

SCV CAMP OFFICERS

Each Camp is required to prepare and adopt a constitution and bylaws. This provides the camp with a legal framework for its activities. A suggested constitution and by-laws that could be applicable to any camp is contained in Appendix H. If your camp has already adopted a constitution and bylaws, add those two documents to Appendix H and remove the example documents to avoid possible confusion.

Camp Officers and their duties:

Commander

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

Lieutenant Commander

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

2nd Lieutenant Commander

The 2nd Lieutenant Commander is not a required position, but is a position developing the future leadership of the camp and possible future camp commander. He serves at the direction of the commander and usually chairs the membership committee. He is authorized to represent the camp whenever the above officers cannot be present. However, he does not have the authority to speak for the commander or the camp unless given that authority by the commander. Some very large camps may even choose to have a 3^d and 4th Lieutenant Commander to ease the burden of the above officers.

Adjutant

The Adjutant may serve more than one term and a good one should be encouraged to continue in his post. The duties and responsibilities of Adjutant include those duties performed in many organizations by secretary, treasurer and registrar. In many camps a treasurer, a secretary, a genealogist or several other positions may assist the adjutant. His position is the most critical for the camp's continued growth and administrative responsibilities. An individual who procrastinates should not be considered for this office. This office and its complexities require an entire section of its own. Details are therefore contained in Section 7 for the adjutant's position within the camp.

Chaplain

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

Treasurer

Not all camps have the office of Treasurer. In smaller camps, a treasurer's duties are often included in the duties of the adjutant. The duties of the camp treasurer, where one exists, are extracted from those duties that would otherwise fall upon the adjutant. The Treasurer handles the business affairs of the camp. He posts dues payments and sees that bills are paid. He handles the banking arrangements of the camp and writes the checks. The camp may decide to have this officer bonded.

Historian

This officer has 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. If the camp succeeded a UCV camp, a special effort should be made to retrieve and report on such history. The historian also preserves rosters, mailing address lists and aids in research necessary, for graves registration and individual ancestor research. Copies of any old UCV camp historical files should be made and forwarded to the International Headquarters where the files will be maintained for historical research purposes.

Judge Advocate

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

Surgeon

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

Quartermaster

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

Sergeant-at-Arms

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