of the same. The petition shall state the name(s) and address(es) of the party (parties) against whom the petition is proposed to be filed. The affirmative vote of the members of the Council shall be necessary for Council approval of such legal action. If any legal action is filed without the approval of the Council, the member(s) filing such action shall be subject to expulsion from the Sons of Confederate Veterans in accordance with the provisions of the Constitution and Standing Orders which relate to expulsion of members.

## 10. SEAL, BADGES, MEMORIAL DAY

10.1. The seal of the Confederation shall be a medal of the same dimensions as that of the "United

Confederate Veterans,” reproducing the great seal of the Confederate States of America, bearing the words “SONS OF CONFEDERATE VETERANS, Richmond, VA, July 1, 1896,” inscribed between the wreath and margin; it shall be kept in the custody of the Adjutant-in-Chief.

10.2. The badge of this Confederation shall be a square three-quarters of an inch across, the center to contain the Army of Northern Virginia Battle Flag of the Confederacy, one-half inch square, enameled in its proper colors; on each of the four sides of the flag shall be painted bars one-eighth of an inch wide, and one-half of an inch long, and to contain, beginning at the left, the title of the organization, arranged in three equal divisions, and the date, “1896”, on the bottom bar; the letters to be in gold, bars to be in white, with a narrow gold rim around the edges. The badges shall be ordered through the Adjutant-in-Chief.

10.3. A neat, inexpensive button, bearing a representation of the official badge may be furnished to the members at as low a price as possible.

10.4. It shall be the duty of the Commander of every Camp of the Sons of Confederate Veterans to call a meeting of his respective Camp upon the days appointed by the civil authorities for the commemoration of any Confederate soldier, sailor or statesman, and to commemorate such day by appropriate services.

10.5. This Confederation shall observe, with proper solemnity, all Confederate Memorial Days, whether designated by civil authority or local custom.

10.6. March 4th of each year shall be designated and recognized as Confederate Flag Day. All Compatriots are encouraged to fly the current Confederate National Flag or any Confederate Flag of their choice.

Sons of Confederate Veterans, Standing Orders As Revised in Hot Springs, Arkansas, July 25, 2009

11.1. The rules of the current edition of Robert’s Rules of Order Newly Revised shall govern all meetings and conventions of the Sons of Confederate Veterans and its sub-divisions so far as they are applicable and not inconsistent with this Constitution and Standing Rules of the Confederation.

11.2. Another parliamentary authority may be adopted for an entire meeting, with twenty-four (24) hours prior notice having been given to all voting members of said meeting and by a majority vote.

11.3. Special Rules of Order of the Confederation may also be adopted by the convention which shall be and remain in effect until repealed or revised.

11.4. Departments, Divisions, Camps, and other sub-divisions may adopt rules special rules of order to govern their own proceedings, so long as they are not inconsistent with this Constitution and Standing Orders.

## 12. OTHER OFFICERS

12.1. Inspector-in-Chief. The Inspector-in-Chief shall have charge of all investigations ordered by the Commander-in-Chief for infractions of the Constitution and Standing Orders by any Camp, or for the conduct of any officer, Camp, or individual member. He shall perform such other duties as may be assigned to him by the Commander-in-Chief or the General Executive Council, while carrying on the normal functions generally assumed by his office.

12.2. Historian-in-Chief. The Historian-in-Chief shall collect from year to year all records and data of value and interest to the Confederation; compile during his term of office a complete history of the year’s activities; and assist Division and Camp Historians so as to coordinate and unify the work of these officials. He shall perform such other duties as may be assigned to him by the Commander-in-Chief, while carrying on the normal functions generally assumed by his office.

12.3. Parliamentarian. The Parliamentarian shall, when requested, advise the Commander-in-Chief or the presiding officer in regard to proper procedure; assist in drafting special rules of order; and promote the use of proper parliamentary law in all meetings of the Confederation. He shall perform such other duties as may be assigned to him by the Commander-in-Chief, while carrying on the normal functions generally assumed by his office.

