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One of the tasks assigned to the Department Operating Guidelines Special Committee (2017-2018) was to create a document to aid and provide guidance to Department Officers in their new roles on items that may not be covered within the SUVCW Constitution and Regulations. The document is considered to be a living document that should be added to through time, as well as reviewed for any changes or additions that need to be included. Additional Officers should be added in the future as time allows.

A very large thank you is given for the Operating Guidelines Special Committee's work on this guide. Their efforts in moving this initiative ahead is highly appreciated.

The Operating Guidelines Special Committee for 2017-2018:

David Wallace, PDC, Chair  
Paul Davis, PDC, CoA  
Don Shaw, PDC, SVCinC

In Fraternity, Charity, and Loyalty,

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## **Recommended Education and Additional Duties of Department Officers**

In addition to the duties and responsibilities of the elected Department Officer as specified in the Department and National Bylaws, there are other duties and responsibilities that are expected or recommended by the Department.

These may be unknown to newly elected Department Officers.

An officer leaving any office at the end of his term is expected and encouraged to spend a reasonable amount of time with the person succeeding him to review current issues, circumstance, and any unwritten requirements of his office that may not be written or included in the job description or the Operating Guidelines.

These are as follows:

### **Department Commander**

In addition to the responsibilities contained in the C&R and the Department Bylaws, there are other responsibilities and procedures of the Department Commander as follows:

Upon his election, the Department Commander is to take charge of the following items:

1. Department Charter which he is to bring to the Annual Michigan Department Encampment.
2. The Altar Box, to be retained by the Department Commander that contains the following:
  - Station Banners and Stands
  - Altar Cloth
  - Bible
  - Department Seal
  - Ribbon for use on Department Orders (can be ordered as Department neck ribbon from the National Quartermaster)
  - Foil seals for use on Department Orders (the larger the foil seal diameter, the better – 2” minimum)
3. The Department Seal, Ribbon, and Foil Seals should then be transferred to the Department Secretary.
  - When Department Orders are issued, the original order shall be printed on acid-free paper (for archive purposes), signed by the Department Commander and attested to by the Department Secretary who then shall affix a ribbon with a foil seal of the Department. At the end of his term of office (or anytime earlier), the Department Secretary shall transfer all original Department Orders to the GAR Memorial Hall and Museum for archiving taking this receipt for same.
4. The Department Commander should take charge of the Commander’s personal Department flag, staff, Army spade finial, and flag base stand. The Department Color Bearer has a duplicate flag with streamers, but the Commander’s flag is for use when the Commander appears at events where the Color Bearer is not present.
5. The Department Commander also receives the Department Commander’s badge for his use during his term of office. The badge should be properly cared for and surrendered to the next

Department Commander. It is acceptable for a Department Commander to purchase a personal Department Commander's badge(s).

6. For the Annual Michigan Department Encampment, the Commander is to prepare and supply:
  - Encampment Delegate/Attendee Name Tags with holders
  - Encampment Ribbons red in color, and with all required pertinent information (see previous years' ribbons for examples)
  - Encampment Voting Cards using a card stock thickness (cards are typically 4.25" x 5.50" – 4 cards per an 8.50" x 11.00" sheet)
7. Annually the Department Commander shall ensure a permit is obtained for the Gettysburg Remembrance Day event. This is usually done for the Department by PDC Gary Gibson, of the Gen. Benj. Pritchard Camp No. 20 in Kalamazoo. This entails the placing of flags on the graves of Michigan Soldiers at the National Cemetery and a memorial service at one of the Michigan monuments selected on a rotating basis (usually selected by the Michigan SVR). A wreath of natural materials (not artificial) is usually placed at the National Cemetery, and at the selected monument. These wreaths are secured by the Department Commander or his selected representative.
8. During the Gettysburg Remembrance Day event, the Department Commander may, but it is optional, place a wreath at the Woolson Memorial during the ceremony there.
9. During the Lincoln Tomb Ceremony in Springfield, Illinois, the Department Commander (or his representative) may, but it is optional, place a wreath during the ceremony. Registration is also required for this event.
10. As the Gettysburg Remembrance Day Event and Lincoln Tomb Ceremony are co-sponsored by the SUVCW and MOLLUS, the Department Commander has the services of Company A, 14<sup>th</sup> Michigan Infantry, SVR available for his support. Company A, 14<sup>th</sup> Michigan Infantry has and is commanded by its own officer.
11. The Department Commander has the responsibility to assign a Site Selection Committee for the purpose of selecting a time and place for the Annual Michigan Department Encampment. This must be done before 01 June in any year.
12. The Department Commander has the responsibility of naming a Nominating Committee for the purpose of presenting a slate of officers for the Department. This is normally done in January or February to allow the Committee time to receive letters of intent and or find suitable candidates for each elected office.
13. The Department Commander is responsible for providing any Department Awards as listed in the Department Bylaws as well as any certificates of appreciation or acknowledgement.
14. The Department Commander is responsible for arranging any hotel and meal accommodations for the Commander-in-Chief or his designated representative who shall attend the Annual Michigan Department Encampment for the purpose of installation of Department Officers.
15. The Department Commander is responsible for providing a token gift of appreciation to the Commander-in-Chief or his designated representative for their service in the installation of Officers. The Department Commander is not required to provide a gift nor flowers for any other individual or officers of the other Allied Orders or other similar organization.
16. The Department Commander traditionally, but it is not required, selects a time and place for an informal dinner gathering on Friday evening for the Department of Michigan delegation attending the National Encampment and any invited spouses and guests.

