

ADJUTANT'S GUIDEBOOK



Mississippi Division Sons of Confederate Veterans

March 25, 2000
rev. August 18, 2012

INTRODUCTION

This Guidebook is intended to assist Camp Adjutants of the Mississippi Division, Sons of Confederate Veterans, in the performance of their official duties. It is a compilation of policies and procedures formulated by National and Divisional Offices.

The information in this edition of the Adjutant's Guidebook includes all revisions to previous editions. **Previous editions should be discarded** to avoid any confusion concerning current National and Divisional policies. Suggestions or comments for future editions are welcome.

Questions concerning the administrative procedures outlined in this Guidebook should be directed to the Division Adjutant.

This Guidebook was developed by a Committee of Camp Adjutants appointed for that purpose by Division Commander Billy Ray Hankins and was published on March 25, 2000. The Committee was composed of the following current or past Camp Adjutants:

Ron Stowers, Chairman	Madison, Mississippi
Eddy Cresap	Vicksburg, Mississippi
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Revised and updated on August 18, 2012 by:

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It is the sincere hope of the Committee Members that their fellow Camp Adjutants will find this material useful in administering the business affairs of their Camps.

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CAMP REPORTS

Annual Camp Reports

Financial Reports

Division Convention Camp Report

Brigade Reports

ANNUAL CAMP REPORT

The annual camp report serves as the official record of the Camp's membership strength and activities for the past year of operations. It records membership gains from new members, past members and transfers from other camps, and losses from non-payment of dues, transfers to other camps and deaths. It is an excellent method of recording the Camp's major accomplishments during the year and should be retained in perpetuity for historical and archival purposes.

HOW TO OBTAIN REPORT FORMS

Blank annual report forms may be obtained by going to the National SCV Website at www.scv.org/documents.php or contacting the Division Adjutant. Forms should be obtained in April or May to meet reporting deadlines. It is recommended that photocopies of blank forms be made and retained for future use. A sample blank form is provided in the Appendix.

REPORTING PERIOD

The report covers the period beginning August 1st and ending July 31st. This is the fiscal year of the Confederation and Mississippi Division. The Mississippi Division Convention Report covers the period beginning April 1st and ending March 31st.

DUE DATES

Prior to the end of the fiscal year, camp adjutants may receive a written reminder of due dates from both National and Division Adjutant. The due dates for National and the Division are different and, it will be necessary to submit reports at different times to each level. National requires the report to be submitted 30 days prior to the scheduled national convention in July. Division requires reports be submitted to the Division Adjutant 30 days prior to the scheduled convention in June.

The information reported may change between the time the earlier report is submitted to the Division Adjutant for the Division Convention and the later report is sent to GHQ. If this occurs, it will be necessary to furnish the Division Adjutant a copy of the report sent to GHQ.

DISTRIBUTION

Distribution should be made to the recipients indicated on the form, i.e., GHQ, Division Commander and Division Adjutant. In addition, copies should also be provided to the Brigade Commander, Camp Commander and other camp officers as determined by the Camp's By-Laws. A copy should always be retained for the Camp file.

PREPARATION OF ANNUAL REPORT

The adjutant typically prepares the report and should be signed by him or the commander. The report should be typed or printed legibly. An explanation of requested statistical information (Items # 1 – 11) is provided below.

1. *Paid members on June 30 of the prior year*

Number of members in good standing (paid dues) at the end of prior dues year. Do not include associate, cadet or honorary members.

2. *New Members*

Number of new members who joined during the reporting period.

3. *Members transferred from other camps*

Members who have transferred into the camp from another camp.

4. *Members reinstated from prior year(s)*

Former members who re-activated membership during the reporting period.

5. *Total Items 1-4*

Number of members at the end of the prior year plus those who joined during the reporting period.

6. *Members who did not pay dues or resigned*

Members who were in good standing the prior year, but who did not pay the current year's dues.

7. *Members Transferred to Other Camps*

Members who transferred out of the camp during the reporting period.

8. *Deaths*

Number of members who were in good standing the prior year, but who died during the reporting period.

9. *Total Items 6-8*

Total number of members dropped from the membership roll this year.

10. *Paid Members at end of year*

Number of members in good standing and on the rolls at end of reporting period.

11. *Net change from June 30 of prior year*

Indicates whether the camp gained or lost membership during the current year as compared with the prior year.

FINANCIAL REPORTS

FREQUENCY

A written financial report should be prepared at least once per fiscal year, or more often as may be required by the Camp By-Laws. A report should also be prepared whenever a change in the Adjutant/Treasurer position takes place. Verbal reports should be given at Camp meetings as often as considered desirable by the membership.

DISTRIBUTION

One copy to the commander, copies to other officers as appropriate and one copy retained for the permanent Camp file. The report should also be made available to the Camp membership, upon request. It is very important that the membership be kept fully informed of the financial affairs of the Camp.

CONTENTS

The contents of the financial report will vary depending upon each Camp's operations, but, generally, should include a balance sheet showing receipts and expenditures and the amount of funds remaining on deposit. A listing of every check drawn upon the Camp's account is an effective way to disclose expenditures. Location and account numbers of all bank accounts should be identified.

SAMPLE FINANCIAL REPORT

Balance Forward		x,xxx.xx
Receipts:		
Dues	x,xxx.xx	
Contributions	x,xxx.xx	
Misc.	<u>x,xxx.xx</u>	
Total Receipts		x,xxx.xx
Expenditures:		
Dues to National	x,xxx.xx	
Dues to Division	x,xxx.xx	
Speaker Expenses	x,xxx.xx	
Supplies	x,xxx.xx	
Total Expenditures		x,xxx.xx
Ending Balance		x,xxx.xx

DIVISION CONVENTION CAMP REPORT

The Brigade Commander will submit a written report to the Division Adjutant for inclusion in the Division Annual Report (see By-Laws Article 14, Section 1) at least thirty (30) days prior to the annual Division Convention. The report will include information concerning activities and operations of the Camps within his Brigade during the past year. The Brigade Commander will normally issue a call for Camp reports for such purposes, and will specify the format to be used. The official Annual Camp Report Form may be used and; either the Camp Commander or Camp Adjutant should provide this information in written form and provide the Brigade Commander a copy in sufficient time as to permit him to submit his complied Brigade Report to the Division Adjutant at least 30 days prior to the Division Convention.

