Department Guidelines



Auxiliary to Sons of Union Veterans of the Civil War
July 2017

TABLE OF CONTENTS

INTRODUCTION 1

DEPARTMENT ENCAMPMENT 2
- Presiding Officer 2
- Special Meetings 2
- Postponement of a Regular Meeting 2
- Quorum 2

NOMINATION AND ELECTION OF DEPARTMENT OFFICERS 3
- Nominating and Electing 3
- Vacancies 3
- Elective Officers 3
- Counselor 3
- Delegates 3
- Dates of Election and Installation 3

DUTIES OF DEPARTMENT OFFICERS 4
- President 4
- Vice President 4
- Council 4
- Secretary 5
- Treasurer 6
- Patriotic Instructor 6
- Chaplain 6
- Press Correspondent 7
- Guides, Guards, Musician & Counselor 7

DESCRIPTIONS OF FORMS 8
- Certification of Election and Installation of Department Officers (Form D01) 8
- Activity Report 8
- DepartmentVice President's Report (Form D05) 8
- Member Descriptive Book (Form A11) 8
- Report of Council – Annual Treasurer's Report (Form D04) 9
- Department Annual Per Capita Report (Form D02) 9
- Status Report (Form A03) 9
- Department Property Form (Form D08) 10
- Department Charitable Activities Report (Form D10) 10
- Transfer (Form A12) 10
- Honorable Discharge (Form A13) 11
- Dual Membership Application (Form A14) 11
- Life Membership Application (Form A15) 11
- Application for Membership (Form A16) 11
- Department Credential Cards 11
- Department Chaplain's Report (Form D06) 11
- Department Patriotic Instructor's Report (Form D07) 12

INTRODUCTION

The intent of this document is to assist officers at the Department Level of the Auxiliary to Sons of Union Veterans of the Civil War to better understand and fulfill the duties of their various offices and the associated forms that may be required with each.

This document is supplemental only and is not intended to replace the Constitution, Rules and Regulations, the National Ritual, or the Department Bylaws, or any other governing documents. In the event of a conflict between this document and any governing document, the latter shall take precedence.

DEPARTMENT ENCAMPMENT

Regular and special meetings of the Department shall be held as provided by their respective By-Laws.

PRESIDING OFFICER

In the absence of the Department President, the Department Vice President or a Past Department President may preside over the meeting.

SPECIAL DEPARTMENT MEETINGS

The Department President shall call a special meeting at any time she shall find it necessary, due notice being given every member (at least 10 business days), stating object of the meeting, and no other business may be transacted at that meeting, unless the notice states "any other business that may come before the meeting."

POSTPONEMENT OF A DEPARTMENT ENCAMPMENT

Where it is found impossible to hold meetings on the date of regular Department Encampment, it may be postponed to another date upon vote of the Department.

QUORUM

Three (3) members shall constitute a quorum at a regular or special Department meeting.

NOMINATION AND ELECTION OF DEPARTMENT OFFICERS

NOMINATING AND ELECTING

The nomination and election of all Department officers, including Delegates and Alternate Delegates, shall be held in conformity with the Sons of Union Veterans of the Civil War. The candidate may elect a Sister to office if not present, if the nominator can vouch for her acceptance.

VACANCIES

The Department Council, with the exception of Department President, which shall be filled by the Department Vice President, may fill a vacancy in any of the elective offices. The Department President may fill vacancies occurring in the appointive offices at any time.

ELECTIVE OFFICERS

The elective officers of the Department shall consist of a President, Vice President, three (3) Council Members, Secretary, Treasurer, Patriotic Instructor, Chaplain and Press Correspondent.

COUNSELOR

An Department Counselor must be a member in good standing of the Sons of Union Veterans of the Civil War; in the case of an independent Auxiliary at Large, where no Department exists, a Past Department President in good standing may fill the Counselor's chair.

