



# SONS OF UNION VETERANS OF THE CIVIL WAR

INCORPORATED BY ACT OF CONGRESS

## Department of Indiana

OFFICE OF THE

### Commander

Thomas L. Schmitt  
2326 Northway Drive  
Fort Wayne, IN 46845  
(260) 610-5297  
E-Mail: FXB443@gmail.com



## Department Order 2023-2 Series 2023-2024 October 17, 2023

- 1.** 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.
- 2.** 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.*
- 3.** Camp Officers **must** be installed every year by an installing officer/person designated by the Department Commander, *even if there is no change in the officers.* Per the opinion of the 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 when the ceremony is held. In many snow states the installation has been postponed due to weather or other concerns, so this 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.
- 4.** All camp officers that will be handling camp funds must agree to sign up to be bonded. This is not an option.
- 5.** I remind and instruct Past Department Commanders acting in my stead to preform 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 of September, and the first meeting in the following January, inclusive, by a person designated by the Department Commander who shall make a report thereof upon the prescribed forms furnished to him. Said dates of election, and the installation to be fixed by each Department and become part of the department bylaws. The Council of Administration shall have the authority to grant exceptions to the dates prescribed by these Regulation 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 the 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 filled with the Department Secretary. This may be legibly hand written and if so, the camp Secretary shall type the information and submit both.

Ordered this 18<sup>th</sup> day of October 18, 2023

Thomas L Schmitt  
Department Commander  
Department Of Indiana, Sons of Union Veterans of the Civil War