12.4. Sergeant-at-Arms. The Sergeant-at-Arms shall take charge of the meeting places of the

Confederation, making all necessary preparation for the safety and security of the premises thereof; thereby assisting the Commander-in-Chief or the presiding officer, as the case may be, to maintain the dignity and majesty of the Confederation by enforcing good order and decorum at all times. The Sergeant-at-Arms may be given assistants as may be necessary to carry out the provisions of this section. While the Camps are sitting in convention, the Sergeant-at-Arms and his assistants shall meet, as directed, and escort distinguished guests and visitors in and about the convention and must be, during the hours of duty, dressed in a distinctive manner so as to be easily identified as such. He shall perform such other duties as may be assigned to him by the Commander-in-Chief, while carrying on the normal functions generally assumed by his office.

12.5. Color Sergeant. The Color Sergeant shall preserve, maintain, and display at appropriate times the colors, ensigns, and other emblematic appurtenances of the Confederation. He shall perform such other duties as may be assigned to him by the Commander-in-Chief, while carrying on the normal functions generally assumed by his office.

12.6. Director of Public Affairs. The Director of Public Affairs shall, as directed by the Commander-in-Chief, act as public spokesman for the Confederation; prepare appropriate responses to media inquiries; be charged with publicly advocating the mission and purposes of the Confederation. He shall perform such other duties as may be assigned to him by the Commander-in-Chief, while carrying on the normal functions generally assumed by his office.

12.7. Genealogist-in-Chief. The Genealogist-in-Chief shall propose guidelines and procedures for determining the veracity of applications for membership; superintend the co-operative work of Division and Camp Genealogists; and promote the study of genealogy. He shall perform such other duties as may be assigned to him by the Commander-in-Chief, while carrying on the normal functions generally assumed by his office.

12.8. Chief of Protocol. The Chief of Protocol shall prescribe the forms, rules, and practices of deportment, decorum, and etiquette to be observed by all members, officers, and subdivisions of the Confederation. He shall superintend the preparations of all official ceremonies, events, banquets, and commemorations. He shall perform such other duties as may be assigned to him by the Commander-in-Chief, while carrying on the normal functions generally assumed by his office.

12.9. Editor-in-Chief. The Editor-in-Chief shall supervise the production of all general circulation publications and periodicals produced by the Confederation. He shall perform such other duties as may be assigned to him by the Commander-in-Chief, while carrying on the normal functions generally assumed by his office.

12.10. Professional staff. The General Executive Council may, on recommendation of the Commander-in-Chief, employ a chief operating officer, by whatever title. The chief operating officer shall employ all professional and other help necessary for the operation of General Headquarters and perform such other duties as may, from time to time, be prescribed by the General Convention, Commander-in-Chief, or the General Executive Council.

### 13. OFFICIAL LADIES.

13.1. The Commander-in-Chief may appoint the following ladies to represent the Confederation for General Conventions and for such other occasions as he may deem advisable: Matron-in-Chief, Chaperon-in-Chief, Sponsor-in-Chief, and three Maids of Honor-in-Chief. He may make additional appointments not to exceed six ladies, who reside in the city and state where the General Convention is held.

13.2. Department, Division, Brigade and Camp Commanders may appoint only the following ladies to represent their Departments, Divisions, Brigades and Camps, respectively, for General Conventions, and for such other occasions as they may deem wise: Matron of Honor, Chaperon, Sponsor and three Maids of Honor. They may make additional appointments not to exceed six ladies who reside in the city and state

where the Convention is held.

#### 14. MINUTES OF MEETINGS.

14.1. All subdivisions, committees, and other bodies of the Sons of Confederate Veterans shall keep and preserve written minutes of their meetings. Such minutes shall include but need not be limited to: the date, time and place of the meeting; the members present; and the substance of all matters proposed, discussed or decided and, at the request of any member, a record of any votes taken.

14.2. Any other information that any member of the body requests shall be included or reflected in the minutes by majority vote of the body.

#### CERTIFICATION.

The Standing Orders were revised in convention assembled, in Hot Springs, Arkansas on July 25, 2009.

Charles E. McMichael Mark A. Simpson

Commander-in-Chief Adjutant-in-Chief