DELEGATES

Each Department shall elect at the same time with other officers, two National Delegate and two Alternate to attend the National Encampment.

DATES OF ELECTION AND INSTALLATION

Departments are to hold election of officers at the date listed for their Department Encampment. This date cannot be later then the 30th of June each year.

DUTIES OF DEPARTMENT OFFICERS

DEPARTMENT PRESIDENT

The President shall preside at the meeting of the Department and shall preserve order and decorum therein. She shall enforce a strict observance of the Constitution, Rules and Regulations, the Department By-Laws, and orders received from proper authority. It shall be her duty to appoint all committees and sign all requisitions for money to be drawn from the treasury. Also, the President is to fill out the **Certification of Election and Installation of Department Officers (Form D01)** for each year and forward one (1) copy of the same to the National Secretary after elections, which are to be held no later then the 30th of June, at a date set for your Department Encampment. She is also to arrange with the National President to have an Installing Officer present for the Installation of Officers, to take place at the Department Encampment. She shall also provide a Report of the activities of the Department, in duplicate to the National President at or before the National Encampment so that it can be included in the National Proceedings. Presidents in Provisional Auxiliaries where there is no Department shall report directly to the National President.

The President shall be responsible for the following forms/reports:

- Certification of Election and Installation of Auxiliary Officers (Form D01)
- Activity Report

DEPARTMENT VICE-PRESIDENT

The Department Vice President shall assist the President in preserving order and decorum. In the absence of the Department President, she shall take charge of the meeting. She shall maintain a **Member Descriptive Book (Form A11)** containing the full facts of each member, on which the rights to membership are based, such as name, residence, date of application and initiation, giving in concise form a brief, but complete history of the case; and all such other books as are required to keep full and complete records. The Department Vice President shall forward The **Vice President's Report (Form D05)** with one (1) copy to the National Vice President in time for the National Encampment, a prepared report of the gains in membership to the National Vice President upon official blanks, a report of her year's work. Vice Presidents in Provisional Auxiliaries where there is no Department shall report directly to the National Vice President.

The Vice President shall be responsible for the following forms/reports:

- Vice President's Report (Form D05)
- Member Descriptive Book (Form A11)

DEPARTMENT COUNCIL

The Council is to carefully review the books of the Department, shall thoroughly check all vouchers and canceled checks, and satisfy themselves that the balance of cash on hand agrees with a statement from the bank which the Department Treasurer shall be required to present. A correct statement of the financial standing of the Department shall be presented at the Department Encampment. Also Council #1 shall prepare a report on official blanks and forward to the National Treasurer the

findings of their financial review of the Department along with the completed IRS tax forms. The Council shall fill any vacancy occurring in an elective office of the Department with the exception of Department President, which shall be filled by the Department Vice President. The President**,** Secretary and Treasurer shall not be eligible for the office of Council.

The Council shall be responsible for the following forms/reports:

- Treasurer's Report (Form D04)

DEPARTMENT SECRETARY

The Secretary shall keep an accurate record of the minutes from the Department Encampment, to which shall be read in full at the succeeding Department Encampment and, if necessary, corrected and approved. She shall keep a copy of the Constitution, Rules and Regulations, and Department By-Laws. She shall perform all other duties pertaining to her office, and on surrendering the same, shall turn over to her successor all books, papers, etc. in her possession, belonging to the Department, taking a receipt therefore. She shall conduct all correspondence unless otherwise ordered. The Secretary is to fill out the **Per Capita Report (Form D02)** and send one (1) copy to the National Secretary no later than April 15th or there is a $5.00 fine to be assessed if not received in time.

The Secretary shall also complete an **Auxiliary Status Report (Form A03)** when there is any change in status of a Sister throughout the year, and shall submit one (1) copies to the National Secretary.

