



**Westport Camp #64  
Department of Missouri  
Sons of Union Veterans of the Civil War**

**Enrolled 1997**

**Chartered 1998**

**Bylaws**

**Adopted 6 August 2014**

## **PREAMBLE**

We, the descendants of the soldiers, sailors, and marines who served in the Army and Navy of the United States during the War of the Rebellion of 1861-1865, have joined this Patriotic and Fraternal Order for the purpose and objectives 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, render loyal services to our country, and promote the maintenance of unqualified American citizenship with respect for, and honor to the flag.

## **ARTICLE I: NAME**

The name of the Order shall be the Westport Camp No. 64, Department of Missouri, Sons of Union Veterans of the Civil War – Allied Orders of the Grand Army of the Republic, hereafter referred to as the Camp.

## **ARTICLE II: PURPOSE**

The purpose of the Camp shall be to perpetuate the memory of the Grand Army of the Republic and the men who served the Union 1861-1865; to assist in every practicable way the preservation, and making available for research, the documents and records pertaining to the Grand Army of the Republic and its members; to cooperate in doing honor to all who have patriotically served our country while in the military; to teach patriotism and the duties of citizenship, the true history of our country, and the respect and honor of our flag; to oppose every tendency or movement that would weaken loyalty to, or make for the destruction or impairment of, our constitutional Union; and to instill and sustain the American principles of representative government, with equal rights and impartial justice for all citizens.

## **ARTICLE III: PROHIBITED ACTIVITIES**

**Section A.** The Camp shall not be conducted for profit.

**Section B.** The Camp shall be strictly non-sectarian and non-partisan.

**Section C.** The Camp shall not discriminate on the basis of race, creed, or religion.

## **ARTICLE IV: MEMBERSHIP**

**Section A. MEMBER:** A member shall be any male descendant, whether thru lineal or collateral line, not less than fourteen (14) years of age, who is a blood relative to a soldier, sailor, marine, or member of the Revenue Cutter Service, who was regularly mustered into, served honorably in, was honorably discharged from, or died in the service of, the Army, Navy, Marines, or the Revenue Cutter Service of the United States of America during the War of the Rebellion of 1861-1865, and has never been convicted

of any infamous or heinous crime, or whose ancestors, thru whom membership is claimed, never voluntarily bore arms against the government of the United States.

**Section B. ASSOCIATE:** An associate shall be any male descendant, not less than fourteen (14) years of age, who cannot document ancestral lineage to a Union veteran of the War of the Rebellion of 1861-1865, and has never been convicted of any infamous or heinous crime and who has never voluntarily borne arms against the government of the United States.

**Section C. JUNIOR:** A junior shall be any male descendant, whether through lineal or collateral line, not less than six (6) years of age and not more than thirteen (13) years old, who are blood relatives to a soldier, sailor, marine, or the Revenue Cutter Service, who was regularly mustered into, served honorably in, was honorably discharged from, or died in the service of, the Army, Navy, Marines, or the Revenue Cutter Service of the United States of America during the War of the Rebellion of 1861-1865, and has never been convicted of any infamous or heinous crime, or whose ancestors, thru whom membership is claimed, never voluntarily bore arms against the government of the United States.

**Section D. JUNIOR ASSOCIATE:** A junior associate shall be any male descendant, not less than six (6) years of age and not more than thirteen (13) years old, who cannot document ancestral lineage to a Union veteran of the War of the Rebellion of 1861-1865, and has never been convicted of any infamous or heinous crime and who has never voluntarily borne arms against the government of the United States.

**Section E.** Each application for membership, whether it is for member, associate, junior, or junior associate shall be recommended by a member or associate of the Camp who shall vouch for the applicant's eligibility and moral character.

**Section F.** A rejected applicant shall not be eligible to apply again for membership until six (6) months have elapsed after the rejection.

**Section G.** A brother holding a Camp transfer cannot be admitted to the Camp during its meetings unless given permission by a vote of the Camp. He is a brother of the Order for purposes of discipline only, and shall be considered honorably discharged if his transfer card is not deposited with, and accepted by, a new Camp within a year. A brother thus discharged can be admitted to membership again only in the same manner as an applicant for original membership.

**Section H.** All persons duly elected by the Camp for membership shall be enrolled as soon as possible, and, if also possible, initiated as per the ritual of the order.

**Section I.** Voting rights are reserved for members and associates of the Camp. Voting rights are not applicable to juniors or junior associates.