BRIGADE REPORTS

On occasion, the Brigade Commander may call for special reports from the Camps in his Brigade. Adjutants should submit the requested information as promptly as possible and in the format as specified by the Brigade Commander.

CAMP FINANCES

Bank Accounts

Fiscal Year

Budget

CAMP FINANCES

Properly administering and safeguarding the Camp's financial affairs is the most important function of the adjutant. He is entrusted with the funds received from members and is responsible for accounting for and justifying any expenditure.

To this end accounting records must be accurate and up-to-date at all times. Financial records must always be available for audit or examination by camp officials. A system of checks and balances should be in place to assure the integrity of financial affairs. Often, Camp By-Laws specify that two signatures must be affixed to any check drawn upon the Camp's bank account(s).

Financial reports should be furnished to the Camp membership upon request. Expenditures should only be made in accordance with the authority given to the adjutant by the Camp. This authority usually is in the form of a fiscal budget.

BANK ACCOUNTS

Camp funds should be placed on deposit with a FDIC insured bank or savings institution. The location of the account, its name and account number should be made available to Camp officials. At least two signatory authorities should be on the account to avoid difficulties should the adjutant become unexpectedly unavailable to handle the account. The Camp Commander usually is an alternate signatory on the account. The bank will have to be notified when changes in signatory authority occur.

Some checking accounts may qualify as interest bearing accounts depending on local banking services.

A separate bank account should be established in the name of the Camp. **Personal funds must never be intermingled with Camp funds.** Checks should reflect the Camp's name and number. A mailing address is optional since the address of the Camp Adjutant may change several times before the supply of checks expires.

Monthly bank statements should be examined and reconciled with Camp records upon receipt, then kept on file for a period of at least seven years.

FISCAL YEAR

The fiscal year of the Confederation, as specified in the National Constitution, is August 1st to July 31st. According to the Division By-Laws, the fiscal year for the Division "shall be the same as that of the Confederation." With the new IRS reporting requirements Camps must report their income between August 1st and July 31st, it is suggested that individual Camps set their fiscal year to coincide.

FISCAL BUDGET

An annual budget should be prepared at the beginning of the fiscal year. A budget enables the Camp leadership to plan projects and anticipate fund raising needs. It also provides an effective mechanism by which expenditure obligations can be controlled. Fiscal budgets must be approved by the Camp membership.

Sample Budget

<u>Income:</u>		
Dues	x,xxx.xx	
Donations	x,xxx.xx	
Total Income		x,xxx.xx
<u>Expenses:</u>		
Annual Dues	x,xxx.xx	
Newsletter	x,xxx.xx	
Lee-Jackson Banquet	x,xxx.xx	
Camp Projects	x,xxx.xx	
Speaker Expenses	x,xxx.xx	
Conf. Memorial Day	x,xxx.xx	
Miscellaneous	x,xxx.xx	
Total Expenses		x,xxx.xx

CAMP RECORDS

Membership Roster

GHQ Membership List

Dues Record

Publication Mailing Lists

Camp Files

MEMBERSHIP ROSTER

The Camp's membership roster is the most important record that a Camp maintains. It records the membership history of each individual member, personal identifying information such as current address and telephone number, and his Confederate lineage. A record is maintained on each compatriot for as long as he is a member of the Camp. A current Camp Roster should be maintained for each fiscal year. In addition, a Camp may maintain a compiled roster of all members, past and present, of the Camp throughout the history of the Camp as part of the Camp's history and archives. As such, the roster(s) should be maintained in a permanent binder or book.

FORMAT

There is no standard form to use as the membership roster. Rosters developed by various camps range in complexity from simple listings sheets to state-of-the-art computer databases. For those Camps using computers, National provides a "Camp Muster" program to aid in building Camp Roster records.

CONTENT

The following information should be maintained on the current year Camp roster on each member:

1. Full name
2. Mailing address
3. Telephone and/or cell phone numbers
4. Email address (if available)
5. SCV Identification Number
6. Date joined Camp
7. Applicable Life Memberships
8. Confederate Ancestor, rank and unit identification

The following is optional, but beneficial information but is not limited to the following:

1. Camp, Division or National offices held, elected or appointed
2. Camp, Division or National awards and medals
3. Applicable dues years paid
4. Member's date of birth
5. Member's family names
6. When it occurs, member's death date
7. Service Record of Confederate Ancestor

GHQ MEMBERSHIP LIST

Upon dues payment, General Headquarters will provide the Camp Adjutant a receipt of payment and a computerized listing of all current Camp members. Included on the listing will be the member's SCV ID Number, name of member, his mailing address, phone number, fiscal year of paid membership and will indicate Life Members.

When received, the adjutant should review the list for accuracy and reconcile any differences with the local Camp records to assure the accuracy of both Camp and GHQ records.

DUES RECORD

A record of all dues paid by each member should be maintained. A convenient method is to include this information on the membership roster.

The date dues were paid, the amount, and dues year credited should be recorded. Additionally, the method of payment, e.g., check, cash, or money order, should also be recorded as sometimes questions arise concerning a member's dues payment.

PUBLICATION MAILING LISTS

Both Division and General Headquarters maintain mailing lists and email lists. They depend upon the local Camps to advise them of address or membership changes.

Adjutants should promptly notify GHQ of any member's change in mailing address to insure the member receives his Confederate Veteran magazine and any other publication from GHQ. The Division Adjutant and Division Newsletter Editor should be notified of any change in the member's mailing and/or email address. Also, if the member receives the Jeff Davis Legion Dispatch, the Camp Adjutant should notify the Division Communications Officer with changes in the member's email address.

PERIODIC REVIEW

Periodically Division or Camp newsletter editors will provide mailing list names and addresses to the Camp Adjutant to review and update. It is important to do this, and to do so promptly, to avoid wasted printing and mailing costs. Often, the information serves to help the adjutant reconcile his own Camp records since the newsletter editors may receive address changes of which the adjutant is not aware.

