

# CASCADE CIVIL WAR SOCIETY

## Constitution and By-Laws

01 December 2011  
(Amended October 2016)

### ARTICLE I -- NAME OF ORGANIZATION

The name of this organization shall be the Cascade Civil War Society, which shall be referred to as the CCWS throughout these By-Laws.

### ARTICLE II -- PURPOSE AND MISSION STATEMENT

The purpose for which this corporation is formed is to volunteer time and resources for educating the public on the historical facts surrounding the American historical period of the Civil War and its impact on frontier expansion. Accordingly, the corporation will involve the public in activities such as:

A. Re-enacting of battles and skirmishes fought during this period and conducting living histories to teach the public what life was like during the period for civilians and military personnel. In doing such living history projects CCWS members will faithfully and accurately reproduce the language, mannerisms, clothing, and equipment of the era they represent according to the guidelines of their respective CCWS recognized military or civilian units.

B. Presenting or conducting civic and school assemblies, demonstrations and lectures, and providing similar programs and publications for the purpose of educating the general public on the life of the soldier and civilian during this period.

C. Conducting any and all lawful business for which corporations may be incorporated under the Oregon Corporation Act in order to accomplish its educational purposes, including obtaining the qualification as a tax-exempt organization under Section 501 (c) (3) of the Internal Revenue Code or corresponding provisions of any future U.S. Internal Revenue law

### ARTICLE III -- GOVERNMENT

The government of this organization is vested in the Cascade Civil War Society.

A. This Constitution and By-Laws shall hold supremacy over all other rules and by-laws of subdivisions, including branch chapters, military units, and civilian alliances within the CCWS.

B. Member unit regulations shall not be in conflict with the Constitution and By-Laws of the CCWS. Any rule, policy or unit regulation which contradicts this by-law or constitution shall be considered void.

C. Any member unit rule or policy in apparent contradiction with this by-law and constitution will be revised or amended by the member unit at the next unit meeting to be in compliance with the Constitution and By-Laws of the CCWS.

#### ARTICLE IV -- SUBDIVISIONS OF THE CASCADE CIVIL WAR SOCIETY

Individual members of the CCWS must be members of affiliated autonomous but subordinate military units or the Civilian Alliance.

Military units may be formed but must be recognized as such by the Military Board of the CCWS. The Military Board shall set standards for unit recognition. All military impressionists must be a part of a recognized military unit. Although military units are autonomous entities unto themselves, they must subjugate themselves to the by-laws and constitution, rules and policies of CCWS sponsored activities.

A. Military battalions shall exist.

B. Military units may establish by-laws and guidelines in accordance with Article III of the present by-laws and Article I of the CCWS Military Guidelines. Units may hold fundraisers and establish monetary accounts as deemed necessary by their members. All funds considered general in nature shall be transferred to the CCWS general treasury.

C. All recognized military units shall be a subordinated part of their respective battalion. Military and civilian impressionists that are members of the military unit or that unit's civilian auxiliary are part of the battalion.

D. Battalions shall be formed on major historical periods, i.e.: Federal or Union, including the State of Oregon and other non-seceding states, from 1861-1865 and from 1861 through the frontier period. Confederate, 1861 to 1865.

E. A civilian alliance shall exist. All non-military impressionists that are not members of a military unit or the civilian auxiliary shall be members of the Civilian Alliance. This includes "the U.S. Sanitary Commission" or a "Sutlers' Guild" that can fall under the Civilian Alliance.

F. Branch Chapters:

1) Such chapters may adopt by-laws in accordance with Article III and may elect such officers as they deem appropriate. The recommended officers are: Chapter Chair-person, Secretary, Treasurer, Quartermaster, Public Relations, and Safety Representative.

- 2) The Chair-person of each Branch Chapter shall be a voting member of the CCWS B.O.D.
- 3) Branch Chapters may conduct fundraisers, set dues, and establish monetary accounts as deemed necessary by their membership. All funds considered to be general in nature will be transferred to the CCWS general treasury.

#### ARTICLE V -- MEMBERSHIP

Neither the corporation nor any subordinate element thereof, including the military organization, shall discriminate against any applicant for membership and holding elected or appointed office on the basis of race, creed, color, sex, or national origin.

- A. Any male or female at least 18 years of age who is physically capable of performing his or her assigned tasks and who has a signed liability release with the CCWS.
- B. Any male or female under the age of 18 with parent or guardian present and active within the corporation and who has a minor's liability release form signed by a parent or legal guardian on file with the CCWS.
- C. Any male or female under the age of 18 with an assigned sponsor/mentor present and active within the corporation and who has a minor's liability release form signed by the parent or legal guardian on file with the CCWS.
- D. Any member or prospective member must have a written safety test on file with the CCWS if said member is a combatant or ever intends to enter into a battle or skirmish as a non-combatant: (e.g. a nurse or medical person entering the field of combat).
- E. Under no circumstances will a person be considered for membership who has a history of a membership in a subversive or racist organization as defined by the U.S. Constitution and legal code
- F. A voting member shall be any member in good standing over 18 years of age.
- G. A member in good standing is one who attends at least two major events per year (e.g. major reenactment, Living History, Educational School Seminar, etc.)

