

# **LAWS OF THE NORTHWEST CIVIL WAR COUNCIL**

An Oregon Non-Profit Corporation

\*\*\*\*\* **FOURTH EDITION** \*\*\*\*\*  
**Corrected to July 2012**

A compendium of the current NCWC:  
Bylaws (1999 edition),  
Administrative & Safety Rules (2002-2012),  
**Policies of any year,**  
Code of Conduct (2007),  
and Articles of Incorporation  
with a full index to all.

As compiled by the  
NCWC Rules and Bylaws Committee

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**2012**

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[NOTE: not yet updated for this edition]

The following compilation of the NW Civil War Council's By-Laws, Administrative Rules, policies, etc., represents an incredible amount of work on the part of the club's Rules Committee under the leadership of Donny Cameron, Chair.

On the surface, to any that have read and tried to understand our rules, it may appear that we have simply made updates in response to the Board's decisions. In fact, this version represents the most aggressive research to find all the rules this club has made, officially and sometimes loosely, over the past 15 or so years. Over the years our board has 'recalled' a change we made in rules, but couldn't find when or how that was done. Donny and his committee have either found board minutes that supported changes or brought those suggested changes to the existing Board for review, ratification or disposal. It was a huge project.

While we will continue to examine what we do and why we do it, these rules and by-laws will certainly be changed again as time goes on. However, for the moment, this is the most current compilation of everyone's 'recollection' and decisions by our Board.

We owe a large debt of gratitude to Mr. Cameron and all the members of the Rules committee who were not only trying to come up with this complete updated version, they were also having to be responsive to the day-to-day operations of what has become a very large non-profit organization. We kept them all quite busy over the last few years and still they have provide a more accurate and accessible working document for our use.

Scott Ingalls, Chair  
Northwest Civil War Council  
May 2012

This fourth edition of the Laws of the NCWC brings together into one, unified and indexed book the NCWC Bylaws (1999 edition), the Administrative Rules (Adopted 1998; revised Nov 2002, and since updated), Policies, and the Code of Conduct (Feb 2008).

This new edition is initially made available in .PDF format on the NCWC website to get settled rules content into member's hands; paper editions may also be authorized by the BOD.

- All the current Administrative Rules are now included, to the best of our knowledge.
- These rules are correct as they stand, but may be modified by later "finds" of original source documents.

This new fourth edition is now revised and updated to replace all earlier editions/versions of these documents, **which should no longer to be used.**

Parenthetical dates appearing at the end of paragraphs show the date of board action(s) that settled this current wording of that text or provision. Comparison is thus possible with the actual minutes/handouts of those sessions.

Text in **red type** shows new content/wording/numeration since that last edition.

The Safety Rules text is that currently posted on the NCWC website, reformatted to meet desktop publishing needs, and to keep consistency with this book's formatting.

CAUTION: The index is accurate as far as major categories of content go, but IS NOT yet updated from Third to Fourth edition new content.

Though I tried to find and capture as many categories in the index as seemed likely to be needed, there may be places in the Laws that address an issue that I did not see or capture in the index.

Do not assume the index is absolutely complete.

--Donny Cameron,  
Rules Committee Chairman

# BYLAWS OF THE NORTHWEST CIVIL WAR COUNCIL

Adopted: /9-29-99 by the BOD/

/Submitted to angela Nunnally 2-29-00/Gayle Hamilton McCloskey/ /Catherine Harper/ /Angela M Nunnally/

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NOTE: The Oregon Nonprofit Corporation Act (ORS Chapter 65) both establishes and limits the powers and procedures available to nonprofit corporations. Where any questions arise about the meaning of these bylaws, or where these bylaws are silent on an issue, the Oregon Nonprofit Corporation Act should be consulted. For assistance in updating, amending or interpreting these bylaws, contact David Atkin, attorney, at Nonprofit Support Services.

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## BYLAWS OF THE NORTHWEST CIVIL WAR COUNCIL

### ARTICLE I. PURPOSE

**Section 1. Purpose.** The purposes of Northwest Civil War Council, hereinafter referred to as the corporation, are exclusively those allowed for organizations defined under Sec. 501(c)(3) of the Internal Revenue Code. Within these limits, the purposes of Northwest Civil War Council include:

The Northwest Civil War Council (NCWC) is an educational nonprofit organization which works to educate the general public and its own members about the American Civil War, by interpreting and presenting information about the civil war period of American history, about the battles and events of the American Civil War, and about the daily life of Union and Confederate soldiers and their families and civilian associates, through living history presentations, public battle reenactments, educational presentations made through historically accurate first person characterizations, and lectures.

**Section 2. No Discrimination.** NCWC shall not discriminate against any person on the basis of race, nationality, place of origin, ethnic background, religion, gender, sexual orientation, marital status, economic class, age, or mental or physical handicap or disability.

The NCWC invites members into its ranks from all races, creeds, religions, genders, ages and state of impairment or handicap. Individual NCWC units may limit or structure a member's role in that unit to align that role with the role which that member (given that member's race, gender, etc.) would occupy in 19th-century America. However, no article, by-law, rule, policy, or unit regulation shall be enacted which would prohibit outright the membership or participation in the NCWC or any unit of any person on the basis of race, gender, religion, age, creed, or handicap.

## **ARTICLE II. STRUCTURE AND SUBDIVISIONS OF THE NCWC.**

**Section 1. Subdivisions of the Northwest Civil War Council.** Military units may be formed but must be recognized as such by the Board of Directors of the NCWC. The Board of Directors shall set standards for unit recognition. All military impressionists must be part of a recognized military unit. Although military units are autonomous entities unto themselves outside of the NCWC, they must subordinate themselves to the Constitution [Bylaws], Rules and Policies of the NCWC at NCWC-sponsored activities.

A Union Battalion shall exist. All recognized Union military units shall be subordinate parts of the Union Battalion. Military and civilian impressionists who are members of the military unit or that unit's civilian auxiliary are part of the Union Battalion.

A Confederate Battalion shall exist. All recognized Confederate units shall be subordinate parts of the Confederate Battalion. Military and civilian impressionists who are members of the military unit or that unit's civilian auxiliary are part of the Confederate Battalion.

An Artillery Battalion shall exist. All recognized Artillery military units shall be subordinate parts of the Artillery Battalion. Military and civilian impressionists who are members of the military unit or that unit's civilian auxiliary are part of the Artillery Battalion.

A Civilian Alliance shall exist. All non-military impressionists may be members or affiliates of the Civilian Alliance.

### **Section 2. Unit Recognition Rules.**

#### **A. General Rules**

1. The NCWC represents the Civil War 1861 through 1865 as accepted by the Board of Directors and identified in the NCWC rules.

#### **B. Company-sized units**

1. Company-sized units, shall be the basic organizational structure within the NCWC for infantry, cavalry, (mounted and dismounted), Medical, Civilian, and Artillery. Engineer troops may be organized as company, specialized sub-company units, at the discretion of the NCWC Board.

#### **C. Civilian units**

1. The Civilian Alliance shall include a minimum of one unit known as the General Civilian Community. Additional units may be formed within the Civilian Alliance as herein provided. All additional units within the Civilian Alliance must be recognized by the Board.

**Section 3. NCWC Rules.** Further details and rules regarding the structure and operation of NCWC are provided in the "NCWC Rules" which shall be adopted and may be changed by the NCWC Board of Directors. [cp. B.IX.4]

## **ARTICLE III. NONVOTING MEMBERS**

**Section 1. Nonvoting Members.** NCWC shall have NONVOTING MEMBERS.

**Section 2. Categories of Nonvoting Members.** There shall be two categories of nonvoting members:

Youth Members: Youth under 14 years old may be nonvoting members. They must be sponsored by a participating voting member, and be selected as a youth member by the recognized military unit or the Civilian Alliance of their sponsor.

Reciprocal Members: Members of parallel organizations may waive membership in the NCWC if the NCWC has recognized that parallel organization under a reciprocity agreement, where members of either organization are allowed to participate in each other's events. In such a case, a member who resides in such other state and belongs to

such other parallel organization may participate in an NCWC event.

**Section 3. Rights and Obligations of Nonvoting Members.** The nonvoting members shall have no power to vote on the election of directors or members, or to participate in a binding vote on any corporate matters. The Board of Directors may by resolution establish categories of nonvoting membership and determine the dues, duties and privileges of members in those categories. The Board of Directors may by resolution alter or waive dues for nonvoting members. The Board may by resolution set or alter the organization's policies regarding the selection, tenure, resignation, removal and any other matters concerning the nonvoting members.

#### **ARTICLE IV. VOTING MEMBERS**

**Section 1. Voting Members.** NCWC shall have VOTING MEMBERS as defined in the Oregon Nonprofit Corporation Act.

**Section 2. Qualifications of Voting Members.** All members of NCWC must first be accepted by a recognized autonomous but subordinate military unit or of the Civilian Alliance, and pledge obedience to the lawfully appointed leaders. Members must have paid the required dues and have completed and signed NCWC waivers as part of the annual membership application.

#### **Section 3. Power of Voting Members.**

A. Unit Officers and Representatives. Voting members in each recognized military unit or the Civilian Alliance shall have power to elect a representative to the Board of Directors from that recognized military unit or Civilian Alliance.

B. Board Officers. All the voting members, including inactive or probationary members, have the right to vote for the Board Officers of the NCWC, including the Chair, Vice-Chair, Secretary and Treasurer of the NCWC. However, inactive and probationary members may not vote for the representative to the Board from their recognized unit, or for the Battalion Commanders or Civilian Advocate.

C. Battalion Commanders and Civilian Advocate. The commander of the Union Battalion, of the Confederate Battalion, and of the Artillery Battalion shall be elected by all the voting members in that Battalion, and the Civilian Advocate shall be elected by all the voting members in the Civilian Alliance.

D. Ratification of Amendments and Other Matters. The voting members have the right to vote on any amendment to the bylaws or articles and to vote on any other matters properly put before them by the Board of Directors.

**Section 4. Records of Members.** The secretary shall maintain a current, formal, alphabetical record of the names and addresses of voting members.

#### **Section 5. Dues.**

A. Dues shall be established by the Board of Directors. The annual dues for voting membership shall be set or altered by the Board. The Board of Directors may by resolution alter the amount of membership dues for voting members, and may waive dues for low income members or for members who wish to make some other form of contribution to the organization.

B. All members of the club aged 12 or over shall pay dues. The Board shall set dues for individual members and also for families, where a family is three or more related members aged 12 or over. At its discretion, the Board may set a surcharge for late payment of dues by existing members. There shall be no surcharge for new members.

C. Membership runs from January 1st to December 31st. New members joining at, or after the last major public field event of the year are paid through the following year.

D. Complimentary Memberships. All administrative Board officers, Battalion commanders, the Civilian Alliance Advocate, Newsletter Editor, Committee Chairs, and Event Coordinators of the major public events of the year, will receive complimentary memberships for the year in which they serve, and so are not required to pay annual dues, in recognition of their contribution of hours of hard work to the NCWC.

**Section 6. Selection and Tenure of Voting Members.** Each company or recognized unit shall select its own members, according to their own rules so long as those rules do not conflict with NCWC Bylaws or rules. Voting membership shall continue so long as the required dues are paid or waived, the member satisfies the required qualifications for membership, and the member has not been removed or suspended. Voting membership in this corporation is not transferable.

**Section 7. Suspension or Expulsion of Voting Members.** Each company may remove its own members. In addition, NCWC may also remove voting members, for the reason stated in the Article in this constitution concerning

“Sanctions” and following the procedures given in that Article. A voting member’s voting privileges shall be suspended if his or her dues are delinquent, and shall be reinstated immediately upon payment of the delinquent dues.

**Section 8. Resignation of Voting Members.** Any voting member may resign at any time by sending or delivering a written resignation to the Corporation. If a dues-paying voting member is more than 180 days in default in his/her payment of the required annual dues, then that voting member is deemed to have resigned.

**Section 9. Quorum for Voting Membership Meetings.** A quorum shall be defined as however many voting members are present or participate by a mailed ballot in any meeting, election or vote of the voting members

**Section 10. Decision-Making by Voting Members.** Unless a greater proportion is required by law, the Articles of Incorporation, or Bylaws, a majority vote of the voting members present at a properly-called meeting for which a quorum has been achieved is necessary and sufficient to make decisions or pass resolutions by the voting members. All motions which are successfully adopted must be recorded in the written minutes.

**Section 11. Election and Voting Rules.** The following rules and procedures shall be used for all NCWC elections, unless the Board of Directors of NCWC decides to alter these rules or procedures by a vote of the Board or of the Executive Committee of the Board, on a one-time basis for a specific election.

GENERAL PROCEDURES: The NCWC shall hold elections bi-annually in November. All Board Officer positions on the Board of Directors shall be for a term of two years from January 1st, until December 31st of the following year. Nominations for office shall be received no later than **September 15th** of the election year, for announcement no later than **October 7th**. Only Union Battalion members shall vote for the Union Battalion Commander, and only Confederate Battalion members shall vote for the Confederate Battalion Commander, and only Artillery Battalion members shall vote for the Artillery Battalion Commander, and only Civilian Alliance members shall vote for the Civilian Alliance Advocate. (06/03, **11/10**)

Those with membership in more than one battalion and/or the Civilian Alliance shall vote for one position; i.e., someone who is a member of the Confederate Battalion and Civilian Alliance can vote for either the Confederate Battalion Commander or the Civilian Alliance commander, but not both.

A. Eligibility

1. All members of the NCWC who have paid current dues as of September 30th of the election year shall be eligible to vote in the current election, provided that they are at least 14 years of age. The **Membership Coordinator** shall provide to the Election Coordinator a list of members who have paid current dues as of September 30th.

2. All candidates for election shall be members who have paid current dues as of **September 15th** of the election year. A candidate for Battalion Commander must be a member of that Battalion. A candidate for Civilian Advocate must be a member of the Civilian Alliance. All candidates for election to NCWC office must be at least 21 years of age and shall have been a member of the NCWC for the 1 year immediately preceding the election.

3. For purposes of determining eligibility to vote for or hold Battalion Commander or Civilian Advocate positions, the battalion or civilian membership of a member shall be determined by the unit affiliation shown on the most recent completed membership application on file with the **Membership Coordinator** as of **September 15th** of the election year. (06/03, **11/10**)

**Section 12. Proxy Voting.** There shall be no proxy voting allowed at any meeting of the voting members or as part of reaching any decision by the voting members.

**Section 13. Voting by Mail.** Unless prohibited or limited by the Articles or Bylaws, any action which may be taken at any annual, regular, or special meeting of the members may be taken without a meeting if the corporation delivers a written ballot to every member entitled to vote on the matter. The written ballot shall: a) Set forth each nominee or proposed action; and b) Provide an opportunity to vote for each vacant director position, and for or against each proposed action.

**Section 14. Annual Voting Membership Meeting.** There shall be an annual meeting of the voting members each year. It shall be held in November at a time and location determined by resolution of the Board of Directors, unless the meeting is set for a different period of the year by resolution of the Board. At the annual meeting members will hear and consider reports from the Board of Directors, officers and staff concerning the activities, management and budget

of the corporation. Voting members shall then elect, by secret ballot, persons to fill any vacancies on the Board of Directors, and also vote on any other matters for which proper notice was given. The failure to hold an annual meeting does not affect the validity of any corporate action.

#### **Section 15. Other Voting Membership Meetings.**

A. Regular meetings. The corporation may hold regular voting membership meetings at times and locations determined by the Board of Directors.

Regular meetings are meetings which consistently occur at the same date or the same day of the same week each month, or every other month. Regular meetings also include a series of meetings which are scheduled far advance on an annual or seasonal basis, and for which a single notice is given more than 15 days in advance. All other meetings, except the annual membership meeting, are considered Special meetings.

The schedule of Regular membership meetings shall be announced at the onset of that schedule or series of meetings, and announced again in the notice of the Annual Membership Meeting, and at the Annual meetings themselves, regardless of what other notice has been given for those regular meetings. Other than that, following the initial notice of the dates and times for Regular meetings, no further notice is required so long as the Regular meeting dates and times which were announced do not change.

B. Special Meetings. Special meetings of the voting members may be called by the President [Chairman] or by the Board of Directors or by the voting members. 10% of the voting members may demand in writing that the President or the Board call a special meeting of the voting members, in which case the notice for that special meeting must be mailed by the secretary or the president within thirty (30) days of the demand for a meeting. Notice of the meeting must specify the purpose(s) for which the meeting is called. Only the business for which a Special meeting is called may be considered at the meeting.

**Section 16. Notice of Annual Voting Membership Meetings.** Written notice of the Annual Meeting and of every special membership meeting shall be delivered, either personally or by mail, to each voting member. Notice must be given by or at the direction of the secretary, or by another officer if the secretary is not available.

Time of Notice: Notice shall be mailed by first class mail no less than 15 days before the meeting, or if mailed by other than first class or registered mail, it shall be mailed no fewer than 30 nor more than 60 days before the meeting. It shall be addressed to the member at their address as it appears on the records.