Members who fail to renew their membership dues should be promptly removed from the Division's newsletter mailing list due to the expense of publishing that newsletter. If a Camp publishes a local newsletter, members not in good standing should be removed according to their Camp's policy.

CAMP FILES

Subject files should be maintained to facilitate the storage and retrieval of important communications and records. File folders separated by subject matter are an effective way to organize and safeguard records. Most files should be retained for several years to establish an archival history; some, such as membership SCV applications, membership rosters, Last Roll Call notices, transfers and annual reports, should be retained in perpetuity; others, such as routine correspondence or general information material, could be periodically purged as needed. These subject files may be maintained in an electronic format and/or hard copy.

The following are suggestions for file folder categories that would be helpful in organizing and maintaining Camp files.

APPLICATIONS FOR MEMBERSHIP FILE

A copy of an applicant's approved application for membership should be permanently retained by the Camp. The original application is forwarded to GHQ and a copy forwarded to the Division Adjutant.

APPLICATION FOR TRANSFER FILE

A copy of a member's application for transfer, both into and out of the Camp, should be permanently retained. This serves as the primary record of membership qualification for those transferring into the Camp. It similarly documents a member's removal from the Camp's rolls while in good standing. Frequently, during the transfer process, questions will arise concerning its status, and a copy of the transfer application will be useful to document administrative actions.

CORRESPONDENCE FILE – OFFICIAL (GHQ, ARMY, DIVISION, BRIGADE)

Periodically, bulletins, notices, or memoranda are received from higher headquarters. These usually concern such administrative matters as upcoming events, deadlines for reports or dues, or general interest information. These materials should be retained at least for the current fiscal year, but may be kept longer at the adjutant's discretion if needed.

CORRESPONDENCE FILE – GENERAL

General correspondence dealing with member inquiries, prospective applicants, or routine business affairs should be retained for at least two years or longer at the adjutant's discretion.

DECEASED MEMBERS FILE

A copy of the "Last Roll" death report should be permanently retained as part of the Camp's archives. In addition to the death report, a copy of the newspaper obituary or other notices and copies of all correspondence related to a member's death may also be retained.

FINANCIAL RECORDS FILE

Files containing financial records, bank statements and e-Postcard filings with the IRS should be kept for at least seven years. Many adjutants retain financial statements and records of expenditures/receipts for the entire period during which they are responsible for the Camp's financial affairs. Records kept as such are easily available for auditing or reference purposes.

DUES PAYMENT FILES

All correspondence concerning the payment of member's dues to GHQ and Division should be retained in a permanent file. The correspondences may include the Camp's notice of payment to GHQ and Division and payment receipts.

CAMP MEETING MINUTES

The original, signed, minutes taken at any Camp meeting or special meeting, i.e., Camp Executive Committee Meeting, should be retained in a permanent file

NEWSLETTER FILE

If the Camp publishes a newsletter, copies should be permanently retained for archival purposes. Often the editor himself will retain file copies, but these may be misplaced when a change of editors occurs. A central Camp file will assure a complete record of all Camp newsletters for future reference and research. Camps and Camp editors may also create an electronic file of the newsletters to more easily store the newsletters and save on space and handling.

GOVERNING DOCUMENTS FILE

The official (original, signed and executed) copies of all governing organizational documents should be permanently filed and safeguarded by the adjutant. Examples of such documents include the Camp's Charter, Constitution or By-Laws and Tax Exempt Number. Copies of amended constitutions or by-laws should be retained as well.

PROCEDURAL GUIDELINES

Dues

New Member Processing

Reinstatement of Former Members

Death of a Member

Transfer of Membership

Changes of Address or Officers

DUES

Dues are normally collected at the beginning of the fiscal year. National, Division and Camp dues are paid by each member to his local Camp in one combined payment. Dues should be promptly processed and deposited into the Camp's bank account. National and Division prorated shares of the dues are subsequently forwarded to GHQ and the Division Adjutant.

The current method to remind members to remit their dues is by the Membership Renewal Service provided by the Division. Once the Grace Period is entered, it is the duty of the Camp Adjutant to remind members whose dues have not been paid that they have until the end of said Grace Period to remit their dues to the Camp Adjutant to avoid becoming delinquent. This reminder may come in the form of phone calls to the member, notices in the Camp newsletter or dues notice mailed directly to the member. If dues are not paid before the end of the Grace Period, a reinstatement fee will be imposed for both National and Division dues.

TIMETABLE: RENEWAL DUES

August 1 st	Beginning of Dues Year. Start collection efforts. Dues may be paid prior to this date. Dues should be remitted to National and Division at the discretion of the Camp Adjutant.
September 1 st	Beginning of the Grace Period for payment of National and Division dues.
November 1 st	Any dues paid on or after this date are considered delinquent and are subject to the reinstatement fee. Collected dues need to be forwarded to National and Division to arrive on or before October 31 st in order to avoid reinstatement fees.

TIMETABLE: NEW MEMBER DUES

Dues for new members should be forwarded to National and Division within 10 days of receipt by the Camp Adjutant.

PROCESSING OF DUES

National Dues

Camp Adjutant Actions Send dues check to GHQ along with a roster indicating members for whom dues are being remitted. Include a letter with the dues check showing the check number, amount paid and date paid.

Dues check and all correspondences should be sent to the Army Of Tennessee Secretary Stephanie Koroll; P. O. Box 59; Columbia, TN 38402-0059

Use the computer-generated roster provided by GHQ and correct any changes in names or addresses. If GHQ roster is unavailable, generate your own roster indicating member's name and SCV ID and any changes in names and addresses.

Upon receipt from GHQ, complete new membership cards and forward to members.

Review membership roster returned by GHQ for accuracy.

Update Camp records.

General Headquarter Action Will provide Camp Adjutant with a dues receipt, updated membership roster and blank membership cards.

