

# **Colonel Isaac Williams Smith Camp #458**

## **Sons of Confederate Veterans**

### **Constitution and By-laws**

#### **Article 1 - Constitution**

The Constitution of the Colonel Isaac Williams Smith #458 Camp shall be the Constitution of the National organization of the Sons of Confederate Veterans.

#### **Article 2 - Object/Purpose**

Sons of Confederate Veterans Camp #458 is a non-political, non-racial, non-sectarian patriotic and historical organization dedicated to ensuring that an accurate representation of the history of the Southern Confederacy, the War Between the States, and its aftermath is preserved, including the following:

- a)** To preserve and protect our Southern heritage, and to defend against the improper use or display of the symbols, flags, and other representations of that history.
- b)** To provide education about the War Between the States era, Southern history, the Confederate States of America, the Confederate soldier, and the correct use of Southern symbols.
- c)** To provide public service wherever possible and to promote a positive image of the Sons of Confederate Veterans in the community.
- d)** To support and defend the Constitution of the United States of America, and its republican form of government as the foundation of our country.
- e)** To educate others and invite membership into the Sons of Confederate Veterans.

#### **Article 3 – Declarations**

- a)** SCV Camp #458 does not condone, nor is it associated with any group, that promotes racism, hatred, religious intolerance, political dissent, or violence as part of its agenda. SCV Camp #458 does not support, nor will it associate with any group that misuses or misrepresents Southern history or Southern symbols.
- b)** SCV Camp #458 will not tolerate any member who misuses or misrepresents the history or symbols of our heritage. Camp members are expected to conduct themselves honorably, professionally, and morally when representing the SCV and Camp #458 in the public forum.

#### **Article 4 - Membership**

Membership guidelines follow those set forth in Sons of Confederate Veterans National Constitution.

SCV Camp #458 will also have Associate Members:

- a)** Associate membership is available to those who want to participate in Camp activities but do not qualify for membership in the SCV due to lack of heritage documentation. Associate Members may participate in all Camp activities but may not vote or hold office in the Camp.

- b)** Associate Members must qualify at the Camp level, be sponsored by a Camp member, and pay all Camp and Division dues. The Associate Member shall be included on all Camp correspondence and reports, but will be identified as an Associate rather than full member.

#### **Article 5 - Camp Officers, Elections and Voting**

- a)** A Camp Elections Committee shall be formed. Each January the Commander shall appoint a Chairman who will appoint members in-good-standing to serve on the Committee.
- b)** The Elections Committee shall be responsible for conducting the annual Camp elections. The Committee will provide printed ballots on Election Day. Voting shall be done by secret ballot. The ballots shall be counted by the Committee or their appointee, i.e. an Associate Member. The results of the vote will be tallied publicly and presented to the Camp the day of the election.
- c)** Any Camp members in-good-standing present shall be allowed to cast a vote, provided there is a quorum. If a quorum is not established, the election will be held at the next monthly meeting when a quorum exists.
- d)** The Elections Committee will also act as the Nominations Committee and will be charged with soliciting candidates for office. Members of the Committee will contact Camp members to inquire if they wish to run for an office, and to encourage capable candidates. Through due diligence, the Committee shall find a candidate for each office. This shall be accomplished and the Committee shall announce, no later than one month prior to the date of the June elections, all of the candidates to the Camp. Each Camp member desirous of a position shall be given by the Committee the duties of that office, in print. A current officer may nominate himself for that position; a second is not required for any nomination. Nominations may also be made from the floor at the May meeting.
- e)** Qualifications for office: Candidates must be a member in-good-standing. Candidates for Camp Commander shall be a member of the Camp for at least one year prior to elections. All candidates must be able to fulfill the requirements and duties outlined for their intended office.
- f)** All candidates' names shall appear on the ballot.
- g)** Proxy voting, special voting, voting by acclamation, and /or write-in candidates shall not be allowed.
- h)** Candidates not receiving a majority vote shall face a run-off election the same day between the top two candidates for that office. Candidates running unopposed are required to obtain a majority vote as well. If a majority vote is not obtained by the unopposed candidate, the newly-elected Commander shall appoint a member –n-good-standing to that position.
- i)** Elected officers shall be sworn in the same day of the election and shall begin their term the same day. The new officers will be sworn-in by any Past Commander of Camp 458.
- j)** Elected officers of Camp 458 shall be: Camp Commander, Lieutenant-Commander, Adjutant, Secretary, and Treasurer.
- k)** Other positions may be created and used by the Camp as deemed necessary. These positions will be appointed jointly by the Camp Commander, Lt. Commander and Adjutant. These appointed offices may include, but are not limited to: Chaplain, Historian, Color Sergeant, Judge Advocate, Surgeon, Aide-de-Camp, Sergeant-at-Arms, Quartermaster, Education Chairman, Activities Chairman, Newsletter Editor, Recruiter, Parliamentarian, and/or Genealogist.

