

Sons of Confederate Veterans Virginia Division Policies and Procedures

PREAMBLE

The following outlines The Virginia Division SCV Policies and Procedures to assist in governing Sons of Confederate Veterans, Virginia Division. If any conflicts are encountered between these Policies and Procedures, Virginia Division Constitution, Sons of Confederate Veterans General Constitution, Sons of Confederate Veterans General Policies and Procedures, the order of precedence shall be as follows: 1) Articles of Incorporation, 2) Sons of Confederate Veterans General Constitution, 3) Sons of Confederate Veterans General Policies and Procedures, 4) Virginia Division Constitution, and 5) these Policies and Procedures.

SECTION 1. VIRGINIA DIVISION CONVENTION

To further promote Confederate History Month in Virginia, the Virginia Division will hold its annual Convention during the month of April.

SECTION 2. LEE-JACKSON DAY CELEBRATION

The Virginia Division shall celebrate Lee-Jackson Day on the Friday before the Virginia State Holiday when the National Martin Luther King Day is celebrated on the following Monday.

SECTION 3. FLAG PROTOCOL

The Army of Northern Virginia Battle Flag (The Soldier's Flag) shall be carried by all Virginia Division Color Guards and posted at all events if not carried.

SECTION 4. VIRGINIA DIVISION DELEGATE CAUCUS

The Virginia Division shall hold a Virginia Division Caucus at all Sons of Confederate Veterans General Conventions to discuss any and all proposed amendments and to review all nominees running for General positions or any other pertinent issues.

SECTION 5. TRAVEL ALLOWANCE

The Virginia Division Commander shall have at his discretion a \$100.00 per month allowance to assist in defraying travel costs incurred in the performance of his duties.

SECTION 6. INTERIM EXPENDITURE AUTHORITY

The Virginia Division Commander shall have the authority to approve expenditures up to \$500.00 without Division Executive Council vote of approval in the interval between scheduled Division Executive Council meetings.

SECTION 7. SUBMISSION PROCESS OF DIVISION CONSTITUTIONAL AMENDMENTS AND RESOLUTIONS

All amendments and resolutions must be submitted in writing and must list the drafting sponsor's name, Camp Name, and Camp Number to be considered a valid submission.

SECTION 8. VIRGINIA CONFEDERATE HISTORY MONTH

Funds for promoting and advertising Confederate History Month in Virginia shall be available to any Virginia Division Camp in good standing through their Brigade Commander. This amount is \$400.00 per Brigade from the Heritage Defense Fund if funds are available. Each camp is eligible for reimbursement up to 50% after submission of a receipt or invoice in support of the claim up to a maximum of \$400.00 per brigade. Brigade Commanders shall submit their approved requests to the Division Treasurer by June 1 for Camp reimbursement along with receipts or invoices.

SECTION 9. ASSIGNMENT OF PER CAPITA TAX

When Virginia Division Per Capita Tax is collected for a new member in the period between the annual Division Convention and the start of the Billing cycle as proscribed by SCV General, that Division Per Capita Tax shall be assessed to the next fiscal year.

SECTION 10. VIRGINIA DIVISION CONSTITUTIONAL ALIGNMENT

Following each and any Sons of Confederate Veterans General Convention, all Virginia Division governing documents (Constitution, Amendments, and Policies and Procedures) shall be reviewed by the Virginia Division Parliamentarian. Any conflicts and the modifications required to rectify those conflicts shall be presented to the Division Executive Council at the next scheduled DEC meeting prior to the Division governing documents being modified and distributed. These modifications shall also be reported at the next annual Division Convention.

SECTION 11. BRIGADE ROSTERS

Forty Five (45) days prior to the annual Virginia Division Convention, the Division Adjutant, upon request, will supply the Division Brigade Commanders with rosters of each Camp in their Brigade.

SECTION 12. FISCAL RESPONSIBILITY – LIFE MEMBERSHIP FUND

The Life Membership Fund is a perpetual fund and shall have its principle protected. Interest from this fund may be used if voted so by the DEC or at an annual membership convention. Principle of this Fund may only be borrowed by the Division or a Standing Committee of the Division with the provision that any funds borrowed must be repaid in an appropriate time period as determined by an approved schedule of repayment. If the repayment is not met under the approved schedule, the DEC or the membership at an annual membership convention may declare the balance due and payable in full. If the funds are not for a Standing Committee, the funds will be repaid from the General Funds Account.

SECTION 13. FISCAL RESPONSIBILITY – DIVISION INSURANCE USAGE

The Virginia Division maintains a liability insurance policy that the camps may use for events. The camps are responsible for notifying the Division Treasurer/Adjutant for the application of this insurance rider and the purpose/event it is to cover. The camps are responsible for the cost of the insurance rider, which must be reimbursed to the Division within 30 days of the event.

SECTION 14. POSTING OF DIVISION EXECUTIVE COUNCIL MEETING MINUTES

The approved Division Executive Council meeting minutes shall be posted on the Virginia Courier as soon as they become available.

SECTION 15. NOMINATIONS FROM THE CONVENTION FLOOR

Any person being nominated from the floor for an elected position at the Annual Virginia Division Convention must be present at the time of the nomination. That person must, at the time of nomination, certify their willingness to accept the position if elected, and all the responsibilities and duties of that office.