Content: The notice shall contain the date, time, location and when required, the purpose of the meeting. Notices of Special meetings always require a statement of the purpose(s) for which the meeting is called. Notice of purpose must also be given for any meeting at which any of the following matters are to be considered: 1) Amendment(s) to the bylaws, 2) Amendment(s) to the Articles of Incorporation, or 3) Dissolution of the corporation.

**Section 17. Waiver of Notice.** A voting member may at any time waive his or her right to receive any notice required by the Articles or Bylaws. The waiver must be in writing, be signed by the member entitled to the notice, and be delivered to the corporation for inclusion with the corporate records.

A member's attendance at a meeting waives objection to:

A. Lack of notice or defective notice of the meeting, unless the member at the beginning of the meeting objects to holding the meeting or transacting business at the meeting; and

B. Consideration of a particular matter at the meeting that is not within the purpose(s) described in the meeting notice, unless the member objects to considering the matter when it is presented.

### **ARTICLE V. BOARD OF DIRECTORS**

**Section 1. Powers of the Board.** The Board of Directors shall govern the activities, financial affairs, and property of NCWC, and to do so it may exercise all corporate powers available under its Bylaws, Articles of Incorporation, and the laws of Oregon.

**Section 2. Composition of the Board and Qualifications of Directors.** The Board of Directors shall consist of the following:

A. The Chair of the NCWC (the Chair is also the President of the Corporation), who shall be elected by all the voting members of NCWC.

B. A representative from each recognized unit of NCWC, who shall be either the Commanding Officer, or the Club Chair, or a separate NCWC Board representative elected to that position, as decided by each recognized

unit.

- C. The Union Battalion Commander.
- D. The Confederate Battalion Commander.
- E. The Artillery Battalion Commander.
- F. The Civilian Alliance Advocate.

**Section 3. Number of Directors.** The Board of Directors shall consist of no fewer than three and no more than one thousand (1,000) members. The specific number of directors within this range shall be determined by reference to the requirements given above for the composition and qualifications of the Board of Directors.

**Section 4. Terms of Directors.** Directors shall serve two-year terms. However, unless they formally resign or are removed from office, directors shall remain in office until their successors are properly elected, designated, or appointed. There is no limit to the number of terms, successive or otherwise, a director may serve. (06/03)

**Section 5. Selection of Directors.** The members of the Board of Directors who represent military units, battalions or the Civilian Alliance, shall be elected according to the laws within the recognized units and respective Union Battalion, [Confederate] Battalion, Artillery Battalion and Civilian Alliance.

Only Union Battalion members shall vote for the Union Battalion Commander, and only Confederate Battalion members shall vote for the Confederate Battalion Commander, and only Artillery Battalion members shall vote for the Artillery Battalion Commander, and only Civilian Alliance members shall vote for Civilian Alliance Advocate.

Those with membership in more than one battalion and/or the Civilian Alliance shall vote for one position; i.e., someone who is a member of the Confederate Battalion and Civilian Alliance can vote for either the Confederate Battalion Commander or the Civilian Alliance Advocate, but not both.

**Section 6. Removal of Directors.** Directors may be removed for the causes stated below:

- repeated failure to attend Board meetings,
- failure to fulfil the duties required of directors
- intentional acts or omissions which a prudent person could reasonably have foreseen would seriously damage the reputation or interests of the corporation.

Such removal shall occur by a two-thirds vote of the directors, in office, or by a majority vote of the voting members with or without cause, at a properly called meeting of the voting members.

Proper notice must be given in advance if the removal of a director is to be considered at a meeting of the Board. Thirty day advance written notice that the board is considering removal, and the reasons for that consideration, shall be sent to the director, and she or he shall be given an opportunity to respond either in writing or orally.

**Section 7. Resignation of Directors.** A director may resign at any time. The resignation of a director must be in writing and be delivered to the Board, its presiding officer, the president, or the secretary. Once delivered, a notice of resignation is irrevocable.

**Section 8. Filling Vacancies.** Any Administrative Board position not filled by election, or any position vacated prior to the expiration of the term, shall be filled by appointment of the Chair, except that the Union, Confederate, and Artillery Battalion Commanders shall be selected by a vote of the Board members who belong to the particular Battalion whose Commander position is vacant.

**Section 9. Conduct of Directors.** Directors shall discharge their duty of loyalty and their duty of diligence in good faith; with the care an ordinarily prudent person in a like position would exercise under similar circumstances; and in a manner the Director reasonably believes to be in the best interest of the corporation.

**Section 10. Quorum.** At all meetings of the Board of Directors, the presence of a quorum is necessary to allow the transaction of corporate business or making corporate decisions. A quorum is defined as not less than one-half plus one of the vote-eligible members of the Board of Directors.

**Section 11. Decision-Making and Voting.** All decisions require a clearly stated motion, second, and a vote. All motions which are successfully adopted must be recorded in the written minutes. Each member of the Board of

Directors shall have one vote. The affirmative vote of a majority of the directors present at any meeting at which a quorum is present is necessary and sufficient to make a decision of the Board of Directors of NCWC unless, however, a greater proportion is required by law or by these Bylaws. At the request of any director, the names shall be recorded in the minutes of each director who voted for, against, or abstained for that particular vote. The current edition of Roberts' Rules of Order shall govern all meetings of the Board, Committees and the general membership, unless Roberts' contradicts state or federal law.

**Section 12. No Proxy Voting.** There shall be no proxy voting allowed at any meeting of the Board of Directors or as part of reaching any decision of the Board.

**Section 13. Telephonic Meetings.** When necessary, and when proper notice is given, meetings may be held by telephone conferences in which all participating directors may simultaneously hear and speak with each other. A director participating in such a meeting is deemed present for purposes of a quorum.

**Section 14. Decisions without Meetings.** The Board may make any decision or take any action within its power without a meeting through a "consent resolution" in writing, setting forth the action so taken, signed by all of the directors then in office. The resolution is effective when the last director signs a copy of the consent resolution. The consent resolution shall be filed with the corporate records.

**Section 15. Notice of Meetings.** If the time and place of a Board meeting is announced as part of a regularly-scheduled series of meetings set in advance by the Board of Directors, the meeting is a regular meeting. All other meetings are special meetings.

A. REGULAR MEETINGS. Regularly scheduled meetings of the Board may be held without separate notice of the time, date, location and purpose of each meeting if the time and place is fixed by resolution, and all directors were originally notified of the schedule. The Board may, by resolution, establish or change the dates for regular meetings, with proper notice given to all directors.

B. SPECIAL MEETINGS. Special meetings of the Board of Directors may be called either by the president, the chair of the Board, or by 50% of the directors in office. Meetings of the Board must be preceded by a notice to each director, given not less than two days nor more than 30 days in advance, and if mailed there shall be five days added to the required notice period to allow for delivery. The notice shall state the date, time, and place of the meeting. The notice need not describe the purposes of the special meeting unless the Articles of Incorporation or Bylaws require otherwise. Notice may be by mail, hand delivery or telephone. Written notice shall be deemed delivered when actually received by the person or when actually delivered to the person's address on file with the corporation.

**Section 16. Waiver Of Notice.** Any director may waive notice of any meeting. Waivers of notice shall be filed with the corporate records.

A. ATTENDANCE. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting

B. UNLAWFUL MEETINGS. Attendance of a director at a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened, does not constitute waiver of notice.

C. IN WRITING. Whenever any notice is required to be given of any meeting, a waiver of that notice in writing and signed by the person(s) entitled to such notice shall be the equivalent of giving such notice. The person(s) may sign the waiver before or after the meeting has taken place.

**Section 17. Authority of Directors.** No Director may act on behalf of the Corporation without specific authorization by the Board of Directors to do so.

## **ARTICLE VI. OFFICERS AND STAFF**

**Section 1. Officers.** The officers of NCWC shall carry out the policies and decisions of the Board of Directors, as directed by the Board. The officers shall include a president (who shall be known as the Chair), a secretary, a vice-president (who shall be known as the Vice-Chair), a treasurer, and the other officers listed below in this Article: the Union Battalion Commander, the Confederate Battalion Commander, the Artillery Battalion Commander and the Civilian Alliance Advocate.

Officers who are not also elected as members of the Board of Directors are not Board members and shall have no right to vote on Board decisions.

**Section 2. Election and Term of Office.** The NCWC Administrative Officers, including the Chair, Secretary, **Membership Coordinator**, Treasurer, and the Vice-Chair of NCWC shall be elected by all of the voting members of NCWC, including the inactive and probationary members. The other officers, who represent Battalions or the Civilian Alliance, shall be elected by the members in the respective Battalions or the Civilian Alliance, according to the laws of those Battalions or of the Civilian Alliance. (11/10)

**Section 3. Removal.** Any officer elected or appointed by the Board of Directors may be removed by the Board of Directors whenever, in its judgment, the interests of the corporation would be best served by such removal. Removal shall be without prejudice to the contract rights, if any, of the officer so removed.

**Section 4. Vacancies.** If any office of the corporation becomes vacant by death, resignation, retirement, removal, disqualification, or any other cause, the directors in office, though less than a quorum, may elect or appoint an officer to fill such a vacancy. The elected officer shall hold office for the unexpired portion of the term of that office.

**Section 5. Chairman.** The President shall be known as the Chair. The duties of the Chair are to conduct board meetings at least once per quarter. The Chair shall govern according to parliamentary procedure, appoint and oversee non-board committees, and oversee all administrative functions of the Board of Directors. The Chair shall be the principal officer of the corporation and shall, in general, supervise or oversee the supervision of all of the affairs of the corporation. The Chair generally shall preside at all meetings of the Board of Directors, unless the Board selects another person to preside. The Chair shall also perform other duties as may be assigned by the Board of Directors. The Chair shall, serve as an ex-officio member of all committees.

**Section 6. Vice-Chair.** The Vice-President shall be known as the Vice-Chair. The duties of the Vice-Chair are to assist the Chair in the performance of his or her duties, [and] act in the capacity of the Chair in the Chair's absence. In the absence of the Chair or in the event of the Chair's inability to act, the vice-chair shall perform the duties of the Chair.

**Section 7. Secretary.** The duties of the secretary are to record the minutes of the board meetings, publish the minutes, and report them at the next meeting.

The secretary shall perform or oversee the performance of the following duties: a) Record and keep the minutes of the meetings of the members and of the Board of Directors. and of any Board Committees, in one or more books provided for that purpose; b) See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; c) Be custodian of the corporate records; d) Keep a register of the mailing address of each member which shall be provided by such member; e) Ensure that all required state and federal reports are prepared and filed in a timely fashion; and f) Perform or oversee all duties incident to the office of secretary and such other duties as from time to time may be assigned by the president or by the Board of Directors.

**Section 8. Treasurer.** The duties of the treasurer are to keep an accounting of all financial matters, receive funds in the name of the NCWC, and disburse funds at the direction of the Board of Directors. (11/10)

The treasurer shall perform or oversee the performance of the following duties: a) Have charge of, custody of and be responsible for all funds and securities of the corporation; b) Receive and give receipts for money due and payable to the corporation; c) Deposit all such money in the name of the corporation in such banks or other [depositories] as shall be selected in accordance with these bylaws; d) Oversee or conduct all financial transactions of the corporation; e) Prepare or assist in the preparation of required state and federal reports with regard to income and disbursements and activities of the corporation; and f) Perform or oversee all the duties incident to the office of treasurer and such other duties as may be assigned by the president or the Board of Directors from time to time.

**Section 9. The Union Battalion Commander.** The Union Battalion Commander shall be the highest authority over Union military and civilian impressionists in the Union camp at field events. He may appoint a staff to aid in the implementation of Battalion policies.

**Section 10. The Confederate Battalion Commander.** The Confederate Battalion Commander shall be the highest authority over Confederate military and civilian impressionists in the Confederate camp at field events. He may appoint a staff to aid in the implementation of Battalion policies.

**Section 11. The Artillery Battalion Commander.** The Artillery Battalion Commander shall be the highest authority over military and civilian impressionists in the Artillery camp at field events. He may appoint a staff to aid in the implementation of Battalion policies.

**Section 12. The Civilian Alliance Advocate.** The Civilian Alliance Advocate shall represent civilian-specific matters to the Board of directors and shall be the highest authority in the Civilian camp at field events.

**Section 13. Director and Staff.** The Board may, as finances permit, employ an executive director or other staff. Unless the Board determines otherwise, the executive director shall have the power, subject to the rules and regulations set by the Board of Directors and by law, to hire staff, fix staff duties, set staff salaries, establish staff performance standards, evaluate the performance of staff, and when necessary terminate the employment of staff of the corporation.

**Section 14. The Membership Coordinator** will receive and review all applications for membership or renewal, validate them and issue membership documents, then forward the applications to the NCWC Secretary to maintain. The Coordinator will also provide the Treasurer with accurate bank deposit records to accompany membership information. The Membership Coordinator will maintain the official NCWC roster. (11/10)

## ARTICLE VII. COMMITTEES

**Section 1. Establishment.** The Board may establish any committee, including standing committees or temporary committees, by a resolution of the Board. Such resolutions shall name the committee and the purpose of the committee, shall state whether it is a "Board" committee or a "Non-Board" committee, shall state what powers, authority, and duties have been delegated to the committee, how the chair of the committee and how the members of the committee shall be appointed or elected, and may state what procedures, if any, the committee shall use in carrying out its work.

The Board of Directors shall always have the power to amend, alter or repeal the decisions of its committees, subject to limitations on the unilateral amending of contracts, interference with third party rights, and other legal limitations.

### Section 2. Board and Non-Board Committees.

A. The Board may establish "Board" committees to which are delegated part or all of the power of the whole Board to authorize expenditures, adopt budgets, set policy, establish programs, or to make other decisions for the corporation. Such committees shall be established by resolution by a majority vote of all directors then in office. Board Committees shall consist of two or more directors, and shall not have any members who are not Directors.

B. The Board may establish "Non-Board" committees, including Working Committees or Advisory Committees, which do not have any part of the power or authority of the Board to authorize expenditures, adopt budgets, set policy, establish programs or to make decisions for the corporation. Such committees shall be established by the Chair or by a majority vote of the directors present at a properly-called meeting. Any person may be a member of such a committee, whether or not that person is a member of the Board of Directors.

**Section 3. Standing Committees.** The following standing committees shall exist, however, the failure to establish or maintain any of these committees shall not in any way invalidate any actions or decisions made by the Board for the corporation.

#### A. BOARD COMMITTEES:

Executive Committee: An executive committee of the Board shall exist, shall be a board committee, and shall be authorized to exercise the full authority of the Board so far as is allowed by law and the Articles and Bylaws of this corporation. The executive committee shall comply with the provisions of the Bylaws concerning the full Board so far as those are reasonably applicable to the Executive Committee. All Executive Committee decisions shall be in the form of written resolutions, which shall be submitted to the full Board. Any director may be a member of the Executive Committee. The Board may at any time pass a resolution modifying or revoking the authority of the executive committee, or changing the persons serving on the executive committee or increasing or decreasing the number of persons who serve on the Executive Committee. There shall be no less than three persons on the Executive Committee.

The Executive Committee shall consist of the Battalion Commanders, the Civilian Alliance Advocate, and the Chair of NCWC.

B. NON-BOARD COMMITTEES: The Chair of the Board of Directors shall appoint the Chair and members of the non-board committees of the Board of Directors. These are non-board committees. They shall serve at

the pleasure of the Chair of the Board of Directors, and report to the Board of Directors. Committees shall send copies of minutes or summary reports of their meetings and actions to the Chairman of the Board. They shall also carry out other related responsibilities as directed by the Chairman of the Board.

Non-Board committees shall be defined and described in the NCWC Administrative Rules. [R.II.A]

**Section 4. Committee Members.** The Board of Directors shall appoint the members of every Board Committee. The members of Non-Board committees shall be appointed by the Chair of the Board of Directors. The term of office of a member of a committee shall continue as such until his or her successor is appointed unless the committee is terminated, the member resigns or is removed from the committee, or the member ceases to qualify as a member of the committee.

**Section 5. Committee Chair.** One member of each committee shall be selected or appointed the Committee chair by the Chair of the Board of Directors.

**Section 6. Committee Procedures.** Unless otherwise specified, Board Committees shall operate, with the same quorum and voting requirements as the full Board, and so far as possible shall operate according to the procedures of the Board as stated in these Bylaws. If any formal decision or resolutions are voted on at its committee meeting, then the votes and the resolutions so adopted shall be recorded in the form of corporate minutes and shall be recorded and filed with the secretary.

The current edition of Roberts' Rules of Order shall govern all meetings of the Board, committees and the general membership.

**Section 7. Committee Powers.** The Board of Directors shall specify the powers and mission of each Board Committee by written resolution at the time the committee is created or thereafter. Each committee shall have and exercise the authority equivalent to the Board of Directors in the management of the corporation, to the extent specified in the written resolution creating the committee, in the Articles of Incorporation, and in the Bylaws of NCWC.

**Section 8. Limitation on Committee Powers.** Committees may not a) Have the authority to amend or alter the Articles of Incorporation or Bylaws; b) Elect, appoint or remove any director from a committee or from the Board of Directors; c) Authorize the sale, lease, exchange or mortgage of all or substantially all of the property and assets of the corporation; d) Authorize the voluntary dissolution of the corporation or revoke proceedings therefor; or e) Amend, alter or repeal any resolution of the Board of Directors which by its terms provide that it shall not be amended, altered or repealed by such committee.