#### ARTICLE VI -- DUES AND FEES

- A. Annual dues will be established by a majority vote of the membership during annual elections in accordance with ARTICLE X. The amount(s) will be published in meeting minutes, in the newsletter, on the organization's website, and on membership applications. Dues are payable December 1 to February 1 without late fee being applied. After February 1, there will be a late fee of \$5.00 for renewal members.

B. In the non-payment of dues of over 2 month's duration (February 1), membership may be reviewed by the B.O.D. for extension or cancellation and it may become necessary to re-apply under probation to the CCWS.

C. First-time applicants will have any late fees mentioned in A and B above waived during their first year of membership up until December 31st of the year they join. New applicants will have their first year's dues prorated by 1/12th per month with \$1.00 added for handling fee.

#### ARTICLE VII -- DUTIES OF MEMBERSHIP

A. It is urged that every member attend regular meetings

B. All members are ask to attend CCWS sponsored events or events sponsored by affiliated organizations in which the CCWS is a major participant.

C. Individuals attending any non-CCWS event should conduct himself/herself in a manner that upholds the honor and tradition of the CCWS.

D. All mounted members or drivers will be held strictly responsible for the care and attendance of their own animals at all times. For safety and care considerations, all mounted members or their agents must be camped within forty (40) feet of their mount or as close as conditions reasonably warrant.

E. Each military member will be required to share in guard duty, camp security, fatigue duty, and any other duties deemed necessary by the officers and NCOs of the military unit they are attached to.

F. Due to safety and liabilities, dogs are allowed on leash only and owners must clean up all droppings immediately. Dogs, however, are strongly discouraged without prior arrangement.

#### ARTICLE VIII -- RIGHT TO HOLD OFFICE

A. Any voting member shall be entitled to hold both administrative, military, and civilian positions. Regardless of the number of positions held, each member shall have only one (1) vote. Note: for age limitations on holding office see ARTICLE X- ANNUAL ELECTIONS.

B. All B.O.D. positions shall serve a term from January 1st to December 31st.

#### ARTICLE IX -- ORGANIZATIONAL OFFICERS

A. Administrative officers will serve as the "board members" for the CCWS. These Board Members shall be referred to as the "Board of Directors (B.O.D)". Their titles and duties shall include, but not be limited to, the following:

President -

1. Oversees compliance with the by-laws as adopted by the membership
2. Will make all appointments as designated herein

3. Will make appropriate camp and battlefield decisions within the scope of policy enacted by the organization.
4. Will attend and/or participate in any board meetings, serving as the chair for the meeting.

Vice-President -

1. Substitutes for the President in absence of the President at all organization functions and meetings.
2. Will coordinate with the Military Coordinator and Civilian Coordinator in planning encampments. To include any "advance party scouting" of site.
3. Serve as Sergeant-At-Arms
4. Will attend and/or participate in any board meeting.

Secretary -

1. Maintains roster of current membership.
2. Prepares and submits ballots to membership
3. Jointly tallies votes following elections with a simple majority of board membership present and advises membership of duties.
4. Processes applications for membership
5. Prepares and maintains minutes of all official meetings, providing copies to all members on 48 hour notice.
6. Will attend and/or participate in any board meetings.
7. Will be responsible for keeping the official, up-to-date copy of the CCWS By-Laws and recording additions, revisions or changes to the By-Laws. The secretary will also keep copies of current By-Laws and make them available to all members upon request.

Treasurer -

1. Maintains a record of monies received and disbursed.
2. Prepares monthly financial report to the membership.
3. Will prepare and comply with any and all state and/or federal tax filings.
4. Will attend and/or participate in any board meetings

Military Coordinator -

1. Serves as Chairman of the Military Board
2. Oversees military encampments.
3. Coordinates with organization's military officers and/or NCOs regarding training and drill requirements for military participants.
4. Will coordinate with the Event Coordinator and Civilian Coordinator in planning encampments to include any "advance scouting" of the sites.
5. Will make appropriate camp and battlefield decisions within the scope of policy enacted by the organization. In the event of a disagreement with the Civilian Coordinator, the Event Coordinator has final authority.
6. Will attend and/or participate in any CCWS or affiliated organization meetings as appropriate.
7. Will attend and/or participate in any board meetings.