## ARTICLE V: DUES AND FEES

**Section A.** Each brother of the Camp shall be assessed annual dues. Annual dues for members and associates shall be the total of National per capita tax plus Missouri per capita tax plus \$6.00. Annual dues for juniors and junior associates shall be \$6.00. Annual dues are payable not later than the 1st of January. If dues are not received by the 1<sup>st</sup> of January the brother is in arrears. If dues are not received by the 1<sup>st</sup> of March the brother is delinquent.

**Section B.** Any brother of the Camp that is in arrears in the payment of dues is suspended from voting and holding office. Any brother of the Camp that is delinquent in the payment of dues can be dropped from membership by a 2/3 vote of members present at the Camp meeting.

A dropped brother may be reinstated in the Order on re-election by a 2/3 vote of members present at the Camp meeting, after payment of such dues, reinstatement fee, or indebtedness to the Camp as it may prescribe. If the Camp is no longer in existence, the sum to be paid shall be paid to the Department of Missouri.

**Section C.** The Treasurer shall give notice of annual dues collection in October and give monthly follow-up notice to any brother who has not yet paid. The Treasurer shall give notice to any brother that is in arrears or delinquent.

## ARTICLE VI: CAMP OFFICERS

**Section A.** Camp officers shall be two types: elected and appointed. The elected officers shall be: Commander, Senior Vice Commander, Junior Vice Commander, Secretary, Treasurer, Camp Council, Camp Delegate, and Alternate to State Encampment. The appointed officers shall be: Chaplain, Patriotic Instructor, Historian, Guide, Guard, Graves Registration, and Counselor.

**Section B.** The elected Camp officers shall be elected at a regular or special meeting of the Camp during the last quarter of the calendar year. A majority vote shall be required to elect all elective officers with the exception of the Camp Council, Delegate, and Alternate, which shall be elected by a plurality vote. The Camp Commander shall appoint the non-elected Camp officers.

**Section C.** The Camp officers shall be installed at a Camp meeting either during the last quarter (to be effective the 1st of January) or during the 1st quarter of the year by a person designated by the Department Commander.

**Section D.** Any vacancy which may occur in an elective office of a Camp shall be filled temporarily by the officer next in rank. Such vacancy shall be approved for the unexpired term by the Camp Council or by the members at the next regular or special Camp meeting.

**Section E.** The Camp may, by a 2/3 vote of members present at the Camp meeting, and by first giving five (5) days' notice by mail, vacate the position of any elected officer who shall have been absent from six (6) consecutive regular Camp meetings without good cause, and such vacancies shall be filled in the same manner as other vacancies.

**Section F.** The Camp may impeach and remove from office, by a 2/3 vote of members present at Camp meeting, any officer for immoral conduct or for any abuse or dishonorable practice of any kind.

**Section G.** No junior or junior associate of the Camp shall hold an elected or appointed office of the Camp.

## **ARTICLE VII: DUTIES OF CAMP OFFICERS**

**Section A.** The Camp Commander shall preside at all meetings of the Camp. He shall decide all questions of the order without debate, subject however to an appeal to the Camp. It shall be his duty to detail all officers and appoint all committees (of which he shall be a member ex-officio) not otherwise provided for, approve all orders of requisitions made on the Camp Treasurer or Camp Council for appropriations of money or any property of the Camp, and perform all other duties pertaining to his office. He shall remain impartial and govern the Camp in the best interest of the Order.

**Section B.** The Camp Senior Vice Commander and Junior Vice Commander shall assist the Commander and shall perform such duties as pertain to their office. They shall also preside over Camp meetings in the absence of the Camp Commander.

**Section C.** The Camp Council shall devise and recommend measures for preserving and increasing funds of the Camp; make its investments, leases and other contracts; secure a place of meeting; settle and dispose of all disputed accounts between the Treasurer and members of the Camp; examine the books, vouchers, and other papers of the different officers, and at the end of each quarter render a complete report showing its transactions and financial condition of the Camp. The Council may fill any vacancy which may occur in an elected Camp office, with a majority vote. The Camp Council shall be compiled of three members of the Camp not holding the office of Commander, Secretary, or Treasurer.

**Section D.** The Camp Secretary shall perform all duties pertaining to his office, keep all books of record, make duplicate quarterly reports to the Department Secretary/Treasurer on the 1st days of January, April, July, and October upon forms prescribed by the Order, furnished by the Department Secretary/Treasurer, showing all gains or losses in membership and the total membership and forwarding said report along with per capita tax to the Department Secretary/Treasurer on or before the 10th of the month. He shall ensure that a duplicate copy of the report is placed in the Camp's file. He shall draw requisitions upon the Camp Treasurer for reimbursements of Camp expenditures, and submit the same to the Camp Commander for his approval. He shall

also provide a current copy of the Camp membership list to the Camp Commander, Senior Vice Commander, and the last Past Commander available.

