

DEPARTMENT OF KANSAS  
SONS OF UNION VETERANS OF THE CIVIL WAR  
3602 SW Cambridge Ave., Topeka, Kansas 66614-3578  
commander@suvchwks.org

DEPARTMENT ORDER 3  
SERIES 2024-2025

April 7, 2024

**APPOINTMENT OF DEPARTMENT SPECIAL COMMITTEE**

**DEPARTMENT ENCAMPMENT COMMITTEE**

1. As per Chapter V, Article III, Section B, Department of Kansas Bylaws, the Department Encampment Committee is established as a special committee. This special committee shall serve until amendments to the Department of Kansas Bylaws, are approved by the Commander-in-Chief, at which time the committee shall automatically reform as a Standing Committee of the Department of Kansas under authority of new section Chapter V, Article III, Section E, when approved by CinC, SUVCW.

2. The purpose of the committee is to provide for and ensure the requirements for Department Encampments are met.

3. The following brothers are appointed to the Department Bylaws Committee.

**Thomas E. Schmidt, PDC**, Chairman – Corp. Patrick Coyne Camp 1

**Michael A. Todd, PDC**, Member – Sgt. Samuel J. Churchill Camp 4

**Barrett E. Young, PCC**, Member – Humboldt Camp 9

**Roy A. Lafferty, PDC**, Member – Sgt. Samuel J. Churchill Camp 4

**Conrad M. Fisher, PCC**, Member (ex officio) – Old Abe Camp 16

4. Duties of Committee shall include the following:

a. Encampment Planning. This shall include confirmation of the encampment site and facilities for the immediate upcoming Department Encampment and advising potential host camps in selecting possible encampment site and necessary facilities for the following year's Department Encampment. The committee shall also help arrange for and coordinate encampment facilities by working with the host camp for the Department Encampment. They shall prepare an information sheet for brothers of the Department of Kansas containing encampment information, including location, date, times, meal information, etc., to be distributed to the various camps. The committee shall also oversee facilities preparation.

b. Encampment Preparation. The committee shall be responsible for the preparation and printing of Encampment programs; coordinating with the Department Chaplain for preparation and printing of Memorial Service programs, if applicable; and preparing and printing Encampment name tags. The committee chairman shall periodically furnish the Department Secretary with the names and numbers of encampment attendees who have registered.

c. Encampment. The committee shall oversee the Encampment registration desk; ensure all attendees sign the registration forms; and report attendance and category of attendees to the Encampment.

d. Reporting. The Committee Chairman shall submit a written report to the Department Commander within thirty days of the conclusion of the Department Encampment. He shall submit the committee recommendations for the location of the future encampment (fifteen months out) to the Department Council. All receipts for reimbursement of expenses shall be submitted to the Treasurer throughout the year. Final receipts will be submitted within thirty days of the conclusion of the Department Encampment. A written report for inclusion in the Department Encampment committee reports shall be submitted per separate instructions.

IN FRATERNITY, CHARITY, AND LOYALTY,



*Conrad Fisher*  
Conrad M. Fisher, PCC  
Department Commander

*Alan L. Russ*  
Alan L. Russ, PDC  
Secretary