Civilian Coordinator -

1. Will work with Vice-President and Military Coordinator in any "advance scouting" of proposed event sites.
2. Coordinates with the Event Coordinator on all issues affecting civilians in the organization.

3. Tallies planned attendance at encampments and coordinates with the event sponsor or organization Vice-President.
4. Works with the military camp at all encampments and, in the event of disagreements, will coordinate with Military coordinator in attendance to resolve the issue. The event coordinator has final authority.
5. Will attend and/or participate in any board meetings.

Safety Officer -

1. Oversees and administers CCWS and/or organization safety rules, testing, inspections, and records.
2. Coordinates with non-CCWS sponsored events safety representative.
3. Insures ready access to emergency services through landline and/or cell phone, and notify emergency service agencies prior to the event.
4. Works with Civilian Coordinator to ensure assistance with civilians as needed.
5. Convene and chair boards of inquiry for safety issues as needed.
6. Will attend and/or participate in any board meetings

Quartermaster -

1. Maintains, stores, and inventories organization's equipment, supplies, and reference materials.
2. Disburses and collects CCWS-owned equipment and collects usage fees as appropriate.
3. Surrenders usage fees to the treasurer at the end of the event.
4. Will attend and/or participate in any board meeting.

Public Relations Officer -

1. Acts as liaison between the community, other organizations, and the CCWS.
2. Submits event opportunities and schedules to the BOD and general membership for discussion and vote on acceptance.
3. Will work with event coordinator on publicity and advertising.
4. Will attend and/or participate in any board meeting.

New Member/Recruitment Coordinator -

(Term of office to be one year; may serve as many consecutive terms as willing.)

1. Establishes and maintains contact with new members for up to six (6) months after joining
2. Distributes new member packets. A new member packet includes, but is not limited to: A club roster, calendar of events, a copy of current By Laws, and a current club newsletter ("The Growler"). This packet should be given or sent to the new member as soon as possible after joining.
3. Will attend and participate in all Board of Directors meetings

B. Non-Administrative Officers:

Newsletter Editor/Publisher - Term of office shall be one (1) year

1. Is responsible for maintaining the mailing list which contains the official club roster plus other individuals and units owed courtesy copies of the newsletter.
2. Shall furnish an estimate of the cost of printing and postage to the budget process when it occurs.
3. Is responsible for the publication as he/she sees fit in accordance with

the By-Laws.

4. *The Growler* is the official publication for the CCWS and is published preferably monthly and not less than once per quarter. Material for publication should be submitted in a timely manner and on a schedule determined by the editor/publisher.

5. Newsletter content: Activities and events in which the club is involved, notification of upcoming events, calendar of events, names of officers, meeting times and location, mission statement of the organization, volume and number of the issue, minutes of regular meetings, club business in general, articles of interest to club members, NCWC, RACW, CCWR, NCWV information as pertinent and as space allows, a limited amount of classified advertising. NOT PERMITTED: personal editorials of a malicious nature and free of commercial advertisements.

#### Event Coordinator -

1. Each event sponsored by the CCWS shall have an event coordinator responsible for that event. For large events requiring extensive logistics and planning, a committee of two (2) to five (5) members may be needed to facilitate the completion of the project. In this case the committee will elect a chairman who will be the de facto Event Coordinator
2. Duties and responsibilities of Event Coordinators and committees may vary slightly based on the size and scope of the event. Not all of the duties listed will apply to all events. Individual Event Coordinators will be given the discretion to eliminate those which do not apply to their event:
3. Advance scouting for sites for new and proposed events to include recommendations for or against selected possible locations.
4. Act as liaison between CCWS and land owners, public entities, and other persons or groups involved with usage of proposed sites.
5. Act as liaison with sister reenactor organizations and others which might provide additional support and assistance in the presentation of the event.
6. Coordinate with military, civilian, and sutler coordinators with regards to layout of camps.
7. Make arrangements for facilities such as water, toilets, firewood, electricity, trash receptacles, etc.
8. Coordinate with Quartermaster for delivery of CCWS owned materials and equipment necessary for putting on the event.
9. Act as liaison with local law enforcement and fire departments as necessary.
10. Establish a schedule of events to be presented.
11. Coordinate with the Public Relations Officer for publicity to be produced and distributed at least ninety (90) days prior to the event both locally and in southern Oregon and throughout the West Coast re-enacting community.
12. Coordinate with the treasurer for all funds necessary for the event, both those needed prior to the event and those which can be deferred until after the event.
13. Recruit working parties within the CCWS to assist with set-up and tear-down of facilities as needed and to provide for clean-up of the site and removal and disposal of waste.

14. Provide monthly reports to the B.O.D. and to the general membership as to progress related to the event beginning at least six (6) months prior to the event.

