



**Department of New Jersey
Sons of Union Veterans of the Civil War**

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Department Order 016

June 5, 2016

Dear Brothers,

This order is being issued to clarify some apparent misunderstandings regarding the procedure to form a new camp within the Department of New Jersey. This is not new policy, rather it is formal restatement of established New Jersey protocol in conformance with the Constitution and Regulations of the Sons of Union Veterans of the Civil War.

First and foremost, the C&R (inserted below) is quite clear that the authority to begin any formal discussions regarding new camp formation lies solely with the Department Commander. Any meetings or paperwork conducted without the approval of the Department Commander are illegal and without merit.

Further, there is a formal departmental procedure established 8 or more years ago by then Commander Robert Wilhelm. This process is as follows:

- 1) Potential members will contact the New Jersey Department with their interest in forming a new camp.
- 2) The Department Secretary, in conjunction with the Commander, will schedule an agenda item allowing a presentation at the next Quarterly Department Officers Meeting.
- 3) At the Quarterly Department Officers Meeting, an open discussion will be held regarding the viability and justification for a new camp.
- 4) The Department Commander shall, at that time, approve or deny permission to proceed. He will also appoint a Camp Organizer as per Chapter II, Article VIII, Section 6 of the National Regulations detailed here:

Section 6. Camp Organizer.

The purpose of the office of Camp Organizer is to organize local Camps within the jurisdiction of the Department.

- (a) The Camp Organizer shall obtain the names and addresses of all applicants for membership and Brothers living in close proximity of each other in those areas where no local Camp exists and ascertaining their interest in forming a new Camp.
- (b) The Camp Organizer shall hold pre-organizational meetings with the interested parties to instruct them as to the requirements for Camp organization and chartering and to provide them information on the Order's Constitution and Regulations and the Department's Bylaws.
- (c) The Camp Organizer shall obtain a Camp number for new Camps from the Department Commander.
- (d) The Camp Organizer shall hold Camp Organizational meetings and serving, in the absence of the Department Commander, Senior Vice Department Commander and Junior Vice Department Commander, as the installing officer.
- (e) The Camp Organizer shall ensure that all new Camp organization and chartering paperwork is completed and fees are submitted to the Department Secretary/Treasurer. (f) The Camp Organizer shall perform such duties as may be prescribed by the Department By-laws and the orders of the Department Commander.

These policies have been developed because the formation of a new camp should not be undertaken in haste and without serious consideration. I can personally attest to the uncomfortable reality facing a commander who must petition for the revocation of a camp charter.

As officers and members of the Sons of Union Veterans of the Civil War, it is all of our sworn obligation to respect, adhere to, and enforce the policies and procedures coming from higher authority.

In Fraternity, Charity, and Loyalty,

C. J. Heagy, PCC
Commander
New Jersey Department
Sons of Union Veterans of the Civil War