#### **Article 6 - Duties of Camp Officers**

- a)** **Camp Commander:** The Commander has the unique responsibility to lead, encourage, assist, guide, maintain esprit-de-corps, and above all, work to achieve harmony within and without the Camp. While an SCV Camp is a democratically run organization, the camp Commander does have the overall responsibility. His is a responsibility not to be taken lightly. The Camp Commander presides at all meetings of the Camp and of the Executive Council or otherwise designates his

subordinate officers to do so. He shall be a member ex-officio of all regular and special committees, and shall perform all such duties as usually pertain to his office.

- b) Lieutenant Commander:** His authority is second only to the Commander. He shall preside in the absence of the Commander. Upon the resignation or death of the Commander, the Lieutenant Commander automatically becomes Commander. He shall serve as Program Chairman, securing guests speakers and presentations for Camp Functions. He shall be responsible for the enlistment of new members. He shall prepare and distribute to the membership in good standing a roster of members, their addresses and telephone numbers. He shall be responsible for announcing to Camp members by telephone any meetings, social programs or any other occasions announced by the Commander or Executive Council.
- c) Adjutant:** The Adjutant shall conduct all official correspondence pertaining to the proper preparation and forwarding of all reports required of the Camp to SCV Headquarters. He shall notify all members of special meetings. He shall keep a true record of all the members of the Camp and have custody of the books and papers of the Camp, except the Treasurer's book of account. He shall be the keeper of the Camp Seal. All applications for membership, initiation fees and first year dues shall be made to the Adjutant. He shall be responsible for the ordering of all items necessary for operation of the Camp.
- d) Treasurer:** The Treasurer shall have charge of all funds of the Camp and place the same in such bank, or banks, as may be approved by the Executive Council. Such money shall only be withdrawn by check signed by the Treasurer and countersigned by one other member of the Executive Council. He shall keep an accurate account of all his transactions and render a detailed report, in writing, of income and expenditures at the annual meeting. He shall be responsible for collection of dues and fees, taking proper note of the paying member, his address, and other information necessary in the maintenance of Camp records and providing this information with the Adjutant.
- e) Chaplain.** The Chaplain provides spiritual guidance for the Camp. He shall represent the Camp in times of bereavement. He shall periodically report to the Commander on the well-being of members confined by illness. In the event of member death, he shall immediately notify the membership. He shall be responsible for the procurement of flowers, wreaths or such other items incidental to the accomplishment of his duties. He shall open and close camp meetings with prayer, bring devotionals, offer thanks for meals, and other such duties as may be directed by the Camp Commander.
- f) Secretary:** The Secretary shall keep and maintain a written record of all Camp events, including minutes of each and every meeting. He shall carry out any other duties the Camp Commander may assign him.
- g) Historian:** The Camp Commander shall appoint the Camp Historian, who shall have the responsibility of collecting and recording the Camp's history, and other significant data worthy of saving for the current camp membership and also for future generations. He shall be responsible for the Camp scrapbook and its collection of photographs, newspaper clippings, Camp newsletters, and other such items deemed necessary in the proper and positive recording of Camp #458 and its history.
- h) Color Sergeant:** The Camp Color Sergeant shall form, lead and instruct a Camp Color Guard, which will be duly trained and utilized at commemorative and memorial events. He shall also have the responsibility of ensuring all appropriate flags are displayed at all meetings, parades, recruiting events, and other Camp functions.