15. The Event Coordinator or the chairman of the event committee will be the final authority to mediate any disputes over logistics, set-up, or event policy. All concerns relating to the operation will be referred to the Event Coordinator(s)

C. Each board member shall have one vote at board meetings. All matters shall be decided by simple majority.

D. Board members shall be authorized as representatives of the membership to prepare a list of guidelines overseeing a committee for historical authenticity and governing issues relative to the CCWS.

E. All appointments made by the President shall be approved by the board.

F. A two-thirds (2/3) vote of the full membership shall override board decisions.

G. Administrative positions shall be filled by election of the general membership.

H. Election of administrative positions shall be by simple majority based upon the number of ballots received at the time the election period closes.

## ARTICLE X -- ANNUAL ELECTIONS

A. Election Committee:

1. An election committee shall exist within the CCWS to oversee and facilitate the distribution, collecting, and counting of ballots for annual and special elections of elected officers.
2. The election committee shall consist of the secretary and 2 to 3 additional voting members. If volunteers for the additional positions are not found, the president shall appoint members to serve on this committee.

B. Nominations for CCWS board of Directors and other elected positions shall occur at the October meetings in Klamath Falls and the Rogue Valley.

C. Any CCWS member in good standing over the age of eighteen (18) may hold office.

D. Any CCWS member in good standing may nominate himself or herself for any office.



E. Any member may nominate any other CCWS member over the age of eighteen for any office. If said person being nominated is not present, then that nomination must have prior approval of said nominated person

F. Voting process:

1. Upon completion of nominations, the secretary will compile a list of nominees and the positions nominated for.
2. The list of nominees will be submitted to the election committee by the end of October and the committee will meet within one(1) week for the preparation of ballots.
3. Prepared, printed ballots will be mailed, along with a self addressed stamped envelope (SASE) to each voting member with the following instructions:
  - a. Mark your ballot by placing an "X" in the space provided for each candidate you are voting for. You may vote for only ONE(1) candidate for each position. DO NOT sign the ballot! Signed ballots will be considered invalid and will be discarded, uncounted.
  - b. Place the folded ballot in the enclosed SASE. Put your return address on the front of the envelope and sign the back of the envelope.
  - c. Mail the ballot to the CCWS P.O. box.
4. Ballots MUST be received in the CCWS P.O. box by the second Wednesday of December in order to be counted.
5. Upon receipt the secretary will remove the ballots from the envelope, check and mark the names according to the current roster, and place them in a separate closeable container (such as a large manila envelope) designated by the election committee. This container of ballots will be presented to the membership at the December meeting.
6. A three (3) person team of members not on the ballot shall be appointed by the president or other presiding board member at the beginning of the December meeting to count the ballots. The tally of votes shall be legibly written on a single sheet of paper, signed by the counting team, and presented to the president (or presiding board member) prior to adjournment of the meeting. Results will be read at this time.

G. Special elections to fill vacant positions shall follow the same procedure as listed in paragraph F except for the specific day and month requirements.

H. The secretary will retain the ballots for ninety (90) days after the election. The tally sheet will be added to the permanent record.

I. A fund adequate to print ballots and purchase stamps and envelopes, rounded to an even dollar amount will be allotted to the election committee at the November meeting.

## ARTICLE XI -- OFFICE VACANCIES

- A. Any vacancies created in administrative positions will be filled by appointment by the President or, if the position of President becomes vacant, the Vice-President assumes the responsibilities of the President until the position of President is filled.
- B. The appointment will be effective until the vacant position is filled by election of the membership vote according to election guidelines in Article X - Annual Elections.
- C. The election process is to be initiated at the first general meeting after the vacancy occurs.
- D. Annual election date stipulations are suspended for the purpose of electing a replacement member to a vacant position.

## ARTICLE XII -- MOTIONS FROM MEMBERS

Decisions made by the B.O.D. to which the general membership takes exception, or proposals for new rules or guidelines may be submitted by any member as follows.

- A. A member will request that the B.O.D. reconsider a decision or consider a new proposed rule or guideline by providing specific wording, where necessary and a reason for the proposed change or addition. Should the member not be satisfied with the B.O.D.'s response:
- B. The member may call for a vote of the general membership. A statement regarding the desired change or proposed rule or guideline will be submitted to the Secretary. It will be signed by the member making the motion to the membership and an additional member will sign as a second.
- C. The statement and a ballot will be submitted to the membership at the next scheduled meeting and the motion reviewed and debated with the ballots distributed at that time.
- D. Ballots will be returned to the Secretary and the ballots shall be tallied by the full B.O.D. in attendance and the members advised of the results at the meeting or by a special meeting.
- E. Upon voter approval, the Secretary will add or make necessary changes to the CCWS list of rules and guidelines.
- F. Approval by the membership will be simple majority of the number of ballots received.
- G. Proposed rules or By-Laws changes that pertain to livestock (i.e. horses, mules, draft animals and others) may be made by the general membership, but

may be voted on only by those members who have a vested interest demonstrated by the participants with that livestock.