DIVISION DUES

Camp Adjutant Action Send dues check to the Division Adjutant along with a roster indicating names; addresses; email address, if available and SCV membership number for whom dues are being remitted. Dues must be sent to arrive on or before October 31st.

DELINQUENT DUES

Renewal dues paid after the end of the Grace Period on October 31st are considered delinquent and are subject to the reinstatement fees of both National and Division. Please refer to the Section, "Reinstatement of Former Member" for processing information.

PERIOD COVERED BY DUES

Dues Year is the same as the National Fiscal Year, August 1st – July 31st, for renewals, new members and reinstated members. August 1, 2012 to July 31, 2013 is Fiscal Year 2012.

TYPES OF DUES PAYMENTS

Renewal Dues

Dues are also known as “per capita taxes”. These renewal dues are payable annually by members in good standing at the beginning of the new fiscal year. National and Division dues must be received at their respective locations on or before the end of the Grace Period of October 31st. All renewal dues received after this date will be subject to a reinstatement fee on both the National and Divisional levels. Renewal dues cannot be prorated.

New Member Dues

These are dues collected from a new member at the time of application for membership. Camp Adjutants should forward National and Division dues to GHQ and the Division Adjutant within 10 days of the applicant’s membership approval. New member dues can be prorated.

Prorated Dues

New member and delinquent member dues may be prorated on both the National and Divisional level. Proration applies only to the second half of the fiscal year. To prorate your dues, the member must pay the prorated portion for the current fiscal year plus the dues for the coming fiscal year and any additional fees. The following is the prorated schedule:

February - April: $\frac{1}{2}$ the annual dues for the current fiscal year + next year dues

National Dues: $\$ 15 + \$ 30 = \$ 45$

Division Dues: $\$ 5 + \$ 10 = \$ 15$

May – July: $\frac{1}{4}$ the annual dues for current fiscal year + next year dues

National Dues: $\$ 7.50 + \$ 30 = 37.50$

Division Dues: $\$ 2.50 + \$ 10 = \$ 12.50$

New members still must pay the one time filing fee and delinquent members still must pay the reinstatement fee.

Recording Fee

A onetime recording fee of \$ 5.00 that is payable to GHQ for each new member in addition to the National, Divisional and Camp dues must be paid. The recording fee is used to offset initial new member processing costs and to pay for the membership certificate provided to each new member. The recording fee should be collected at the time of application for membership and forwarded to GHQ with the new member’s dues.

Reinstatement Fees

A reinstatement or late fee for National and Division is payable in the following circumstances: a current member pays his dues after the Grace Period or any past member. Reinstatement Fee is \$ 5.00 for National and \$ 2.50 for Division.

DUES PAYABLE BY MEMBERSHIP CLASSIFICATION

Annual dues are payable according to the type of membership held by a member.

<u>Membership Class</u>	<u>Type of Dues Payable</u>
Regular (Annual) Member	All National, Division and Camp dues are payable.
National Life Member	Only Division and Camp dues are payable.
Division Life Member	Only National and Camp dues are payable
National & Division Life Member	Only Camp dues are payable.
Cadet Member	Payable to National only.
Associate Member	Dues are set by the individual Camp.

CURRENT AMOUNT OF DUES AND FEES

National Dues	\$ 30.00	Includes subscription to the Confederate Veteran Magazine.
National Filing Fee	\$ 5.00	Applies to New Members only and is a onetime fee. Covers processing expenses and Membership Certificate.
National Reinstatement Fee	\$ 5.00	Must be paid for a delinquent member to re-join at the National Level.
Division Dues	\$ 10.00	Includes subscription to the Division Newsletter, "Jeff Davis Legion", and a \$ 2.00 contribution to Beauvoir.
Division Reinstatement Fee	\$ 2.50	Must be paid for a delinquent member to re-join at the Division Level.
Cadet Dues	\$ 10.00	Paid only to National and includes a certificate.
Camp Dues	Varies	Determined by the local Camp.

NEW MEMBER PROCESSING

It is very important that an individual's application for membership be promptly acted upon and all necessary actions be taken to process his enrollment. A new member will be very enthusiastic about the organization and eager to begin receiving his member benefits.

The application should be typed or **clearly** printed in order since the membership certificate and mailing lists will be prepared based upon the legibility of the information provided. The application is self-explanatory and all requested information should be provided to the extent possible. The Adjutant or someone in the Camp should be available to help the applicant complete the application if necessary.

It is responsibility of the individual Camp to ensure that the applicant meets all eligibility requirements. Two members of the Camp's Membership Committee certifying that the applicant's Confederate lineage has been examined and found to be acceptable must sign the application.

Each Camp may decide whether or not it is necessary for the applicant to submit documentation of ancestry service records to other proof of lineage for filing and recording purposes. If such documentation is received, it should be retained for archival purposes by the Camp in a permanent file.

The following actions should be taken to process a new member enrolment:

1. Application for Membership.

Review for completeness and legibility.

After the Camp has approved the application, complete the application by annotating the Date approved.

Make a copy of the application for the Camp files.

Send only the original application form, along with applicable new member dues and filing fee to GHQ within 10 days of approval. **Do not send Service Records or Genealogy Records.**

Applicants joining the SCV in the second half of the fiscal year may elect to prorate their dues.

2. Division and Camp Records.

Send a copy of the application form, along with Division dues to the Division Adjutant within 10 days of approval. **Do not send Service Records or Genealogy Records to the Division.** Those records are for Camp use only.

Update Camp membership roster and other records.

Applicants joining the SCV in the second half of the fiscal year may elect to prorate their Division dues.

3. General Headquarters Actions.

After processing the application, GHQ will provide the Camp Adjutant a receipt for the dues paid and an updated Camp membership roster indicating the new member's ID number and fiscal year for which paid.

GHQ will furnish membership card and SCV Logo sticker for issuance to the new member. A membership certificate will also be prepared by GHQ and forwarded directly to the Camp Adjutant.

4. New Member Notification.

Some Camps send a welcome letter to the new member; others have developed a Camp informational packet that is very helpful for new members.

The new member will be inducted into the Camp according to the Camp's policy. The new member is presented his membership certificate, membership card and SCV Logo sticker.