**Section E.** The Camp Treasurer shall be accountable for receipt and disbursement of Camp funds and have charge of its property not otherwise provided for; keep the accounts between the Camp and its members; collect all monies due the Camp and give receipts for the same; notify all members in arrears by the 1st day of March that they are about to become delinquent; provide monthly, quarterly, and yearly financial reports to the Camp membership and the balance of Camp funds. He shall make quarterly financial reports through the Camp Secretary to the Department Secretary/Treasurer. He shall exhibit the Camp account books to any elected Camp officer upon reasonable and written request; he shall file all tax and other financial reports required of the Camp; cause an audit to be performed on an annual basis; shall provide completed dues notices so they can be sent by the Secretary, and perform all duties that are associated with the office of the Treasurer.

**Section F.** The Patriotic Instructor, Chaplain, Guide, Guard, Color Bearer, and Counselor shall perform such duties as prescribed by the Ritual of the Order, or directed by the Commander.

**Section G.** All officers of the Camp shall, upon their retirement from office, turn over to their successor all property of the Camp within thirty (30) days after leaving office.

## **ARTICLE VIII: MEETINGS**

**Section A.** Regular meetings of the Camp shall be held quarterly (as a minimum) throughout the year. The meeting of the Camp shall at such time and place as chosen by the Camp Commander. All regular meetings of the Camp shall be held within the boundaries of the Department of Missouri.

**Section B.** Special meetings of the Camp shall be called by the Camp Commander.

**Section C.** Notification of regular and special meetings to the members shall be the responsibility of the Camp Secretary. A minimum of five (5) days' notice shall be given to members for either regular or special meetings.

**Section D.** Special meetings of the elected Camp officers may be called by the Camp Commander. All business conducted at said meeting shall require ratification by the Camp membership at the next regular or special meeting of the Camp.

**Section E.** A minimum of 10% of the Camp members shall be required to be present in order to conduct business at a regular or special meeting of the Camp. Said members minimum shall not be composed of associates and junior associates in excess of 49% pursuant to Article IV, Sections B and D of these by-laws. All matters brought before the Camp at a regular or special membership meeting shall be decided by a majority vote of those present and entitled to vote at said meetings with one exception, that being the

election of Camp Council, Delegate, and Alternate, who shall be elected by plurality vote.

**Section F.** Any members of the Auxiliary to the Sons of Union Veterans of the Civil War, the Women's Relief Corps, the Daughters of Union Veterans of the Civil War, and the Ladies of the Grand Army of the Republic, may be admitted to the meetings of the Camp.

**Section G.** All meetings of the Camp shall have the United States flag and the Camp charter displayed.

**Section H.** All meetings of the Camp shall be conducted by the guidelines of the Ritual of the Order and current edition of Robert's Rules of Order, in that order.

## **ARTICLE IX. COMMITTEES**

**Section A.** Special committees may be created by action of the Camp Commander and shall be for the period of time designated in the creation thereof. Duties and responsibilities of the special committees shall be defined by the Camp Commander.

**Section B.** The Camp Commander shall serve as ex-officio on all special committees, unless otherwise noted.

**Section C.** The Military Affairs Committee shall be charged with the responsibilities of: (1) increasing the Camp's membership in the Camp Guard, (2) advising the Camp on all matters relating to appropriate era military dress, mannerisms and formalities associated with Camp ceremonies, parades, and military activities, (3) assisting the members in obtaining appropriate uniforms, (4) election of the Camp's commissioned and noncommissioned officers, and (5) establish and maintain communications and coordination channels between the Camp Guard, Department, S.V.R., and local Civil War reenactment organizations. The Military Affairs Committee shall be chaired by the Camp Commander.

## **ARTICLE X. BOOKKEEPING**

**Section A.** The fiscal year of the Camp shall begin on the 1st day of January and end on the 31st day of December.

**Section B.** Annual financial statements of the Camp, prepared in accordance with generally accepted accounting principles that offer full general ledger accounting, shall be prepared shortly after the end of each fiscal year. All financial statements and records shall be subject to an annual audit, the results of which shall be reported to the Camp Council and the Camp Commander.

**Section C.** All Camp funds shall be deposited in a reliable depository as the Camp Council may direct. The Camp may have a checking and a savings account, and may

establish such financial accounts as necessary for the Camp's welfare. The Camp Commander may disburse funds from the checking and/or savings account to pay for Camp related expenditures, as may the Camp Treasurer also. The Camp Treasurer or Commander may disburse funds to individual Camp members to reimburse the member for expenses he has incurred in the name of the Camp. In order for the individual member to be paid back for his expenditure(s) he must meet two requirements: (1) He must have had the Camp Commander's prior permission to make the purchase(s) in the name of the Camp, and (2) he must submit sales receipt(s). The Camp Treasurer and Commander may withdraw funds, or transfer funds from, any account the Camp has, but the withdrawal or transfer must be explained at the next Camp meeting.

