

# Encampment Guide



# **Encampment Guide**

## **New York Department**

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

**Prepared for the 132<sup>nd</sup> New York Department Annual Encampment,**

**Saratoga Springs, NY**

**May 1-3, 2015**

**Robert Pugsley, PDC**

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# Introduction

Pursuant to a Recommendation that was passed at the 131<sup>st</sup> Annual New York Department Encampment meeting held on May 3, 2014, Department Order #4 dated July 8, 2014 was issued by Department Commander George Weinmann, PCC. The Order established the "Officer and Encampment Guide Committee" chaired by Robert Pugsley, PDC.

This Encampment Guide is meant to be a general guide in organizing the New York Department Encampment. It is meant to assist in planning the items that need to be covered. It is not a binding protocol and can be amended to fit the situation. Duties can be delegated to other members/associates as the need may be.

No portion of this Guide is valid if it is in contradiction to the New York Department, SUVCW By-Laws or the Constitution & Regulations of the National Order.

## General

When the Encampment Committee chooses a place and date for the Annual Encampment, two contracts will be signed. One for the Hotel room rate. This contract usually includes the number of room nights required to fulfill the contract. The benefit of this is usually a lower room rate, complimentary meeting rooms and hospitality room. The other contract is for the banquet. A menu is selected and the cost per meal is decided upon. Usually there is a minimum dollar amount. The responsibilities for signing the Contracts usually alternates year to year between the NY Department, SUVCW and the DUVCW. Examples of past contracts are included in the Appendix

# **National Constitution and Regulations, New York Department By-Laws Regarding the Annual Encampment**

## **National Constitution and Regulations**

### **Chapter II**

### **Article III**

### **Meetings**

Section 1. Departments shall meet in Annual Encampment. Said Encampment shall be held on a day between the first day of January and the first day of July.

- (a) Special meetings of a Department Encampment may be called by the Department Commander, by and with the consent of the Department Council; but no business shall be transacted at any special meeting other than that for which it was specifically called, which call shall state the purpose and object of said meetings.
- (b) The National Council of Administration shall have authority to grant exceptions to the dates prescribed by these Regulations for Camp elections and installations of Officers, and for Department Encampments, when requested, for adequate reasons, by a Department.

Section 2. A majority of the membership reported present and entitled to vote shall constitute a quorum unless otherwise stated in the Department By-laws.

## **New York Department By-Laws**

### **Article III**

### **Encampments**

Section 1. The dates and location of the annual Encampment of the Department of New York shall be selected by a committee, known as the Department Encampment Committee, consisting of two (2) members/associates of the Department appointed by the Department Commander, along with the

Department Commander as an ex-officio member. The Department Encampment Committee shall make reasonable efforts to hold the annual Encampment in a different region of the Department each year so as to encourage equal access to the Encampment by members/associates throughout the Department. The Department Encampment Committee shall meet with the members of the DUVCW and other Allied Orders which exist as Departments within the State of New York and shall seek to reach a consensus in conjunction with the DUVCW and said other Allied Orders as to the date and location of the Department Encampment so as to ensure the participation of as many said other Allied Orders as may be possible at said Encampment. However, the final decision as to the date and location of the Encampment shall rest with the Department Encampment Committee and said decision regarding the date and location of the annual Encampment for the next succeeding year shall be announced at the Department Encampment for the year immediately preceding that Encampment. The Department Encampment Committee shall also be responsible for the planning, coordinating, or delegating, all tasks and aspects concerning the holding of the annual Encampment of the Department of New York. The Department Encampment Committee may delegate such tasks, including but not limited to the hosting of the Encampment, to one or more of the Allied Orders. However, the Department Commander shall have sole authority to execute any Departmental contracts in relation to said Encampment.

Section 2. The hour of opening each *Encampment* business session shall be fixed by the Department Commander.

Section 3. The business sessions of the *Department Encampment* will be limited to the Saturday of the Encampment weekend, with Sunday morning available should additional time be required.

Section 4. The hotel and banquet expenses of the Commander-in-Chief in attending the Department Encampment will be paid by the New York Department.

Section 5. The Department Commander is authorized to call a *Mid-Year Meeting* at some centrally located point for the purpose of discussing and formulating plans for the betterment of the Order, such plans to be submitted to the following annual *Department Encampment* for such action as a majority vote of those present at said Encampment may decide.

No funds of the Department may be disbursed at the *Mid-Year Meeting* and the Department shall be in no way responsible or liable for the traveling expenses of anyone attending the *Mid-Year Meeting*.

Section 6. The General Grant March shall be the official march of the Department Encampment.

## **Encampment Committee Duties**

The Encampment Committee's duties are outlined in the NY Department By-Laws. Their main duties are along with the other Allied Orders to secure a date and place to hold the Encampment. They secure the contract for which the Department is responsible that year. The hotel contract usually includes a reduced room rate, a complimentary Hospitality Room and generally three complimentary meeting rooms. The committee or their delegates plan for the Friday night Campfire, the Hospitality Room and the Sunday morning program.