REINSTATEMENT OF FORMER MEMBER

Members whose dues are delinquent or whose memberships have terminated due to non-payment of dues can reinstate their membership by paying the current year's dues plus a one-time reinstatement fee to GHQ and the Division.

The reinstatement fee and National and Divisional dues should be forwarded to GHQ and the Division Adjutant, respectfully, promptly so that the member's status can be restored to good standing. Refer to "Current Amount of Dues and Fees" for amounts.

Members wishing to be reinstated may elect to prorate their dues if joining in the second half of the fiscal year.

The following actions should be taken:

Forward the National dues and reinstatement fee to GHQ. Include the member's name, address and SCV ID number.

Forward Division dues and reinstatement fee to the Division Adjutant. Include the member's name, address and SCV ID number.

Upon receipt of the membership card from GHQ, promptly fill it in and forward it to the reinstated member.

Furnish the member's name, mailing address and email address, if available, to the Camp and Division newsletter editors.

DEATH OF A MEMBER

In the event of a member's death, certain officials should be notified as soon as possible. Camp, Division and National Chaplains will want to contact the surviving family members to express the organization's sympathy and condolences.

Resolutions suitable for presentation are available at no charge from GHQ. These are called, "Resolutions for Deceased Compatriots," and adjutants should maintain a small supply for use as needed. A copy of this resolution form is provided in the Appendix.

The following actions should be promptly taken upon notification of a member's death:

1. Obtain a copy of the newspaper obituary if possible.
2. Attempt to identify the name and address of the deceased's next-of-kin or survivors.
3. Notify the Camp Commander and Camp Chaplain as soon as possible.
4. Complete and forward the SCV form, "The Last Roll," to General Headquarters. A copy of this form is provided in the Appendix. Photocopies of the blank form may be used. The original copy of the completed form should be sent to GHQ.
5. Furnish copies of "The Last Roll" to the following:
 - General Headquarters
 - Chaplain-in-Chief
 - Department Commander
 - Department Chaplain
 - Division Commander
 - Division Adjutant
 - Division Chaplain
6. Inform Division and Camp Newsletter Editors and Webmasters of the member's death.
7. Annotate Camp records.
8. File copies of the death notice and related correspondence in the Camp's "Deceased Members" file.
9. As appropriate, and according to the Camp's policy, assure that flowers are sent to the member's family or funeral home. Some Camps elect to make a memorial donation to Beauvoir in lieu of flowers. The staff at Beauvoir will send an acknowledgment to the deceased member's surviving family.

Camp Adjutants should be prepared to participate in the SCV Burial Ritual if requested by the deceased member's family.

TRANSFER OF MEMBERSHIP

Members in good standing can transfer from one Camp to another without additional charge. An application-for-transfer form must be completed to record the change in member's Camp affiliation. The application is initiated by the transferring member.

The adjutant of the *demitting camp* (camp out of which the member is transferring) has 30 days to complete his portion and forward the form to the adjutant of the *receiving camp* (camp into which the member is transferring). The receiving Camp Adjutant must complete the transfer form and send the original to National and a copy to the Division Adjutant to complete the transfer process. Always keep a copy of the transfer form for the Camp records.

MEMBER'S ELIGIBILITY

To be eligible to transfer membership to another Camp, a member must be in good standing in his present Camp. His dues must not be delinquent.

Although still considered to be in good standing, a member who has charges pending against him consistent with the Constitution of the SCV is not permitted to transfer until the disposition of the charges has been properly adjudicated.

AUTHORIZED TRANSFER FORM

Only the original copy of the completed SCV form, "Application for Transfer of Membership," will be accepted by GHQ. Photocopies of the original completed form will not be accepted by GHQ. Extra forms can be downloaded from the National SCV website or requested from GHQ at Elm Springs. A small supply should be kept on hand for future use. A copy of the transfer form is provided in the Appendix.

TRANSFER PROCEDURE / COMPLETION OF TRANSFER FORM

The member requesting transfer should complete Part A (Member) and send the form to the adjutant of the Camp from which he is requesting.

The Adjutant, or other designated officer, of the Camp from which the member is transferring should complete Part B (Demitting Camp) and, within 30 days, send the form to the Adjutant of the Camp into which the member is transferring.

Upon the Camp's approval of the transfer, the Adjutant, or Commander, of the Camp into which the member is transferring should complete Part C (Receiving Camp) and, within 10 days, send the original form to GHQ and a copy to the Division Adjutant.

GHQ will complete Part D (Headquarters), indicating the official transfer date.

UPDATE RECORDS

A copy of the transfer form should be retained on file in the Demitting and Remitting Camp records.

Both Demitting and Remitting Camp Adjutants should notify their respective Camp and Division newsletter editors of the transferee's change in Camp affiliation and mailing address.

CHANGE OF ADDRESSES, MEETINGS OR OFFICERS

CHANGE OF MAILING AND/OR EMAIL ADDRESSES

1. Update Camp records such as membership roster and mailing lists.
2. Notify the following of the new addresses:

General Headquarters
Division Adjutant
Division and Camp Newsletter Editors and Webmasters
Division Communications Officer

CHANGE OF MEETING TIME AND/OR SITE

Notify the following of a change of meeting time and/or site:

Division Commander
Division Adjutant
Division and Camp Newsletter Editors and Webmasters
Brigade Commander

Although this information is included in the Camp's Annual Report, it is best to send a prompt separate notification to assure timely revision of contact information.

NEW CAMP OFFICERS

1. Update Camp records.
2. Names, mailing & email addresses and telephone numbers of new Commanders and / or Adjutants should be promptly provided to the following:
 - a. General Headquarters
 - b. Army of Tennessee Commander
 - c. Division Commander
 - d. Brigade Commander
 - e. Division Adjutant
 - f. Division Newsletter Editor and Webmaster

Although this information is included in the Camp's Annual Report, it is best to send a separate notification to assure timely revision of mailing records and contact information. Otherwise important communications may be delayed if they are misdirected to former commanders or adjutants rather than the current officials. Camp elections do not always coincide with the submission of the annual report that indicates the periods of service of these officers.