**Section D.** Camp officers may be entitled to reimbursement for certain expenses necessary for the conduct of their respective offices provided a written request is presented to, and approved by, the Camp Commander. In the case of a request from the Camp Commander for reimbursement of expenses, approval must be secured from the Senior Vice Commander. Typical expenses could include, but are not limited to: long distance telephone costs, postage, and mileage.

**Section E.** In the absence of the Commander the Senior Vice Commander is authorized to act in the Commander's stead in any of the above matters.

## **ARTICLE XI. DISCIPLINARY ACTION**

**Section A.** The Camp Commander shall have original jurisdiction over charges against any member of the Camp preferred by another member of the Camp.

**Section B.** Charges may be preferred for violation of duties and obligation to the Order and subordinate bodies, or the doing of anything tending to injure a veteran or Brother of the Order, or the Order itself.

**Section C.** Charges shall be made in writing and shall be addressed to the Camp Commander. The Commander shall send a copy of the charges to the accused member within a reasonable time before a hearing at the next meeting.

**Section D.** Upon filing of such charges the Camp Commander may appoint a Trial Commissioner, who shall give at least five (5) days' notice to the party preferring the charges, and the accused, by registered mail, and shall state in said notice the time and place of the hearing. The Camp Commander and/or the Trial Commissioner shall have the power to postpone or continue the hearing, summon witnesses, and impartially ascertain all of the facts relative to the issue. A Trial Commissioner shall make a report with his recommendations in writing to the Camp Commander, and to the party preferring charges, and the accused member. The Camp Commander shall then decide the issue and report his decision to the Camp at the next regular or special meeting.

**Section E.** Any sentence levied may be a reprimand, suspension from the rights and privileges of the Order for a given period of time, or expulsion from the Order. In

addition, the punished member may be required to reimburse the cost of the trial incurred by the Camp.

**Section F.** Upon the Camp Commander's verdict an appeal may be made by either side in the controversy; the appeal will be to the Department of Missouri and will be addressed to the Department Commander. The Department Commander's decision will be the final word in the dispute, and will be accepted without debate.

**Section G.** Charges brought against the Camp Commander by a member of the Camp shall be made in writing, and addressed to the Department Commander. A copy of the charges will be delivered to the Camp Commander before they are sent to the Department Commander.

## **ARTICLE XII. CAMP GUARD**

**Section A.** The Camp may have an independent military organization (Camp Guard) composed of members of the Sons of Union Veterans of the Civil War.

## **ARTICLE XIII. COLOR GUARD**

**Section A.** The Camp may have a color guard unit composed of members of the Camp. The color guard shall not consist of more than fourteen (14) members, with the highest rank being a colonel. At such time that the color guard is larger than the fourteen members, they must join the Sons of Veterans Reserve (S.V.R.), and follow the guidelines of the National Military Affairs Committee.

## **ARTICLE XIV. INCLUSION OF STATE AND NATIONAL RULES AND REGULATIONS**

**Section A.** Included herein by reference, and made a part of these by-laws, are the following rules and regulations, and any subsequent amendments or modifications thereto:

1. Constitution and Regulations of the Sons of Union Veterans of the Civil War
2. By-laws of the Department of Missouri, Sons of Union Veterans of the Civil War

## **ARTICLE XV. DISSOLUTION AND DISPOSITION OF ASSETS**

**Section A.** In the case of the surrender or forfeiture of the Camp Department Commander, or his duly authorized representative, and shall be held by it as a charitable trust that is held and used for the purpose which the Order exists. Any transfer or disposal of assets prior to six (6) months of disbandment, or surrender of the Camp's charter, without the written consent of the Department, is prohibited. The property and funds of the Camp shall not be divided among its members.

## **ARTICLE XVI. SUSPENSION OF BY-LAWS**

**Section A.** There shall be no suspension of these by-laws during any meeting of the Camp.

## **ARTICLE XVII. BY-LAWS AMENDMENTS**

**Section A.** These by-laws may be amended at any meeting by a 2/3 vote of the members present, provided a copy of the proposed amendment has been submitted to the Department Commander, and the camp membership at the last Camp meeting.

## **ARTICLE XVIII. CAMP AWARDS**

**Section A.** Camp awards shall be given by the Camp Commander, or per recommendation of the Camp Council.

[Amended Article V: Dues and Fees, and adopted new Bylaws at the Westport Camp meeting on 6 August 2014]