H. Motions from the floor

1. Motions from the floor may be made by any voting member at any meeting.
2. The President, or meeting chair, may entertain motions from the floor at anytime he/she deems appropriate Voting will be by simple majority provided a quorum of members is present.
3. Voting may take place at the meeting where the motion is proposed but must be presented at both Klamath falls meetings before a final tabulation can be made.

ARTICLE XIII -- APPROVAL OF AMENDMENT OF BY-LAWS

A. New By-Laws, amendments or proposals may be presented at any general meeting, but debates and votes on such moves must wait one month.

B. By-Laws amendment proposals must be presented at both Klamath Falls and Rogue Valley meetings in accordance with paragraph A prior to voting.

C. Approval of By-Laws or amendments will be by a simple majority of the general membership.

D. By-Laws become effective upon ratification.

E. The Secretary shall be responsible for recording the By-Law changes or additions in the official copies of the By-Laws as in ARTICLE IX -- ORGANIZATIONAL OFFICERS, Secretary's responsibilities (8).

ARTICLE XIV -- COMPLIANCE AND COOPERATION WITH SISTER OR AFFILIATED ORGANIZATIONS

All rules, regulations and guidelines will endeavor to cooperate with those of any sister or affiliated organizations in other states or regions as pertains to safety and historical authenticity, together with any further changes, additions or deletions that may be incorporated herein to fulfill the CCWS statement of purpose - Article II.

ARTICLE XV -- FINANCE ADMINISTRATION AND REPORTING

A. An account will be established for the CCWS in a recognized local financial institution. Signatures authorized on the account will be any four current B.O.D. members at least one of which should be of the top four. This will be a two-signature (2) account.

B. All monies received by the Treasurer will be deposited in the CCWS account. CCWS monies will not be co-mingled with any member's personal funds.

C. Expenditures will be verified and paid upon presentation of receipt or upon

approval of the membership.

D. The treasurer will maintain an accurate accounting of all funds received by the CCWS and all funds expended on its behalf. An annual report of the receipts and expenditures will be prepared by December 31st of the current year and submitted at the January meeting of the following year.

E. A budget committee shall exist made up of the CCWS treasurer, the Rogue Valley Chapter treasurer and one member appointed by the president. An annual budget, based on anticipated revenues and expenses shall be developed by this committee and presented at the regular meeting in January for approval. Approval in itself DOES NOT authorize expenditure of funds. If required, supplemental budgets may also be submitted as needed.

#### ARTICLE XVI -- RECEIPTS AND EXPENDITURES

The following funds will be handled as indicated, but at an event also in compliance with ARTICLE XIV --COMPLIANCE AND COOPERATION WITH SISTER OR AFFILIATED ORGANIZATIONS of these By-Laws.

A. Money for meals to be prepared in a central mess at events will be deposited with the Treasurer prior to an event. An advance will be issued by the Treasurer to the responsible party, who will use the funds to purchase food and supplies for the event. That party will return unused funds together with substantiating receipts for funds expended.

B. Routine administrative funds for supplies in any amount less than \$50.00 will be paid by the Treasurer upon presentation of a receipt identifying the amount and type of expenditure and upon approval of the President. Purchases exceeding \$50.00 must have approval by the B.O.D.

C. All property purchased on behalf of the CCWS requiring the expenditure of CCWS funds therefore will be subject to the approval of the full membership by a simple majority vote of membership present at a regular meeting. Such a vote can be called at any time during the year and need not wait for the annual November elections. All full members shall be afforded the opportunity to vote.

D. Donations received from the membership, the public or other sources such as gate fees will be deposited and co-mingled with CCWS general funds unless otherwise specified by the donor.

#### ARTICLE XVII -- CCWS PROPERTY

All property purchased by the CCWS will be maintained in custody of the Quartermaster within the CCWS as elected by the general membership. In the event that the elected Quartermaster is unable to attend an encampment or event, then he/she will arrange for CCWS property to be made available through another CCWS member.

## ARTICLE XVIII -- DISSOLUTION

Since the CCWS is a public benefit nonprofit corporation, upon its dissolution it will distribute its assets to an organization that is public or charitable in purpose, religious corporation, the Government of the United States or any political subdivision thereof, or any person that is recognized as exempt under *section 501 (c) (3)* of the Internal Revenue Code of 1986.

