

DETAILS OF AN ADJUTANT'S DUTIES

It is useful for Adjutants to have some guidelines to make the performance of their duties easier and more accurate since these duties are detailed and repetitive in nature. Additionally, these guidelines will permit all camps to operate in a similar manner. In camps where there is also a treasurer, some of the adjutant's fiscal duties will be given to the treasurer. It is essential when there is both a treasurer and an Adjutant that each has a clear understanding of the duties assigned to him. Duplication and problems can be avoided by ensuring responsibilities are clearly delineated.

Adjutant's Duties

The Adjutant must process new member applications, collect dues (per capita tax), take minutes, give the treasurer's report, record and administer the roll call, pay bills, process transfers and deceased member reports, order supplies, process and file resolutions, keep records current and pass dated records to the historian. The adjutant will report delinquent members to the membership committee. It is not uncommon to have this officer bonded and/or to have another officer cosign checks to preclude any possible improprieties with the camp's funds.

Preparedness

When processing a new member application, it is very important to complete this task immediately after receiving the application from the membership committee. If an application for membership is received directly by the adjutant, then he should forward the application to the Membership Committee for approval.

There are a number of steps that may be made easier with some preliminary preparations such as keeping all paper and supplies available in one place. Ten, twenty, or as many as fifty envelopes may be stamped with the return address of the camp and with postage stamps applied ahead of time. Also, several envelopes may be addressed to International and to Division Headquarters. Camps that have their membership data saved on computer files may want to use adhesive address labels.

It is recommended to keep a supply of lapel pins, wallet membership cards, membership applications, and processing forms such as Transfer, Annual Report, and submittal forms. Also, camps may want to maintain camp certificates, auto decals and tags, deposit slips, and a merchandise price list from International Headquarters. Always make a copy of documents passing over your desk and keep your filing up to date.

Processing a New Member

It is recommended to have the following items and documents readily available before you begin processing a new application.

1. Application for membership with supporting documents
2. Check from member
3. Camp membership record book (may be on computer)
4. New member page (may be on computer)
5. Blank submittal form for International and Division Headquarters
6. Letter of acceptance to new member
7. Check book with deposit slip
8. Stamp for endorsing the back of the check -"For Deposit Only"
9. Stamped envelope addressed to International Headquarters
10. Stamped envelope addressed to Division Headquarters
11. Stamped envelope addressed to new member
12. Lapel pin, membership card, camp certificate, auto decal, and other item(s) normally given to new member.

Initial Cost To New Member

1. \$5.00 Registration fee to International Headquarters

2. \$20.00 Per Capita tax to International Headquarters
3. \$10.00 Large Membership Certificate (optional) (no charge for small certificate)
4. \$ Per Capita Tax to division headquarters (division dues)
5. \$ Per Capita Tax to camp treasury (camp dues)
6. \$ Supplies ordered for new member (lapel pin, etc.)

New Member Processing Procedures

13. Review Application for completeness then sign and date "Committee on Application"
14. Make a new page for each new member
15. Make deposit slip
 - a. Always make a duplicate of deposit slip
 - b. Write the member name on deposit slip Ex: B. Jones \$50.00
 - c. Use back of deposit slip for more writing room when depositing two or more checks
16. Stamp each check "FOR DEPOSIT ONLY". Note - Checks should always be made out to 13. "Sons of Confederate Veterans" or in the name of the Camp
17. Make entry of deposit in checkbook and ledger page if you use one.
18. Fill out submittal form to International & Division Headquarters (may include several new 14. members and will include supplies ordered for members).
19. Write check to Sons of Confederate Veterans equal to amount on the SCV submittal form.
20. Make entry of check to SCV International Headquarters in checkbook and ledger page.
21. Address envelope to International Headquarters.
22. Write check to Division Headquarters for Per Capita tax only and equal to amount on 15. Division submittal form.
23. Make entry of check to Division Headquarters in checkbook and ledger.
24. Address envelopes to Division Headquarters.
25. Make a photocopy of:
 - a. New Application(s) and supporting documents for Camp files.
 - b. New Application(s) and supporting documents for Division files.
 - c. SCV International Headquarters and Division submittal form.
26. Mail to International Headquarters.
 - a. Original application(s) and supporting documents.
 - b. International submittal form.
 - c. Check
27. Mail to Division Headquarters
 - a. Copy of application (s) and supporting documents.
 - b. Division submittal forms.
 - c. Check
28. Make wallet membership card for member (s).
29. Deposit checks in bank.
30. Mail or give to member at next meeting.
 - a. Wallet membership card
 - b. Camp Certificate.
 - c. Auto decal and tag (if applicable)
31. Notify division newsletter editor of any new members.
32. Notify member via letter that his membership has been accepted or disapproved (see 16. sample of each in Appendix E)
17. 11. Update Camp roster with each new member.
33. Remove new member name from courtesy mailing list.