MEMBER SERVICES AND BENEFITS

Application for Membership and SCV Pamphlet

Beauvoir

Badges, Medals, and Accessories

Certificates and Resolutions

Life Membership

Membership Card

Publications

Ordering Supplies

U. S. Government Headstones and Grave Markers

MEMBER SERVICES AND BENEFITS

APPLICATION FOR MEMBERSHIP

The official application for membership is now downloaded from the Sons of Confederate Veterans website at www.scv.org. From the tool bar, select “Services”. From the drop down menu, select “Forms and Documents”. From the document list, scroll down to “Membership Application”.

Adjutants should maintain a sufficient quantity of applications to assist in recruiting efforts.

BEAUVOIR

The Mississippi Division, United Sons of Confederate Veterans, Incorporated, owns and operates Beauvoir, *The Jefferson Davis Home and Presidential Library*, located in Biloxi, Mississippi. As members in good standing of the Mississippi Division, Sons of Confederate Veterans (Unincorporated), each member is a stockholder in the Corporation. As stockholders, you are entitled to free admission to this historic site. You also have a say in the operations at Beauvoir through your elected Board of Directors. Additionally, stockholders may stay overnight in the Hayes Cottage for a reasonable fee. Reservations and information can be obtained by contacting the staff at Beauvoir.

BADGES, MEDALS and ACCESSORIES

The following are some of the badges and medals that are available from GHQ. Check with GHQ for availability of other medals and badges. Prices are subject to change, so Adjutants should contact GHQ prior to ordering to confirm prices.

- a. Commander Medal
- b. Adjutant Medal
- c. Past Commander Medal
- d. Past Adjutant Medal
- e. Member Medal
- f. SCV Lapel Pin
- g. Service Medals (25 and 50 years)
- h. Life Member Pins
- i. Window Decals

You can visit the SCV Online Store at <https://scv.secure-sites.us/store.php> for other items.

The Mississippi Division offers a membership pin and decal for a nominal fee which goes to the Heritage Defense Fund. Contact the Division Adjutant for availability.

CERTIFICATES AND RESOLUTIONS

Certificate of Appreciation

Available from GHQ, this certificate is a suitable award to recognize members or non-members who have made significant contributions in support of SCV activities in the local area. It may be obtained for a nominal fee from GHQ.

(March 25, 2000)
(rev. August 18, 2012) 25

Membership Certificate

A membership certificate and window decal are provided free of charge from GHQ to each new member. This attractive certificate is suitable for framing and display.

Resolution for Deceased Compatriot

This resolution can be obtained from GHQ at no charge upon filing "The Last Roll" form with GHQ. It may be given to the deceased member's family. A copy is provided in the Appendix.

LIFE MEMBERSHIPS

National – Life memberships at the National level are available from GHQ upon payment of a one-time Life Member Fee. This payment can be spread over a three year time period. The certificate is provided to the member once all fees have been paid. A Life Member lapel pin may be purchased from GHQ. Although a life member's national dues are paid for the lifetime of the member, the compatriot is still responsible for paying his Division and Camp dues. Application for Life Membership may be downloaded at <http://www.scv.org/pdf/LMForm.pdf> .

Division – Life membership in the Division is available for qualified members upon application to the Division Adjutant, payment of a "one-time fee" as set by the Division Convention and approval by the Division Executive Council. Upon approval, the member is provided a Life Member Certificate and Pin at no charge by the Division. The Division Life member is still responsible for paying his National and Camp dues. Division Life Membership Application may downloaded at [http://www.mississippiscv.org/Life Membership App.pdf](http://www.mississippiscv.org/Life%20Membership%20App.pdf) . The Division Conditional Life Membership Application may be downloaded at [http://www.mississippiscv.org/Life Membership Con App.pdf](http://www.mississippiscv.org/Life%20Membership%20Con%20App.pdf) .

According to the Division By-Laws, A Division Life Member who does not remain in good standing with the Confederation and his Camp shall not be a member of the Division and all fees shall be forfeited. When a former member is re-instated within the Confederation and his Camp as a member in good standing, then said member shall automatically be re-instated as a Life Member in the Division. The Division Executive Council may determine and assess such member a fee to cover the Division's cost of re-instatement.

MEMBERSHIP CARD

Upon receipt of the new member's original application, national dues and recording fee, GHQ will provide the adjutant with a blank membership card. The card should be filled in by the Adjutant and provided to the new member.

PUBLICATIONS

Each member in good standing in the Confederation will receive a subscription to the Confederate Veteran magazine which is published quarterly. The cost of the subscription is included in your annual dues.

Each member in good standing in the Division will receive a subscription of the Division newsletter "The Jeff Davis Legion". The "Jeff Davis Legion" may be received by U. S. mail or electronically. The Legion may be downloaded from the Division Web Site or the member may sign-up to receive the Legion by email on the Division Web Site.

PURCHASING SUPPLIES

Supplies and other items may be purchased from the SCV Online Store at <https://scv.secure-sites.us/store.php> .

U.S.GOVERNMENT HEADSTONE or GRAVE MARKER

The Department of Veterans Affairs (VA) will furnish a headstone or grave marker for Confederate Veterans at no charge in any cemetery, in any state, in any country only if the grave site is unmarked. Eligibility requirements, who may apply for a headstone or grave marker and Headstone application, may be downloaded at the following site: http://www.cem.va.gov/hm_hm.asp . The only person who may apply for a headstone or grave marker must be either one of the following: Next of Kin, Authorized representative on behalf of Decedent or Authorized representative on behalf of Next of Kin. The applicant is responsible for supplying the needed documentation proving service to accompany the application. The applicant is also responsible for the cost of installing the headstone or grave marker in the cemetery. It may take up to six months for delivery of the headstone or marker.

DIRECTORY

General Headquarters

Division / Brigade

DIRECTORY INFORMATION

GENERAL HEADQUARTERS

The General Headquarters is located at Elms Springs in Columbia, Tennessee. An Executive Director directs a full time salaried staff. Hours of operation are from 9:00 A.M. to 5:00 P.M., Monday through Friday. Members may visit and tour the facility free of charge.