## **New York Department Commander**

The Department Commander is responsible for the overall running of the Encampment. He should keep track of all the Officers who are responsible for various aspects of the Encampment. He runs the meeting and makes certain that it goes in an orderly fashion.

During the meeting the Department Commander either attends or appoints a representative to go on "Visitation" to the other Allied Orders. A small gift bag is usually presented to their Commander/President.

## **Senior Vice Commander**

The Senior Vice Commander sits in for the Department Commander if the Commander cannot attend. He is also in charge of the annual fundraiser. He is responsible for selecting/soliciting the items to be raffled off, procurement of tickets, mailing labels, postage and envelopes. He mails them to the members and collects the proceeds. They are then turned over to the NY Department Treasurer.

## **Junior Vice Commander**

The Junior Vice Commander has no real duties regarding the Encampment other than to attend and provide a report of his activities. He may also be called to perform any function regarding the Encampment that the Department Commander may ask.

## Department Secretarial Duties

The Department Secretarial duties include but are not limited to:

Assisting the Department Commander, Encampment Committee and any other responsible parties.

Print Name Placards for the various stations as set forth in the C&R.

Assure that the Encampment Ribbons are ordered.

The Ribbons in the past have been ordered from the

Hodges Badge Company

1170 East Main Rd

Portsmouth, RI 02871-9938

1- (800) 556-2440

Receive and keep a list of Registrants

Print name tags

In the past pin style name tags have been used- Avery 74549

Receive and keep a list of Banquet attendees if applicable

Make certain that meeting room is arranged properly per Blue Book

Set up Registration Table

## **Treasurer**

The Treasurer is responsible for paying all debts incurred in regards to the Encampment and making certain that expenses do not exceed the budget.

# Budget

Money to fund the Encampment is outlined below:

Item 68300 Department Encampment

68301 Encampment Site Committee	75.00
68302 C-in-C room	250.00
68303 Department Commander's Room	225.00
68304 Banquet	2100.00
68305 Supplies/Expenses	50.00

# **Encampment Journal**

The Encampment Journal is usually published by the Auxiliary to the NY Department of the Sons of Union Veterans of the Civil War. We usually submit our agenda to the Journal and if a Past Department Commander dies during the previous year, a full page ad is taken out.

## **Hospitality Room**

The Hospitality Room is usually a room that is given complimentary based on the room guarantee. It is usually open Friday night after the Campfire, after the meeting and after the banquet. The various Allied Orders contribute stocking the room with refreshments. There is no budgeted money for the Hospitality Room.

# **Campfire**

The Campfire program is generally an informal lecture or entertainment program on the Friday night before the meeting. Organization of the program can change between the Allied Orders.

There is no budgeted money for the Campfire.

# Banquet

Responsibility for the Banquet usually alternates between the Sons and the Daughters. A contract is usually signed guaranteeing a minimum dollar amount. See Appendix for samples of past contracts.

Some decisions that usually must be made are:

Buffet or Plate

Menu

How much per person

Entertainment

*Color board*

## **Sunday Service/Program**

On the Sunday morning following the Encampment meeting, a program is usually provided. This can vary between a memorial service at a local cemetery/monument or a tour of a local site of historical significance. Examples of past programs have been:

Tour of West Point

Tour of Grant's Cottage, Mt McGregor

Memorial Ceremony for Col. Elmer Ellsworth

Services at Civil Monuments

Tour of Memorial Day Museum in Waterloo

The Encampment Committee usually arranges for this

## **Webmaster**

The webmaster is responsible for putting the information concerning the Encampment on the website and keeping it current. The website should include but is not limited to: Dates of Encampment, how to place reservations at the hotel, how to register as a participant, how to purchase luncheon tickets, how to purchase banquet tickets, information about proposed By-Laws changes, information about the Allied Orders Campfire program on Friday night and how to advertise in the Encampment Journal.

## **Chaplain**

The Chaplain's duties will include helping to coordinate the Saturday morning Memorial service in conjunction with the other Allied Orders. He shall obtain the names of deceased brothers for the preceding year as supplied by the Department Secretary.

He will also attend to the duties during the meeting as outlined in Ritual and Ceremonies "Blue Book"

## **Newsletter Officer**

The Newsletter "The Volunteer" will publish current information about the Encampment. The Encampment Committee should keep the Editor, along with the Webmaster, up to date on Encampment information.

## **Allied Orders**

The Annual Encampment is held in conjunction with the other Allied Orders which besides the Sons of Union Veterans of the Civil War includes:

The Auxiliary to the SUVCW

The Daughters of Union Veterans of the Civil War

The Women's Relief Corp

The Ladies of the Grand Army of the Republic