17. The Department Commander is responsible for providing a meaningful/thoughtful gift and presenting it to the Commander-in-Chief on behalf of the Department during the Campfire program on Friday night of the National Encampment.

### **Senior Vice Department Commander**

In addition to the responsibilities contained in the C&R and the Department Bylaws, there are other responsibilities and procedures for the Senior Vice Department Commander as follows:

1. The Senior Vice Department Commander has a special obligation with regard to the Bylaws, as he is the Chair of the Department Bylaws Committee. He should be well acquainted with them and ensure their integrity. At least once in his term and more often is advisable, he shall review the Department Bylaws and recommend any changes or need for clarification. He shall also receive any recommended Bylaw changes presented to him.
2. During the Department Encampment he will bring the Bylaws Committee's recommendations, as well as any recommendations concerning Bylaws changes from other sources to the Annual assembled Encampment for recommendation, deliberation, and voting.
3. Any proposed changes to the Department Bylaws shall be sent to the Camps within the Department as notice for their review no later than 60 days prior to the date of the Department Encampment.
4. The Senior Vice Department Commander should work closely with the other members of the Department Bylaws Committee (Department Counselor and Department Secretary), and the Department Commander to ensure that the Bylaws are correct and accurate and do not conflict with the National Constitution and Regulations.
5. The Senior Vice Department Commander is advised to work closely with the Department Commander and be apprised of all issues and circumstance that might require his attendance in case the Department Commander is not able to attend to his duties.
6. The Senior Vice Department Commander is encouraged to make as many Camp visits as possible so that he might be acquainted with his constituency when he becomes Department Commander.
7. Pay attention, listen, and learn. You never know when you will be called upon.

### **Junior Vice Department Commander**

In addition to the responsibilities contained in the C&R and the Department Bylaws, there are other responsibilities and procedures for the Junior Vice Department Commander.

1. The Junior Vice Department Commander shall administer all membership related business especially implementing Membership applications coming his way from the Junior Vice Commander-in-Chief. The Junior Vice Department Commander is also the chief Recruiting Officer for the Department.
2. The Junior Vice Department Commander should begin seriously educating himself with regard to the Bylaws and Operating Guidelines as when he takes his next post as Senior Vice Department Commander he will be dealing with the Bylaws and managing any changes and/or recommendations to them. He is advised to also work closely with the Department Counselor.

## Department Secretary

In addition to the responsibilities contained in the C&R and the Department Bylaws, there are other responsibilities and procedures for the Department Secretary.

1. The Department Secretary is, at the request of the Department Commander, to communicate to all Camp Commanders and Camp Secretaries any communications from the Department Commander including all Department Orders and relaying all General Orders and communications coming from the National Organization.
2. The Department Secretary shall receive and maintain a file of all correspondence to and from the Department. It is recommended that the Secretary's files cover a two year time period and the Secretary shall keep these files and documents in his possession for ready access and review in the event of any inquiries. Files older than two years should be sent to PCinC Keith Harrison or current party at the GAR Hall and Memorial Museum in Eaton Rapids, Michigan for archiving and obtain a receipt for items delivered.
3. The Department Secretary shall prepare and deliver Annual Department Credentials to Department Officers prior to each Annual Department Encampment.
4. The Department Secretary shall obtain from the Department Commander the Department Seal and ribbon to be used on each official Department Orders. The Department Secretary shall generate the Department Order and the printed copy shall be printed on an acid-free paper with ribbon and gold foil seal of the Department.
  - At the end of his term of office, the Secretary shall return the Department Seal and ribbon to the Department Commander (or as requested by the Department Commander).
  - After two years, these Department Orders shall also be sent to the GAR Hall and Memorial Museum in Eaton Rapids, Michigan for archiving and obtain a receipt for the items delivered.
  - All Department Orders will be scanned and uploaded to the Department online/cloud storage location.
5. The Department Secretary shall prepare a written record of each Annual Michigan Department Encampment Proceedings. It is suggested an audio recording be made during the meeting for transcription purposes. An Assistant Secretary for Department Encampment Proceedings may be appointed by the Department Commander.
6. The Department Secretary shall maintain in his possession a copy of the most current Department Bylaws, the Department Operating Guidelines and a copy of the Bylaws for each Camp in the Department.
7. The Department Secretary is responsible for the preparation of all Department Reports and any required annual reports for submission to the National Secretary, such as the Department Annual Report, Form 35, Form 30 and any others that may be required.

## **Department Treasurer**

In addition to the responsibilities contained in the C&R and the Department Bylaws, there are other responsibilities and procedures for the Department Treasurer.

The Department Treasurer is usually a long-term elected office that is annually continued by a vote of the Annual Michigan Department Encampment. His duties and responsibilities are varied and complex. As a result, the outgoing Treasurer shall prepare a list of the current duties, responsibilities, banking information and all financial details and filing deadlines for his successor.

1. The Department Treasurer shall prepare an annual budget for the Department to be presented at the Annual Department Encampment for approval.
2. The Department Treasurer shall prepare an annual financial report.
3. The Department Council in concert with the Department Treasurer shall review and conduct an annual examination of the financial records of the Department and if everything is found to be in order, approve the Treasurer's report.
4. Until the annual 990N reporting procedure is amended or otherwise revised, it shall be the responsibility of the Department Treasurer to obtain and verify the EIN numbers for each Camp in the Department. The Department Treasurer will then perform the annual 990N reporting requirements for the Department, as well as all of the Camps in the Department who are required to comply with the reporting requirement. The Department Treasurer shall then maintain in his possession a file of all 990N reporting receipts for the Camps.