## **ARTICLE VIII. SANCTIONS**

### **Section 1. Levels of Sanctions Against Members.**

Unit Sanctions: When a member of a unit other than its commander is accused of wrong-doing within the unit and the matter has not affected anyone outside of that unit, the unit commander, after examining the evidence, has the authority to sanction that member (if he is found guilty) by imposing any of the following:

1. Probation until the end of the next public event,
2. Public reprimand,
3. Extra duty,
4. Confinement to camp, for the duration of the event,
5. Reduction in rank,
6. Termination of unit membership,
7. Expulsion from the event,
8. Recommendation to the Board of Directors for expulsion or suspension from the NCWC.

The sanctioned member may appeal the matter to the Board for further review.

Sanctions for Officers: When any company commander, battalion staff member, or battalion commander is accused of wrong-doing, the Board members of the Battalion involved, after examining the evidence, [have] the authority to sanction that member (if he is found guilty) by imposing any of the following:

1. Probation until the end of the next public event,
2. Public reprimand,
3. Extra duty,

4. Confinement to camp for duration of the event,
5. Reduction in rank,
6. Termination of Unit Membership,
7. Expulsion from the event,
8. Expulsion or suspension from the NCWC.

Issues between opposing Battalions must be reviewed by the NCWC Board.

**Board of Directors Sanctions:** When any member of the NCWC is sanctioned at the unit level and that member desires to appeal the sanction imposed, or if the unit has recommended expulsion or suspension from the NCWC, the Board of Directors has the authority to sanction the member by imposing any of the following:

1. Any unit sanction,
2. Suspension of membership for not more than three public events,
- 3 [and 4]. Special probation awaiting the completion of:
  - [a.] substance abuse counseling or,
  - [b.] Anger counseling, or
  - [c.] Enhanced safety education, or
  - [d.] Any special condition specified by the Board of Directors
5. Expulsion from the NCWC.

The accused member has the right to make a presentation of not more than 30 minutes to the Board of Directors prior to the imposition of Board of Director's Sanction of Expulsion from the NCWC.

**Voluntary Expulsion:** Any member of the NCWC may avoid Sanctions by withdrawing membership from the NCWC. No reimbursement of membership fees will be paid. No member may avoid Sanctions and still participate by joining a parallel organization to the NCWC (one with a reciprocal participation agreement).

**Section 2. Reinstatement of Former Members.** Naturally lapsed membership: Any member whose membership has lapsed or has otherwise terminated in a natural fashion, with Unit or Board of Directors Sanctions, shall be readmitted upon making regular application to the NCWC and paying dues in the fashion of a new member.

**Forced expulsion:** Any member who withdrew membership to avoid Sanctions or whose membership lapsed while in the process of Board of Directors Sanctions or whose membership was withdrawn from them by the Board of Directors Sanction of Expulsion shall:

1. Make special application to the Board of Directors,
2. Be sponsored to the Board of Directors for reinstatement by the commander of the Unit the applicant is joining,
3. Complete any previously-imposed Sanctions,
4. Make regular application and pay dues to the NCWC,
5. Accept probation for not more than two public events.

**Section 3. Expulsion.** Before a voting member can be expelled, there must be not less than fifteen (15) days prior written notice of the suspension or expulsion, giving the reasons therefore. Further, there must be an opportunity for the member to be heard, orally or in writing, not less than five (5) days before the effective date of the suspension or expulsion by a person or persons authorized to decide that the suspension or expulsion not take place.

**Section 4. Wrongdoing.** For the purposes of this section "wrongdoing" shall be defined as any willful violation or flagrant disregard of the NCWC Rules or Bylaws and any violation of municipal, county, state or federal law.

## ARTICLE IX. MISCELLANEOUS PROVISIONS

**Section 1. Conflict of Interest.** Directors shall declare the existence of any direct or indirect conflict of interest—financial or otherwise—disclose its nature on the record, and abstain from voting on that matter. A conflict of interest is always present when a vote concerns a director's personal financial interests or those of his or her family. Directors and officers of the corporation may enter into transactions or contracts with the corporation, subject to the limitations of law, the Articles of Incorporation and these Bylaws regarding such dealings. All transactions of the corporation involving the personal financial interests of directors, officers, or employees shall adhere to standard business practices without special considerations, special compensation, or special benefit to any person as a result of the corporate role of a director, officer, or employee. A conflict of interest transaction must be approved by a majority of all of the members of the Board who do not have any conflict of interest in the matter being considered, so long as that majority consists of at least two or more Board members.

Individuals with conflicts of interest may serve on the Board, including staff, independent contractors, and others who receive compensation or other tangible benefits from the corporation. However, such persons and their relatives must always constitute less than a majority of the Board.

**Section 2. Compensation of Officers and Directors.** The corporation may pay compensation to its officers, directors, or employees so long as no member of the Board of Directors shall receive any compensation for fulfilling the responsibilities of a director. The Board may pay directors reimbursement for expenses incurred in the course of fulfilling their responsibilities. Directors may serve concurrently as officers, employees, or independent contractors of the corporation and may be compensated for work in those capacities.

**Section 3. Tax Year.** The tax year of the corporation shall be the calendar year.

**Section 4. Rules and Policies of the NCWC.** The NCWC may adopt rules and policies to govern its activities and events, as follows:

A. Rules: New Rules may only be enacted by a majority of a quorum of the Board of Directors. Existing rules may only be deleted or modified by a two-thirds majority of a quorum of the Board of Directors.

B. Policies: Policies are enacted at the discretion of the chair of the Board of Directors, the Board of Directors, the Battalion Commanders, or the Civilian Alliance Advocate. They may be overturned or modified by a two-thirds vote of a quorum of the Board of Directors. [cp. B.II.3]

## **ARTICLE X. RATIFICATION & AMENDMENTS**

**Section 1. Ratification and Amendments.** All Measures, including this document, shall be ratified by a vote of eligible voting members. Bylaws additions, deletions, or modifications may only be accomplished once annually by a two-thirds majority of the votes cast by the members of the NCWC during the election held annually in November, although there is no limit on the number of proposals. Proposed additions, deletions, or modifications of the Bylaws may only be presented for a vote of these club members by the Board of Directors after the proposal has been approved by a two-thirds majority of a quorum of the Board of Directors. Proposed additions, deletions or modifications to the Bylaws shall be announced no later than two weeks before the vote takes place. Proper written notice must be given in advance, including either a written copy or written summary of the proposed amendments.

## CERTIFICATE OF SECRETARY

I, the undersigned do hereby certify that the foregoing Bylaws constitute the Bylaws of Northwest Civil War Council, as duly adopted by the Board of Directors on the /29th/ day of /September/ 1999.

Signed this /29th/ day of /February 2000/.

/ Angela Nunnally /  
Secretary of Northwest Civil War Council

**NCWC ADMINISTRATIVE RULES**  
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**NCWC ADMINISTRATIVE RULES**  
**Adopted 1998, Revised 2002-2012**

**I. DEFINITIONS -----**

**A. Rules and Policies**

1. Rules, as provided for in Article II, section 3 and Article IX, section 4.A of the Bylaws, shall embrace all matters of the NCWC organization, structure, finances, membership, elections and voting, unit recognition, safety and sanctions. All members of the NCWC shall comply with the rules as adopted by the NCWC Board. In appropriate cases, sanctions may be imposed on those who violate one or more rules.
2. Policies, as provided for in Article IX, section 4.B of the Bylaws, are defined as any item not specifically addressed in paragraph 1, above.

## II. RULES RELATING TO NCWC ORGANIZATION AND STRUCTURE -----

### A. Non-Board Committees

1. The Chair of the Board of Directors shall appoint the Chair and each member of the following non-board committees of the Board of Directors. They shall report to and serve at the pleasure of the Chair of the Board of Directors. Committees shall also send copies of minutes or summary reports of their meetings and actions to the Chairman. They shall also carry out other related responsibilities as directed by the Chairman of the Board.

2. The Chairman may add additional committees as he deems appropriate for conducting the business of the NCWC.

3. Education Committee: The Education Committee is responsible to oversee the organizing and operating of periodic training events for reenactors, which provide assistance and guidance in the presentation of authentic impressions by reenactors. It will serve as a coordinating center for efforts by NCWC-recognized units to offer educational opportunities. The committee will also serve as a consultative resource for the Board of Directors. (09/06).

4. Event Planning Committee: The Event Planning Committee shall consist of a committee chairman, the four battalion-level commanders, and all event coordinators. These shall form the voting body for purposes of quorum.

a. This committee shall:

1. draft the formal enabling resolutions for board action to formalize all NCWC living-history events.

2. oversee and direct all planning, logistics, and funding arrangements connected with those events.

3. delegate responsibility to a panel of event coordinators to bring about these arrangements, and shall oversee, direct and approve the work of these event coordinators and their assistants.

4. require regular reports, receipting and accountability from the event coordinators, and shall furnish these to the board as necessary.

5. negotiate and monitor the fulfillment of the following: all contracts for space and services with hosting sites and/or agencies, make security and policing arrangements, secure insurance policies, and manage any other contractual documents not already in the care of another committee or board officer.

6. maintain and refine an event coordination checklist for the benefit of current and future coordinators. They shall also maintain the archives and latest versions of those documents.

7. (When so directed) be responsible for identifying and developing additional sites and events, either in addition to, or as replacements for, existing sites/events.

8. work closely with other committees to help and enable their work as necessary.

b. The Event Coordinators and assistants shall be volunteers, but if there is competition for a position, those persons must make application to and be elected by the Board of Directors.

5. Rules and Bylaws Committee: The Rules and Bylaws Committee shall review all matters of the Bylaws, Rules and Policies to ensure that it does not conflict with existing Articles of the Bylaws, Rules or Policies, and report its recommendations to the Chair of the Board of Directors. They shall also update these documents and distribute them to interested parties.

6. Safety and Training Committee: The Safety and Training Committee is responsible for developing and/or reviewing practices, rules, and training related to improving safety.

a. It shall:

1. review all safety-related policies, and research or review the research of others on any matter concerning safety.

2. undertake the primary responsibility for risk-management for the NCWC through the development and recommendation of standard safety training programs for all units to the Board of Directors.

3. report on resolutions of any complaints of safety violations, and the status of any unresolved issues, at each regular board meeting.

4. Recommend to the Board such policies, procedures, practices and rules they deem constructive to limiting or reducing risks the NCWC may incur in its operations.

5. periodically review such modifications of rules or practices as may be needed.

6. serve as a consultative resource for the Board of Directors.

b. Implementation of the safety rules shall be accomplished by the Union, Confederate, and Artillery Battalion Commanders, and the Civilian Alliance Advocate, in their respective areas. (06/10)

7. Budget/Finance Committee: The Budget/Finance Committee compiles and recommends a budget for adoption by the Board, and maintains budget information. This committee shall also be responsible for the club's membership process, participant registration process at all NCWC events (coordinating this function with the event coordinators), unit reimbursements, and other financial matters of the club. The Treasurer shall be an ex-officio member of the Committee, but need not be its Chair. (09/06, 05/12)

8. Public Relations Committee: The Public Relations committee shall be generally responsible for all official and formal interaction of the club with the public, both as spokesmen, and as liaison to persons visiting club events. As requested by event coordinators, this committee shall perform announcer services, be official greeter/escort of dignitaries, be responsible for the introduction of various military clubs during battle presentations, etc., at events. It would also archive newspaper/web articles about the NCWC. The Board Chair may appoint an Advertising Coordinator, who would serve as a member of, and under direction of, the Chair of the Public Relations Committee. (09/06)

9. Funding Committee: This committee would explore grants and other funding sources. (02/09)

10. Recruitment Committee: \_\_\_\_\_ (02/07)

## **B. Emergencies**

In the event of an emergency requiring a prompt decision of the Board and where it is not practical to hold an actual Board meeting, the Chairman shall ascertain the opinion of the Board members by telephone.

## **C. Parliamentary procedure:**

The current edition of Robert's Rules of Order shall govern all meetings of the Board, Committees, and the general membership.

## **D. Meeting Attendance Reporting.**

The editor shall publish a record of official Board of Director meeting sign-ins, and any attendance roll call of authorized unit voting representatives, in the next "Bugle Call", showing whether the representatives were "present" or "not present". (02/98)

# **III. RULES RELATING TO FINANCES -----**

## **A. Budget Process**

The **Budget/Finance** Committee shall compile and recommend a budget for adoption by the Board. The committee shall present the budget for consideration no later than the March meeting of the Board.

## **B. Disbursements**

1. The Treasurer shall be authorized to pay all bills up to the amount approved by the Board in the budget. Expenditures in excess of the approved budget shall be referred to the Board for approval.

## **C. Audit**

The Chair shall appoint two members of the Club to audit the financial records of the Club during the month of December in each year.

## **D. Fees and payouts**

1. Pay To Play Fee.

a. Beginning with Willamette Mission '03, the fee charged as a "pay-to-play fee" shall be \$10, payable upon registering to play at the event. This applies to anyone not a current NCWC member or reciprocal member. (04/03)

2. Late-Membership Fee.

a. Effective 19 Feb 2009, membership application late fees will be eliminated. Anyone whose name is not on the roster at an event must pay to play, and they will not count towards unit numbers. (They can turn in their membership forms but will still have to pay to play.) (02/09, 01/10)

b. The NCWC may charge a fee to any member whose dues checks are returned (dishonored) by the bank. Such fee to be set by the Board. (03/03)

## **E. Dues Forgiveness**

1. The NCWC shall allow the Dues Forgiveness provision of B-IV-5-D (complimentary memberships) to apply to eligible club officers who are included under a \$30.00 family membership. Those officers may claim a reduction off the family rate equal to the individual annual dues for the affected year.

2. This provision shall be limited to one allowance per thus-eligible family. (05/10)

# **IV. RULES RELATING TO MEMBERSHIP -----**

## **A. Waivers**

1. All participants shall have a signed waiver on file prior to participating at the events. NCWC members shall complete the waiver as part of the annual membership application. Non-NCWC member shall sign the waiver at each event.

2. Members, guests and visitors desiring to participate in any NCWC-sanctioned club event must sign and comply with an NCWC Event Liability Waiver. Anyone not signing such a release shall be barred from participating in the event. (02/99)

3. All minor members who do not have a parent/guardian present at any event shall have an NCWC-approved medical waiver on file from their parent or guardian. Three copies of this form must be distributed as follows: one with the original signature to Membership; a copy to the company CO; and a copy kept by the minor's sponsor.

If minors without parents present do not have this form, company commanders will need to limit their participation. (03/04)

4. **Equine release of liability.** The NCWC shall have a release of liability for participation in equine activities, worded in accordance with the Oregon Equine Activity Statute (ORS 30.687-30.697). This release limits the liability of the NCWC, an equine activity sponsor, for injury or death of equine activity participants arising out of riding, training, driving, grooming, handling, or riding as a passenger upon the equine.

a. All persons engaged in equine activities (listed below) at NCWC events, and where those activities fall under the jurisdiction of the NCWC, must sign the "Release of Liability for participants in NCWC Equine Activities" before engaging in these activities. (Parents or legal guardians shall sign the release for minors).

NOTE: It shall be understood that "horse" also includes other equines as defined under Oregon law, e.g., donkeys, mules, and hinnies).

NCWC Equine Activities

- Riding or driving a horse
- Riding as a passenger on a horse-drawn vehicle
- Exercising or training horses, whether mounted or dismounted (e.g., exercising a horse on a long line, or leading it to the edge of a battlefield to accustom it to battle noises).
- Acting as a horse-holder or "header" (e.g., for a driver; for an officer who dismounts).
- Grooming, saddling, harnessing, hitching, or unhitching horses, or assisting with that duty.
- Limbering/unlimbering a gun or caisson to a limber to which horses are hitched.
- Participating in stable duty (e.g., feeding and watering horses; taking horses to water; cleaning the picketline when horses are present).
- Performing duties of ferrier or veterinary surgeon, whether actual or simulated (e.g., trimming or shoeing horses; performing medical or soundness examinations; administering first-aid, medicines, etc.). Actual licensed veterinarians performing the duties of their job are excluded from this requirement.

b. Copies of signed equine activity releases shall be kept on file by the Membership Coordinator, Safety Committee, and the unit commander. Releases shall remain in effect until there is a lapse in NCWC membership, or the member voluntarily revokes the release (e.g., because they no longer wish to participate in equine activities). Revoking a release must be done in writing via a letter addressed to the NCWC Board of Directors, with copies to the unit commander and Safety Committee.

c. If a minor covered by such a release reaches the age of majority, any release signed by their parents or guardian is no longer valid, and that individual must sign a new release. (08/06).

