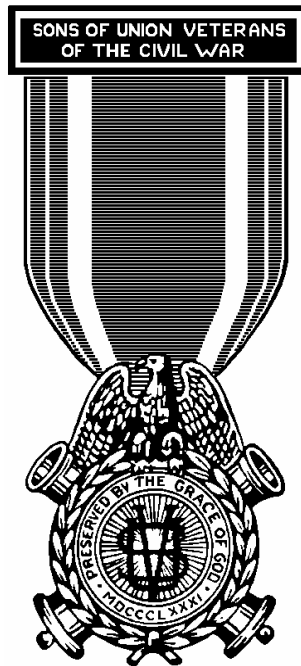


SONS OF UNION VETERANS OF THE CIVIL WAR

DEPARTMENT OF MICHIGAN



DEPARTMENT BYLAWS **(Adopted April 5, 2003)**

**BYLAWS
DEPARTMENT OF MICHIGAN
SONS OF UNION VETERANS OF THE CIVIL WAR**

Preamble

We, the descendants of Soldiers, Sailors or Marines who served in the Army or Navy of the United States of America during the War of the Rebellion of 1861 - 1865, have joined this Patriotic and Fraternal Order for the purposes and objects set forth by the National Organization, Sons of Union Veterans of the Civil War, and in so doing pledge ourselves to commemorate our forefathers' deeds, to render loyal service to our country and to promote the maintenance of unqualified American citizenship with respect for and honor to the flag.

ARTICLE I - Organization

This Department shall be constituted as provided by the Constitution and Regulations (C&R) governing the National Organization, Sons of Union Veterans of the Civil War, and shall be known as the DEPARTMENT OF MICHIGAN, SONS OF UNION VETERANS OF THE CIVIL WAR.

ARTICLE II - Meetings

Section 1. The Encampment of the Department of Michigan - Allied Orders of the Grand Army of the Republic, shall be held on a day between the first day of January and the first day of July.

Section 2. In the event of the failure to fix the time and place of the Annual Encampment before July 1st, the same shall be determined by the Department: Commander, Secretary, Treasurer and the members of the Council; by a majority vote of those present at a meeting; duly called by the Commander at least 30 days prior to July 1st in any year.

Section 3. Special meetings of the Department may be called by the Commander, with the consent of the Council; and shall also be convened by the Commander upon the petition of a majority of the Camps, approved by their Brothers; provided that not less than fifteen (15) days notice of said meeting shall be given each Camp, but no business shall be transacted at any special meeting other than that for which it was called - and the call for all special meetings shall state the object and purpose of same.

ARTICLE III - Officers and Their Duties

Section 1. The elected officers of the Department shall be as follows: Commander, Senior Vice Commander, Junior Vice Commander, three (3) members of the Council, a Secretary and a Treasurer. They shall serve for the term of one (1) year or until their successors are duly elected and installed. The Commander and the Treasurer or Secretary-Treasurer shall not serve on the Council. The same member may hold the office of Secretary and the office of Treasurer simultaneously. All subsequent officer and committee references in these Bylaws shall be regarded as Department related unless described otherwise.

Section 2. The Commander, after his election, shall appoint other officers for a term of one (1) year as per the C&R. The appointed officers shall include, but not be limited to, the following: Chief of Staff, Patriotic Instructor, Chaplain, Counselor, Camp Organizer, Historian, Graves Registration Officer, Civil War Memorials Officer, G.A.R. Records Officer, Signals Officer, Guide, Color Bearer, Guard, Aide de Camp, Ceremonies and Rituals Officer and any other positions required by the C&R, these Bylaws and/or the Order's Ceremonials and Ritual (Ritual).

Section 3. All officers shall be Brothers of the Department of Michigan and shall perform the duties as specified by the C&R, Ritual, these Bylaws, and the orders of the Commander. The officers shall have such other duties, which are prescribed in the official Department Officer's Job Descriptions as adopted by the National Encampment.

