

# DUTIES OF OFFICERS

Revised 20 July 11

## Division Officers

**Division Commander** - The Division Commander shall be the Chief Executive Officer of the California Division, Sons of Confederate Veterans with full power to enforce the provisions of this Constitution and By-Laws. He shall be the Chairman of the Division Convention and shall be empowered to act for the Division as circumstances in his judgment may require, subject to the policies or directives established by the Executive Council and subject to appeal to the Division Convention. He shall fill vacancies occurring among elected officers by appointing same, subject to the approval of the Executive Council, and shall appoint a Budget Committee, a Confederate Heritage Committee and such other committees as he may deem appropriate.

**Lieutenant Commander** – Upon the absence, death, expulsion or resignation of the Division Commander, the Lieutenant Commander shall become the Division Commander for the remainder of the unexpired term. The Lieutenant Commander shall assist the Division Commander in the performance of the Commander's duties, or as the Division Commander may direct.

**Chief of Staff** - shall be responsible for coordinating the work of the Division Staff, acting as liaison officer with the Camp Commanders, and performing such other duties as may be assigned him by the Division Commander.

**Adjutant** - shall be charged with the administration of the policies of the Division Convention, Executive Council and the Division Commander. He shall keep records of the proceedings of the Division Conventions, a roster of Camps, minutes of the Executive Council meetings, conduct correspondence of the Division and issue general orders of the Division Commander under his signature as Adjutant. He shall make financial reports to each Division Convention and Executive Council meeting and provide any and all information upon request of the Division Commander or any Executive Council member.

**Judge Advocate** - shall advise the Division Commander and the Executive Council on all legal matters and the construction and interpretation of the California Division and General Constitutions and By-Laws. He shall act as Parliamentarian at all California Division Conventions, and see that the California Division, Sons of Confederate Veterans files such reports with the Internal Revenue Service or the California Department of Revenue as may be required by law or regulation.

**Chaplain** - shall open and close with prayer all California Division meetings and conventions and shall perform such other spiritual duties as directed by the Division Commander. He shall send proper condolences to the families of deceased members as he is notified by the respective Camps.

**The Editor (Signals Officer)** shall be responsible for the regular publication and distribution of the California Division newsletter and such other publications as may be authorized by the Division Commander, Executive Council or Division convention.

**Historian** - shall be responsible for the keeping of a scrapbook or books to reflect the history of the activities of the California Division and for such other duties as may be directed by the Division Commander. He shall contribute articles to the Division newsletter when requested.

**The Surgeon** shall attend members of the Division Convention in need upon the request of the Division Commander.

**Aides-de-Camp and other officers** shall perform duties as directed by the Division Commander.

**Brigade Commanders** - shall be responsible for the development of new Camps within the general area of their Brigade, recruiting of new members, assisting Camp Commanders within their Brigade and the performing of such other duties as may be directed by the Division Commander.

## **Camp Officers**

### **Commander**

The commander has a unique responsibility to lead, encourage, assist, guide, maintain esprit de corps, and above all, to work to achieve harmony within the camp. While an SCV camp is a democratically run organization, the camp commander has overall responsibility for the camp he has been elected to serve. The commander presides at all meetings or otherwise designates his subordinate officers to do so. He is nominated for office by a nominating committee, or from the floor. He will appoint all non-elected officers and all necessary committees and will perform such other duties incident to the office. He will fill all vacated offices occurring during his administration until the next election of officers, with the advice and consent of the camp executive council.

### **Lieutenant Commander**

His authority is second only to the commander. He presides in the absence of the commander. Upon the resignation or death of the commander, the Lieutenant Commander automatically becomes commander for the unexpired term. He usually chairs the Programs Committee. He represents the commander at all memorial services when the commander is not present. The Lieutenant Commander is also a member of the camp executive council.

### **2nd Lieutenant Commander**

The 2nd Lieutenant Commander is not a required position, but is a position developing the future leadership of the camp and possible future camp commander. He serves at the direction of the commander and usually chairs the membership committee. He is authorized to represent the camp whenever the above officers cannot be present. However, he does not have the authority to speak for the commander or the camp unless given that authority by the commander.

### **Adjutant**

The duties include those duties performed in many organizations by secretary, treasurer and registrar. In many camps a treasurer, a secretary, a genealogist or several other positions may assist the adjutant. His position is the most critical for the camp's administrative responsibilities. An individual who procrastinates should not be considered for this office. This office and its complexities require an entire section of its own. Details are provided at the end.

### **Treasurer**

In smaller camps a treasurer's duties are included in the duties of the adjutant. The Treasurer handles the business affairs of the camp. He posts dues payments and sees that bills are paid. He handles the banking arrangements of the camp and writes the checks.

### **Chaplain**

A man with strong religious convictions usually fills this office. He will open and close all meetings with an invocation and a benediction. He serves at various memorial services and funerals. He should send get-well cards to the sick. He should report to the camp on the condition of members and needs during their illnesses and recuperation. The Chaplain should order flowers for the deceased, at the camp's expense and with the approval of the Camp's Executive Council. He must prepare a report of death for each deceased member and forward this to the Chaplain-in-Chief.