**B: Overseas Deployment of Members.** While deployed, current members on active-duty in the military (and their families) will be carried on NCWC membership rolls, and membership fees will be waived during that time. (11/03)

**C. Signature authority.** Alternate signatory for commanders on NCWC membership forms. Since sometimes requiring company commanders to sign all their unit's membership forms is not convenient/workable, a company so choosing may appoint an alternate signature authority in the company to sign these forms. This will reduce the need to send forms/papers back and forth through mails, enables recruiting, reduces delays. They assume responsibility for forwarding those forms, and for creating and forwarding the unit's copy. (09/06)

## V. RULES RELATING TO ELECTION AND VOTING -----

### A. Procedures and Timetable

1. Candidates for bi-annual election may nominate themselves or may be nominated by others. All nominations must be in writing and must be submitted to the Secretary by **September 15th** of the election year. Candidates who have not nominated themselves shall be contacted by the Secretary and notified of the nomination before **October 1**. Such candidates shall have the option to decline the nomination. The Secretary shall provide a list of the confirmed nominees to the Chair by **October 4**. (09/03, 10/10)

2. To ensure that the Chairman and Vice-Chairman shall not both be from the same Battalion or Alliance, these offices shall be treated as a unit. Each nominee for Chairman shall name his nominee for Vice Chairman who shall not be from the Chairman's Battalion or Alliance.

3. The Chair shall appoint an Election Coordinator who shall not be a candidate for any NCWC position in the current election. The Secretary shall provide a list of the confirmed nominees to the Election Coordinator by **October 1**. The Coordinator shall prepare the ballots and voting materials, and shall assist the newsletter editor in mailing them by **October 31**. (10/10)

4. Each candidate shall have the right to submit to the **Newsletter Editor** a statement of not over 300 words for publication in the **October** issue of the *Bugle Call*. The *Bugle Call* will not publish letters from non-candidates which endorse candidates for office. Statements received **after the October Bugle Call** will not be published. (10/10)

5.-6. [ **Removed.** ] (10/10)

7. No ballots shall be counted unless postmarked on or before November 30th. Ballots shall be counted and tallied no later than December 15th. (10/10)

8. Following the counting of the ballots, the Election Coordinator shall promptly communicate the outcome of the races to winning candidates and all candidates listed on the ballot. A complete tabulation of all votes cast (including write-in votes) shall be published in the next issue of the *Bugle Call* following the counting of the ballots.

9. The Chairman shall schedule time during the **next scheduled NCWC** board meeting for the Coordinator to announce the elections results to the board. The Coordinator shall then ask for the board's decision to either archive or destroy the ballots. (10/10)

a. Archived ballots shall be turned over to the Secretary within five days after the board meeting.

b. If so directed, the Coordinator will destroy ALL ballots and tallying materials in the presence of two witnesses within five days after the board meeting. The Coordinator and witnesses shall sign and date a statement to the board certifying that the ballots and materials were destroyed. This statement will be forwarded to the Secretary within ten days after the board meeting.

c. Receipt of this statement (or the ballots to be archived) will fulfill the Coordinator's duties. (10/10)

#### 10. Forming the Ballots

a. The names of all nominees shall appear on the ballot. In addition, a write-in line shall be provided in all races.

b. On the ballot, the names of each pair of Chairman and Vice Chairman nominees shall be listed together, and voters shall cast a single vote for one pair of nominees for the two offices.

c. There shall be distinct versions, Union, Confederate, Artillery and Civilian ballots. All ballot formats shall be identical, except that each format shall contain only the appropriate brigade or civilian advocate race.

d. Members whose primary designation is the Civilian Alliance shall receive Civilian format ballots and shall be entitled to vote for Civilian Advocate. Members whose primary designation is the Union Battalion shall receive Union format ballots and shall be entitled to vote for Union Battalion Commander. Likewise for the Confederate and Artillery battalions.

e. **Removed.** (10/10)

f. **All ballots for each household (per NCWC approved roster) will be mailed in one envelope to that household, along with instructions for completion and return (e.g., all ballots from each household may be returned in one envelope).** (10/10)

#### 11. Counting of the Ballots

a. The Chairman of the NCWC shall select a counting committee composed of one member each from the Union Battalion, the Confederate Battalion, and the Civilian Alliance and shall communicate these choices to the Board. The Board may, prior to December 10th, by a majority vote, remove a member of the committee and appoint a replacement. The Election Coordinator shall be a fourth member of and shall chair the counting committee.

b. The counting committee shall meet as soon as possible **by December 15th** to count the ballots. Ballots shall be counted by the committee. Each candidate may, at his or her option, observe the counting process.

c. **The counting committee shall compare name and unit on the individual ballot to the membership roster to verify that all the votes have been correctly cast. After each name is verified, the printed name and unit shall be separated from the ballot for counting. The votes shall then be counted.** (10/10)

## VI. RULES RELATING TO UNIT RECOGNITION -----

### A. General Rules

1. The NCWC represents impressions primarily appropriate to the Virginia theater in 1863, but is open to alternate **civil-war-appropriate** impressions outside of the Virginia theatre, and outside of 1863. Each military unit recognized by the NCWC shall represent a prototype unit which served for at least two months in that year under the command of the Army of the Potomac or the Army of Northern Virginia. Units may, as herein provided, adopt both a Union and Confederate identity. (01/05; 07/12)

2. Recognized units shall endeavor to represent as closely as possible the organization, uniforms, weaponry and other distinguishing features of their prototype units as they existed in 1863, or the approved alternate timeframe. (01/05)

3. Recognition **may be** withdrawn from a military unit **by a simple-majority board vote** for failure to maintain a minimum number of members as provided in these rules. Recognition may **also** be withdrawn by a two-thirds vote of the Board for other violations of NCWC rules. (07/12)

4, **Units thus losing full-unit status for not maintaining a minimum number of combatants in any one reenacting season, shall be placed on probation for the entire following season. They will be subject to the same probationary provisions detailed under “New Units” (R.VI.B.2 below). During that second year, they will have their chance to recover their numbers and work toward restoring full-unit status .** (07/12)

5. When a military unit **does not thus recover its numbers in that second season, it may lose its full-unit status at the start of the following (third) season. Its individual** members shall join other units of their choosing upon condition of acceptance by that unit. (07/12)

6. The unit that has lost **full-unit status** may regain **full-unit status** by following the procedures prescribed for new units, **except that they need not resubmit an original unit service history, or details about organization, uniform, or weaponry.** (07/12)

## **B. Specific rules for Company-sized units**

### **1. Recognized (full-status) Units:**

a. A recognized **(full-status)** company unit must have at least eight members of the NCWC who are combatants. A combatant shall be defined as “one that is engaged in, or preparing to engage in combat.” Such “combatants” must be **portraying appropriate** military personnel that would have been in-service during the American Civil War. (07/12)

b. Units must maintain an eight combatant average at four NCWC public field events during each campaign season. (05/03; 01/07; 06/11)

c. Recognized company units that fall below the minimum average of eight combatant attendance level at four public field events during a campaign season, as measured by that year’s total event registration forms, will be placed on probation **effective with the start of the following season.** If the campaign season in question offers five field events, any unit in question will be allowed to count its four best event totals for purposes of this decision. (06/11; 07/12)

(1). It will be given notification of a “status review” by their Battalion Commander at the completion of the campaign season. A copy of this review shall also be presented to the NCWC Board of Directors. Combatant status of units shall be verified using “official registration forms”, daily company reports and/or visual verification by each Battalion Commander (or his staff) at public field events.

(2). If the **probationary** unit is still below the eight combatant average level **by the end of the following (second)** calendar year, the unit loses recognition in the NCWC, along with its vote on the Board of Directors. **Exception:** If that unit is the only unit in its Battalion in its branch of arms (infantry, cavalry, artillery), the unit retains recognition but its vote on the Board of Directors is suspended. (05/03; 01/07; 06/11; 07/12)

(3). Recognized company units that fall below the minimum average of eight combatants because their members are called to active duty in the military or naval service of the United States can apply for an exemption with the Battalion Commander. This exemption shall be evaluated by the Battalion Commander at the end of each campaign season to determine continuation.” (05/03)

d. A recognized company unit may at any time change its prototype or add a second prototype of the opposing nationality by presenting the Chair a letter of intent detailing the proposed change, and also a history of the new or additional prototype company, detailing its service in 1863, and its organization, uniform, weaponry and other distinguishing features. This documentation shall be circulated to the members of the Board for review prior to the meeting at which the decision on the change is to be made. A majority vote of the Board shall be required to approve the change or addition. The change or addition shall be effective immediately and shall have no associated probationary period.

e. Units which adopt both a Union and Confederate identity shall declare in their letter of intent to the Board which shall be their primary identity for purposes of voting in the NCWC elections.

f. A company-sized unit which maintains an average of 50 combatants at two consecutive NCWC sponsored major field events is eligible to apply at the next NCWC Board meeting to divide into two companies, providing that each resulting company shall have a minimum of twelve members, at least eight of which are combatants. The division shall be initiated by presenting the Chair a letter of intent detailing the proposed change and also a history of the additional prototype company, detailing its service in 1863, and its organization, uniform, weaponry and other distinguishing features. This documentation shall be circulated to the members of the Board for review prior to the meeting at which the decision on the change is to be made. A majority vote of the Board shall be required to approve the division. The division shall be effective immediately and shall have no associated

probationary period.

g. Horses brought by their cavalry masters to NCWC events, and used in creating historical Civil War impressions are to be counted as combatants as enumerated herein (i.e., each horse and rider counts as two combatants.) The number of combatants thus realized shall be counted toward fulfilling the eight (8) combatants-per-event rule for retention of unit recognition. The number of combatants realized by counting horses as combatants shall not be used to qualify for a reimbursement, nor shall it be used for purposes of fulfilling the 12-combatant-per-roster requirement for initial unit recognition by the NCWC. (04/97, 04/99).

h. Company-sized units shall have a commanding officer who shall hold a rank consistent with the required command, and no greater than captain, and who shall be acceptable to the soldiers in that command. (02/10)

## 2. New Units:

a. New company units must apply for recognition to the Chair of the Board of Directors. A new company unit must have at least twelve combatant members. The unit commander must have at least one year's experience in the NCWC as a Sergeant or higher.

b. The application to form a new company unit may be made twice each year, and shall take the form of a letter submitted to the Chair, which states the intention of forming a new unit. The application letter shall be submitted by November 30 for consideration at the January Board meeting, or by April 30 for consideration at the June Board meeting.

c. The new company unit shall submit to the Chair along with the letter of intent a history of the prototype company, detailing its service in 1863 or approved period, and its organization, uniform, weaponry and other distinguishing features. The new unit shall also submit a roster of its initial members. This documentation shall be circulated to the members of the Board for review prior to the meeting at which the decision on recognition is to be made. (01/05)

d. The Board shall vote on each application for unit recognition, and a two-thirds majority must be achieved to gain probationary recognition.

e. New units shall be probationary for one full year **effective with** preliminary acceptance by the Board (**January or June**). While on probationary status, the new unit may recruit additional members from within or outside the NCWC. The tactical employment of a unit during field events shall be dependent upon the number of combatants present. When at least eight combatants are present, the new unit shall serve under the command of its own NCO. When fewer than eight combatants are present, the new unit shall fall in with another unit. Units on probation shall be assigned their own company street, space permitting. Units on probation **shall appoint for themselves a representative to the Board of Directors, who shall maintain consistent attendance at board meetings, but shall have no vote on the NCWC Board.** (07/12)

f. The Board, at its discretion, may require that a new unit be sponsored by an existing unit. The sponsoring unit will be responsible for monitoring safety practices in the new unit. During battle, a sponsored new unit will be deployed as near to the sponsoring unit as the scenario may permit. When fewer than eight combatants are present in the new unit, it shall fall in with the sponsoring unit. **If no eligible existing unit volunteers to sponsor, the new unit's Battalion staff will perform their sponsorship. At the end of any probationary year, responsibility rests with the sponsoring authority (or the BOD in event of no sponsor) to determine if the new unit has met its performances, and if it is ready to be recommended to the board for a vote to end probation.** (07/12)

g. A probationary unit which maintains an average of eight combatants at all NCWC sponsored major public field events during the year and a total strength of twelve combatant members and as satisfactory safety record and a satisfactory portrayal of the prototype impression, **when so reported by its sponsoring unit and/or approved by the board,** shall be accorded full recognition and a voting position on the Board at end of **that** year of probation. (07/12)

## C. Battalion sized units

1. Two or more company sized military units, holding full or probationary NCWC recognition and representing parts of a single prototype regiment or battalion, may form a Battalion sized unit of that prototype regiment or battalion. All component companies of a battalion sized unit remain subject to the unit recognition rules stated above.

2. Battalion sized units are subordinate to the command structure of their respective Union, Confederate **or Artillery** Battalions. No additional Board votes are conferred on battalion sized units. Each component company of a battalion sized unit has the same right to vote on the Board that it would have if were not a member of the Battalion.

3. Battalion sized units shall be entitled to elect from amongst their members a commanding officer who shall hold a rank **consistent with the required command, and no greater than full-colonel, and who shall be acceptable to the soldiers in that command.** The staff of the commanding officer of a battalion sized unit shall be detailed from the existing officers and NCOs of the component companies. (02/10)

#### D. Medical units and Chaplains

1. One hospital unit may exist in each Union, Confederate and Artillery Battalion for the purpose of medical reenacting and living history. Additional medical personnel may exist in each unit. A Union or Confederate hospital unit shall have a minimum average size of eight NCWC members over the age of 14.

a. Should the hospital unit fall below the minimum attendance level in any reenacting season/calendar year, as measured by that year's total registration forms, the unit will be placed on probation. If the campaign season in question offers five field events, any unit in question will be allowed to count its four best event totals for purposes of this decision. (06/11) Units on probation will have no vote .

b. If after the first two public field events in the following calendar year, the hospital is still below the minimum level, that unit loses recognition. (06/11)

2. A Battalion Surgeon, chosen by the Battalion Commander from amongst the Surgeons and Assistant Surgeons in the Battalion, will be the senior medical officer and in charge of all medical activities in the Battalion.

3. On the field, medical personnel shall retire before their own troops in the face of the enemy. Nurses shall not be used on the field as combatants.

4. Medial Officers will be allowed in the following ratio:

<u>Battalion Strength</u>	<u>Asst. Surgeons</u>	<u>Surgeons</u>
1-99	2	0
100-199	3	0
200 or greater	3	1

5. The rank of medical officers shall be Lieutenant or Captain for Assistant Surgeons and Major for Surgeons.

6. There may be one Hospital Steward for each Assistant Surgeon or Surgeon. In addition there may be one Union Medical Cadet for each Union Assistant Surgeon or Surgeon.

7. Civilian volunteers, civilian physicians and guest medical officers shall be allowed at the discretion of the Battalion Surgeon.

8. Medical units and their personnel in the NCWC will have no actual official medical responsibility and will not be designated as official modern medical or first aid providers for the NCWC.

9. Chaplains shall exist within the Union and Confederate Battalions in proportion to the size of the parent Battalions as follows:

<u>Battalion Strength</u>	<u>Chaplains</u>
Up to 150	2
151-225	3
226 and up	4

10. Chaplains may portray a military or civilian impression. Each Chaplain may appoint one Chaplain's Assistant who may portray a military or civilian impression.

11. When applicants for Chaplain positions exceed those available, members who are bona fide ordained Ministers in modern life will be given preference over another member to perform Chaplain impressions. Applicants for Chaplain positions shall be submitted to the NCWC Board for its approval.

#### E. Specialized military units of sub-company size

1. Units of sub-company size shall be the basic organizational structure within the NCWC for engineer, pioneer, signal, provost, ordnance, quartermaster, paymaster, commissary and other staff and support arms and units not otherwise provide for in these rules. To approximate the correct proportion between these staff and support units and the combat arms, individual staff and support units shall be limited in size to a minimum number required to perform the impression (example: topographic engineering party of engineer, head and rear chainmen, rodman). A particular branch or arm shall be represented by not more than one unit each in the Union and Confederate Battalions. All specialized military units of sub-company size must be recognized by the Board.

2. The application to form a new specialized military unit of sub-company size may be made twice each year and shall take the form of a letter submitted to the Chair which states the intention of forming the new unit. The application letter shall be submitted by November 30th for consideration at the January Board meeting or by April 30 for consideration at the June Board meeting.

3. The new unit shall submit to the Chair along with the letter of intent a history of the prototype unit detailing its service in 1863 and its organization, uniform, weaponry and other distinguishing features. The unit shall also submit an explanation of how the specialized impression will be integrated into NCWC events. The new unit shall also submit a roster of its initial members. This documentation shall be circulated to the members of the Board for review prior to the meeting at which the decision on recognition is to be made.

4. The Board shall vote on each application for unit recognition and a two-thirds majority must be achieved to gain probationary recognition. At the time of recognition, the Board will adopt appropriate rules for minimum and maximum unit size based upon that particular impression.

5. New specialized military units of sub-company size shall be probationary for one full year following preliminary acceptance by the Board. While on probationary status, the new unit may recruit additional members from within or outside the NCWC up to its maximum size.

6. The Board, at its discretion, may require that a new specialized military unit of sub-company size be sponsored by an existing unit. The sponsoring unit will be responsible for monitoring safety practices in the new unit. During battle, a sponsored new unit will be deployed as near to the sponsoring unit as the scenario may permit.

7. A probationary specialized military unit of sub-company size which maintains the specified minimum unit size at all NCWC sponsored major public field events during the year, a satisfactory safety record, and a satisfactory portrayal of the specialized impression shall be accorded full recognition at the end of the year of probation.