Supplies Needed To Process Renewal Member

1. Check from member

2. Camp membership record book (may be on computer)
3. Member page (may be on computer) (see Appendix E)
4. Blank submittal form for International & Division Headquarters (see Appendix E)
5. Check book with deposit slip.
6. Stamp "For Deposit Only" on reverse of check.
7. Stamped envelope addressed to International Headquarters.
8. Stamped envelope addressed to Division Headquarters.
9. Blank Membership card (for new year).

Cost to Renewal Member

1. \$20.00 Per Capita tax to International Headquarters.
2. \$5.00 Reinstatement fee (if renewal is subsequent to February 15`)
3. \$ Per Capita Tax to Division Headquarters.
4. \$ Per Capita Tax to Camp Treasury.

Renewal Member Processing Procedures

Renewal payments may be held until several payments have been received. However, long delays should be avoided because non-payments may cause the member to be dropped from either Division or International records resulting in unnecessary problems such as non-receipt of the Confederate Veteran magazine. It is troublesome to add a member back on the records. The member may not receive the newsletters and he may become disenchanted.

1. Review the check for completeness and the correct amount.
2. Enter the payment on the member page.
3. Make deposit slip
 - a. Always make a duplicate
 - b. Write the member name on deposit slip Ex: B. Jones, \$50.00
 - c. Use back of deposit slip for more writing room when depositing two or more checks.
4. Stamp each check "For Deposit Only" on the reverse of check.
5. Make entry of deposit in checkbook and ledger page.
6. Fill out submittal form to International & Division Headquarters.
7. Write check to Sons of Confederate Veterans equal to amount of International Headquarters submittal form.
8. Make entry of check to International Headquarters in checkbook and ledger page.
9. Address envelope to International Headquarters.
10. Fill out submittal form to Division Headquarters.
11. Write check to Division Headquarters equal to amount on division submittal form.
12. Make entry of check to Division Headquarters in checkbook and ledger page.
13. Address envelope to Division Headquarters.
14. Make photocopy of International and Division submittal forms.
15. Mail to International Headquarters.
 - a. International submittal form
 - b. Check equal to amount on submittal form.
16. Mail to Division Headquarters.
 - a. Division submittal form
 - b. Check equal to amount on submittal form.
17. Notify division newsletter editor of renewal changes in address.

Other Duties Of The Camp's Adjutant

All camps should consider having their own camp stationery to be used in all correspondence. Almost any good printer in the local community will assist the camp in creating stationery. It is not always necessary to have camp officers located down the side margin of the stationery but this may be included. However, one should consider the expense involved in this endeavor due to changeover of personnel. The printer can produce matching envelopes.

Camp Correspondence

Most anyone, both inside and outside the organization, may call upon the adjutant for information. As the

majority of official camp correspondence will be compiled by the camp adjutant, he must be very neat, accurate, and grammatically correct. The general public and prospective member's first impression of the SCV will depend on the quality of the adjutant's correspondence. All correspondence should be typed.

File Cabinet

Once a camp is financially sound, a filing cabinet should be purchased so that records may be kept in an orderly manner and be easily accessible. Since the camp adjutant is responsible for so much of the membership records, then this is the appropriate place to house the filing cabinet. Manila folders, expandable folders, and labels should be provided in sufficient quantity.