Section 4. If a vacancy should occur in any elected office, the Council shall convene and, by a majority vote of said Council, elect a Brother of the Department of Michigan to fill said vacancy until the next Annual Encampment. If a vacancy should occur in any appointed office, the Commander may appoint another Brother of the Department to fill said vacancy until the next Encampment. The removal from office of any elected or appointed officer for misconduct of duty shall be as provided by the C&R and these Bylaws.

Section 5. It shall be the duty of the Commander and Secretary, jointly, to make arrangement for temporary Headquarters and place of meeting for the Annual Encampment.

Section 6. All officers (elected and appointed) shall upon their retirement from office, turn over to their successors, all property of the Department within ten (10) days after leaving office.

Section 7. Pursuant to the C&R, a sufficient number of Brothers of the Department of Michigan shall be elected as Delegates and Alternates to attend and represent the Department of Michigan at the Annual National Encampment of the Order. Said election shall occur at the Annual Department Encampment preceding the

National Encampment in question. All delegates and alternates shall be brothers of the Department of Michigan.

ARTICLE IV - Authorized Expenditures

Section 1. The Commander, Senior Vice-Commander, Junior Vice-Commander, Secretary, Treasurer (or Secretary/Treasurer) may be entitled to reimbursement of certain expenses necessary for the conduct of their offices. The amount of reimbursement shall be approved by the Council in their review of the budget proposed by the Treasurer. Typical expenses may include, but are not limited to, long distance telephone calls, postage and mileage.

ARTICLES V - Bonds

Section 1. The Treasurer shall, within fifteen (15) days from the date of his installation furnish a bond in an amount to be fixed by the Council which sum shall not be less than one thousand dollars (\$1000), for the faithful performance of his duties, and a just accounting for all funds and property of the Department that may come into his hands, said bonds to be taken in the name of the Department of Michigan, Sons of Union Veterans of the Civil War and to be held in trust for the Department of Michigan.

Section 2. The bond shall be taken in a reliable surety company, authorized to conduct and conducting business in the State of Michigan, and shall be paid out of the funds of the Department of Michigan.

ARTICLE VI - Council

Section 1. The Council shall meet after their installation and elect a chairman, vice chairman and secretary. They shall have charge and supervision of all investments of funds and property of the Department. They shall convene no later than the first day of the Annual Encampment [at nine o'clock a.m. (9:00 am)] for the purpose of a full audit of the Department books and accounts, and accounting for all Department property; and to review a budget, prepared by the Treasurer, for the ensuing year; and for the consideration of such other business as may be brought to its attention.

Section 2. The Treasurer shall have all necessary books, papers, etc. at the time and place designated and shall render assistance in making said audit. The Treasurer shall develop an annual budget to be reviewed by the Council and presented to the Department Encampment for approval and adoption. Failure to comply without just cause or prior arrangements may result in disciplinary measures as set forth in the C&R and these Bylaws.

ARTICLE VII - Reports

Section 1. All officers shall present an Annual-Report, in writing, at the Annual Encampment.

Section 2. The Secretary shall make and keep a record of the proceedings of the Annual Encampment and provide a copy of the proceedings to all Department Officers, Camp Commanders and Secretaries as well as all attendees of the Encampment within 60-days following. He shall submit any approved amendments to the Department By-laws to the Department Commander for proper signature and forward same to Commander-in-Chief for approval and signature within 60-days following Annual Encampment. He shall make a regular report of the correspondence received and sent, and other activities as required by his office, to the Commander as often as required by the C&R. He shall also make special reports, as may be deemed necessary by the Commander and/or Council.

Section 3. The Treasurer shall prepare and maintain a record of the finances of the Department; reporting the total receipts, expenditures, and balances on hand. This report shall be presented the Annual Encampment. He shall make reports to the Commander as often as required by the C&R. He shall also make special reports, as may be deemed necessary by the Commander and/or Council.

Section 4. Following their receipt, the above specified regular reports shall be embodied in the Commander's next Department Orders.