8. Specialized military units of sub-company size do not have a Board vote.

9. The tactical deployment of a specialized military unit of sub-company size during field events shall be dependent upon that unit's impression and will be at the discretion of the applicable Battalion Commander. Such units will be assigned appropriate space in camp to execute their specialized impressions, space permitting.

#### **F. Civilian units**

1. The application to form a new civilian unit may be made twice each year and shall take the form of a letter to the Chair which states the intention of forming the new unit. The application letter shall be submitted by November 30th for consideration at the January Board meeting, or by April 30th for consideration at the June Board meeting.

2. The new unit shall submit to the Chair (along with the letter of intent) a description of the impression to be portrayed by the proposed unit detailing the role, occupation or other focus of the unit as it existed in 1863. The new unit shall also submit an explanation of how the specialized impression will be integrated into NCWC events. The new unit shall also submit a roster of its initial members. This documentation shall be circulated to the members of the Board for review prior to the meeting at which the decision on recognition is to be made.

3. The Board shall vote on each application for unit recognition and a two-thirds majority must be achieved to gain recognition. The same minimum standards that apply to military units shall apply to civilian units, but with a maximum of 150. New units shall be probationary for one full year following preliminary acceptance by the Board. While on probationary status, the new unit may recruit additional members from within or outside the NCWC. (01/04)

4. A probationary unit which maintains an average number of participants at all NCWC sponsored major public field events during the year equal to or greater than the minimum size set by the Board and a satisfactory safety record shall be accorded full recognition at the end of the year of probation.

5. Recognized civilian unit that fall below the minimum average **attendance level in any reenacting season/calendar year**, as measured by **that year's total** registration forms, the unit will be placed on probation. Units on probation will have no vote. (06/11)

a. **If the campaign season in question offers five field events, any unit in question will be allowed to count its four best event totals for purposes of this decision.** (06/11)

b. **If after the first two public field events in the following calendar year, the civilian unit is still below the minimum level, that unit loses recognition.** (06/11)

#### **G. The Artillery Battalion**

1. To ensure safe operation of artillery and to facilitate the assignment of artillery to each side as battlefield scenarios may require, the Battalion structure for artillery shall differ from that of the other combat arms.

2. There shall be one Artillery Battalion in the NCWC. All artillery units within the NCWC regardless of prototype unit or nationality shall be included in the Artillery Battalion. All component companies of the Artillery Battalion remain subject to the unit recognition rules stated above. Artillery companies shall be encouraged to adopt both a Union and Confederate identity.

3. No additional Board votes are conferred on the Artillery Battalion. Each component company of the Artillery Battalion has the same right to vote on the Board that it would have if it were not a member of the Battalion.

4. The members of the Artillery Battalion shall elect from among their membership a commander with the rank of Major, an adjutant with the rank of Captain, and a Sergeant Major. In battle scenarios the Major shall serve with one side and the Captain shall serve with the other. They shall act as the artillery staff officers of the respective Union and Confederate Battalion Commanders. The Sergeant Major shall be charged with record keeping on ammunition expended within the Battalion.

5. **As artillery staff officers for the Union and Confederate Battalions, the Artillery Battalion Commander and Adjutant will assist in battlefield planning and direct the movement and firing of artillery on the battlefield as**

ordered by the Union or Confederate Commander. The Artillery Battalion Commander will assign fully armed, correctly uniformed crews and guns in the number necessary to meet the battlefield scenarios agreed upon by the Confederate and Union Commanders. The artillery thus assigned belongs to that commander as much as any infantry unit for the duration of the battle or assignment. [June '10]

6. Artillery units may choose to camp with the Artillery Battalion or with the Confederate or Union Battalions. Units shall be properly uniformed to conform with the troops with which they camp.

7. Artillerists who are not members of the NCWC shall serve under the command of the Artillery Battalion while at NCWC events and shall conform to all applicable parts of these rules.

## VII. SAFETY RULES (February 2012) -----

### A. Preface.

1. This document sets out the specific safety rules for the Northwest Civil War Council (NCWC) to be observed at all events. While we have attempted to cover most situations, it would be impossible to cover them all, therefore, individuals must exercise their own common sense at all times.

2. We are attempting to portray a lifestyle and activities, which are inherently dangerous. Since we are dealing with potentially dangerous weapons and activities, we have developed procedures concerning our battlefield and camp life. We have done so because it is our intent to provide a safe and enjoyable experience for you and every member of your family. All activities must be carried out with the understanding that safety for yourself and your comrades is a **FIRST PRIORITY and ULTIMATELY you are responsible for your own safety!**

3. These rules cover the use and storage of the small arms (rifles, muskets, carbines and pistols), artillery, signaling devices, ground charges, air bursts, edged weapons, and horses (or mules) used in NCWC activities. Additional rules apply to horse drawn vehicles and are covered in a separate document. Whenever any of these items are being used, the user must remember that they are all potentially dangerous items if not handled properly.

#### 4. Safety Tests

a. Safety tests are required for anyone, NCWC member, visitor, or guest, who uses or stores any of the items covered in these safety rules, or who participates at any place where weapons are being used or discharged.

b. Safety tests must be passed upon joining and during every odd-numbered year. A safety test will be passed when all questions are answered correctly. (04/09, 05/10)

c. Mounted riders will have an additional skills test which they must have passed on a yearly basis to enable them to ride a horse at events. (See section VII.F.1 below). Drivers of horse-drawn vehicles will have an additional skills test which they must have passed on a yearly basis to enable them to drive a vehicle at events. (02/09)

5. Unit commanders or their safety officers are required by the NCWC to keep the completed safety test of all members of their unit, dated, scored, signed and filed for easy access at all events should questions arise. The commander of each mounted unit generating mounted skills certifications and/or driving skills tests shall send a list of names (riders and horses), the evaluator's name, and the date the test was passed to Membership, who would then issue certification cards. This would serve as a record of testing, in lieu of duplicating the actual tests. (02/09)

### B. General Behavioral Rules.

1. Each member is responsible for their actions and safety. If a situation arises that is not covered by these safety rules you must use your common sense.

2. Safety is the first priority of the NCWC and as such all members must have a thorough knowledge of these safety rules. It is the responsibility of their commanders to ensure that they do.

3. Possession and/or use of illegal drugs or any other criminal act is prohibited and will result in immediate expulsion from the event and the NCWC as well as being referred to local law enforcement officials.

4. Alcohol may be used only in moderation and when the following conditions are met:

a. In compliance with any local regulation.

b. Only after the last engagement when weapons are secured.

c. Only after the public has departed.

d. At backcountries, only during those periods of time which were decided upon prior to the start of the event. For example in the evening between agreed upon hours.

5. The use of alcohol in violation of these rules will result in suspension from the event and such additional discipline as is provided in the bylaws (See Article VIII of the NCWC Bylaws).

6. The use of prescription drugs places upon the user the responsibility to see that he/she is not impaired in judgment or function. Failure to do so may result in the imposition of restrictions or sanctions.

7. Any verbal provocation or physical abuse is strictly prohibited at any time and will result in discipline as is provided in the bylaws (NCWC Bylaws, Art. VIII).

8. Smoking and open flames are prohibited within 25 feet of exposed powder, cartridges, and charges or at

any time while under arms.

9. Fires must be attended by a member of the NCWC while they are lit. A bucket of water should be kept near every fire at all NCWC events.

10. All fires must be extinguished before being left unattended.

11. All fires must be located a safe distance from combustible materials such as tents and flies. Care must be taken when working around a fire to ensure that clothing does not catch fire.

12. NO ball ammunition may be brought to a battle reenactment area. Ball ammunition shall be considered any reproduction or original projectile that could be fired from any weapon used at a battle reenactment. (04/08)

13. Discharging a weapon in camp is **prohibited** except in planned scenarios that have been approved by all applicable battalion commanders, including the Civilian Advocate if firing in civilian camps is planned.

14. At no time will a member pick up another member's weapon without permission of said member. The only exception will be if it is evident that the member has lost it. The weapon must be turned over to the battalion headquarters immediately.

15. Colors or Standards will be considered captured when touched by opposing forces, and they will be immediately furled and sent to the rear with the color bearer.

16. At no time should a firearm be discharged directly at anyone.

17. Only fireworks authorized by the NCWC Board are allowed at any event. Personal fireworks are prohibited by Oregon state law at state parks.

18. No weapons (handguns, rifles, knives, bayonets, etc.), except sabers and dress swords, will be brought to any military ball.

### C. General Battlefield Rules.

1. Unit and Battalion Commanding Officers have overall responsibility for safety at events. They may delegate enforcement to Safety Officers; however, **Ultimately** you are responsible for your personal safety and that cannot be delegated.

2. Weapons with flintlock or in-line percussion ignitions are expressly excluded from NCWC events.

3. Musket caps that have more than four wings shall not be used **when firing in close order.** (02/08).

4. Powder should be inspected to ensure that no foreign objects are included in the powder prior to making rounds.

5. Ramrods and bayonets must be secured prior to entering the battlefield.

6. Any unit not represented at the Officers Call, to discuss the battle plan, may not participate in the battle, except by prior agreement.

7. Hand to hand combat will be permitted only by prior permission of the Battalion Commanders with notification to all units that will be engaged and REHEARSAL by all units and persons involved. Should you find yourself engaged in unrehearsed hand to hand you should retreat, if possible, or immediately become a simulated casualty. Loaded weapons must not be brought into a hand to hand scenario.

8. Weapons may not be fired without the Unit Commander's permission.

9. Cap firing does not require permission but must be done in a designated capping and clearing area away from the public.

10. Because of the recognized inherently dangerous nature of capping and/or discharging weapons in and around camp areas Battalion Commanders shall designate and mark a specific area for the clearing and firing of weapons between battles. This area will not be on the battlefield since the battlefield is the main show area for other activities. All malfunctioning and loaded firearms will be handled in this firing area only.

11. Those who are representing simulated casualties may never fire.

12. Skirmishers may fire from a prone position if they keep their muzzles well elevated.

13. Any firearm with a barrel less than 39 inches shall not fire from the rear rank except if the front ranks are kneeling, as in dismounted cavalry.

14. Pistols and long arms will not be a full-cock during maneuvering on the battlefield or in a charge.

15. All long arms will be cleared at the end of each battle.

16. Pistols may be carried loaded off of the battlefield as long as they are not removed from the person. Once they are removed from the person, they should be discharged, or the caps removed and the pistol secured.

17. A range of 30 feet is accepted as the reasonable and prudent distance to fire towards opposing troops unless otherwise practiced.

18. Cannons will not fire when troops are in front of the blast cone and are closer than 75 feet.

19. Frontal charges on loaded cannons are prohibited. Members of an artillery gun crew will only support their implements on the wheel hubs when the cannon is loaded.

20. "Mounted" vehicles-- artillery pieces, limbers, caissons or wagons, drawn by horses, mules or oxen--must always have a clear route off the battlefield in case of an emergency. There should always be a clear route between the battlefield and cavalry or artillery camps.

21. Any member may call “STOP ACTION” at any time if the member witnesses any unsafe condition. A cease fire and a hold on all movement will occur if any unauthorized person, such as a spectator, comes onto the field during a battle, if that person cannot otherwise be controlled. (08/03)

22. The cry of “MEDIC” is reserved for real (actual) emergencies only. In event of an actual injury, first aid is to be quickly supplied with the least amount of fanfare. DO NOT MOVE THE SERIOUSLY INJURED!

23. Battlefield participants are limited to individuals with a military persona over the age of 14 who have completed all applicable safety tests. Members between the ages of 12 and 14 may be allowed on the field as functioning musicians (as determined by their respective battalion command), when they have passed all applicable safety tests, grouped into a field music band and under the supervision of an adult. Musicians aged 12 to 14 are limited to no more than an aggregate of 2 per company on the field. (03/04, 05/04, 07/04, 08/06)

24. Skirmishes, battles and raids are prohibited at public events except when coordinated between the Battalion Commanders and the site host. At backcountries raids can be expected 24 hours a day.

#### D. General Weapons Safety Rules.

1. All weapons must be clean and in good repair prior to use.
2. Extreme care must be taken in ensuring a weapon is clean between live firing and participation in a battle reenactment. A scraper should be used to ensure that no fragments of a bullet (specifically a bullet skirt) remain in the barrel.
3. All weapons and cartridges will be inspected by the battalion commanders or their representatives at each event prior to the first battle each day. Any weapon found to be unserviceable shall not be loaded or fired until it has been approved as fully functional by an authorized inspector from their battalion command. Muzzleloading weapons will be determined to be clear of debris by “sounding steel”. This will be done by dropping the ramrod in the barrel from about 4 to 6 inches from the breach. If there is no obstruction or debris, a ringing sound will be heard. If there is an obstruction or debris a “clunk” will be heard. Breechloading weapons will be determined to be clear of debris by dropping the breechblock, or otherwise opening the weapon, and visually examining the barrel and breech for fouling, debris, or other obstructions. Pistols will be inspected and determined to have a clear barrel and cylinder(s).
4. No item will be permitted in the cartridge box except blank cartridges.
5. Made-up blank cartridges, caps and black powder should be stored in a cool, dry place that is secure from access by children, flame, fire, or any source of high temperature.
6. Caps must be stored in their original retail container, cap pouch, or period correct ammunition packaging. They may not be stored in glass jars, paper boxes or other unsafe containers.
7. Blank cartridges must be carried on the battlefield in a leather cartridge box.
8. Percussion caps will be carried in historically appropriate cap containers on the battlefield.
9. Only black powder is permitted for use in firearms. Pyrodex and other smokeless powders are forbidden.
10. Unguarded weapons should not be readily accessible to the public during an event.

#### E. Specific Weapons Safety Rules.

1. Long Arms.
  - a. Longarms between .50 and .75 caliber will be loaded with FFg or FFFg black powder ONLY. (01/09, 12/10)
  - b. During loading, the muzzle must be pointed in a safe direction.
  - c. Follow the procedures given by your company commander for loading the weapon. To help prevent premature ignition, do not remove the expended cap until ready to re-cap, i.e. until after the powder has been settled.
  - d. No ramrods will be drawn during battles. Ramrods may be used in firing demonstrations when no opposing troops are present, with company commander’s approval.
  - e. Powder flasks and powder horns may not be carried on the battlefield.
  - f. Long arm cartridges must conform to the civil war period and be made of paper (exception for hard-cased carbine rounds; see 1k below). No staples, tape, string, glue or other methods of securing the cartridge are used. They will be made prior to battle and contain no more powder than listed as follows:

Caliber	Maximum Charge
10 gauge Shotgun	130 grains
.69 Caliber	90 grains
.54/.58 Caliber	75 grains
.50 Caliber	60 grains

**These loads are the maximum allowed and should not be regarded as a suggested load for the weapon size.**

- g. When loading, only the powder will be placed in the barrel, no paper. The only exception is when cigarette paper is used for breech-loading **weapons**. (02/08)
  - h. All long arms will be cleaned at the end of each day.
  - i. Long arms will be capped off prior to use after cleaning to ensure the touchhole is clear. To do this a cap will be placed on the cone and the muzzle lowered near the ground and the weapon discharged. If the touchhole is clear a movement of grass, leaves, and dust will be noticed.
  - j. Long arms that fire hard-cased cartridges with a fixed primer must have their firing pins checked to ensure that they are free floating.
  - k. Carbine and other shoulder arm hard-cased cartridges **shall conform to Civil War specifications. Hard-cased ammunition is sealed only with compressed Cream of Wheat, or with "crumbling" floral foam". Hard-cased crimped ammunition (metal or plastic) should not be reused to prevent potential fragmentation.** (02/08, 05/08)
  - l. Long arms will only be loaded at designated times before each battle or demonstration, and at no other time when the public is present.
  - m. In the event a long arm malfunctions on the battlefield, the soldier carrying that long arm will follow the following procedure:
    - (1) With the muzzle pointed in a safe direction (preferably with the muzzle pointed up), remove the failed cap or cartridge and replace it with another.
    - (2) If the weapon fails to fire, repeat step 1, use your nipple pick to clear the touchhole, and again try to discharge the weapon.
    - (3) If your weapon still fails to discharge, dump your powder and become a simulated casualty.
2. Revolvers & Pistols.
- a. All revolvers and other pistols smaller than .50 caliber will be loaded **with FFFg black powder ONLY**. (01/09, 12/10)
  - b. Specified charges for revolvers shall not exceed those in the table below.

