



OFFICERS AND THEIR DUTIES

From the John H. Reagan Camp #2156 Constitution and By-Laws

ARTICLE VII. Officers.

Section 1. The officers of the Camp shall be the Commander, First Lieutenant Commander, Second Lieutenant Commander, Adjutant/Treasurer, Judge Advocate, Quartermaster, Surgeon, Chaplain, Sergeant-at-Arms, Historian, and an Executive Committee. All officers, except those of the Executive Committee, shall be elected by a majority vote, by written ballot of the members in good standing present at the annual meeting of the Camp. They shall hold offices for one year or until their successors are elected. Officers elected at the meeting shall take office on the first day following their election.

Section 2. The Executive Committee shall be composed of the Commander, First Lieutenant Commander, Second Lieutenant Commander, Treasurer, and the two (2) immediate past commanders. No past commanders shall be eligible that have failed to maintain a good standing within the Camp.

Section 3. Meetings of the Executive Committee shall be held at any time and place as the Commander may determine. At least three (3) members of the Executive Committee may call meetings at any time on demand and in writing to the Commander.

Section 4. members of the Executive Committee shall constitute a quorum.

Section 5. Resignation of any officer may be accepted by majority vote of the remaining members of the Executive Committee.

Section 6. When an office is vacated as a result of death, resignation, or removal, the Commander shall appoint a successor, upon recommendation of the Executive Committee, such successor to hold office until the next election during the annual meeting.

ARTICLE VIII. Duties of Officers.

Section 1. Commander. The Commander shall preside at all meetings of the Camp and the Executive Committee. He shall be a member ex officio of all regular and special committees, and shall perform all such other duties as usually pertain to his office.

Section 2. First Lieutenant Commander. The First Lieutenant Commander shall perform the duties of the Commander in his absence or at his request. He shall serve as program chairman, securing guest speakers and presentation for Camp functions.

Section 3. Second Lieutenant Commander. The Second Lieutenant Commander shall perform the duties of the Commander in the absence of the Commander and the First Lieutenant Commander. He shall be responsible for the enlistment of new members. He shall maintain an adequate supply of SCV brochures and applications to accomplish the recruitment of new members. He shall monitor membership as to dues payment and meeting attendance. He shall

constantly strive for an active, growing membership. He shall prepare and distribute to the membership in good standing- a roster of members, their addresses and telephone numbers.

Section 4. Adjutant. The Adjutant shall conduct all official correspondence pertaining to the proper preparation and forwarding of all reports required of the Camp to International Headquarters, Division, and Brigades. He shall notify all members of special meetings. He shall keep a true record of all meetings of the Camp and have custody of the books and papers of the Camp, except the Treasurer's books 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 operations of the Camp. He shall also maintain adequate stock of SCV membership pins, decals, and applications.

Section 5. 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 Committee. Such money shall only be withdrawn by check signed by the Treasurer. He shall keep an accurate account of his transactions and render a detailed report to the membership at any meeting when requested. He shall present a detailed report, in writing, of income and expenditures at the annual meeting. Bills paid by the Treasurer shall have received approval by the Executive Committee. 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 posting such information with the Adjutant.

Section 6. Judge Advocate. The Judge Advocate shall advise the officers and Executive Committee of all legal matters, including the construction and interpretation of the SCV General Constitution and Camp By-Laws. He shall serve as parliamentarian at both regular and special meetings. Upon direction of the Commander, he shall conduct investigations into charges or challenges brought against Camp members. He shall perform such other duties as are usually incident to his office.

Section 7. Quartermaster. The Quartermaster shall be responsible for the procurement of meeting sites and arrangements incident to preparation for regular, special, or social meetings of the Camp, such sites and arrangements subject to approval of the Executive Committee. He shall be responsible for the operation of the Camp stores, maintaining adequate stocks and other items necessary for efficient operation. He shall account to the Commander as to expenditures. He shall maintain a cash fund up to \$. Any monies in excess of \$ shall be remitted to the Treasurer.

Section 8. Surgeon. The Surgeon shall be responsible for the establishment and observance of ceremonial forms and courtesies of the Camp. Upon direction of the Commander or Executive Committee, he shall issue announcements to the public concerning the Camp, its members and activities. He shall be familiar with basic techniques of first aid and shall stand ready to administer basic medical assistance when called upon at meetings and functions of the Camp.

Section 9. 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 event of a member's death, he shall immediately notify the membership and the Chaplain-in-Chief. He shall be responsible for the procurement of flowers, wreaths, or such other items incidental to the accomplishment of his duties.

Section 10. Sergeant-at-Arms. The Sergeant-at-Arms also known as the Color Sergeant shall maintain and safeguard the Camp colors. He shall issue the proper display of colors at all

functions of the Camp and will lead members in salutes to the colors. He shall appoint assistants to aid in the performance of his duties.

Section 11. Historian. The Historian shall keep and maintain a written record of the Camp, its officers and members, and its accomplishments during his tenure of office. He shall be responsible for the collection of photographs, newspaper clippings, and such other items as necessary in the proper recording of Camp history. All items will be affixed in a bound volume as to insure preservation.

Section 12. Executive Committee.

The Executive Committee shall:

- a. Approve or disapprove all bills presented to the Treasurer for payment.
- b. Sit in judgment in all disciplinary matters.
- c. Authorize and approve all meeting dates and arrangements.
- d. Rule on all questions affecting the election, eligibility, and conduct of members.
- e. When in the interest of the Camp, transact business on behalf of the membership.

Section 13. Editor

The Commander shall, upon taking office, appoint an editor and such other staff as necessary in the preparation and distribution of the official Camp Newsletter. The Commander shall periodically review operation of the newsletter to ascertain if its operation is in the best interest of the Camp. The Executive Committee shall provide all acceptances of annual subscriptions from non-members and establish an annual subscription rate. The Editor, shall, at the end of the fiscal year, prepare a written report concerning number of copies produced, number distributed and associated cost; this report to be submitted to the Commander at the annual meeting.