ARTICLE VIII - Camp Charter Fees and Per Capita Tax

Section 1. The Charter fee for new Camps (full and provisional) shall be twenty-five dollars (\$25) and shall be paid before approval of the Charter by the Department Commander. The fee shall also cover the cost of the Camp Packet.

Section 2. The Camp Packet shall consist of one (1) Ritual, five (5) Sons of Union Veterans of the Civil War application forms, two (2) transfer forms, two (2) charter application forms, two (2) organizer's report forms, one (1) Department Bylaws, one (1) Constitution & Regulations, one (1) Document entitled, "Job Descriptions for Department and Camp Officers - Sons of Union Veterans of the Civil War", and a listing of the current Camps within the Department.

Section 3. The Per Capita Tax for the ensuing year shall be fixed at the Annual Encampment.

Section 4. Camps shall be exempt from Department Per Capita Tax assessment on Real Sons, Life Members, and Juniors.

ARTICLE IX - Committees

Section 1. The Standing Committees shall be as follows: Bylaws, Legislative, Membership, Graves Registration, Civil War Memorials, G.A.R. Records, Communications and Technology, Nominating and Ceremonies and Rituals.

Section 2. Special Committees may be created by action of the Commander and shall exist for the period of time designated in the creation thereof. Duties and responsibilities shall be defined at the time of Committee creation.

Section 3. All Standing and Special Committees shall, except as where otherwise noted, consist of Brothers of this Department in good standing within their respective Camps. The Commander shall appoint the Chairman of each Committee unless otherwise specified. The Commander shall serve as member ex-officio on all Standing and Special Committees, unless otherwise noted.

Section 4. The Bylaws Committee shall be chaired by the Senior Vice Commander and shall annually review these Bylaws, bringing any necessary revisions to the attention of the Department membership. The By-laws Committee shall, after approval of the Commander-in-Chief, submit copy of revised By-laws to Department Signals Officer in electronic format for posting on the Department Website. Camp Commanders and Secretaries shall also receive a copy of the newly amended By-laws.

Section 5. The Legislative Committee shall keep itself informed of all legislation which may be introduced in the Michigan Legislature, of such a nature as to affect the interest of this Order and/or the other Allied Orders of the Grand Army of the Republic, or the patriotic interest of the people, and may recommend to the Camps, subject to the approval of the Department Commander, any action that the committee deems advisable or expedient. The Legislative Committee shall consist of the Department: Commander, Secretary and three other Brothers of the Department, appointed by the Commander.

Section 6. The Membership Committee shall be chaired by the Junior Vice Department Commander and consist of all Camp Junior Vice Commanders. The purpose of the Committee shall be to put forth proposals and implement programs for the recruitment of Brothers into the Order.

Section 7. The Graves Registration Committee shall seek and identify all graves of Civil War veterans in the State of Michigan. The Committee shall bring to the attention of the Department any disrespect or lack of attention shown to any Civil War grave. The Committee shall be chaired by the Graves Registration Officer.

Section 8. The Civil War Memorials Committee shall seek and identify all monuments and memorials dedicated to Civil War veterans and the Grand Army of the Republic in the State of Michigan. The Committee shall bring to the attention of the

Department any disrespect or lack of attention shown to any Civil War monument or memorial. The Committee shall be chaired by the Civil War Memorials Officer.

Section 9. The G.A.R. Records Committee shall seek, locate, catalog, and promote preservation of all surviving G.A.R. records in the State of Michigan. The Committee shall be chaired by the G.A.R. Records Officer.

Section 10. The Communications and Technology Committee shall advise officers and committees about the latest computer and related technologies pertinent to the Department. The Committee shall be chaired by the Signals Officer.

