



Sons of Union Veterans of the Civil War

Pennsylvania Department

Office of the Department Commander

403 Grand Circle, Scranton PA 18505-2870

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**DEPARTMENT ORDER 10
SERIES 2024-2025**

22 August 2024

ELECTION AND INSTALLATION OF CAMP OFFICERS

1. Per SUVCW National Regulations Chapter I, Article V, Sections 2 and 3, a camp shall elect the Camp Commander, Senior Vice Camp Commander, Junior Vice Camp Commander, Camp Council, Secretary, and Treasurer (or Secretary-Treasurer) at a regular meeting of the Camp between the first meeting in August and the first meeting in December, inclusive.
2. The PA Dept Bylaws (2021), Article XV, Section 2, states, "The officers of Camps shall be installed at a regular meeting of the Camp between the first meeting of November and the first meeting in the following January, inclusive. The Installing Officer shall be named by the Department Commander or he shall specify the manner of selecting the Installing Officer. The Installing Officer shall be a member in good standing in our Order."
3. All camp secretaries **shall** notify the Department Secretary (rkoenigsberg3@gmail.com) of the date their camp will be installing its officers. This notification must be submitted no later than thirty (30) days prior to the scheduled date of installation.
4. Camp officers are normally elected at one meeting and installed at the next meeting; however, it is permissible to hold elections and installation at the same meeting provided per paragraph 2, the installation is held between the first meeting of November and the first meeting of January, inclusive. Per the PA Dept Bylaws, camps **cannot** install officers at a meeting prior to November, and they **cannot** elect officers at a January meeting.
5. The Certification of Election and Installation of Camp Officers (Form 22, rev. 03/21) should be completed and signed immediately after the installation of officers. Ensure you are using the current version of the form. It should be forwarded to the Department Secretary within seven days of installation.
6. As PA Dept Commander, I plan to install the camp officers for as many camps as I can, hence early notice is vital. If unable to attend, I will designate the installing officer.
7. The election of officers is an opportunity for experienced Brothers to mentor those who have been willing to step up and start sharing the camp workload. Please make it easy for those inexperienced in positions of camp authority to gain confidence by having a knowledgeable mentor step along side with encouragement and share his past experience. We are a bottom-up organization and can only grow when camp members support one another. Please make such transitions as simple as possible by working

together in fraternity, charity, and loyalty!

SO ORDERED IN FRATERNITY, CHARITY AND LOYALTY

A handwritten signature in black ink, reading "William E. Fischer, Jr." in a cursive style.

William E. Fischer, Jr., PCC
Commanding

ATTEST:

Robert J. Koenigsberg, PCC
Secretary