



SONS OF UNION VETERANS OF THE CIVIL WAR
HEADQUARTERS OF THE
DEPARTMENT COMMANDER
DEPARTMENT OF INDIANA



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DEPARTMENT ORDER 2022-3
SERIES 2022-2023
August 17, 2022

- I. It is my preference and intention to install all Camp Officers in the Department of Indiana to the extent feasible. I should be contacted in advance to schedule installations; however, I may not always be available to do so. If I am unable to personally perform the installation, a Past Department Commander of the Department of Indiana will be contacted and asked to represent me as the installing officer.
- II. Therefore, by the authority vested in me as the Department Commander, I hereby designate that, *in my absence*, **only** Past Department Commanders of the Department of Indiana may act as installing officers to install Department of Indiana Camp Officers. *No other person* may do so without my express written consent.
- III. Camp Officers **MUST** be installed every year by an installing officer/person designated by the Department Commander, *even if there is no change in officers*. Per official opinion of National Parliamentarian and Assistant National Counselor James B. Pahl, PCinC “This cannot be waived and must be held each year, even when there are no changes. The Ritual does state that officers hold office until their successor is duly elected and installed - but the term of office is one year. The language of the Ritual is intended to allow a little latitude in when the ceremony is held. In many snow states, the installation meeting has to be postponed due to weather or other concerns, so eliminates confusion if the new installation is delayed for some reason. The installing officer must be appointed by the Department Commander. The Department Commander is free to appoint any brother he desires, but it is his call. I have been appointed installing officer for my Camp next Tuesday night and I get to install myself as Camp Treasurer and Camp Monuments officer - no conflict of interest.”
- IV. I remind and instruct Past Department Commanders acting in my stead to perform these designated duties in compliance with the Charter, Constitution, and Regulations of the National Organization, Sons of Union Veterans of the Civil War, as outlined below.
 - a. **National Regulations, Chapter 1 Camps, Article V Officers, Section 3.** The officers of Camps shall be installed at a regular meeting of the Camp to be held between the first meeting in September, and the first meeting in the following January, inclusive, by a person designated by the Department Commander who shall make report thereof upon the prescribed forms furnished to him. Said dates of election, and installation to be fixed by each Department and become part of the Department bylaws. The Council of Administration shall have authority to grant exceptions to the dates prescribed by these Regulations for Camp elections and installations of Officers, when requested, for adequate reasons, by a Department.

- b. **National Regulations, Chapter 1 Camps, Article VI Installation, Section 1.** Before proceeding with the Installation, the Installing Officer shall require the Camp Treasurer to produce receipt from Department Headquarters for payment of per capita dues in full and all indebtedness due the Department. Failure to comply, the Installing Officer shall have all reports due, prepared, collect and receipt for payment of all indebtedness and induct the officers into their respective offices.
- c. **National Regulations, Chapter 1 Camps, Article VI Installation, Section 2.** Prior to the meeting of a Camp for the Installation of Officers, the Installing Officer shall inspect and examine the books, records, forms, etc. and property of Camp, noting as to correctness, Rituals, Constitution and Regulations, and all necessary details for proper conduct of business, receipt books, dues and credits of Brothers, etc. He shall correct irregularities, impress that the Regulations be observed. He shall make a detailed report thereof to the Department Commander who shall take action for compliance with the Regulations. He shall complete the Installing Officer's Report (Form 22) before departing and provide the same to the Camp Secretary to be filed with the Department Secretary. This may be legibly handwritten and if so, the Camp Secretary shall type the information and submit both.

Ordered this 17th Day of August 2022



James M. Floyd, Jr.
Department Commander
Department of Indiana, Sons of Union Veterans of the Civil War

[DEPARTMENT SEAL]

Attested:
William Adams, PDC
Department Secretary
Department of Indiana, Sons of Union Veterans of the Civil War