Section 11. The Ceremonies and Rituals Committee shall assist Camps with appropriate use of the Ritual in performing ceremonies at Camp functions. It shall help Camps to organize Camp Guards and provide training for these groups in effective presentations and programs. It shall develop "Degree Teams" to handle ceremonies and other duties at Department level functions. It shall provide guidance and assistance in regard to dress and appearance of Brothers participating in ceremonial functions. The Rituals and Ceremonies Officer shall chair the Committee.

Section 12. The Nominating Committee shall consist of five Brothers who are NOT currently elected to an office of the Department. The committee's purpose shall be to prepare a slate of officers, listing one Brother for each elected office (of the Department), for presentation at the Annual Encampment. Nominations from-the-floor will continue to be accepted at the Encampment.

ARTICLE X - Camps

Section 1. The Department Commander may annually inspect each Camp for the purpose of ascertaining the condition of same.

Section 2. The use of ritualistic ceremonies in the conducting of regular Camp meetings is encouraged of all Camps.

Section 3. The initiation of candidates into the Order is encouraged to be done as per the Ritual of the Order at a regular Camp meeting.

Section 4. Camps are encouraged to meet at least quarterly throughout the year in regular Ritual session.

ARTICLE XI - Camp-at-Large

Section 1. While applicants are encouraged to join Camps in their local areas, authorization is provided for the establishment of a Camp-at-Large within the Department of Michigan to accommodate Brothers of the Order who do not reside within a reasonable distance of a local Camp.

Section 2. The Commander shall appoint a Camp-At-Large Coordinator. The Coordinator will perform the duties generally associated with a Camp Secretary, for the Camp-at-Large. Applications for membership shall be directed to him and he shall accept or reject the same, keeping a record of such Brothers.

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

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

Section 5. All Brothers with National Membership-at-Large status within the confines of the State of Michigan shall be encouraged to transfer into a Camp within the Department of Michigan.

ARTICLE XII - Associates

Section 1. Associates may be enrolled only into existing Camps within the Department pursuant to the Order's C&R.

Section 2. The Associate applicant shall observe all procedures of application, membership and dues structures as the Member applicant.

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

ARTICLE XIII - Elections and Installations

Section 1. The Camps of this Department shall elect Camp officers between the first regular meeting of the Camp during the month of October and the first meeting of December, inclusive; said elections shall conform to regulations established by the C&R.

Section 2. The Camps of this Department shall install Camp Officers between the first regular meeting of the Camp in November and January, inclusive. Said installation shall conform to regulations established by the C&R and shall be performed by proper authority -- the Department Commander or his designee or the Commander-in- Chief or his designee.

ARTICLE XIV - Amendments

Section 1. The Bylaws shall only be amended, altered, or added to by a two-thirds vote of the Brothers present and entitled to vote at any Annual Encampment.

Section 2. Any proposed amendment, alteration, or addition to these By-laws shall be printed and mailed or sent electronically to the Commander of each Camp for review, at least sixty (60) days prior to the Annual Department Encampment. All Camps shall take action on same and instruct their delegates accordingly. Motions to alter or modify any printed proposed amendment may be heard on the floor of the Department Encampment.

Section 3. These Bylaws and any amendment, alterations or additions thereto, shall be effective immediately after their adoption at the Annual Encampment and subsequent approval by the Commander-in-Chief.

Section 4. All Bylaws heretofore adopted by the Department of Michigan are hereby repealed.

ARTICLE XV - Ritualistic Equipment

Section 1. Camps are encouraged to secure appropriate ritualistic equipment and to use same in the conducting of Camp meetings.

Section 2. Camps are encouraged to provide at least three (3) flags. The first two flags shall be the United States and State of Michigan flags. The third flag shall be blue bearing a gold badge of the Order no smaller than 8 X 10 inches centered with the names in gold lettering of the Sons of Union Veterans of the Civil War and the name and number of the Camp. The size of all three flags and poles, respectively, shall be the same. The fringe on all three flags shall be yellow.