### **Historian**

This officer has the responsibility of collecting and recording the camp's history and other significant data worthy of saving for current camp members and for future generations. If the camp succeeded a UCV camp, a special effort should be made to retrieve and report on such history. The historian also preserves rosters, mailing address lists and aids in research necessary, for graves registration and individual ancestor research. Copies of any old UCV camp historical files should be made and forwarded to the International Headquarters where the files will be maintained for historical research.

### **Judge Advocate**

The Judge Advocate advises the camp in legal matters, in the drawing up of resolutions and in interpreting the camp's constitution and bylaws. He serves as legal advisor to the commander. He may serve as a referee and parliamentarian in a camp dispute under the direction of the commander. He should be an attorney.

### **Surgeon**

A medical doctor, or one who has special training in first aid, usually fills this office. As camp surgeon, he would care for any member who becomes sick during a camp business meeting, trip or memorial service.

### **Quartermaster**

This officer is responsible for the care of camp flags, supplies, and other equipment. He will see that necessary equipment and supplies get to the meeting place, to memorial services, to campsites, firing demonstrations, parades, etc. in a timely manner so as to be used effectively.

### **Sergeant-at-Arms**

He is responsible for maintaining order and decorum in the meeting place. The Sergeant-at-Arms will also serve in parades as the color sergeant and attend memorial services, firing demonstrations, and at other camp events.

## **DETAILS OF ADJUTANT DUTIES**

The Adjutant handles new member applications, collects dues, takes minutes, gives the treasurer's report, calls roll, pays bills, files transfers and deceased member reports, orders supplies, files

resolutions, keeps records current, and passes dated records to the historian. The adjutant will report delinquent members to the membership committee.

### **Signing up a New Member**

Have these items ready:

Application for membership with supporting documents

Check from member

Camp membership record book (may be on computer)

Blank submittal form for International and Division Headquarters (see Appendix E)

Letter of acceptance to new member (see Appendix E)

Check book with deposit slip

Stamp for endorsing the back of the check - "For Deposit Only"

Stamped envelope addressed to International Headquarters

Stamped envelope addressed to new member

Lapel pin, membership card, certificate, auto decal, and other items normally given to new members.

### **Initial Cost to New Member**

\$5 Registration fee to HQ (includes certificate)

\$30 yearly dues to HQ

Optional: \$10 Large Membership Certificate

\$ 5 division dues

\$ 5 or other amount; camp dues

### **Procedures**

Review Application for completeness then sign and date "Committee on Application"

Photocopy the member's application and file it.

Stamp member's check "FOR DEPOSIT ONLY." Checks should always be made out to "Sons of Confederate Veterans" or "SCV."

Write check to Sons of Confederate Veterans for \$35 (or \$45 if the new man wishes the large certificate).

Mail original application and check to Secretary ATM, SCV HQ, Post Office Box 59, Columbia, Tennessee, 38402-0059.

Deposit check in bank.

After the new camp roster arrives, you can make a wallet membership card for the new member, because the man's new ID number will appear on that roster with his name.

Mail or give certificate and member card to the new man at next meeting.

### **Meeting Minutes**

The history of the camp should be preserved by the camp adjutant and passed on to future adjutants. The adjutant's minutes of camp meetings should be preserved properly, along with official correspondence received and generated by the camp including camp newsletters. A camp archives should be established. If your camp has a camp historian, some of these duties should be assigned to him.

### **Illness/Death**

The camp chaplain handles deaths and illnesses, but it is the responsibility of the adjutant to have a record of this information so that he may record deaths on the annual report and mark the roster accordingly.

### **Death of a Member**

The death of a member is a difficult time for the camp. It is at such time that the camp wishes to not only pay tribute to the memory of the departed compatriot but to provide a source of support to his family. The following is presented as a guide to assist the camp during these times.

1. Upon learning of the death of a camp member, the camp commander should be promptly notified.
2. The camp commander will notify the camp adjutant and chaplain.
3. The camp adjutant will submit the "Last Roll" to the Chaplain-in-Chief at SCV Headquarters, PO Box 59, Columbia, TN 38402 or e.mail: [bookkpr@scv.org](mailto:bookkpr@scv.org) with copies to
  - a. Adjutant-in-Chief SCV
  - b. Division commander and adjutant,
  - c. Division chaplain, Ernie Powell
  - d. Retain one copy for Camp file,

The camp chaplain will notify the camp membership as to the member's death and date, time, and site of funeral service. The chaplain will make arrangements for floral remembrances in the name of the camp and/or memorial contributions in the deceased member's name (ex: SCV Heritage Defense Fund, Stand Watie Scholarship Fund, Life Member Endowment Fund, etc.). The camp chaplain should visit the member's family by himself and/or coordinate a visit with the camp commander and other officers or members. A certificate, "resolution for Deceased Compatriots," may be obtained from International Headquarters, SCV and may be presented to the family. There is no charge for this certificate.