#### **Article 7 - Executive Council**

- a) The purpose of the Camp Executive Council is to transact business as necessary between regularly scheduled monthly Camp meetings.**

- b)** The Executive Council of Camp #458 shall consist of the following duly elected officers of the Camp: Commander, Lt. Commander, Adjutant, Secretary, and Treasurer.
- c)** A quorum of the Executive Council will exist with a minimum of three (3) members present.
- d)** The immediate Past-Commander of Camp #458 shall be a non-voting member of the Camp Executive Council.
- e)** The Chair of the Camp Executive Council shall be determined by following the chain-of-command; when the Commander is not present the Lt. Commander shall be the Chair of the Council, and so forth.
- f)** The Chair of the Executive Council will only cast a vote as a tie-breaker.
- g)** All Camp Executive Council meetings are open to all Camp #458 members.
- h)** All business conducted, decisions reached, and actions taken by the Camp Executive Council shall always be available to the Camp membership, and a report will be given at the next regularly scheduled monthly Camp meeting.
- i)** No one may be appointed ad-hoc to the Camp Executive Council to act in the absence of a voting member of the Council.
- j)** Special Camp Executive Council meetings may only be called by a member of the Camp Executive Council, but all Camp #458 members will have unlimited access to the members of the Camp Executive Council to ask for a Camp Executive Council meeting to take place.
- k)** Minutes will be taken at any and all Camp Executive Council meetings. The minutes will be kept by the Camp Secretary, and approved and/or corrected at the next regularly scheduled meeting.
- l)** All minutes of Camp Executive Council meetings will be made available to all Camp #458 members at any time.

### **Article 8 - Finance**

- a)** Camp #458 shall collect dues from each member annually, beginning August 1.
- b)** Late fees not to exceed the amount of the dues may be added after November 1.
- c)** Camp #458 members who have not paid their annual dues by February 1 may have their membership suspended until said dues have been paid.
- d)** Members unable to pay their dues may ask the Camp Executive Council for a waiver.
- e)** The Camp membership shall determine the amount of these annual dues by a two-thirds vote.
- f)** The annual dues amount will be reviewed and revised annually at the end of the Camp fiscal year, though the dues amount may be reviewed and revised at any time.
- g)** Any changes to the annual dues amount must be announced to the Camp membership no less than 30 days before the annual due date.
- h)** Dues will be collected by the Camp Adjutant for bookkeeping purposes, and then passed on in a timely manner to the Camp Treasurer for deposit.
- i)** Annual reports will be due at the end of each fiscal year, and will be made available to all Camp #458 members.
- j)** Any Camp member may request in writing a report concerning Camp #458 funds, finances, and expenses. The Camp Treasurer will respond to the request in writing, also mailing a copy of the member's request and the Treasurer's reply to the Camp Adjutant. These reports shall remain solely within the propriety of the Camp membership.
- k)** Members of the Camp Executive Committee may direct the Camp Treasurer to purchase supplies necessary for Camp business and operations, providing such funds are available, of up to \$100 per month without a vote or approval from the membership. It will be the responsibility of the Treasurer to report any expenditure at each regularly scheduled Camp meeting. The membership has the authority to postpone future privileges with a majority vote.

### **Article 9 - Meetings**

- a)** Regular meetings shall be held on a monthly basis, time and place to be determined by two-thirds vote of the Camp membership.
- b)** Camp #458 will be represented by the required number of delegates to each and every Division meeting and/or Convention.
- c)** The Rules of the current edition of “Robert’s Rules of Order” (newly revised) shall govern all meetings and business within the Camp, so far as they are applicable and not inconsistent with these Camp by-laws or the Constitution of the national organization.

### **Article 10 - Voting and Quorum for Regular Monthly Meetings**

- a)** A quorum exists when a minimum of one-third of Camp #458 members are present, including a minimum of two Executive Council members.
- b)** Votes for resolution or acceptance may be taken provided a quorum exists. The outcome will be determined by a majority of votes cast by members in good standing in attendance, except where otherwise specified that a two-thirds vote is required.

### **Article 11 - Awards**

- a)** The Executive Council shall be responsible for the creation and administration of a program of awards presented to camp members and non-members deemed worthy of recognition.
- b)** The Executive Council shall review and authorize the presentation of certificates and awards, except Commander’s Commendations and resolutions of respect, which are reserved to the Commander.

### **Article 12 – Disciplinary Procedures**

The Code of Conduct and discipline of any Camp member shall follow the guidelines set forth in the National Constitution of the Sons of Confederate Veterans.