How to Contact

Mailing Address:	General Headquarters, SCV P. O. Box 59 Columbia, TN 38402-0059
Telephone Numbers:	
Regular	1-800-380-1896
FAX	1-931-381-6712
Recruitment	1-800-My Dixie
Army of Tennessee Secretary:	Stephanie Koroll Secretary Army of Trans-Mississippi Georgia, Tennessee, and Mississippi P. O. Box 59 Columbia, TN 38402-0059 1-931-380-1844, Ext 203 atmdesk@scv.org
Internet Web Site:	http://www.scv.org

Key Personnel for Adjutants

Adjutant-in-Chief	Stephen L. Ritchie 5905 N Cr 500 West Muncie, IN 47304 Ph: 765-759-8038
Chaplain-in-Chief	Rev. Mark W. Evans 20 Sharon Drive Greenville, SC 29607 Ph: 864-235-6471

MISSISSIPPI DIVISION

June 2011 – June 2013

Commander	Alan Palmer
1 st Lt. Commander	Allen Terrell
2 nd Lt. Commander	Louis Foley
Adjutant	Dan McCaskill
	205 Cypress Street
	Leland, MS 38756
Chief of Staff	Andrew McCaskill
1 st Brigade Commander	Jon Rawl
1 st Brigade Councilman	Dr. Cecil Fayard
2 nd Brigade Commander	William “Buddy” Ellis
2 nd Brigade Councilman	Steven Rutherford
3 rd Brigade Commander	Mike Webb
3 rd Brigade Councilman	Joe Abbott
4 th Brigade Commander	“Boo” White
4 th Brigade Councilman	Tim Cupit
5 th Brigade Commander	Jim Everitt
5 th Brigade Councilman	Don Green
Judge Advocate	Greg Stewart
Beauvoir Combined Board Chairman	Rick Forte, Sr.
Chaplain	Dr. Cecil Fayard
Aide-de-Camp	Jim Strickland, Sr.
Editor	Allen Terrell
Parliamentarian	
Sergeant-at-Arms	Tim Cupit
Color Sergeant	Conor Bond
Communications Officer	Bill Hinson
Surgeon	Chris Cummins, MD
Musician	
Webmaster	Jim Strickland, Sr.
War Memorial Commissioner	Marc Allen

Division Officers are elected ever two years at the Division Reunion. Adjutants should check the Division website at <http://www.mississippiscv.org/officers.html> after each Reunion for the new slate of officers and committee members.

APPENDIX (FORMS)

Annual Camp Report

Application for SCV Membership

Application for Division Life Membership

Application for National Life Membership

The Last Roll

Resolution for Deceased Compatriot

Application for Transfer

Application for VA Headstone or Marker



Reporting period:
For one calendar year ending June 30, _____

ANNUAL CAMP REPORT ☐ Army of Northern Virginia
Sons of Confederate Veterans ☐ Army of Tennessee
☐ Army of Trans-Mississippi

Camp: _____ No.: _____
City: _____ State: _____

Cmd. _____ Adj. _____
Address _____ Address _____
City _____ State _____ Zip _____ City _____ State _____ Zip _____
Phone Res. () _____ Bus. () _____ Phone Res. () _____ Bus. () _____

- | | | |
|---|-------------|-------------|
| 1. Paid members on June 30 of prior year | <div></div> | |
| 2. New members | <div></div> | |
| 3. Members transferred from other camps | <div></div> | |
| 4. Members reinstated from prior years | <div></div> | <div></div> |
| 5. TOTAL OF ITEMS 1 - 4 | | |
| 6. Members who did not pay dues or resigned | <div></div> | |
| 7. Members transferred to other camps | <div></div> | |
| 8. Deaths | <div></div> | <div></div> |
| 9. TOTAL OF ITEMS 6 - 8 | | |
| 10. Paid members at end of year ITEM 5 MINUS ITEM 9 | <div></div> | <div></div> |
| 11. Net change from June 30 of prior year ITEM 10 MINUS ITEM 1* | <div></div> | <div></div> |

*Use minus sign if item 10 is less than item 1

Number of meetings this reporting period? _____ Number of special meetings this reporting period? _____

New officers take command in _____ Term of office ☐ 1-year ☐ 2-year

Regular meeting day and site _____

NUMBER OF LIVING "REAL SONS" _____

ACCOMPLISHMENTS _____

PROBLEMS _____

COMMENTS (USE ADDITIONAL SHEETS IF NECESSARY) _____

Report prepared by:

Distribution: 1- SCV HQ, 1- DIV. CMD., 1-DIV. ADJ. 1- CAMP FILE Name _____
Unassigned camps: 1- SCV HQ, 1- ARMY CMD., 1- CAMP FILE

Title _____ Date _____

Application For Membership

Type or Print Clearly in Black Ink Only to Avoid Mistakes

To the Officers and Members of _____
Camp No. _____ Located at _____
State of _____ I, the undersigned, respectfully petition to become a member of the

Sons of Confederate Veterans

Initial Dues are \$35.00 which includes a \$5.00 recording fee; local and state dues are additional. Go to www.scv.org/campLocator.php to find a local Camp. Submit your application directly to the local Camp you wish to join or to: SCV, P.O. Box 59, Columbia TN 38402-0059 if there is no Camp in your area. Attach a copy of the ancestor's war service record or an approved pension for him or his widow. Also include a simple genealogy family tree linking the applicant to the Confederate Soldier. If accepted, I do hereby promise strict compliance to the Constitution and rules of the organization.

