

**SONS OF UNION VETERANS OF THE CIVIL WAR  
DEPARTMENT OF MICHIGAN**

**OPERATING GUIDELINES**

1. The fiscal year of the Department of Michigan shall be from January 1 through December 31.
2. The portion of each Camp's delegate representation to the Department Encampment that is based on membership shall be based on the Camp's membership as of March 31<sup>st</sup> and its having filed Form 27 (Camp Annual Report) with the Department prior to the Department Encampment. Any Camp that does not file its Form 27 prior to the Department Encampment will have its delegate representation based on the most current Form 27 on file with the Department. The Department Membership awards will be determined by the information submitted to the Department Secretary by the Camps for the period described in the By-laws (Article XVI, Section 2).
3. The portion of the Department's delegate representation to the National Encampment that is based on membership will be determined by the Department Annual Report (Form 35), which shall be compiled from all the Camp Form 27s (Camp Annual Reports) on file with the Department as of May 1<sup>st</sup> (Form 35 is due at the National Organization on or before the last day of May).
4. The Department encourages all Camps to establish the "Juniors" program as outlined in the Constitution and Regulations of the Order.
5. While the Department of Michigan shall have no required dress code, the Department shall have an optional dress guideline for all Camps within the Department. The dress shall include a hat of Civil War-period Union Army kepi style, dark wool, blue in color, with a leather bill. The kepi may be decorated with any of the following: a hat badge consisting of an open top wreath encircling the letters "SUV" of gold color, affixed to the front center of the kepi, a Department of Michigan Cap Mark of the Civil War Union Army Corps Style, consisting of a crescent moon over a five point star, affixed to the top center of the kepi. The VII Corps Cap Mark shall be red with optional gold edging and silver star. The jacket shall be civilian or a Civil War-period Union Army four button fatigue blouse (also known as a sack coat), dark blue in color, with (optional) affixed to the right collar the letters "MICH" and affixed to the left collar the letters "NO." followed by the member's Camp number, ½ " in height, all of gold color. Dress style slacks of dark blue or black color, a dress style shirt, solid white in color, a necktie of subdued color or preferably of the SUVCW badge or crest pattern and leather dress style shoes of black or brown complete the dress. White dress gloves also may be worn. The above is a guideline and shall not be construed to be a required dress of any Brother.
6. A discounted pre-registration fee for Camp delegates to the next Department Encampment will be \$5.00 per person. Anyone pre-registering less than 7 days before the Department Encampment will be charged \$10.00 per person.
7. Annually Budgeted Authorized Expenditures: Annually budgeted authorized expenditure limits allowed for reimbursement for the below listed officers and committees will appear in the Department's annual budget. Approved expenditures would typically include long distance

telephone calls, postage, mileage, supplies, etc.; but would not include such expenditures as equipment, lodging, meals, etc. Requests for expenditures above budgeted limits shall be made in advance of such expenditure to the Department Treasurer, who, in conjunction with the Department Council, shall review the request and make recommendation to the Department Commander, who will either approve or reject the recommendation. All requests for reimbursement of expenses shall be accompanied by documentation of the expense incurred.

- a. Commander: Up to a maximum of \$250.00
  - b. Senior Vice Commander: Up to a maximum of \$150.00
  - c. Junior Vice Commander: Up to a maximum of \$150.00
  - d. Secretary: Up to a maximum of \$150.00
  - e. Treasurer: Up to a maximum of \$100.00
  - f. Historian: Up to a maximum of \$100.00
  - g. Eagle Scout Coordinator: Up to a maximum of \$200.00
  - h. By Laws Committee: Up to a maximum of \$100.00
  - i. Membership Committee: Up to a maximum of \$50.00
  - j. Graves Registration Committee: Up to a maximum of \$500.00
  - k. Civil War Memorials: up to a maximum of \$150.00
  - l. G.A.R. Records Committee: Up to a maximum of \$500.00
  - m. Communications and Technology Committee: Up to a maximum of \$100.00
  - n. Nominating Committee: Up to a maximum of \$50.00
  - o. Camp at large Coordinator: Up to a maximum of \$50.00
  - p. Chaplain: Up to a maximum of \$100.00
8. Officers and Committees who possess Department property (flags, charters, records, etc.) shall provide the Department Secretary with an inventory of that Department property 30 days prior to the annual Department Encampment.
  9. Officers and Committees, who maintain Department records (databases, spreadsheets, word processing documents, etc.) in an electronic format on their computers shall provide the Department Signals Officer with an electronic copy of those records 30 days prior to the annual Department Encampment. The Department Signals Officer will post (via FTP) the submitted electronic records in compressed format to the Michigan Department allocated server space on the National SUVCW Server.
  10. The Department Commander will appoint the appropriate number of Brothers to serve on the Allied Orders Department Encampment Site Committee.
  11. Alterations to the Department Operating Guidelines may only be made at, and approved by, the Department Encampment.

Amended at the 116<sup>th</sup> Annual Department Encampment, April 23, 2005  
Amended at the 121<sup>st</sup> Annual Department Encampment, April 24, 2010