As required, the Secretary shall also complete and submit to the National Secretary one (1) copy each of the following forms: **Property (Form D08)**, **Charitable Activities Report (Form D10)**, **Transfer (Form A12)**, **Honorable Discharge (Form A13)**, **Dual Membership Application (Form A14)** and **Life Membership Application (Form A15)**.

The Secretary shall be responsible for the following forms/reports:

- Annual Department Per Capita Report (Form D02) — Due by April 15th.
- Status Report (Form A03)- Due Monthly if needed.
- Department Property (Form D08)
- Department Charitable Activities Report (Form D10)
- Transfer (Form A12)
- Honorable Discharge (Form A13)
- Dual Membership Application (Form A14)
- Life Membership Application (Form A15)
- Application for Membership (Form A16)
- Credential Cards for the National Encampment

DEPARTMENT TREASURER

The Treasurer shall have charge of the funds of the Department. She shall pay all requisitions drawn by the Secretary and approved by the President. She shall keep a current record of the financial standing of each Auxiliary. She shall give a report at the Department Encampment of the financial standing of the Department. Also the Treasurer is responsible for filling out a **Treasurer's Report (Form D04)** and sending one (1) copy to the National Treasurer. She shall also file the Department tax form (1099-EZ) on time and provide a copy with the Form D04 and keep one (1) copy for the Department records. At the end of her term of office, she shall turn over to her successor all of the funds, books, papers and other property of the Auxiliary in her possession. Along with yearly filing to the IRS she will need to file a 8822-B form with the IRS to indicate who is the contact person for the Department EIN number. Please reference the form that deals with the 8822-B form.

The Treasurer shall be responsible for the following forms/reports:

- Department Treasurer's Report (Form D04)
- 1099-N EZ Form (IRS Tax Filing)
- 8822-B Form (IRS) dealing with change in contact information for the Department's EIN

DEPARTMENT PATRIOTIC INSTRUCTOR

The Patriotic Instructor shall perform all the duties in connection with that office for the purpose of teaching patriotism and love of country. She shall fill out the **Patriotic Instructor's Report (Form-D07)** and forward the same to the National Patriotic Instructor after Memorial Day or by the 15th of June. Patriotic Instructors in Provisional Auxiliaries where there is no Department shall report directly to the National Patriotic Instructor.

The Patriotic Instructor shall be responsible for the following forms/reports:

- Patriotic Instructor's Report (Form D07)

DEPARTMENT CHAPLAIN

The Chaplain shall conduct the devotional services of the Auxiliary, and officiate at the funeral of deceased Sisters. She shall fill out the **Chaplain's Report (Form-D06)** forwarded to the National Chaplain after Memorial Day or by the 15th of June. The Chaplains in Provisional Auxiliaries where there is no Department report directly to the National Chaplain.

The Chaplain shall be responsible for the following forms/reports:

- Chaplain's Report (Form D06)

PRESS CORRESPONDENT

The Press Correspondent shall compile items of interest about her Department and forward to the National Press Correspondent for submission to *The Banner* and the National ASUVCW newsletter.

GUIDES, GUARDS, MUSICIAN & COUNSELOR

The Guide, Assistant Guide, first and second Color Guards, Inside and Outside Guards, Musician, and Counselor shall perform such duties as are prescribed by the Ritual of the Order.

DESCRIPTIONS OF FORMS

CERTIFICATION OF ELECTION AND INSTALLATION OF DEPARTMENT OFFICERS (FORM D01)

The President will need to fill in the names of the officers-elect for the upcoming year and then contact the National President who will appoint an Installing Officer for the Department. The Form D01 should be completed after the election meeting and must be signed by the National President or her appointee at the time of installation of the new officers.

It is also important to provide the National Secretary with the names of the Sisters elected to be delegates to the National Encampments.

DEPARTMENT ACTIVITY REPORT

Provide a written report of the activities of the Department since the last National Encampment, to be submitted before the National Encampment, to be included in the National Proceedings. There is no prescribed form or format for the written report.