## Article XIX -- VOTING ELIGIBILITY AND RULES

A. All voting for elected officials or amendments to the Constitution and By-Laws may be done by secret ballot. Any controversial or disputed topic or elective administrative office shall be done by secret ballot if requested by any voting member. Any decision to be voted on deemed in the regular line of business including votes for administrative office, may be voted on by a show of hands or voice vote of these attending, provided that a majority of the membership that is affected by the decision is present.

B. A quorum at all general meetings of the CCWS, be it regularly scheduled or called, shall exist when at least eleven (11) voting members are present.

C. A quorum at the meetings of the Board of Directors shall exist when at least 50% of the members of the board are present.

D. If the subject of any motion shall be determined by the President or by the Chairperson of a Branch Chapter to be of such a nature as to require input from chapter members, a vote on said motions shall be delayed until the following meeting to allow its presentation to the chapter membership. Such voting shall be legal and binding when recorded in the minutes of the chapter meeting.

E. Voting by proxy is not accepted in the CCWS. Voting by absentee ballots will be allowed in accordance with the rules established for General Elections in Article X -- Annual Elections section G.

## ARTICLE XX -- PENALTIES FOR VIOLATION AND INFRINGEMENT OF ORGANIZATIONAL RULES

A. Violation of the safety rules or of other rules or policies regarding conduct and behavior of members of the CCWS may result in action(s) being taken against the individual by the BOD on behalf of the membership of the CCWS. Ideally, the purpose of any discipline or penalty is to make the violator more aware of the need for safe conduct in this hobby and/or inappropriate and unacceptable behavior. Failing this, however, the B.O.D. has the responsibility to the membership to remove violators of these By-laws from the club and prevent them from endangering other re-enactors, the legal status of the hobby, or the good order of the organization.

B. the penalties listed below are examples of options available to the B.O.D. the actual discipline or penalties for an unsafe action must be determined by the

B.O.D. in light of the details for the specific act. It must also be borne in mind that this is a volunteer organization and its power to assess penalties or disciplines are strictly limited. Recommended penalties in descending order of severity are:

1. EXPULSION: The maximum penalty the B.O.D. may decide is permanent expulsion from the club. The individual is permanently barred from rejoining and any information gathered will be forwarded to appropriate law enforcement agencies as required by law. Generally, this measure is limited to repeat violators for safety violations of such a hazardous or clearly willful nature that the individual's continued membership constitutes an obvious risk to the club, its members, the public or livestock. Individuals who have violated the terms of other, lesser punishments will generally be expelled.
2. SUSPENSION: The violator is banned from all club-sponsored events for a definitely specified period, normally six months to one year.
3. RESTRICTION: the violator is permitted to attend all club-sponsored events, but is barred from engaging in some specified activity that is normally related to the safety rule that was violated. For example, and individual guilty of a firearms safety violation could be prohibited from carrying or handling weapons; or an individual guilty of a vehicle safety violation could be prohibited from driving in event areas, etc. The restriction lasts for a definite period specified by the B.O.D. generally six months to one year.
4. PROBATION: Some other, greater penalty -- generally suspension or expulsion -- is determined by the B.O.D. but is held in suspension contingent upon the individual's good behavior. Further violations, no matter how minor, could result in the more severe penalty being applied.
5. EXTRA DUTIES: Minor safety violations, generally those resulting from genuine ignorance, may be punished by assignment to some extra task or duty. The purpose of the task is to make the violator more aware of the safety rules: to this end it should be some safety-related duty.
6. Any person expelled from the CCWS for safety violation(s) may not participate in CCWS skirmishes under sanctions of any other organization.

SAFETY FIRST -- Safety is to always be the most important consideration at all events. It is each member's first priority at all times. Disregard of CCWS safety rules and the safety of all people around you can result in a member's removal from the event or, for more serious offenses, expulsion from the CCWS.

#### ARTICLE XXI -- TERMINATION OF MEMBERSHIP

The membership for any regular member of this organization may be terminated for the following reasons:

- A. Upon written request delivered either in person or by mail by the member to the President of the organization. the member making such a request is not doing so because of a violation or infringement of organization rules. Termination will take effect upon the date of delivery of the request to the President.

B. On such member's failure to pay dues when they become due. (see Article VI - Dues and Fees)

C. When any member places the organization in an embarrassing light their membership may be terminated and their dues refunded upon a majority vote of the B.O.D.

D. Possession of live projectile ammunition in period weapons used for and during a mock battle on the battlefield or area of combat by any member or guest at any CCWS function may be cause for such member to be immediately expelled without appeal and forfeiture of all dues. The first-time offender, at a minimum, shall be required to leave the battle and will not be allowed to continue in any remaining battles for the event, with additional discipline or penalties to be considered (see Article XXI -- Penalties for Violation and Infringement of Organizational Rules) The violation will be investigated by the Safety Officer. The results will be presented to the B.O.D. to determine disciplinary action up to expulsion.