Meeting Minutes

The history of the camp should be preserved by the camp adjutant and passed on to future adjutants. The adjutant's minutes of camp meetings should be preserved in properly marked folders along with official correspondence received and generated by the camp including camp newsletters and yearbooks. A camp archives should be established for this and all material related to the camp, including membership applications of camp members and newspaper articles should be housed in a filing cabinet. If your camp has a camp historian, some of these duties should be assigned to him.

Member Data

The adjutant should keep a special journal listing the names, addresses, telephone numbers, membership applications, and record of dues paid for each member of the camp. Some camps will have a camp treasurer and he is the one responsible for collecting and reporting dues. However, the adjutant will need to be supplied this information from the treasurer to complete the annual camp report. Be sure that this material is up to date and inform the newsletter editor, division adjutant and International Headquarters of address changes. Addresses should be complete with Zip and Zip + 4 when available. Also, telephone numbers should be recorded including the area code. When printing rosters, the telephone number of members is very important so that members may freely contact each other. All this information should be preserved in the camp archives and can be used to prepare a yearly camp roster to be given to each camp member. In the event that computer files are used to maintain membership information, periodic hard copy printouts should be kept in a notebook. Also, it is essential to maintain an adequate backup system for database files. You may transmit changes to the IHQ by email and IHQ can send you updated rosters by email as well.

Supplies

The camp adjutant should always keep the following items on hand for distribution and use as needed:

1. Price list
2. Membership applications
3. Membership cards
4. Recruiting pamphlets
5. Lapel pins
6. Resolutions
7. Certificates of appreciation
8. Auto tags
9. Camp stationery

The first four items can be obtained at no charge from International Headquarters. Other items, except camp stationery, are purchased via the price list obtained from International Headquarters.

Illness/Death

The camp chaplain handles deaths and illnesses, but it is the responsibility of the adjutant to have a record of this information so that he may record deaths on the annual report and mark the roster accordingly.

Death of a Member

The death of a member is a very difficult time for the camp, especially when the member has been an active, productive member of the Sons of Confederate Veterans. It is at such time that the camp wishes to not only pay tribute to the memory of the departed compatriot but to provide a source of support to his family. Although some camps may have established a procedure for handling these sad occasions, many have not.

The following procedure is presented as a guide to assist the camp during these times. Variations of it may be exercised, with the exception of the reporting procedure, which is mandatory (notification of Chaplain-in-Chief, SCV HQ, etc.)

1. Upon learning of the death of a camp member, the camp commander should be promptly notified. Camp members should not assume that some other member or the family has notified the camp commander. Such false assumption has resulted in failure to notify concerned SCV officers in the past.

2. When notifying the camp commander, attempt to advise him of the following:
 - a. Member's full name
 - b. Date and time of death
 - c. Name of wife or close family member
 - d. Address & telephone number of family member
 - e. Name of funeral home
 - f. Date, time, and site of funeral service
3. The camp commander will notify the camp adjutant and chaplain and provide them with the
 - a. information supplied to him.
4. The camp adjutant will submit this official notification "Last Roll" to the Chaplain-in-Chief with
 - a. copies sent to:
 - b. Adjutant-in-Chief SCV
 - c. Division adjutant,
 - d. Division chaplain,
 - e. Retain one copy for Camp file,
 - f. The camp chaplain will notify the camp membership as to the member's death and date, time, and site of funeral service. The chaplain will make arrangements for floral remembrances in the name of the camp and/or memorial contributions in the deceased member's name (ex: SCV Heritage Defense Fund, Stand Watie Scholarship Fund, Life Member Endowment Fund, etc.). The camp chaplain should visit the member's family by himself and/or coordinate a visit with the camp commander and other officers or members. A certificate, "resolution for Deceased Compatriots," may be obtained from International Headquarters, SCV and may be presented to the family. There is no charge for this certificate.

