



## Sons of Union Veterans of the Civil War Camp Timeline Guide

### **January:**

Be sure all Camp dues are collected for the year.

Camp officers must be installed by a Department appointed installing officer by now, or in the very near future. Be sure the Installation of Officers (Form 22) is completely filled out, signed by the installing officer and sent to the Department Secretary. It is used to keep databases at the Department and National levels updated with the most recent contacts for the Camp.

Send the new Camp Officer names, position and e-mail addresses to the Camp & Department Signals Officer to update the Camp's web page and Department web page ([www.dofsuvcw.org](http://www.dofsuvcw.org)).

Any changes to membership (brothers that are new, dropped, reinstated, deceased (notify the Department Chaplain), transferred in or out, junior to member status change, phone number change, e-mail address change, etc.) must be reported to the Department Secretary (Form 30) by the 15<sup>th</sup> of the month following notification of the change (Chapter V, General Regulations; Article I; Section 7).

If you have life members who have been a life member for at least one year, fill out the Life Member Reimbursement Form (Form 10) and send it to the National Treasurer.

Order or print Credential Cards (Form 2) for the annual Department Encampment. All delegates from Camps must have a Credential Card signed by the Camp Secretary.

Camp Treasurer is to have the financial records for the past calendar year audited by the Camp Council.

### **February:**

Any changes to membership (brothers that are new, dropped, reinstated, deceased (notify the Department Chaplain), transferred in or out, junior to member status change, phone number change, e-mail address change, etc.) must be reported to the Department Secretary (Form 30) by the 15<sup>th</sup> of the month following notification of the change (Chapter V, General Regulations; Article I; Section 7).

### **March:**

A Brother whose dues are not paid by March 1 may be dropped for nonpayment of dues by a vote of the Camp (C&R, Regulations; Chapter I, Camps; Article II, Membership; Section 3)

Any changes to membership (brothers that are new, dropped, reinstated, deceased (notify the Department Chaplain), transferred in or out, junior to member status change, phone number change, e-mail address change, etc.) must be reported to the Department Secretary (Form 30) by the 15<sup>th</sup> of the month following notification of the change (Chapter V, General Regulations; Article I; Section 7).

**April:**

The Secretary shall submit duplicate the Camp Annual Report to the Department Secretary on or before the 30th day of April upon the forms prescribed by the Order. One copy of which shall be forwarded together with the per capita tax, covering the entire membership, due from the Camp, to the Department Headquarters, the other copy to be placed on file in the Camp. (C&R, Regulations; Chapter I, Camps; Article VI, Duties of Officers; Section 4) This is a drop-dead date. The report, roster, and dues can be submitted earlier than April 30. Attached to this report must be a list of the names and complete addresses (including zip codes and email addresses) of all Brothers carried on the rolls of the Camp. (C&R, Regulations; Chapter 1, Camps; Article VI, Duties of Officers, Section 9).

The Treasurer shall pay out the said funds upon requisition in due form from the Secretary, approved by the Commander. (C&R, Regulations; Chapter I, Camps; Article VI, Duties of Officers; Section 5)

If you submitted a Camp Annual Report prior to April, then any changes to membership (brothers that are new, dropped, reinstated, deceased (notify the Department Chaplain), transferred in or out, junior to member status change, phone number change, e-mail address change, etc.) since the Annual Camp Report (Form 30) must be reported to the Department Secretary by the 15<sup>th</sup> of the month following notification of the change (Chapter V, General Regulations; Article I; Section 7).

**May:**

Any changes to membership (brothers that are new, dropped, reinstated, deceased (notify the Department Chaplain), transferred in or out, junior to member status change, phone number change, e-mail address change, etc.) must be reported to the Department Secretary (Form 30) by the 15<sup>th</sup> of the month following notification of the change (Chapter V, General Regulations; Article I; Section 7).

**June:**

Any changes to membership (brothers that are new, dropped, reinstated, deceased (notify the Department Chaplain), transferred in or out, junior to member status change, phone number change, e-mail address change, etc.) must be reported to the Department Secretary (Form 30) by the 15<sup>th</sup> of the month following notification of the change (Chapter V, General Regulations; Article I; Section 7).

**July:**

Any changes to membership (brothers that are new, dropped, reinstated, deceased (notify the Department Chaplain), transferred in or out, junior to member status change, phone number change, e-mail address change, etc.) must be reported to the Department Secretary (Form 30) by the 15<sup>th</sup> of the month following notification of the change (Chapter V, General Regulations; Article I; Section 7).

**August:**

Any changes to membership (brothers that are new, dropped, reinstated, deceased (notify the Department Chaplain), transferred in or out, junior to member status change, phone number change, e-mail address change, etc.) must be reported to the Department Secretary (Form 30) by the 15<sup>th</sup> of the month following notification of the change (Chapter V, General Regulations; Article I; Section 7).

Attend the National Encampment.

**September:**

Any changes to membership (brothers that are new, dropped, reinstated, deceased (notify the Department Chaplain), transferred in or out, junior to member status change, phone number change, e-mail address change, etc.) must be reported to the Department Secretary (Form 30) by the 15<sup>th</sup> of the month following notification of the change (Chapter V, General Regulations; Article I; Section 7).

**October:**

Any changes to membership (brothers that are new, dropped, reinstated, deceased (notify the Department Chaplain), transferred in or out, junior to member status change, phone number change, e-mail address change, etc.) must be reported to the Department Secretary (Form 30) by the 15<sup>th</sup> of the month following notification of the change (Chapter V, General Regulations; Article I; Section 7).

If there is a change in the Camp Commander for the next year, then if the Camp is giving the outgoing Camp Commander a Past Commander badge, it should be ordered from the National Quartermaster to be on hand at the installation of the new Camp Commander.

**November:**

The officers of Camps shall be installed at a regular meeting of the Camp to be held between the first meeting in November, and the first meeting in the following January, inclusive, by a person designated by the Department Commander who shall make report thereof (Form 22) upon the prescribed blanks furnished to him. (C&R, Regulations; Chapter I, Camps; Article IV, Officers; Section 3)

The Commander, Secretary and Treasurer shall not serve on the Camp Council. (C&R, Regulations; Chapter I, Camps; Article IV, Officers; Section 1)

Supply the new officers with job descriptions, which can be found on a Camp resource CD or on the National web site ([www.suvcw.org](http://www.suvcw.org)).

The Camp Treasurer should review his records and with the Camp Council, be prepared to present a budget and recommendation of dues for the coming year and present that to the Camp for approval.

Any changes to membership (brothers that are new, dropped, reinstated, deceased (notify the Department Chaplain), transferred in or out, junior to member status change, phone number change, e-mail address change, etc.) must be reported to the Department Secretary (Form 30) by the 15<sup>th</sup> of the month following notification of the change (Chapter V, General Regulations; Article I; Section 7).

Order or print membership cards for the new year. Issue new membership cards to members, associates, juniors who pay dues for the next year. Life members have their own Life Membership card.

**December:**

Any changes to membership (brothers that are new, dropped, reinstated, deceased (notify the Department Chaplain), transferred in or out, junior to member status change, phone number change, e-mail address change, etc.) must be reported to the Department Secretary (Form 30) by the 15<sup>th</sup> of the month following notification of the change (Chapter V, General Regulations; Article I; Section 7).