Caliber	Maximum Charge
.31 Caliber	15 grains
.36 Caliber	20 grains
.44 Caliber	30 grains
.44 Cal. Colt Dragoon	40 grains
Single shot of any Caliber	25 grains

- c. Pistol chambers may be loaded and sealed **in only one of two ways**. (05/08)
    - (1) Cream of Wheat method: Chambers will be charged with the correct amount of black powder for the caliber of pistol. The remainder of the chamber will be filled with cream of wheat and packed tightly. No other material is needed to seal the chamber. The use of grease and cream of wheat must be avoided since it will create a hard plug.
    - (2) Floral foam method: Chambers will be charged with the correct amount of black powder for the caliber of pistol. "Crumbling" floral foam will be placed over the powder and compacted.
    - (3) Caps may be placed on the cylinder once the chambers are completely loaded.
  - d. The use of grease is strictly prohibited.
  - e. Powder flasks may never be carried at public events. Powder flasks may be carried on the person only at backcountry events, and then only for the loading of revolvers.
  - f. Pistols are reloaded on the battlefield only with prepared cartridges conforming to the Civil War period, or spare cylinders.
  - g. Those using revolvers may carry extra cylinders provided they are properly loaded and carried securely in a leather pouch.
  - h. Pistols must always be carried in holsters with secured flaps or thongs when not in use. Loaded pistols must always be kept on the person.
    - i. If a single shot pistol is equipped with a ramrod it may never be drawn during a battle.
    - j. Single shot pistols will not use a wadding material.
3. Sabers, Swords, Bayonets & Knives.
- a. Edged weapons will only be drawn on the command of the unit commander.
  - b. No edged weapon will be leveled or pointed at or make contact with another participant. In a

scripted combat any edged weapons will be kept within 45 degrees of vertical at all times.

- c. Sabers, swords and bayonets will have dulled edges and points.
- d. Knives may not be drawn on the field, and must be secure in their sheaths. This means that if the sheath is turned upside down, the knife will not move or fall out.
- e. Prior to the orders "arms at will" or "route step" bayonets must be unfixed.

#### **F. Mounted Safety Rules.**

1. A saddle horse will be allowed to participate in battlefield scenarios at NCWC events only if that horse and its rider have together successfully completed the NCWC mounted skills certification administered by a mounted unit evaluator. **Riders must test on each mount they intend to use. The mounted skills certification applies indefinitely, unless:**

- a. the rider changes mounts,
- b. the rider or mount has a lapse of one or more full reenacting seasons, or
- c. the rider or mount is asked by the unit commander to re-test for cause (e.g., a serious safety violation, or incident).will be issued for that rider-horse combination upon successful completion of the mounted skills evaluation. Certification cards must be carried by mounted reenactors at all times. (02/09)

2. A mounted safety officer/skills evaluator(s) for each cavalry unit shall be a knowledgeable member of that unit or another unit on horse safety, training, riding and trooper instruction. The evaluator's name shall be submitted to the NCWC Safety Committee to keep on file. This evaluator shall report to the unit commander any dangerous practices, equipment, horse or riders. They both shall report difficult or unresolved problems to their **battalion commander. (02/09)**

3. If the owner of a horse allows another person to ride his horse at NCWC events, he shall make a reasonable effort to ascertain the suitability of his horse to the rider. (This includes evaluating the training and temperament of the horse, and the rider's experience and physical abilities.)

4. All persons participating in equine activities at NCWC events, including riders, drivers, passengers on horse drawn vehicles, outriders, outwalkers, horseholders, and grooms, must sign the NCWC liability waiver for equine activities

5. No horse shall be ridden or driven at any field event except by **NCWC members, or members of reciprocal organizations, who have signed the NCWC Liability Waiver for Equine Activities. ( --/--)**

6. The use of stallions is prohibited unless all of the following criteria are met: (a) the individual desiring to employ one agrees to take complete responsibility for its actions; (b) there are no objections from other horsemen who have their mounts at the event; (c) the stallion is guarded at all times by an experienced horseman, or is placed in a secure enclosure when not in use.

7. All horse equipment must be used in a safe, humane and correct manner.

8. A "quick-release" knot will be used to tie horses by the halter lead. Horses shall never be tied by the reins and link-straps shall be fixed to the halter, not the bit.

9. A loose sling snap must be pushed under the mounted troopers saber belt and not left dangling.

10. Horses may not be left unattended in camp. A horse guard shall be posted while the public is present. Those in charge of picketed horses or mules ensure that members of the public approach the animals from the front or side only, not from the rear, and only with permission.

11. Picket lines are to be kept taut. Saddled mounts should be tied so as to keep the saddle from catching the picket rope. There will be no fighting within 20 yards of picketing areas when in use.

12. If horses are kept on picket pins, they must be at least 30 yards away from tents **and watched by a guard at all times. (04/04)**

13. Horses should not be chased if loose. They should be "hazed" in a non-threatening way towards other horses or their camp picket line.

14. An inspection for cavalry shall include all weapons and tack used and all items carried onto the battlefield. The horse's hooves shall be inspected for loose shoes or lodged stones.

15. Horses and mules must be ridden at a walk in camp or civilian streets, and when entering the battlefield via avenues through the public, and only by prior **arrangement with battalion and/or civilian commanders. (04/07)**

16. Riders must be at a walk any time they are within 30 feet of pedestrians, tented areas, or any camp; any time they are within 30 feet of the public, simulated casualties, or enemy ground troops; or when they are within 50 feet of horse drawn vehicles. The following exceptions apply: a) scenarios approved by all affected battalion commanders and practiced in advance; b) when riders are using cavalry lanes designated in advance by battalion commanders; c) when riders are acting as outriders for horse-drawn vehicles; d) riders who "take hits" off of horses (see rules 17 and 20 below.)

17. Riders may "take hits" from horses only if the rider and horse have successfully completed that optional section of the mounted skills evaluation. Riders who take hits must either maintain control of the horse from the ground, or have a "pick-up" rider take control of the horse immediately after the rider has fallen from the

saddle.

18. Mounted men will not fire at less than a 60-degree angle from their horses' ears and be aware of other troopers and horses around them.
19. Saber combat between mounted and dismounted troops is prohibited.
20. Riders must not let drawn sabers drop below the wrist during engagement.
21. Hand to hand saber combat between mounted participants can occur only if scripted in advance, approved by both battalion commanders and REHEARSED by all units, persons, and horses involved.
22. No person may take the reins of another rider's horse while the rider is mounted. If a rider becomes a casualty or prisoner, the person leading the horse shall use the lead strap, and the rider shall keep the reins.
23. Safety will always take precedence over the authentic way of doing things with mounted troops if a conflict of methods arises.
24. The public in a controlled situation such as a talk or demonstration may touch a gentle horse.

### G. Artillery Safety Guidelines.

1. Guidance for loading and firing of artillery by NCWC crews will be provided by the "National Safety Rules and Procedures for Shooting Muzzleloading Artillery", **except as follows:**
  - a. Dry sponging the bore will not be required.
  - b. A crooked shaft rammer will not be required.
  - c. A three minute waiting interval between rounds will not be required. The rate of fire shall be determined by the Artillery Battalion Commander or his designee.
  - d. All loading and firing demonstrations or drills must be approved by the Artillery Battalion Commander or his designee. (08/10)
  - e. All artillery in the NCWC shall be loaded with Fg, Ffg, and cannon grade blackpowder ONLY. Ffg powder is to be used for blank fire ONLY. (12/10)
2. The NCWC definition of artillery is: any form of cannon, howitzer, mortar or any other firearm that's original (full size) bore is greater than 1.5 inches. In this document, the terms "artillery" and "cannon" shall include all forms of these weapons.
3. All artillery used at NCWC events must be of period design and construction. The Artillery Battalion Commander "must approve all cannons used and will keep any cannon or crew off the field if he deems it unsafe." Guns with square breeches shall not be allowed to fire at NCWC events. (08/10)
4. The minimum distance required between guns is determined by the area required by the gun crew to work the guns safely as determined by the Senior Experienced Gun Officer and/or the Ordinance Sergeant. A spacing of 20 to 25 feet between the nearest wheel hubs of adjacent pieces is suggested.
5. The placement of artillery is the responsibility of the Artillery Battalion Commander or designee.
6. Artillery will be permitted to fire with a minimum crew of 3 persons for each gun, except breechloading cannons. One member of each crew must be knowledgeable and experienced in artillery operation and care.
7. **The use of live ammunition in an artillery piece will render the annual inspection of that gun null and void and make it necessary to repeat the new annual inspection process (see AR-VII-G-15) before the gun may be used at an NCWC event. (08/10)**
8. No projectiles of any kind or condition are to be fired at any NCWC battle or living history demonstration, unless prearranged and approved by the NCWC Board of Directors in writing.
9. At no time will any object of material be fired from a cannon if that object or material will pass over the 75-foot safety boundary, and thus endanger the participants and/or spectators during any NCWC event.
10. The artillery ammunition box will be placed 25 feet to the rear of its associated cannon and 25 feet from the spectator's line. The lid hinge must be nearest the cannon.
11. The artillery ammunition box is to be constantly manned when unlocked. When the box is not in use, it is to be removed from the field of operation and placed in a secure location.
12. Ammunition boxes must be fitted with self-closing lids, i.e., lids, which fall closed when your hand is removed. Lids may not be fitted with any hold-open device or prop.
13. It is recommended that artillery powder charges be kept in individual safety containers. Each charge must be placed in a leather haversack when being carried from the ammunition box to the cannon muzzle. The charges will not be removed from the containers and haversacks until they are to be placed in the cannon muzzle.
14. The thickness of the foil wrapper for the cannon powder charge is the responsibility of the Battery Commander, giving the highest regard and consideration for the safety of his crew, other crews and the public.
15. **All artillery pieces used in NCWC events shall undergo an annual inspection prior to participation in any field event. This annual inspection shall be done by the Artillery Battalion Commander or his designee. Certificates of inspection shall be issued for each gun with one copy retained by the Artillery Commander and one copy given to the gun owner. The annual inspection checklist will include the following:**
  - a. Bore Scoping (a copy of this will be retained on computer files for future reference)

- b. Checking the tube for any signs of cracks or pitting.
  - c. Make sure the trunnion caps are in place and the trunnions turn freely.
  - d. Verify that the vent is of correct size and not worn out.
  - e. The Trail should be free of any rot.
  - f. The wheels should be tight with the proper dish and free of rot.
  - g. The limber chest must have a self closing lid with no loose powder ... properly equipped with safety equipment such as fire extinguisher, red flag for misfires, places for all tools and primers stored away from powder and rounds.
  - h. All equipment must be present in safe working order such as sponge of correct diameter which fits tightly into the breech of the gun ... the rammer and sponge head securely attached and a worm with the right twist and proper points.
  - i. Each gun must have a water bucket with correct gloves and hearing protection for each crew member. (08/10)
16. All artillery pieces used in NCWC events shall be inspected each day by the Battery Commander and a report on each gun made to the Sergeant Major before morning parade. The daily inspection checklist will include the following:
- a. Overall cleanliness and any evidence of tampering such as pins or keys removed, rocks or other foreign objects in the tube or rotting wood in any part of the piece.
  - b. Wheels tight and dished or any signs of stress to the barrel.
  - c. Implements present and in proper working order.
  - d. Limber chests clean and organized with proper equipment. (08/10)
17. Artillery pieces from outside the NCWC (both with and without reciprocal agreements) must be inspected per conditions of paragraphs 15 & 16. In addition, units from outside the NCWC must inform the Artillery Battalion Commander directly of their intention to participate at our event and obtain his permission to attend. Failure to do this will result in denial of powder reimbursement and/or participation in combat scenarios for that event. (08/10)
18. A rammer leaning against or upon the wheel hub is a clear signal that the cannon is loaded and ready to fire.
19. A cannon that has misfired can be extremely dangerous. When a cannon misfires the implements will be crossed over the barrel of the cannon. When continuing efforts to clear a cannon that has misfired are unsuccessful a red flag is the signal used to alert troops.

#### H. Ground Charge and Airburst Safety Guidelines.

1. The NCWC definition of ground charges is: any explosive or smoke effect placed in the ground.
2. The NCWC definition of an airburst is: any explosive charge sent into the air to detonate while in the air.
3. Ground charges and airbursts are used to produce special effects that simulate artillery strikes. **The preparation and use of airbursts and ground charges require engineering staff with state pyrotechnic licenses. (02/08, 04/10)**
4. It is the responsibility of the Engineer Corps to place the ground charges and to see that the airbursts are clear of trees and overhead obstructions. **Preparation and placement of airbursts and ground charges shall be supervised by engineering staff with a State pyrotechnic license. (04/10)**
5. Ground charges are placed in holes 6 inches in diameter and 10 inches deep. These holes are usually located along fence lines and at the front of cannons.
6. Ground charges look like cans buried upright in the ground with plastic wrap on top and flour underneath the plastic wrap. Wires leading from each charge are buried 2 or more inches in the ground.
7. The minimum distance from an exploding ground charge is 10 feet. Do not look directly into the ground charge container. Nothing will be placed over a ground charge.
8. The Engineer and Artillery Corps have fire-fighting equipment available in case of a grass fire.
9. Watch for casing paper from air or ground charges coming back to earth, it may still be hot.

#### I. Horse Drawn Vehicle Safety Rules for Everyone.

1. **"All Stop"** is a command that can be given by anyone who sees an unsafe or potentially unsafe condition with a horse-drawn vehicle.
2. **"Clear Wheels"** is a command that can be given by anyone to warn non-mounted personnel to get away from a horse drawn vehicle, i.e. vehicle rolling backward down hill or drivers losing control of the team.
3. Only NCWC members who have **signed the NCWC liability waiver** for equine activities are allowed to be passengers in horse-drawn civilian vehicles. **No one under 16 years old shall be passengers on any military vehicles (including limber boxes of cannon and caissons, ambulances, supply wagons, etc.) at NCWC events. (08/03)**

4. Only NCWC members who have **signed the** NCWC liability waiver for equine activities and passed the NCWC Written Driving Test are allowed to ride limber chests at events.
5. Driving horses will be allowed to participate at NCWC events only if those horses and their driver(s) have together successfully completed the NCWC Driving Skills test administered by an NCWC approved evaluator for the current year. (See NCWC Rules for Horse-Drawn Vehicles.)
6. The quickest permitted movement of any horse drawn vehicle at public events is a trot, unless the team and drivers are certified at the ADVANCED level and approval of Battalion Commanders and Safety Committee chairperson is given.
7. Horse drawn vehicles must be at a walk anytime they are 30 feet from pedestrians, tented areas, or any camp and any time they are within 30 feet of the public, simulated casualties, or enemy troops.
8. Horse drawn vehicles may NEVER be attacked or captured.
9. Firing, fighting, or taking hits is NEVER allowed off or from an artillery team horse.
10. Teammasters or drivers must be mounted or on board and have taken control of the reins before allowing any passengers to mount any horse drawn vehicle.
11. A trot is the fastest permitted movement of ANY horse-drawn vehicle when passengers are aboard.
12. Mounted or foot soldiers should NOT run towards or up behind any horse drawn vehicle and must not fire within 50 feet of any horse-drawn vehicles.

## VIII. RULES RELATING TO SANCTIONS -----

### A. Suspension

A sanctioned member's failure to comply with sanctions imposed at the Battalion or Board-of-Directors level will result in the member's suspension from the club until such time as compliance is demonstrated. Suspended members of the NCWC will not be permitted to participate in NCWC activities, regardless of their membership in a club with reciprocity privileges.

### B. Victim's Appeals Rights & Procedures

1. Any member of the NCWC who perceives themselves as the victim of wrongdoing, as defined under Article VIII, Section 4 of the NCWC Bylaws, may petition the Board of Directors for an imposition of sanctions, or a review of sanctions already imposed at the unit, brigade, or board level. Such petition must be made within 30 days of the published sanction, or within 60 days of the incident if no sanction has been imposed, or announced.
2. The Board of Directors may refer the petition to an ad hoc committee established by the Board Chairman, and approved by the Board of Directors at that meeting, to be overseen by the Board Chairman who shall serve as an ex-officio member and committee chairman, or they may decide that the petition has no merit and the matter be dropped.
3. Other than determining whether the petition has merit and should be passed along to committee, the incident of wrongdoing shall not be debated on the floor during the board meeting. All matters concerning the incident shall be discussed before the next scheduled Board of Directors meeting, in closed session of that ad hoc committee at a time and place reasonably convenient to all parties concerned, to be determined by the Board Chairman.
4. This ad hoc Arbitration Committee shall be composed of four volunteers who are NCWC members at large, one from each battalion, and advocacy who are not currently serving on the Board of Directors.
5. The ad hoc Arbitration Committee may hear written and oral testimony from all pertinent parties and committees in order to arrive at a decision.
6. After reviewing the petition, the Arbitration Committee, by authority of the Board of Directors, may enforce the following:
  - a. To impose, but not be limited to, sanctions as outlined under "Bylaws, Article VIII, Section 1." Sanctions imposed shall be carried out by the various Battalion and Advocacy Commanders. If the imposed sanction is expulsion from the NCWC, an automatic appeal to the Board of Directors will occur at the next scheduled meeting for ruling.
  - b. To uphold the current sanction or decision.
7. The decision of the Arbitration Committee shall be carried out within a reasonable time, set by the Arbitration Committee.
8. It shall be agreed that the Arbitration Committee's decision shall be binding.
9. For the purpose of decision making, each Arbitration Committee member shall have one vote. The chairman will vote only in case of a tie. (11/99)

## IX. MISCELLANEOUS RULES

### A. Sutlers

1. Sutlers shall be allowed to bring transport vehicles into the sutler area only during a 15-minute window

(from 3:15-3:30 p.m.), OR adjusted for the timing of the last battle, subject to the park's approval. (03/03)

**B. Commercial Activity**

1. All period camps shall be closed to sales of products, historic or not, to reenactors and the public, during the hours the camps are open to the public. Such sales would be restricted to Sutler row, or the civilian market place. (05/98; moved here from R.VI.A.6)

# NCWC POLICIES

(Per B, IX.4.B and R, I.A.2, Policies will be identified by the year in which enacted, and a simple “count” indicator for all policies within that year.)