#### ARTICLE XXII -- MILITARY PARTICIPANTS

A. A "military participant" shall be defined as a man or woman who portrays a military impression by participating in period military activities, including nurses.

B. "Military activities" shall be defined as those activities which would have been performed on a military campaign during the American Civil War and U.S. Western frontier and Indian War periods. Such activities shall include, but not be limited to, picket duty, drilling, participation in battles, and morning and evening parade and various aspects of campaign life and post duty. (see Article XXVII-- Military Policies And Units, section C.).

C. Female combatants must be able to disguise their gender.

1. Adequate disguise shall be defined as being unable to determine that the participant is a female at a distance of 15 feet.

2. Determination to be made by a majority vote of the organizations officers and be according to the military commanders' guidelines and rules authorized under Article XXVIII -- Military Policies And Units, Sections D and G.

D. Any female may participate as a "combatant" in female dress if said female can document that she is portraying a female who actually fought in the American Civil War and U.S. Western frontier and Indian War periods.

#### ARTICLE XXIII -- GENERAL AND WEAPONS SAFETY

A. The safety rules and guidelines established and set forth by the CCWS are contained in the CCWS Safety Manual and are incorporated herein in their entirety and shall be adhered to. Failure to comply with the established safety rules and guidelines shall be grounds for review and/or expulsion from the CCWS. (see Article XXI -- Penalties For Violation And Infringement of

## Organizational Rules)

B. All "military participants" are required to pass the safety tests set forth by the CCWS before carrying a weapon, whether loaded or not, and before participating in battle reenactments.

C. "Non-combatant participants" (i.e. doctors, nurses and other medical persona, military band members, correspondents, etc.) who plan to enter the field of battle must be aware of the safety rules and have taken a safety test that relates to the actual dangers of the mock battlefield (i.e. safety ranges in front of black powder weapons, proper conduct around livestock, knowledge of ground charges, etc.). The "non-combatant participants" shall be held accountable to the full military participant safety guidelines (see Article XXVII, section E.).

D. Safety tests shall be required bi-annually in odd numbered years regardless of the date of the member's most recent test. Tests shall be completed prior to 01 May of the year. New members shall complete a safety test at their earliest possible opportunity prior to being allowed to handle weapons.

## ARTICLE XXIV -- NON-PERIOD PARAPHERNALIA

Paraphernalia and personal belongings not appropriate to the period being represented at an event (commonly referred to as "FARB") shall meet these requirements:

A. Any FARB will be maintained out of sight of the public during the hours when the public is permitted in an encampment

B. It is recommended that all members attempt to limit FARB in the encampment at all times; even when the camp is closed to the public, in an attempt to maintain the overall impression and experience of the period for all members.

## ARTICLE XXV -- GENERAL BEHAVIORAL POLICIES

A. Any verbal provocation or physical abuse is prohibited at any time. Verbal provocation is to include but not limited to: outbursts of vulgar or profane language and abusive language towards other re-enactors or the public. Conversation which could corrupt, demoralize, dishonor or disgrace the organization, is prejudicial to good order, inappropriate and unacceptable.

B. Alcohol may be used only in moderation and under the following circumstances by persons of legal drinking age of the state the event is held within:

1. When public view hours are over
2. When horses and weapons have been tended to for the evening; specifically cleaned, cared for and properly secured.
3. When no other firing activities are planned for the rest of that day.
4. At back countries; only during those periods of time that were agreed upon prior to the start of the event. For example, in the evening between agreed-upon hours.



## ARTICLE XXVI -- EVENT POLICY

A. Only CCWS members and members of organizations with reciprocal membership policies with signed liability waivers may participate on the battlefield during a battle. Persons not belonging to organizations with reciprocal membership policies must have signed liability waivers and taken and passed a CCWS safety examination to participate on the battlefield during a battle.

B. Battlefield participants under the age of 18 must have parental or guardian consent.

C. Battlefield participants aged between 12 and 17 may participate:

1. With consent from their parent, guardian, or sponsor;
2. When the parent, guardian or sponsor is an on-site adult member of the CCWS or an affiliate or sister organization; and
3. Has permission of the appropriate military commanders.

D. Battlefield participants aged 10 to 11 may participate:

1. Only as functioning in a non-weapon position with consent from their parent, guardian or sponsor; and
2. When the parent, guardian or sponsor is an on-site adult member of the CCWS or an affiliate or sister organization; and
3. Has permission of the appropriate military commanders.