#### **Removal of Officers from Office and Expulsion of Members from the Camp:**

- a)** Cause for disciplinary action shall include dishonesty, neglect of specified or assigned duties, and/or acts not in consonance with the Constitution of the Sons of Confederate Veterans or which are detrimental to the membership or objectives of the Confederation.
- b)** Camp officers may be removed from office by the procedure described below. They may be expelled from the Camp by a second vote of the Executive Council. Camp members may be expelled from Camp membership by a single vote of the Executive Council, after the procedure described below is completed.
- c)** Charges may be filed against any Camp officer or member by any Camp member in good standing. All charges shall be in writing clearly stating the facts relied upon and will be accompanied by all affidavits and/or exhibits that are to be used in their support.
- d)** Charges will be filed with the Camp Adjutant, who will immediately notify the Camp Commander. The Commander will call a private meeting of the Camp Executive Council to hear the charges, examine the evidence, and determine by two-thirds vote whether the charges submitted warrant a full disciplinary hearing.
- e)** If a full disciplinary hearing is approved by the Camp Executive Council, the Adjutant will give no less than 15 days notice of the time and place of the special hearing to all Camp Executive Council members, and the accused and the accuser. This notice shall be in writing and will include a true

copy of the charges and of the supporting affidavits and exhibits. The accused shall receive his notice by Certified mail to insure that he has been notified of the opportunity to defend himself against said charges. At the special meeting a full hearing will be expected of the accuser, and a full hearing will be guaranteed the accused.

- f)** Removal of a Camp officer from office is accomplished by a two-thirds vote of the Executive Council. Expulsion of this same individual from the Camp requires a second, two-thirds vote of the Executive Council. Expulsion of a Camp member who is not an officer requires the same hearing procedure discussed in paragraphs 12 a-e above and a two-thirds vote of the Executive Council for his expulsion.
- g)** The Camp Secretary shall keep concise and accurate minutes of all Executive Council proceedings and the decisions and determinations made. These minutes shall be read and approved/revised at the next regularly scheduled Camp meeting, and made available to the Camp membership at any time.
- h)** Any officer or member removed, or expelled by the Executive Council may appeal the decision to the membership of the Camp. Such appeal shall be made in writing to the Adjutant, who will notify the Camp Commander. The Commander will call a separate special meeting of the Camp for the purpose of acting on the appeal. The Adjutant will give at least 15 days notice in writing to all members of the Camp stating the date, time, place, and reason for the special meeting. At the special meeting, the Adjutant will read the original charges and supporting affidavits, and will display the accompanying evidence and exhibits. The Camp Secretary will read the minutes of the Executive Council meeting at which the charges were heard and subsequent action taken. A full hearing will be expected of the accuser, and a hearing will be guaranteed the accused. A vote will be taken by ballot, of which a two-thirds vote of the membership present shall be required to reverse the action of the Camp Executive Council.
- i)** Special meetings may also take place at regularly scheduled monthly meetings, provided that the required notice is given, and the disciplinary proceedings are privy to Camp members only.
- j)** Any member who has been suspended or expelled, and having exhausted the foregoing appeals procedures, has the right to appeal at the national level to the General Executive Council of the Sons of Confederate Veterans, the decision of which shall be final. A member expelled by the Camp is ineligible for membership in any Camp of the Confederation.

### **Article 13 – Official Ladies**

The Camp Commander may appoint only these following ladies to represent Camp #458:

- a)** Matron of Honor
- b)** Chaperon
- c)** Sponsor
- d)** Three (3) Maids of Honor

### **Article 14 – Official Observances**

Camp #458 shall observe the celebration of the following:

Gen. Robert E. Lee’s Birthday, 19 January  
Gen. “Stonewall” Jackson’s Birthday, 21 January  
Col. Isaac W. Smith’s Birthday, 15 February  
Confederate Flag Day, 4 March  
Confederate Memorial Day, 26 April  
President Jefferson Davis’ Birthday, 3 June  
Gen. Nathan Bedford Forrest’s Birthday, 13 July

**Article 15 - Prohibitions**

- a)** Invalidation or annulment of one section of the Camp #458 By-laws, or a section that may be in conflict with the National Constitution shall not discount nor otherwise affect the validity of the rest of the Camp #458 By-laws.
- b)** No assessment shall be levied upon Camp members other than annual dues and initiation fees, except by resolution of the general membership.
- c)** Proxy voting shall not be permitted in the conduct of Camp elections or business.

**Article 16 - Dissolution**

- a)** Should Camp #458 dissolve, all Camp assets and property shall be given to a representative appointed by the General Staff of the national organization of the Sons of Confederate Veterans, currently headquartered at Elm Springs in Columbia, Tennessee.

**Article 17 - Amendments**

- a)** Any Camp #458 member in good standing has the right to submit Amendments to amend or revise articles or sections of these By-laws.
- b)** The Camp membership must be notified in writing at least two weeks prior to the next monthly Camp meeting of any proposed Amendments to the Camp By-laws.
- c)** Passage of an Amendment requires a two-thirds vote of the Camp membership present.



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