Annual Report

The completion of the annual report must be accurate and turned in on time. Be sure to consult with the camp commander before completing the form. See the instructions on the reverse side of the annual report form for guidance. Take time to list the yearly accomplishments of the camp as this will be an official record of the international organization that will be preserved forever. The camp's annual report must be completed and distributed *no later than June 30* of each year. Attach a current camp roster and refer to the distribution list located on the front of the form for distribution purposes. Distribution recipients' addresses may be found in the appendix of this manual.

Roster

The camp roster should include the name, address, telephone number (home, business, beeper, fax and email designation), dues status (Member, Real Son, Division, Division Life member, and International Life member), most recent year dues paid, and may even be broken down into the following sections:

- a. Current members in good standing
- b. New members
- c. Members delinquent international dues and division dues
- d. Members delinquent international dues only
- e. Members delinquent division dues only
- f. Members dropped (must be carried 6 months from due date)
- g. Members deceased during year (give date/place of death)
- h. Members transferred from other camps (specify camp)
- i. Members transferred to other camps (specify camp)

The camp roster should be marked to ensure that the information contained in it is not to be used for commercial purposes.

Changes in Command

In order for communications to remain open, it is important that the division commander, adjutant and International Headquarters be notified of changes in the elected officials of the camp. In addition, address and telephone changes in the camp membership must be reported to both IHQ and the division newsletter editor.

Transfers

No member should be accepted into a camp as a transfer without the official transfer form being completed by all parties concerned and then distributed according to the distribution list.

Collecting Dues (Per Capita Tax)

All camps do not have the same dues structure nor do they collect dues based on the same time frame. A dues notice must be sent notifying the member when and how much he is to remit. One of the most successful vehicles for notifying the member of dues is sending both a dues invoice notice and return envelope. The adjutant should collect from as many men as possible as early as practical after August 1st of each year. Then he should make deposits and disburse the camp per capita tax for those members to Division Headquarters and International Headquarters in a timely fashion regardless of the number of dues received. Additionally, a second, third, and final notices should be mailed to the member before he is dropped.

Life Membership

Many members choose to pay Life Membership at the International level. This relates to International Headquarters only while division and camp dues would still be paid on an annual basis. Some divisions have implemented their own life member programs. One would apply for Life Membership by completing the Life Membership application which is available from International Headquarters or off the SCV website. The total fee is \$500.00 for ages 59 and under, \$250.00 for ages 60 and up. Please be advised that these fees may be increased by a Constitutional Amendment at the annual Reunion. Simply mail the completed form to International Headquarters at P O Box 59 in Columbia, TN 38402. A life member is assigned to Life Member Camp # 2 for record keeping purposes only; however, he will remain enumerated in the local camp of his choosing with the designation "Life Member" on the camp's roster.

DUES RECEIPT FORM

DUES RECEIVED FROM MEMBER _____

Dropped/transferred / / 20_____

Check # Dated / / 20_____ Amount \$_____

DUES DISBURSEMENT

To International HQ / / 20_____ \$ _____ To Division / / 20_____ \$_____

To Camp Treasury / / 20_____ \$ _____

DUES RECEIVED FROM MEMBER _____

Dropped/transferred / / 20_____

Check # Dated / / 20_____ Amount \$_____

DUES DISBURSEMENT

To International HQ / / 20_____ \$ _____ To Division / / 20_____ \$_____

To Camp Treasury / / 20_____ \$ _____

DUES RECEIVED FROM MEMBER _____

Dropped/transferred / / 20_____

Check # Dated / / 20_____ Amount \$_____

DUES DISBURSEMENT

To International HQ / / 20_____ \$ _____ To Division / / 20_____ \$_____

To Camp Treasury / / 20_____ \$ _____

DUES RECEIVED FROM MEMBER _____

Dropped/transferred / / 20_____

Check # Dated / / 20_____ Amount \$_____

DUES DISBURSEMENT

To International HQ / / 20_____ \$ _____ To Division / / 20_____ \$_____

To Camp Treasury / / 20_____ \$ _____

DUES RECEIVED FROM MEMBER _____

Dropped/transferred / / 20_____

Check # Dated / / 20_____ Amount \$_____

DUES DISBURSEMENT

To International HQ / / 20_____ \$ _____ To Division / / 20_____ \$_____

To Camp Treasury / / 20_____ \$ _____

INSTRUCTIONS

Annual Camp Report Form

Heading

June 30, 20_____. This is the current calendar year.)