DEPARTMENT VICE-PRESIDENT'S REPORT (FORM D05)

Report the names of new Sisters and the Sister who sponsored them, along with their initiation date, since the last National Encampment. The completed report shall be submitted to the National Vice President before the National Encampment.

MEMBER DESCRIPTIVE BOOK (FORM A11)

A Descriptive Book containing the full facts of each member, giving in concise form a brief, but complete, history of the member's time in the Department. It should include the member's name, residence, date of application and initiation, and the facts on which rights to membership are based.

Copies of the following forms, if applicable, should be attached to the member's descriptive page:

- Application for Membership (Form A16)
- Dual Membership Application (Form A14)
- Honorable Discharge Form (Form A13)
- Transfer Form (Form A12)
- Life Membership Application (Form A15)

REPORT OF DEPARTMENT COUNCIL
ANNUAL TREASURER'S REPORT (FORM D04)

Among the duties of the Council is to conduct a financial review of the Department. The Council shall carefully review the books and shall thoroughly check all vouchers and canceled checks, and satisfy themselves that the balance of cash on hand agrees with a statement from the bank, which the Department Treasurer shall be required to present. A correct statement of the financial standing of the Department shall be presented at the Department Encampment. The Council shall review and sign off the Annual Department Treasurer's Report (Form D04), which shall then be forwarded to the National Treasurer. A copy of the Department's filed tax form(s) shall be included with the report.

ANNUAL DEPARTMENT PER CAPITA REPORT (FORM D02)

This form is not only an annual report to National on the Department, but also serves as an update for the Auxiliary's status by reporting changes since the last Form A03 (Auxiliary Status Report). All new Sisters, drops, etc., since the prior Form A03 shall be reported on this form.

The Department must submit one (1) copy of Form D02 to the National Secretary with all supporting paperwork (applications, rosters, etc) and include payment for all money due to the National on or before May 1st of each year. The Department should retain an additional copy for its records. The report shall include a copy of the Department roster with the following information:

1. Full Name
2. Address
3. Status *(Member, Associate, Junior, Dual Member, Life Member)*
4. Phone Number
5. Email Address
6. Date of Birth *(For Junior Members)*

Please attach one (1) copy of each new Sister's completed application. Please use the most current application form to assist the National Officers who have to enter this data. Also, be sure to include the National New Member Fee of $10.00 for each new Sister.

After the submittal of Form D02, additions, deletions and changes to the Department/Auxiliary membership shall be reported through the Department Secretary using Form A03, with supporting documentation as required.

The annual per capita dues due to the National organization is $9.00 for each existing Sister (except Life Members [after the first year] and Junior Members).

Junior Members will be automatically upgraded to Members in the National database on their 12th birthday, if their date of birth has been reported.

STATUS REPORT (FORM A03)

The Auxiliary Status Report (Form A03) is to be used for actions occurring between January 1 and December 31, except during the month of April when the Annual Department Per Capita Report (Form D02) is due.

The Auxiliary shall forward the Auxiliary Status Report and associated documents to the Department Secretary to arrive no later than the 1st day of the month following a change. The

Department Secretary shall forward the Auxiliary Status Report and associated documents to the National Secretary no later than the 15th of the month after it was received from the Auxiliary.

DEPARTMENT PROPERTY REPORT (FORM D08)

This form is used for tracking all property belonging to the Department. The form shall record a description of the property, its location, in whose possession it is, and when that person took possession of the property. The Property Report shall be completed and submitted to the National Secretary on or before the National Encampment.