## 2003.1 NCWC Parade Protocol 16 Jan 2003 (Rev. 19 Aug 2010)

In an effort to provide some standardization and uniformity at NCWC parade events the following protocol is submitted. It will act as the standard procedure keeping in mind that there will be events where circumstances warrant necessary alterations (e.g., unit numbers and availability of staff and colors etc.). The following order of march may be observed...

*FLOAT\* & NCWC BANNER  
MILITARY & CIVILIAN COMMAND  
( NCWC President - Civilian Advocate – Ranking Confederate/Union Officers)*

*U.S. NATIONAL COLORS  
(one guard posted on each side)  
REGIMENTAL FLAGS  
(posted in order of Federal muster from right to left)*

*BATTALION MUSIC  
(fifes – drums – bugles or brass band)*

*UNION INFANTRY  
(separated by company or combined)*

*CONFEDERATE NATIONAL COLORS  
(one guard posted on each side)*

*CONFEDERATE REGIMENTAL FLAGS*

*CONFEDERATE INFANTRY  
(separated by company or combined)*

*UNION & CONFEDERATE CAVALRY  
(separated by company or combined)*

\*The Artillery Battalion may be represented on the float or march independently. Also, it may be necessary to combine Union & Confederate forces if participant numbers make this necessary.

Civilian members of the NCWC are welcome and encouraged to participate. The Event Coordinator, Union and Confederate military commanders and Civilian Advocate will discuss their location in line of march (e.g., following the military entry or along either side of the military units).

Suggested uniform of the day will be dress coat, blackened shoes/boots, brass polished, and basic leathers. Canteens and ponchos are optional depending on the weather. Unit commanders shall determine if knapsacks, bedrolls or haversacks should be worn. Firearms and edged weapons should be cleaned and polished. Equestrian units will have their horses properly groomed. Service stripes and/or medals may be worn according to each individual unit command decision; however, such stripes and/or medals (if worn) shall be properly and respectfully displayed.

The Event Coordinator and the Union/Confederate military commanders will determine which flags will be carried according to the particular event. For some parades no state flags which incorporate national colors will be allowed. This prevents confusion with officials at a formal reviewing stand. Only one salute should be rendered to the National Colors, and regimental colors are dipped as soldiers present arms and turn their eyes right (except for the guide who keeps his eyes forward).

2004.1 The NCWC may recognize “affiliated organizations” (those with an interest in the American Civil War, but which are not themselves reenacting organizations) for possible mutual support and involvement. Such groups must get prior approval from the Board for their use of our name on their flyers, websites, etc. NCWC can withdraw recognition for any reason. (04/04)

**2004.2** The commander of each unit has the option of listing on an NCWC membership form that medical releases for a minor have been kept with the unit. (01/04)

**2005.1** The wording "MINOR" must be entered on sign-in sheets and event cards of participants, so minors can be identified when battle cards are checked. (08/05)

**2006.1** Sutlers/merchants will not be allowed to sell firearms, edged weapons, gunpowder or percussion caps to anyone under the age of 18 without the presence of the minor's parent or legal guardian. (07/06 and 04/08)

**2006.2** Members cannot pay next year's dues until they have paid the current year's dues. They cannot pay dues every other year, and have membership recognized for each successive year. (09/06)

**2006.3** NCWC annual membership forms shall henceforth provide for a "one-member-to-one-form" format. (09/06)

**2008.1** Persons participating in NCWC field events under the "pay to play" program must be under the command of an NCWC unit, and must get that unit commander's signature on their waiver. (05/08)

**2008.2** NCWC annual membership cards will also be used as event cards at all field events. They will be stamped or otherwise marked with a unique marking for each event, to show that the named bearer is registered for that event. (10/08)

**2009.1 Sutlers and Merchants Procedures May '09 (Rev. Nov '11)**

To establish and define a standard set of policies and procedures for all vendors, sutlers and/or merchants that attend Northwest Civil War Council events the following are enacted by the NCWC Board of Directors:

1. Sutler/merchant fees will be determined by the designated NCWC representative based on commercial display area only. Living quarters area will not be assessed.

2. The specific fee will be determined according to square footage (see Registration Form) with a minimum charge of \$10.00 per day.

3. The designated NCWC representative shall visit each sutler/merchant as soon as practicable during the event to determine and collect the fees.

4. All sutlers/merchants **must** be members of the NCWC, WCWA or other affiliated groups with which we hold a Board approved reciprocal agreement in order to participate at our events and be covered by our liability insurance policy. Such sutlers/merchants **must** also register at each event.

5. All sutlers/merchants wishing to attend NCWC events **must** contact the Sutler Coordinator prior to each event and **must** complete the Sutler Registration Form **once each year**. The Sutler Coordinator will retain a copy of these forms for presentation, upon request, to the event coordinator or NCWC Chair- person.

6. Any sutler/merchant who sets up in a space reserved for someone else may be required to move. They will be allowed to set up only if space is available.

a. All sutlers and/or merchants will be required to remain open during the posted public hours.

b. Sutlers will be allowed vehicle access into each public event as follows: From 7:00 am – 7:30 am and 6:00 pm – 6:30 pm OR as negotiated and approved by the Event Coordinator. Sutlers will be required to confirm vehicle access into each venue previous to set up at each public event. Any non-emergency access to the park by any sutler will result in said sutler being excluded from future NCWC events. (11/17/2011)

7. All sutlers/merchants shall be responsible for their own security at NCWC events and we **recommend** purchase of comprehensive insurance against criminal activity or loss of property due to natural circumstances.

8. The following authenticity standards are required of all sutlers/merchants at NCWC events...

a. Wear period clothing during public hours. This includes everyone associated with running the store. (11,17/2011)

b. Display and sell goods that would have existed during the 1861-1865 period. Exceptions are items such as books, musical recordings or other modern goods that teach, explain or examine life during the American Civil War. Merchants will remove inappropriate display items at the request of the NCWC.

c. Erect an enclosure of period design and materials.

d. Cardboard boxes and other trash will be disposed of in the appropriate approved trash cans or dumpster. Trash will not be allowed to accumulate outside of the sutlery tent or anywhere visible to the public. (11/17/2011)

9. All sutlers/merchants shall provide a reasonable "money back guarantee" on their products. All items must be priced or a catalog provided to the customer which lists their prices.

10. Sutlers/merchants will not be allowed to sell firearms, edged weapons, gunpowder or percussion caps to anyone under the age of 18 without the presence of the minor's parent or legal guardian.

11. All sutlers/merchants must check the NCWC website [NWCWC.org](http://NWCWC.org). or contact the NCWC Sutler Coordinator **Doris Konnerup – Company K Mercantile – 34145 Hwy 99E, Tangent, OR, 97389 ... 541-967-0091 – Email – [companykmercantile@comcast.net](mailto:companykmercantile@comcast.net)** to determine specific setup and tear down times for each event they wish to attend.

12. Each sutler/merchant will be provided a receipt from the designated NCWC representative for payment of their assessed fees. A copy of this receipt, plus the fee money, shall be given to the Event Coordinator by the end of that event.

13. The Event Coordinator shall give the sutler receipts and money to the NCWC Treasurer within thirty (30) days of the end of that event.

14. All period camps shall be closed to sales of products, historic or not, to re enactors and the public, during the hours the camps are open to the public. Such sales would be restricted to Sutler row, or the civilian market place. (AR VI – A – 6)

15. Any sutler/merchant who fails to comply with the rules as listed above may be asked to leave the event and may be prohibited from returning.

16. The duties and expectations of the NCWC Sutler Coordinator are as follows:

a. Maintain the highest standards in following our sutler rules and policies at all events and set the example for the other sutlers.

b. Solicit or contact other sutlers to come to our events (by phone or email) where the NCWC has authority to do so (e.g., this excludes Fort Stevens).

c. Track attending sutlers or merchants and arrange for space in accordance with necessity or area available at event sites.

d. Treat all sutlers (including themselves) with equality and without regard to product line or personal considerations.

e. Provide a copy of the NCWC sutler policies to each sutler upon their first appearance at our events each year.

f. Ensure that all sutlers at NCWC events are members of the NCWC or a reciprocating organization, require proof of this at each event AND make sure that each sutler is properly registered with our Membership Coordinator at each event.

g. Monitor the sutler area throughout each event and report any violations of our rules or concerns to either the Event Coordinator or Board Chairperson of the NCWC. The Sutler Coordinator is NOT asked to enforce our rules or policies.

h. Inform each Event Coordinator of expected merchants or sutlers that plan to attend that event.

i. Will NOT collect sutler fees at events. That may be done by the Event Coordinator or representative assigned by the Board Chairperson (01/11) [*Form sample attached to motion* ]

#### **2010.1 Justin Little Memorial History Scholarship 20 May 2010 (Rev. 19 May '11)**

Whereas the Board of Directors of the Northwest Civil War Council did, on April 15, 2010, indicate a positive interest in participation with the Justin Little Memorial History Scholarship through the awarding of NCWC memberships to honor the memory of this outstanding young man and former member of this organization, **-and-**

Whereas Mr. James F. Little has requested 12 (twelve) family memberships or the equivalent value (\$360.00) in individual memberships in the Northwest Civil War Council be placed under the direction of the Justin Little Memorial Scholarship Committee to be awarded according to the process described below...

*“Any high school senior who wishes to pursue an interest in history at an Oregon community college may apply. The applicant must submit an essay on the importance of studying history and describe the applicant's interest in American History including the Civil War... OR ...submit a letter of recommendation from a history teacher describing the applicant's genuine interest.*

*“Special allowance will be made for those with Autism Spectrum Disorder.”*

*“Recipients will be selected by a committee of five people including two teachers, based on the applicant's genuine interest, ideas and effort.”*

*or*

*A certificate for a family membership in the Northwest Civil War Council, including free admission to NCWC events for one year, and waiver of one year's dues to the NCWC and participating units to an outstanding 8th grade student of history designated by “teacher choice” award at schools where the NCWC has made presentations.*

Therefore, it is resolved that the policy of the Board of Directors of the Northwest Civil War Council shall be to award the Justin Little Memorial History Scholarship Committee 12 (twelve) family memberships or the

equivalent value (\$360.00) for individual NCWC memberships for the year 2011.

#### **2011.1 Field Music Scholarship (20 Jan 2011)**

Whereas: The Northwest Civil War Council wishes to encourage the growth of field music through the development and training of interested members.

-And-

Whereas: The Northwest Civil War Council has allocated funds for educational programs such as the National Civil War Field Music School in Virginia.

Therefore: It is proposed that two scholarships of \$500.00 each be awarded in 2011 with the following provisions and procedures ...

1. Any functioning field musician who is a member in good standing of The NCWC may apply.
2. Applicants must be willing and able to expend their own resources to augment the funds provided by the scholarship.
3. Procedures
  - A. Fill out an application indicating ...what field instruments they play and level of skill; why they would like to attend the National Civil War Field Music School; and, how they intend to use the information and skills learned.
  - B. Submit this application to either the Union or Confederate Principal Musicians.
  - C. A scholarship committee comprised of the Union & Confederate Principal Musicians, plus one representative from the Artillery Battalion and one person at large that they agree upon, will evaluate the applications to determine scholarship recipients and recommend them to the Board of Directors.
  - D. The NCWC will pay for registration to the school; and, upon presentation of receipts, will issue reimbursement funds after the event. The total for each recipient will not exceed \$500.00.
  - E. Each recipient must submit a written report to the NCWC Board giving a description of what they learned and evaluation of their experiences.

#### **2011.2 NCWC Online Forum Use (Feb 2011)**

This forum is run by the Northwest Civil War Council. As such, please familiarize yourselves with our Bylaws and Code of Conduct. They apply to your postings on the forum. Though there is no battalion distinction or "chain of command" for forum discipline, you are held accountable for your postings here. The NCWC-appointed moderator or forum administrator can delete unsuitable postings without warning, and even ban users from the forum for abuse. Posting on this forum is a privilege, not a right.

##### **FORUM RULES:**

- 1. Illegal topics:** No spam, pornography, modern politics or religion (constructive discussion of *period* religion and politics are okay, without actually attacking another religion or political view). We are here to discuss reenacting and living history only.
- 2. No outright hostility or abusive conduct:** -- this includes malicious, inflammatory and threatening posts, flaming and ranting. Discrimination based on nationality, ethnicity, sex, race, religion, sexual orientation, etc. is also abusive. Do not characterize other members or reenacting groups with negative labels.
- 3. Sales and Want ads are welcome** for items relevant to Civil War reenacting or history. The NCWC, the Forum, its Moderators and Admistators are not responsible for these items and are listed on a "buyer beware" basis.

##### **4. Dos and Don'ts:**

- **Don't** use profanity, excessive punctuation, all capitals (this is considered yelling), excessive smilies, or font colors or types that are difficult to read.
- **Do** be polite and courteous. Healthy disagreement over ideas or facts is allowed, but direct your arguments at another person's *logic* -- not *at* the person.
- **Do** support newcomers and help them to become a member of our reenacting community. Take the time to explain things to them -- we were all new once!
- **Don't** post empty complaints or rants about events, the NCWC, or about the format or nature of this forum. Constructive criticism *with the intent of initiating change* is allowed.
- **Don't** use the forum for personal messaging. The forum is for group conversations and questions.
- **Do** think before you type. Remember that you are dealing with real people, and only type things that you would actually say in person.
- **Do** make announcements about your reenacting unit's activities, if you wish.
- **Do** use your name and email in case someone wants to contact you. Inappropriate "anonymous" postings will

be deleted and may result in a blocked IP address.

- **Don't** re-post a message or restart a topic that was previously deleted. Direct questions to the moderator or administrator via private messages please. Flooding the forum with questions or complains about a removed topic may result in a blocked IP address.
- **Do** report abusive content to the forum moderator and, if necessary, to forum host Bravenet. We want such material removed as soon as possible, and you can help that happen. Watching the forum is not our moderator's full time job!

#### **CONSEQUENCES:**

The forum moderator(s) and administrator(s) will use their discretion in dealing with inappropriate postings. 1<sup>st</sup> and 2<sup>nd</sup> minor offenses will most likely result in the offending post being deleted. The moderator or administrator will leave a message in the thread or attempt to contact you to address the problem.

*Inappropriate anonymous posts will simply be deleted.* A 3<sup>rd</sup> minor offense or any major abuse of the forum can result in your computer's IP address (and any future IP addresses) being blocked from the forum, either temporarily or permanently depending on the severity of the abuse. Severe abuse may result in NCWC Board sanctions against the author. Separate and additional action may be taken by our forum host, Bravenet. Please note that blocking an IP address may result in blocking your entire household from using the forum, depending on your internet setup. Due to the nature of our forum, this is our only option to keep abusive users off the forum.

\*\*These **Rules for Posting** are subject to the interpretation of the site owner and may be changed without notice.

#### **2011.3 School Presentation Reimbursement (19 May 2011)**

It shall be the policy of the Northwest Civil War Council to reimburse expenses to our members who participate in school presentations or other activities when a donation or payment is received. All such donations or payments shall be made to the Northwest Civil War Council and given to the Treasurer as soon as possible.

Members shall be reimbursed for mileage based on the IRS standard rate then in effect for service to charitable organizations. Proper verification including mileage and expense statements and receipts for reimbursements (on items such as powder) shall be presented in the report. Such reports must be submitted to the event coordinator within 60 days of the event for approval. [Form sample attached to motion ]

#### **2012.1 UNIT RECOGNITION PERFORMANCE & EVALUATION STANDARDS (19 July 2012)**

To enable monitoring of new and/or probationary unit performance, and to give measurable performance standards by which the BOD, bat'n commanders, sponsoring units, and the unit themselves can self-evaluate, this policy sets the NCWC's expectations for said unit's compliance:

1. At an appropriate time during the probation process, the chairman shall task the board of directors to set up a monitoring group to see what (if anything) the unit-in-question will do/is doing to meet its performance promises and obligations to the NCWC. This group shall consist of one representative from each battalion, including civilians.
2. This group may include as one of its members a representative from any sponsoring unit involved with the subject unit, but must at least poll (and include input from) sponsor units and batallion commander in its own final report.
3. This group shall look at unit performances/improvements in the following types of activities, that any group should be doing to maintain and improve itself:
  - a. At events, are they meeting with the public by staying in camp and providing activities for the public to draw attention to themselves? Are they doing special demonstrations, going out of their way to hand out literature and brochures ... getting follow up information from the public to make contacts after events?
  - b. Have they maintained a unit representative (non-voting) to the NCWC board of directors, and all appropriate battalion formations? Was this rep. consistent in attendance? Did this rep. consistently keep their group informed of all club issues and board actions, to enable their informed participation in the club?
  - c. Do they have a training system that helps new recruits and some form of newsletter etc. to communicate with their people about what is going on?
  - d. Does their leadership (NCO & Officers) study to improve themselves in all aspects of Civil War military knowledge? Do they drill on a regular basis and seek to promote excellence both on and off the field in the way they conduct themselves?
  - e. Are they cooperative with battalion staff and goals about doing guard duty, Color Guard, Honor Guard, fire watch at night, and other activities as assigned by the Battalion Commander and his staff? Do they follow orders on the field, and execute orders without criticism or argument? Are they team players?

f. Do they maintain and show serious respect for the club's safety standards? Did they cooperate with all safety efforts/requirements they may have had occasion to carry out?