Section 3. The Department is encouraged to provide three (3) flags. The first two flags shall be the United States and State of Michigan flags. The third flag shall be red bearing a gold badge of the Order no smaller than 8 x 10 inches centered with the names in gold lettering of the Sons of Union Veterans of the Civil War and Department of Michigan. The size of all three flags and poles, respectively, shall be the same. The fringe on all three flags shall be yellow.

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

Section 5. All Camps and the Department shall make all efforts possible to secure and use the ritualistic equipment provided for in the C&R, Ritual and Bylaws; including, but not limited to, station banners, ballot box, altar cloth, seals, badges, etc.

ARTICLE XVI - Awards and Insignia

Section 1. The Department of Michigan may adopt a Badge or Insignia provided that the adopted Badge or Insignia does not conflict with the C&R. All National Organization Badges and Insignia shall be governed by the C&R.

Section 2. Authorization for two (2) Department membership awards is provided. The Department may confer an award upon the Camp within the Department

of Michigan that initiates the most new Brothers during the twelve (12) months preceding (March to March) the Department Encampment. This award shall be designated as the Governor Austin Blair Membership Award. The Department may also confer an award upon the Camp within the Department of Michigan that demonstrated the largest percentage growth during the twelve (12) months preceding (March to March) the Department Encampment. This award shall be designated as the Orlando LaValley Membership Award.

Section 3. Authorization for a Department certificate of appreciation award is provided. The award shall be known as the Abraham Lincoln Certificate of Appreciation Award. The award shall be conferred by the Commander upon any individual or entity who, in the judgment of a three-member panel appointed by the Commander, has through his/her actions, words and/or deeds significantly contributed to the furtherance of the memory of the Grand Army of the Republic within the State of Michigan. Recommendations for possible recipients of said award shall be submitted, along with a one-page description of the contribution made, to the Secretary no later than two (2) months prior to the Annual Encampment. Recipients of the award shall be publicly announced and a certificate presented at the Annual Department of Michigan, SUVCW Encampment Banquet. No more than three (3) recipients shall be selected for the award in any one-year.

ARTICLE XVII - Discipline

Disciplinary activities are addressed and governed by the National Constitution and Regulations ("C&R") in Chapter V (General Regulations), Article VI (Discipline).

ARTICLE XVIII - Sons of Veterans Reserve and Camp Guards

Section 1. The Department of Michigan will encourage the establishment of a military unit known as the Sons of Veterans Reserve (SVR) as outlined within the Constitution and Regulations of the Order.

Section 2. The Department Commander may call upon the SVR Officer commanding within the Department and request the SVR to provide an appropriate appearance and military participation on behalf of the Department.

Section 3. The Senior Officer of any SVR unit existing within the Department, present at any Department function, shall assume overall command of the military

aspects of the Department function. The senior officer of each Camp Guard participating in the Department function shall place himself and his Camp Guard under the command of the SVR Officer.

Section 4. Camps may maintain an Independent Camp Guard under the auspices of the Camp. Said Camp Guards would not be governed by the Standard Operating Procedures of the National Military Department, SVR. The highest-ranking officer of any Camp Guard shall be Captain.

Section 5. Each member of any Camp Guard shall wear upon their kepi the insignia as adopted by the Department, being the VII Corp Badge. The Badge shall contain a silver, five-point star (point down). There shall be a crescent moon around the top of said star, touching four of the points. The moon shall be red in color and trimmed in gold.

Section 6. The Department may call upon the various Camps and request that the Camps to provide an appropriate appearance and military participation at a Department function.

Section 7. For the purposes of these By-Laws, the presentation of the Colors, and related activities, at meetings, ceremonies and other functions need not be considered a "military" activity.

Section 8. Each Camp with a Camp Guard may regulate the amount of dues for members of such a unit.

Section 9. There shall be no money paid out from the Department Treasury to any source expense or purpose for the SVR or any Camp Guard, unless it is so voted by a two-thirds vote of those present and entitled to vote at an Annual Department Encampment.