The Confederate patriot through whom I petition for membership, and who adhered to the Cause of the Confederate States
of America, was my _____ whose name was

Relationship to Applicant (Print Clearly)

Full Name of Confederate Soldier (Print Clearly)

of _____, _____
City/County (Print Clearly) State

My _____ Lineal ☐ Confederate Ancestor was a _____ in Company _____
Collateral ☐ Rank (Print Clearly)
(Check One)

Complete Name of Regiment or Unit (print Clearly)

My Confederate Ancestor was: ☐ Paroled, ☐ Surrendered, ☐ Released on Oath, ☐ Discharged, ☐ Killed, ☐ or died
On _____ and is buried in _____
DATE County State Name of Cemetery

Clearly Print Full Name

Legal Signature

ADDRESS

City

State

Zip Code

Date of Birth MM/DD/YYYY

Occupation

Home Phone

Work Phone

email address

RECOMMENDED BY

Current Member's Name (Print)

Camp Name and Number

Report on Application

This application has been examined, and from the information which the camp committee has been able to procure, is approved

SIGNATURE - Camp Committee on Application

SIGNATURE - Camp Committee on Application

Date approved for Membership by Camp

Date Received at GHQ

SONS OF CONFEDERATE VETERANS

Mississippi Division

APPLICATION for LIFE MEMBERSHIP



Life Membership in the Mississippi Division, Sons of Confederate Veterans is open to any member in good standing. It may be obtained by paying a fee as shown below. Upon acceptance by the Division Executive Council, life membership will be established in the Mississippi Division but applicant will still be a member of his current Camp. The Mississippi Division Life Member will receive a Life Membership Certificate and a lapel pin.

Sons of Confederate Veterans

Application for Life Membership

Date _____

I hereby make application for Life Membership in the Mississippi Division, Sons of Confederate Veterans. My payment is enclosed which entitles me to lifetime membership within the Sons of Confederate Veterans. I understand that I am obligated to pay any National and Camp annual dues if affiliated with a local Camp and that Division Life Membership only covers Division Dues.

I enclose: ____ \$ 250 (Ages 12 – 64); ____ \$ 125 (Ages 65 – 79); ____ \$ 62.50 (Ages 80+)

Name: _____ Age: _____

Street Address: _____

City; State; Zip Code: _____

I am affiliated with _____ Camp # _____ SCV ID: _____

Accepted: _____ Division Commander or Adjutant

SONS OF CONFEDERATE VETERANS



APPLICATION FOR LIFE MEMBERSHIP

Life Membership in the Sons of Confederate Veterans is open to any member in good standing. It may be obtained by paying a fee as shown below. Upon acceptance, membership will be established in Life Member Camp No. 2 but will still be a member of your current camp. The Life Member will receive a Life Membership certificate, lapel pin, and membership card upon payment in full.

Sons of Confederate Veterans Application for Life Membership

I hereby make application for Life Membership in the Sons of Confederate Veterans. My payment is enclosed which entitles me to lifetime membership within the Sons of Confederate Veterans. I understand that I am still obligated to pay any Division or Camp annual dues if affiliated with a local camp & that Life Membership only covers national dues. I further understand that I will also have to continue paying national dues until my life membership is paid in full if I choose to make payments using the conditional option.

☐ **Life Membership**

☐ **Conditional Life Membership***

___ \$750 (Ages 12-64)

___ \$375 (Ages 65-79)

___ \$187.50 (Ages 80+)

Name: _____ Age: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

I am affiliated with _____ Camp # _____

*I hereby make application for Conditional Life Membership in the Sons of Confederate Veterans. My initial payment of \$150.00 is enclosed with this application, and I understand that regular annual dues must continue to be paid until my final \$150 payment is made. Should I fail to complete my Conditional Life Membership within 48 months, the Adjutant-in-Chief will prorate the amount paid towards annual membership.

Signature: _____

Date: _____



Deceased Compatriot _____

Camp Name _____ # _____

Division _____

Next of Kin * _____ Relationship _____

Address _____

City _____ State _____ Zip _____

Additional Kin _____

Address _____

City _____ State _____ Zip _____

Notification Sent To:

- ☐ International Headquarters
- ☐ Chaplain-in-Chief
- ☐ Department Commander
- ☐ Department Chaplain
- ☐ Division Commander
- ☐ Division Chaplain

* *Necessary for the Chaplain-in-Chief to Send Condolences on Behalf of the National Organization.*

TO BE FILLED OUT BY CAMP COMMANDER OR ADJUTANT

Name of Person Filing Report _____

Address _____

City _____ State _____ Zip _____

Telephone Number (_____) _____



International Headquarters • P.O. Box 59 • Columbia, Tennessee 38402-0059 • FAX (931) 381-6712



Sons of Confederate Veterans

Resolution

WHEREAS, *It has pleased Almighty God, the Great Commander, to summon to His immortal legions our beloved comrade*

AND WHEREAS, *We humbly bow to the will of Divine Providence, while ever cherishing in our hearts the memory of his distinguished service to our Nation and his outstanding contributions to the Sons of Confederate Veterans which he honorably and faithfully served for many years; Now, therefore, be it*

RESOLVED, *That this Camp, Sons of Confederate Veterans, does mourn the passing of our comrade and compatriot, That we commend to all men his works, and to God his spirit; and be it further*

RESOLVED, *That in token of our common grief, a copy of this resolution be presented to his next of kin, and that copies be spread on the minutes of this Camp, sent to the Division, and to General Headquarters of the Sons of Confederate Veterans.*

Camp Commander

Camp Adjutant

Sons of Confederate Veterans



Application for Transfer of Membership

A. Member.

I, _____ (SCVID #) _____, am a member in good standing in the _____ Camp # _____, of the city of _____, State of _____. I respectfully request transfer of my membership to _____ Camp # _____ of the city of _____, State of _____. My current address is _____.
Signature _____

B. Demitting Camp.

Date: _____, 20 ____

I, _____, Commander/Adjutant of _____ Camp # _____, certify that _____ (SCVID #) _____ is a member in good standing with this Camp up to the date of _____, 20 ____.

Signature of Commander or Adjutant _____

C. Receiving Camp.

Date: _____, 20 ____

To the Adjutant-in-Chief, Sons of Confederate Veterans:

Compatriot _____ (SCVID #) _____, is hereby accepted as a member of _____, Camp # _____.

Signature of Commander or Adjutant _____

D. International Headquarters.

This Compatriot was officially transferred on IHQ's records on _____, 20 ____.
(Initials) _____

- Original must be sent to the International Headquarters -