E. Event coordinators are the official point of contact between the CCWS and the host site and the CCWS and the public.

F. Guest re-enactors will be merged with recognized units according to Article XXVII - Military Policies and Units, Section F. However, if a guest unit fields sufficient strength, the CCWS military commanders may allow it to form separately.

1. Guest re-enactors may, with the permission of CCWS military commanders, retain their rank at CCWS events from affiliate or sister organizations or other recognized period military reenactment units.

G. All participants must locate their camp:

1. In the appropriate military camp at the Battalion Commander's direction, or;
2. In the civilian camp at the direction of the Civilian Coordinator, or;
3. In the modern camp at the direction of the Event Coordinator

H. The Union and Confederate camps will be placed as near to each other as terrain allows. The modern camp should be placed as close to the period camps as good stage presentation allows.

I. The Event Coordinator has final authority on placement of camps and facilities. The Military and Civilian Coordinators are responsible for laying out their camps.

J. Fires may be no closer than six (6) feet to tents or awnings, except for enclosed

stoves.

K. All vendors or sutlers must register with the Event Coordinator in advance of each event. Event Coordinators have the authority to regulate the placement, number and type of vendors and their wares.

L. Camp "quiet time" will be sounded or announced around the hour of 11 p.m., after which loud noise or boisterous behavior will not be permitted. Quiet time will continue until about 7 a.m. the next day.

M. Guard mount will be kept at all public events, specifically to monitor noise, participant behavior and camp security. A sergeant of the guard will be selected and guards will report incidents to him.

N. Persons and activities in the modern camp must not conflict with any By-Laws, rule or policy except authenticity. Event Coordinators may appoint a chief responsible for monitoring the modern camp.

O. Skirmishes, battles and raids are prohibited at public events unless coordinated with the military commanders, Military Coordinator and the site host.

P. Colors can only be captured or taken on the battlefield and only when the standard bearer is "killed" or "captured". (See Article XXVII -- Military Policies and Units, Section B.)

Q. If a real-time or actual casualty occurs, first aid is to be summoned as soon as possible with the least amount of fanfare. The chain-of-command will be notified so that, if necessary, the action can be moved away from the injured party and the injured party can be assisted from the field. DO NOT MOVE the injured until qualified medical personnel have so directed. The cry "MEDIC" is a modern term reserved for real-time actual emergencies only.

## ARTICLE XXVII -- MILITARY POLICIES AND UNITS

A. Any unit not represented at the military unit commanders' and Military Coordinator's battle planning meeting will not be allowed to participate in that battle except by prior arrangement with a unit commander.

B. Captured colors will be treated with respect. Participants will immediately furl and carry the colors to the unit commander for further instructions.

C. Driving automobiles near or in the military camps at public events is allowed only for those arriving before the event opening on the first day of the event and after the close of the event on the last day. With the exception of special, expressed permission of a Battalion Commander, work parties will assist the participants to unload at all other times from a remote location to avoid spoiling the period impression for reenactors and public alike. Exceptions to this

restriction include emergency vehicles and the entry of vehicles in the camps for emergencies, the movement of handicapped or disabled persons and the movement of heavy items such as cannon.

D. All who participate in CCWS events as a military reenactor shall strive to do so with arms, equipment, uniforms and clothing that conform to the period they are portraying. They shall also strive to know the mannerisms and customs of the period and those of the branches of service they are portraying.

E. All participants on the battlefield or other event that entails the use of firearms or other weapons shall have passed a CCWS safety test as directed by ARTICLE XXIII- GENERAL AND WEAPONS SAFETY or document that they have passed a safety test administered by an affiliated military reenactment organization. This applies to both "combatant" and "non-combatant" participants on the battlefield.

F. A Union unit and a Confederate unit shall exist and consist of CCWS military units and individual members who participate in battlefield activities. Individuals participating in battlefield activities shall be under the authority of CCWS military units. (see Article XXVI -- Event Policy, Section F).

G. CCWS military units may establish governing rules, guidelines, manuals, codes of conduct and equipment and uniform requirements in addition to, but not contradicting, CCWS By-Laws. These rules may set forth policies for establishing units, attaining rank and how re-enactors portray military personnel.

H. A Military Board shall be established to oversee military matters within the CCWS.

1. This board will have the responsibility of:
  - a. Periodic review of the military guidelines as necessary to provide corrections or additions if needed.
  - b. Consideration of the establishment of new units.
  - c. Conducting boards of inquiry and review for military matters.
2. The Military Board shall consist of: CCWS Military Coordinator, Union and Confederate Brigade Commanders, and one representative of each established unit.
3. The Military Coordinator shall serve as the chair person of this board, and may call meetings of the board whenever deemed necessary.
4. The Military Board will be responsible to and under the guidance of the CCWS Board of Directors.