ARTICLE XIX - Inclusion of Other Regulations

Section 1. Included herein by reference and made a part of these Bylaws are the following rules and regulations and any subsequent amendments or modifications thereto: Constitution and Regulations of the National Organization of the Sons of Union Veterans of the Civil War and Regulations and Standard Operating Procedures of the National Military Department of the Sons of Veterans Reserve.

ARTICLE XX - Annual Encampment

Section 1. All delegates to the Annual Department of Michigan Encampment, including Past Department Commanders, current and Past Camp Commanders, Department Officers, and Camp Delegates, or Camp Alternates serving in the absence of the Camp Delegates, shall be charged a Registration Fee. Delegates who pre-

register with the Department Secretary shall be charged a discounted registration fee as described in the Department of Michigan Operating Guidelines. Only paid registrants shall be entitled to vote at the Department's Annual Encampment. Registration fees for the next Annual Encampment shall be reviewed and may be revised by the current Annual Encampment. Fee structures will be published in the next Michigan's Messenger following the Annual Encampment.

Section 2. Present and Past National Officers shall be exempt from paying the Encampment Registration Fee.

Section 3. Present and Past National Officers who are not Brothers of the Department of Michigan shall not be entitled to vote at the Department of Michigan's Annual Encampment.

Section 4. Regardless of the number of Camp, Department and/or National offices, past or present, held by any registered Michigan Brother to the Department Encampment, he shall only be entitled to one vote on any issue to come before the Department Encampment.

ARTICLE XXI - Dissolution and Disposition of Assets

Section 1. In the case of surrender or forfeiture of the Department Charter, all Department property and assets shall be turned over to the National Commander-in-Chief of the Sons of Union Veterans of the Civil War or to his duly authorized representative and shall become the property of the National Organization, Sons of Union Veterans of the Civil War.

Section 2. All property of the Department shall be held by the National Organization, Sons of Union Veterans of the Civil War as a charitable trust that is held and used for the purpose for which the Order exists. Any such transfer or disposal within six (6) months of disbandment or surrender of the Department Charter without the written consent of the National Commander-in-Chief of the Sons of Union Veterans of the Civil War is prohibited. The property and funds of the Department shall not be divided amongst its members.

Section 3. In the event the National Organization, Sons of Union Veterans of the Civil War no longer exists, said property and funds shall revert to the benefit of the first and any remaining organization of the Allied Orders of the Grand Army of the Republic or in their absence, to the holdings of the State of Michigan Historical Museum and Archives.

EPARTMENT OF MICHIGAN BYLAWS - Adopted April 5, 2003
DEPARTMENT OF MICHIGAN BYLAWS COMMITTEE

Phil Parks, (2002-2003 Senior Vice Department Commander – Chairman), Hancock; Richard Williams (Lansing); Rick Greene, (Mayville); Bruce Butgereit, II (Kentwood); Bruce B. Butgereit (2002-2003 Department Commander - member ex-officio), Kentwood.

The foregoing BYLAWS were adopted in Grand Rapids, Michigan on April 5, 2003 by the 114th Encampment of the Department of Michigan, Sons of Union Veterans of the Civil War, and shall become effective upon the approval of the Commander-in-Chief of the Sons of Union Veterans of the Civil War (SUVCW).

/s/ _____
Bruce B. Butgereit, Commander
Department of Michigan, SUVCW

Date

Affix
Department
Seal

ATTEST:

/s/ _____
Richard Williams, Acting Secretary
Department of Michigan, SUVCW

Date

The foregoing BYLAWS of the Department of Michigan, Sons of Union Veterans of the Civil War, adopted April 5, 2003, are found to be in accordance with the Constitution and Regulations (C&R) of the National Organization, Sons of Union Veterans of the Civil War and are hereby approved.

/s/ _____
Robert E. Grim, Commander-in-Chief
Sons of Union Veterans of the Civil War

Affix
National
Seal

Date

ATTEST:

/s/ _____
Edward J. Kreiser, National Secretary
Sons of Union Veterans of the Civil War

Date