

HEADQUARTERS OF THE DEPARTMENT COMMANDER  
Department Order No. 23 Series 2015-2016



DEPARTMENT OF NEW YORK  
SONS OF UNION VETERANS OF THE CIVIL WAR



Honoring the memory of the Grand Army of the Republic &  
The Men from New York who saved the Union from 1861 to 1865.

<http://www.suvcw.org/ny/deptny.htm>

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**Department Order No. 23, Series 2015-2016**

By the authority vested in me as Commander of the Department of New York,

1. I hereby announce that the storage and maintenance of the charters, documents, art, photographs (ephemera) and other items (property) of the Department of New York, Sons of Union Veterans of the Civil War will be handled pursuant to the memorandum of understanding (MoU) signed by Department Commander Raymond W. LeMay III, PCC on behalf of the Department of New York SUVCW and President David T. Wallingford on behalf of the Friends of the New York State Military Museum.
  - a. The GAR & SUVCW Property & Artifacts Committee under the leadership of Department Archivist, Bro. Lance Ingmire composed and agreed to this (MoU) in order to house properly stored material, including many SUVCW charters, in the climate controlled museum.
  - b. The MoU was executed on 29 February 2016 and it is appended to this order as a matter of record and shall be posted on the Department website.
  - c. I would also like to recognize the on-going efforts of the Committee that includes the following brothers: Chairman Bro. Lance Ingmire, David M. Dziewulski, PCC, Tim Mabee, Jerry Orton, PDC, and Danny Wheeler, PC-in-C.

This Order is so ordered on this 29th day of February, 2016 in Fraternity, Charity, & Loyalty,

Raymond W. LeMay III, PCC  
Commander, Department of New York, SUVCW

Attest:

Robert L. Pugsley, PDC  
Secretary, Department of New York, SUVCW

**An agreement between**  
The Friends of the New York State Military Museum (The Friends)  
61 Lake Avenue  
Saratoga Springs, NY 12866  
**and**  
Sons of Union Veterans of the Civil War  
Department of New York  
10 Knabner Rd  
Mechanicville, NY 12118

**I . Purpose, Objective and Scope of the MoU** - The focus of this understanding is the storage and maintenance the charters, documents, art, photographs (ephemera) and other items (property) of the Department of NY, Sons of Union Veterans of the Civil War (Department) by the Friends of the New York State Military Museum (Friends) on behalf of the New York State Military Museum (NYSMM).

**II. Background, Situation, and Status of the three Parties** – The Department is a non-profit 501(c)4 organization that strives to preserve the memory and monuments of the men who served in the Union Military, 1861-1865 particularly in New York State. The Friends of the New York State Military Museum: The mission of Friends is to be a support to the New York State Military Museum, to aid in fund raising for exhibits and displays, as well as assisting in drawing attention to the museum through programs, lectures and events. As the board of trustees, we are the elected board which helps direct the membership to facilitate the support mission of the non profit group.

**III. Review Date of the MoU & Changing Articles** – Beginning in 2016 this MoU may be reviewed for revision at the request of any individual party. When a review is requested it will occur at a location (e.g. at the Military Museum in Saratoga Springs) and on a date mutually agreeable to all parties. Any of these articles can be changed at the request of either party, at any time and upon the agreement of the respective parties. The Friends and the Department will then meet in person or via email and discuss changes and finalize an agreement about the changes.

**IV. Agreement Details** - The Friends will shelve and store all properly archived ephemera and property from the archives/collection of the Department in a secure and heated storage room, provided that:

- a) Ephemera be placed in individual archival folders and then be stored & labeled in appropriate archival boxes;
- b) Property be stored in an appropriate closed container;
- c) All materials needed for the proper storage of ephemera or property will be provided by the Department;

- d) The ephemera of the Department, any defunct SUVCW Camps and antecedent organizations such as the Grand Army of the Republic (or GAR) including minutes and notes be expeditiously reviewed for disposition within eighteen (18) months of the signing of this MoU. Saved ephemera will then be archived while unnecessary ephemera/property (items) will be removed from the archive site or offered for sale or storage at an alternate site (historical society, museum or similar location).

**IV. Compensation Details** – In the interest of continued preservation, any items of the collection that are deemed unnecessary by the Department as described in section IV.(c) will be offered to the Museum collection if they are deemed to have some historic value and they can contribute to the overall collection or mission of the NYSMM.

No party will be directly compensated without prior mutual agreement on the nature of the compensation. Unless otherwise agreed, all funds generated from the sale of any items must be accounted for in writing by and/or to both parties. Unless otherwise agreed, any transfer of items to the Friends will be accounted for in writing by the Department.

The Friends accepts no responsibility for the condition of the collection which may be due to any loss by fire, water damage, insect/vermin destruction or other *force majeure* or by theft.

**Terms of Agreement** –[1] This understanding becomes active upon signing. [2] It shall be automatically renewed annually; [3] It can be terminated if revisions cannot be mutually agreed upon; [4] any party can terminate this understanding by notifying the other party/parties. Upon dissolution, all material residing with The Friends, received from the Department, will be returned to the Department within 18 months of termination.

**For the Friends of the New York State Military Museum**

Name (s) David T. Wallingford Title President

Date 29 February 2016

**For the Department of New York, Sons of Union Veterans of the Civil War**

Name (s) Raymond W. LeMay III Title Department Commander

Date 29 February 2016