



# **Sons of Union Veterans of the Civil War**

## **Pennsylvania Department**

**Office of the  
Department Commander  
pa142b@yahoo.com  
412-527-7185**



May 17, 2022

Department Order No 7

Series 2021 / 2022

Regarding discrepancies in the processing of new applications:

The process of accepting a new member, associate, junior member or Junior associate, hereafter referred to in this order simply as "applicants", is outlined in the Constitution of the Order and the Ritual of the Order.

While use of the Ritual meeting is optional, balloting for applicants is required.

It is the responsibility of the Investigating Officer(s), and the Camp Secretary, as overseen by the Camp Commander, to ensure that new applications are processed in accordance with the rules of the Order.

Failure to do so violates the rules that regulate acceptance of new applicant requests. Potentially invalidating the applicant's acceptance. Omitting balloting on new applicant acceptance to the camp disenfranchises the brothers of the camp by denying them a voice in the process.

The steps in processing an applicant are as follows:

1. Application
2. Investigation
3. Recommendation
4. Balloting
5. Obligation
6. Completed application and fees filed with Department Secretary/ Treasurer

Only once an applicant has been recommended for membership, approved by the investigating committee, and then accepted by majority vote of the brothers assembled, may the fully completed paperwork be forwarded to the Department Secretary.

Any failure to follow procedure will result in the return of the application to the camp secretary. Thereby delaying the processing of the applicant's status as a brother of the Order.

Welcoming new applicants is how we survive and grow as an organization. How we welcome new applicants impacts how we are viewed by the public and prospective applicants.

First violations of this process will be handled by the Department Secretary returning the application and advising the Camp Secretary of the correct procedure

Second violations will be brought to the attention of the Camp Commander for addressing within the camp.

Third and subsequent violations will be subject to such disciplinary action as the Department Commander sees fit on a case by case basis toward the Camp Secretary and any other camp officers who may also be negligent.

Applications and form 30 must be fully filled out using the current versions of these forms as found on our national website at [www.suvcw.org](http://www.suvcw.org). These are available for download under the **Governance & Forms** section in the **SUVCW Forms** list.

For reference see:

**National Regulations / Chapter 1 / Camps / Article II / Membership**

**Section 1** Each application for membership shall be recommended by a Brother of the Camp who shall vouch for the applicant's eligibility and moral character. It shall be then referred to a committee of three (of which the Brother recommending shall not be one) for investigation and report. The Committee shall make a careful investigation of the facts set forth in the application, and shall recommend the election or rejection of the applicant.

**Section 2.** A rejected applicant shall not be eligible to apply again for membership until six months have elapsed after such rejection.

**CnC opinions "Blue Book" annotation 23.** Regardless of the balloting method used a majority of the Brothers present is required to approve or reject a candidate. Ritual of the Order, General Instructions #10.

**SUVCW Ritual & Ceremonials / General Guidance / General Instructions**

**#10 Balloting for Candidates.** The Guide will present the ballot box to the Senior Vice Commander and to the Commander for inspection and then place it on the Altar, taking his place two paces to the left and rear of the same during balloting. Commencing to the left of the Commander, Brothers will approach in a single file, deposit their ballots and retire. When all who wish to do so have voted, the Guide will present the ballot box to the Senior Vice Commander for examination only, and then to the Commander who will declare the vote and his decision shall be final. In absence of a ballot box, the Camp Commander may use a different method to tally votes of the membership. Regardless of the balloting method used a majority of the Brothers present is required to approve or reject a candidate.

So ordered this 17<sup>th</sup> day of May, 2022.

Yours in Fraternity, Charity & and Loyalty,

John R. Gipson  
Commander  
Pennsylvania Department  
Sons of Union Veterans of the Civil War

Attest: Dept. Secretary Rob Koenigsberg