Check appropriate Army

Camp . etc. (Complete this section per your camp.)

Cmdr . etc. (Complete this section per your Commander, include area code in phone number)

Adj. . etc. (Complete this section per your Adjutant, include area code in phone number)

Items 1-11

1. This figure **MUST** be the same number that your camp ended with last year. In other words, the number from step 10 in the previous reporting period.
2. Count members listed under "new members only" since last report.
3. Count members transferred into your camp from other camps since last report.
4. Number of members reinstated from prior year(s).
5. Total items 1 thru 4 and enter that figure.
6. Number of members who did not pay dues or resigned since last report.
7. Count members who transferred to other camps since last report.
8. Count members who died since last reporting period.
9. Total items 6 thru 8 and enter that figure.
10. 10.Subtract item 9 from item 5. Enter that figure.
11. Item should reflect change from June 30 of prior year. Subtract item 1 from item 10

Camp Data

Complete the items referring to the activities of your camp.

Signature

Report prepared by: This should be the Adjutant; however, the adjutant should have been assisted by the Commander so that both completely understand the success of the camp.

Distribution

Refer to the National Web Site for distribution names and addresses.

PER CAPITA TAX SUBMITTAL FORM (NATIONAL ONLY)

Date:

Name & address Year

1. New() Renew ()

2. New() Renew ()

3. New() Renew ()

4. New() Renew ()

/

/

/

20. New() Renew ()

/

Etc.

INSTRUCTIONS: Submittal

Use a form of this design with the correct number of spaces for your camp's size. Type in the Camp name and address on the bottom of the original then make copies at your local photocopy center. Never mail the original form, which will remain in camp files.

Complete the date, check number, and check amount of this submittal. Use this form whenever submitting Per Capita Tax to International Headquarters. Enter new members first.

Enter both new members and renewal members on same submittal. New members must have an application attached and its supporting documentation. Renewals may have just the year and name entered and a roster attached indicating the members being submitted.

National Check # \$ (amount) _____

REPORT ON THE ELECTION OF OFFICERS

During the regular monthly meeting of Camp # _____ held on _____
20_____, the following Officers were officially installed for year period starting in 20_____.

Their complete address including zip + 4. email addresses and telephone number(s)
including area code are listed on the attached roster.

Commander:

1st Lieutenant:

2nd Lieutenant:

Adjutant:

Treasurer:

Judge Advocate:

Quartermaster:

Surgeon:

Chaplain:

Color Sergeant:

Historian:

The Executive Committee for the same period will consist of the following members:

- 1.
- 2.
- 3.
- 4.
- 6.
- 7,
- 8.

Signed,

Commander/Adjutant
Dist:

1. Camp file
2. Division Adjutant
3. General Headquarters

SAMPLE LETTER OF APPLICATION ACCEPTANCE

Date

Name of new member

Address

City, state, zip

Dear Compatriot (name):

It is my great pleasure to inform you that your application has been reviewed and approved for membership in the (name and camp number) Sons of Confederate Veterans. Your approved application has been forwarded to our International Headquarters in Columbia, Tennessee.

Your name has been added to the mailing list of the camp and division. You should receive your first copy of the Confederate Veteran magazine, published six times a year, in the near future. Your national Membership Certificate has been ordered, and upon its arrival you will be contacted and requested to attend our next regular meeting of the camp. Our Commander will present your certificate to you at this time when you are formally initiated into the Sons of Confederate Veterans.

I have also enclosed your membership card and a receipt for your dues. Please note that dues will again be paid shortly after the first day of August, technically the day following the next National General Reunion and no later than November 1st, 20____. Annual dues must be paid in order to maintain your membership in good standing.

Congratulations upon your membership in the Sons of Confederate and for proclaiming your Southern Heritage.

Sincerely,

Your name

Adjutant

Camp name & number

Your address

Your telephone number