DEPARTMENT CHARITABLE ACTIVITIES REPORT (FORM D10)

The Charitable Activities Report is used to track the charitable activities (monetary, material, and time donations) of your local Auxiliaries, in accordance with the Auxiliary's principle of Charity. The **Charitable Activities Log (Form A10a)** can be used to assist in tracking the data. The report is then used by the Department to assist in reporting the overall charitable activities of the Department to the National Organization. Steps to follow include:

- Record the Departments name and the period covered by the report.
- Compile a list of charitable activities and donations performed by the Auxiliaries, or by individual Sisters on behalf of the Department.
- Tally the total value of the donated time and materials, etc from all the Auxiliaries Charitable Activities Reports.
- List any special activities by any of your Local Auxiliaries so that National can commend them.
- Submit the completed report to the National Charitable Activities Chairwoman, at or prior to the annual National Encampment.

TRANSFER (FORM A12)

For a member transferring out of the Auxiliary, complete the transfer form with the member's information from their application and the Descriptive Book and present the form to the member. If a transfer form is received, the Auxiliary from which the member has transferred shall be notified that the member has joined the new Auxiliary. Be sure to show the loss or gain on either a Form A02 or Form A03 and shall be completed and submitted to the Department Secretary with the necessary copies. Who will then in turn make sure to submit copies of Form D02 or Form A03 to the National Secretary for their records.

HONORABLE DISCHARGE (FORM A13)

When a Sister no longer wishes to remain a member of the Auxiliary, and the she is current on dues for that year, she shall then be given an Honorable Discharge. This will allow her to be reinstated at some future date to any Auxiliary without resubmitting a membership application. Once this has been done, either a Form A02 or Form A03 shall be completed and submitted to the Department Secretary with the necessary copies. Who will then in turn make sure to submit copies of Form D02 or Form A03 to the National Secretary for their records.

DUAL MEMBERSHIP APPLICATION (FORM A14)

The applicant will fill out the form along with necessary fees for membership. After the application is approved, the original should be kept by the Vice President to be filed with the Descriptive Book on membership. Once this has been done, either a Form A02 or Form A03 shall be completed and submitted to the Department Secretary with the necessary copies. Who will then in turn make sure to submit copies of Form D02 or Form A03 to the National Secretary for their records.

LIFE MEMBERSHIP APPLICATION (FORM A15)

The applicant will fill out the form along with necessary fees for life membership. After the application is filled out and sent to the National Treasurer, the National Treasurer will send back the necessary copies for the Department and Auxiliary. The Auxiliary will need to place the copy in the member's file with their Descriptive Book. Also, the Auxiliary shall pay Per Capita Dues on the Sister from one year of receiving the application.

APPLICATION FOR MEMBERSHIP (FORM A16)

This is one of the most important forms used. The applicant will fill out the form along with necessary fees for membership. Items that would normally be included are: Initiation Fee (if the local Auxiliary requires one), National Initiation Fee of $10.00, annual dues, cost of badge, etc.

After the Application is approved and the Annual Per Capita Report (Form A02), or fill out a Auxiliary Status Report (Form A03), has been received by the Department Secretary she will then in turn fill out a Annual Department Per Capita Report (Form D02) or forward a copy of the Auxiliary Status Report (Form A03) along with one (1) copy of the new members application on to the National Secretary.

CREDENTIAL CARDS

These cards are filled out for the Delegates attending the National Encampments. The member must provide their Membership Card along with their Credential Card in order to be seated at the National Encampment.

DEPARTMENT CHAPLAIN'S REPORT (FORM D06)

Complete the required form with the names of any Sisters from the Department who has passed away since last Memorial Day. If known, please include both a birth date and death date. This report shall be forwarded to the National Chaplain between Memorial Day and June 15th.

DEPARTMENT PATRIOTIC INSTRUCTOR'S REPORT (FORM D07)

Complete the required form and mention any special activities in which the Auxiliaries took part. There are a wide variety of projects that the Auxiliaries will work on that are not covered by the report. Give a brief summary (for example: living history demonstration, new Memorial Day program in the community, or restored a veteran's grave site, etc.). These special projects will be mentioned in the report sent to the National Patriotic Instructor. Once the report is completed it shall to be forwarded to the National Patriotic Instructor between Memorial Day and June 15th.