4. The subject unit shall agree (as part of their entering on new/probationary status) to abide by these standards, and shall further agree to abide the board's final decision in the specified evaluation.

5. At a time specified in their commissioning, this monitoring group shall report to the BOD their findings on these points. The BOD shall then use these findings to decide the unit's viability and fitness to continue as an active NCWC unit.

A unit that meets these minimum performances deserves all the help the battalion and NCWC can provide for it, working toward full-status at the earliest opportunity. But if such units do not show serious attempts to comply with these expectations, the board should then proceed (at the end of the second year) to consider whether continuing their status/participation is in the best interests of the club.

The board's decision on this shall be final and binding.

- Preamble.....
- I. Authority: Event Management.....**
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  - B. Participation in NCWC events.....
- II. Camp Sites.....**
  - A. Battalion camp areas.....
  - B. Unit camp areas.....
  - C. Individual campsites.....
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- III. Camp Safety.....**
  - A. Fire.....
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- IV. Camp Etiquette.....**
  - A. Trespassing.....
  - B. Noise.....
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- V. Camp Security.....**
  - A. Public Hours.....
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- VI. Children.....**
  - A. Supervision.....
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- VII. Animals.....**
  - A. Pets.....
  - B. Horses (and Mules).....
  - C. Humane Standards.....
- VIII. General Conduct.....**
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- IX. Sanctions.....**
  - A. Sanctioning Authorities.....
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**Code of Conduct**

**Preamble**

The nature and scope of activities of the NCWC provide for the possibility of wonderful relationships among reenactors. They also have a potential for serious interpersonal conflicts unless each participant conforms to standards of conduct that avoid offense and possible injury to one another. To assure the former possibility and avoid the latter potential this code of conduct has been adopted by the NCWC. All participants in NCWC activities are expected to be in compliance at all times when on the premises of NCWC sanctioned events. Registration as an event participant constitutes agreement to abide by this code.

**I. I. AUTHORITY: EVENT MANAGEMENT -----**

**I.A The board of directors**

The board of directors has delegated authority at events to event coordinators. Event coordinators are also designated as the conduit for directives of the park management. Thus event coordinators will be accorded the courtesy and respect due to representatives of the board, and all reenactors will comply with the directives of the event coordinator in all matters not strictly within a battalion or smaller unit.

**I.B Participation in NCWC events**

Participation in NCWC events is a privilege granted on the condition that the reenactor agrees to comply with the directives of those officers appointed over him. Failure to comply, or any act of demonstrated insubordination, may be grounds for sanctions up to and including expulsion from the event.

## **II. CAMP SITES -----**

### **II.A Battalion camp areas**

Battalion camp areas are assigned by the event coordinator whose decision is final.

### **II.B Unit camp areas**

Unit camp areas are assigned by the battalion commanders whose decisions are final.

### **II.C Individual campsites**

Individual campsites are assigned by unit commanders whose decisions are final.

### **II.D Appeals**

Anyone dissatisfied with camp area or campsite assignments may respectfully communicate that fact to the appropriate officer. The officer may choose to change the assignment at his sole discretion. Should the officer's decision remain unsatisfactory the alternative for the dissatisfied reenactor is to leave the event.

## **III. CAMP SAFETY -----**

### **III.A Fire**

The danger of fire to the venues where we reenact is substantial. Therefore all reenactors will be acquainted and comply with the practices and procedures established by the park/site staff and the NCWC executive committee and event coordinator for each event.

### **III.B Trip hazards**

Our camps contain many potential causes for trips and falls. It is the responsibility of each reenactor to see that this risk is minimized. Adequate passageways will be established through camps, miscellaneous items will be kept out of such passageways, and provision will be made to discourage the use of unintended passageways between tents and other obstacles.

### **III.C Weapons**

While essential to any effective reenactment, personal weapons also constitute an attractive nuisance for those untrained in their proper use. For this reason no personal weapon will be left unsupervised.

### **III.D Horses**

Horses also present an attractive nuisance. Since they cannot be secured from access, all horses must be supervised during all public hours. Non-equestrians, as well as those not customarily acquainted with the particular horse, are allowed access to the horse (i.e. to pet the horse or offer it a treat) only under the direct supervision of a reenactor acquainted with the horse. In addition, during non-public hours there must be a responsible person capable of responding to common difficulties within easy access to the horses at all times.

## **IV. CAMP ETIQUETTE -----**

### **IV.A Trespassing**

At field events tents are the equivalent of houses and are to be treated as such. A closed tent is the equivalent of a locked door and should be entered only with the permission of the occupant. The area under an attached fly, as well as the space immediately adjacent to the tent perimeter, is equivalent to the yard of the house and is to be given appropriate respect. Further, the areas encompassed by a unit camp are the premises of the unit and should not be entered inappropriately.

### **IV.B Noise**

During daylight hours NCWC events are expectedly fairly noisy affairs. However, the firing of weapons in or near camps is an exception to ordinary noise. It should always be preceded by a loud warning of "Fire in the Hole" to avoid distress to those in the vicinity. After dusk, and especially after 10:00 p.m., particularly raucous noise levels are not permitted. After 11:00 p.m. noise levels will be kept to a level that permits anyone desiring to do so to sleep.

### **IV.C Public Hours**

During public hours all reenactors in period camps are expected to participate in the living history presentation offered to the public by wearing period attire and conducting themselves in ways appropriate to the period.

## **V. CAMP SECURITY -----**

### **V.A Public Hours**

During public hours members of the public are invited to visit and view our camps. The large numbers of people represent a significant security risk. Camps are not to be left unattended during public hours. Each unit will arrange for appropriate oversight of its camp during public hours.

### **V.B After Hours**

After public hours have concluded each day all who are not NCWC members are expected to leave the camps unless accompanied by a member host. Such guests are the responsibility of their respective hosts, and such hosts will maintain oversight of their guests at all times.

### **V.C Identification**

Persons walking through camps between Taps and Reveille shall carry their event cards. They must supply their

event card upon request to camp guards or event security.

## **VI. CHILDREN -----**

### **VI.A Supervision**

Parents, guardians, or sponsors remain responsible for the conduct of their children at all times. Parents, guardians, or sponsors will see that their children are adequately supervised to assure they are safe and that they do not constitute a nuisance or hazard to others.

### **VI.B Curfew**

All minor children will be in their own camps from Tattoo to Reveille unless accompanied by a parent, guardian, or adult sponsor.

## **VII. ANIMALS -----**

### **VII.A Pets**

#### **VII.A.1 Conduct**

Although bringing of pets to events is generally discouraged, it is permitted so long as the pet is not allowed to become a nuisance to others. Pets who become a nuisance by virtue of noise, waste, aggression, or any other means may be required to be removed.

#### **VII.A.2 Locations**

Exercise of pets will be accomplished in areas well away from those frequented by reenactors. In particular, no pet will be exercised on the battlefield. Anyone allowing a pet to relieve himself on the battlefield may be asked to immediately leave the event with the said pet. All expectations for care and control of pets elsewhere will also apply to modern camp.

#### **VII.A.3 Maintenance**

It is the responsibility of each person bringing a pet to an event to assure that all necessary and appropriate standards of care are observed (food, water, shelter, supervision, and restraint). Neglect or abuse of a pet may be cause for expulsion from the event. Dog waste must be picked up immediately from all public areas (walking paths, camps, spectator areas, and battlefields).

### **VII.B Horses (and Mules)**

#### **VII.B.1 Use off the battlefield**

##### VII.B.1.a Public Hours

During public hours all horses are considered reenactors and are to be employed only in ways consistent with the period portrayed. Thus anyone caring for, riding, or driving a horse is expected to be in appropriate period attire, and all tack and equipment is to represent the period.

##### VII.B.1.b After Hours

Non-period interaction with horses after hours is permitted, but in the interest of preserving the period experience of other reenactors, the use of non-period tack, equipment, and attire is to be kept way from period camps.

##### VII.B.1.c Users

The use of horses at any time at NCWC events is strictly limited to registered reenactors who have signed the NCWC equine activity release.

#### **VII.B.2 Locations**

##### VII.B.2.a Camps

Horses in immediate proximity to such items as tents, furniture, and fire pits constitute a significant risk. Horses in the vicinity of small children are both a danger and an attractive nuisance. Horses will therefore be limited to the perimeter of camp areas. Exceptions will be made for access to such necessities as water or horse trailers, but horses will be led by horsemen on foot or ridden or driven at a walk whenever they are in or near camp areas.

##### VII.B.2.b Other Areas

Horses may be exercised at other locations adjacent to camp areas (including the battlefield when no battle is in progress) at any gait safely conformable to the terrain and the capability of the rider so long as constant attention is given to the safety of any other person who may happen to be present.

#### **VII.B.3 Maintenance**

##### VII.B.3.a Picket Lines

All areas where horses are picketed will be cleaned in accordance with the event coordinator's instructions before leaving the event.

##### VII.B.3.b Battlefields

Horsemen will avoid to the extent possible having their horses litter the battlefield when a battle is not in progress. They may be required to remove manure from particular areas if it affects the usefulness of the battlefield.

##### VII.B.3.c Other Areas

With the exception of established bridle paths where manure is an accepted occurrence, horsemen are expected to

remove manure deposited by their horses in all common areas.

## **VII.C Humane Standards**

### **VII.C.1 Cruelty**

#### VII.C.1.a Prohibited

Cruelty to, abuse of, and neglect of animals is forbidden at NCWC sanctioned events and renders the offender subject to penalty. The standard outlined below, by which conduct or treatment is measured, is that which a reasonable person, informed and experienced in generally accepted methods of animal training and husbandry, would determine to be cruel, abusive, or inhumane.

#### VII.C.1.b Defined

The following are considered acts of cruelty, abuse, or neglect and apply to horses and all other animals brought to NCWC events:

- Any actions defined as "animal abuse" or "animal neglect" under Oregon law.
- Applying any foreign object in a manner that would be perceived as "beating" an animal.
- The use of unreasonable force in disciplining an animal, especially when it is accompanied by a display of overly emotional behavior on the part of the person.
- Any discipline or correction which results in drawing an animal's blood.
- Withholding food or water for prolonged periods based on the requirements of the particular animal, as evidenced by signs of physical stress.
- Providing inadequate shelter based on the weather conditions and the requirements of the particular animal, as evidenced by signs of physical stress.
- "Earing" or biting a horse on the ears or muzzle.

#### VII.C.1.c Egregious acts

The following are considered egregious acts of cruelty or abuse to horses or other equines, and are forbidden at NCWC sanctioned events:

- Striking the horse with any weapon, or with any tool other than a whip, crop, quirt, or bat as described in (2) below. Examples of prohibited weapons or tools include pistol or rifle butts; shovels, rakes, or pitchforks; farriery tools such as rasps; baseball bats; and so on.
- Excessive use of a whip, crop, quirt, or bat to strike the horse. (Note: "Bat" refers here to a short whip with a flat leather "popper" at the end.) Except in emergency situations, striking a horse more than three times in immediate succession is considered to be excessive.
- Striking the horse about the head or face (on the poll or forward of the poll).
- Striking the legs of a horse at or below the knees or hocks.
- Excessive or over-zealous use of spurs and/or bit. Any use of spurs forward of the girth shall be deemed excessive.
- Riding or driving an obviously lame or exhausted horse, or a horse that does not meet the minimum Standard of Condition (see section C.2 below).
- Use of equipment, training devices, or practices banned as cruel or inhumane by the United States Equestrian Federation (USEF). See 2006 USEF Conduct and Competition Standards, Section GR 302, "Cruelty To and Abuse of a Horse," at:

<http://www.usef.org/documents/ruleBook/2006/2006Chapters/Chapter%203.pdf>

### **VII.C.2 Condition of Horses and Other Equines Used at NCWC Events**

#### VII.C.2.a Standard of Use

Horses failing to meet the minimum Standard of Condition (see section 2b for definition) shall not be ridden or driven at NCWC sanctioned events.

Horses not meeting the minimum standard of condition due to emaciation or suspected communicable disease shall be removed from the event immediately.

Horses not meeting the minimum standard for any other reason (including horses that sustain injuries while participating in NCWC sanctioned public events) shall not be ridden or driven, but they may remain at the event if adequate and appropriate care can be provided.

#### VII.C.2.b Standard of Condition

The minimum standard of condition is defined as follows:

- The horse must be serviceably sound and fit for its intended use. (Horses with certain unsoundnesses may be certified for limited uses; see section 2c below).
- The animal must not show evidence of lameness or broken wind. Stiffness or soreness (which the horse will warm up out of) is not considered to be lameness (which for the purposes of this rule, is considered to be damage or trauma). For example, an older arthritic horse may be used as long as pain can be controlled and the intended use will not cause injury. Limitations to allowed activities may apply (see section 2c below).
- The animal must not be emaciated; should score not less than 4.0 (lean but fit) on the standardized scoring method for body condition used by the American Humane Association (where a score of 1 indicates extreme emaciation and a

top score of 9 indicates extreme obesity).

-The horse must be free of sores, lacerations, and wounds on the limbs and body, including the mouth, that would be aggravated by riding or driving. It must be recognized that lesions caused by tack and interference (for example a "girth gall") may range from mild to severe and need to be evaluated on their own merits. A horse may participate if the wound will not be aggravated by continued use, or tack can be adjusted to prevent further aggravation of the wound.

-The animal must not show signs of having a communicable disease, unless the participant can produce a veterinarian's certification of health stating that the horse does not pose a health risk to other horses.

#### VII.C.2.c      Conditional Pass for Limited Activities.

A horse that is unable to participate in strenuous activities due to unsoundness or age, but is otherwise healthy and in good flesh, may be allowed to participate in limited activities (for example, in static living history demonstrations, or ridden at the walk or trot only). A score of "Conditional Pass" and any restrictions in activities must be noted by the Evaluator on the rider's equine skills evaluation.

### **VII.C.3**    **Hearings and Sanctions.**

#### VII.C.3.a      Violations not constituting cruelty

Violations of this code related to animals but not constituting cruelty or inhumane treatment of an animal may result in the required removal of the animal from the event or such other sanctions as a battalion commander may impose.

#### VII.C.3.b      Humane Violations

##### *VII.C.3.b.1*      *Scope*

Cruelty to and abuse of animals affects everyone in the NCWC by reflecting poorly upon our reputation. It also affects the ability of the NCWC to use animals in its reenactments. Therefore, cruelty and abuse to animals is automatically considered to be an inter-battalion, rather than a unit, issue.

##### *VII.C.3.b.2*      *Reporting*

Any witness to acts that he believes are cruel or abusive may report what he observed. Reports should be made to the unit commander of the individual in question (if known), and the Battalion Commander or any member of the Executive Committee. It is recommended that a verbal report be made immediately and followed up as soon as practical with a written report.

##### *VII.C.3.b.3*      *Incident response*

Battalion commanders have the authority to intervene immediately and send perpetrators off the field.

##### *VII.C.3.b.4*      *Review*

The Executive Committee will conduct a hearing to investigate claims of cruelty and abuse of animals or as soon as practical after the alleged offense occurred (ideally, before the next scheduled battle of the event.)

##### *VII.C.3.b.5*      *Administrative suspension*

Persons accused of acts of abuse or cruelty to animals shall be barred from further participation in the event (including use or care of the animal(s) in question) until a hearing of the Executive Committee can be held. The animal that has been subject to the alleged abuse shall be placed in the care of the individual's commander, or his designee, until the hearing is held.

#### VII.C.3.c      Sanctions.

##### *VII.C.3.c.1*      *Removal*

If the Executive agrees that the offense occurred, the individual involved shall be asked to leave the event immediately. If this is not possible, the individual will be required to stand down and place his animal(s) in the custody of his commander, or his commander's designee, until such time as he can leave the event.

##### *VII.C.3.c.2*      *Penalties*

In addition, the Executive Committee shall levy sanctions based upon the severity of the incident. Sanctions available include the following:

Permanent expulsion from the NCWC. Fifteen days notice before the effective date of expulsion will be given and the offender will have the opportunity to appeal in accordance with established procedure.

Permanently barring the individual from bringing animals to, or participating in equine activities at, NCWC events.

Temporary suspension from the NCWC, with a requirement for remedial training for a specified period of time by a certified instructor with verifiable credentials, and proof that the required training has been completed before membership will be reinstated. (Temporary suspension may also be used if expulsion is being contemplated and additional hearings are required.)

Those returning from temporary suspension will be placed on probation for one year after the offense occurred; the penalty for a second offense shall be either expulsion from the NCWC, or a permanent ban on bringing animals to, or using animals at, NCWC events.

##### *VII.C.3.c.3*      *Referral*

If the Executive Committee believes that the incident occurred but was not of sufficient severity to merit the sanctions listed above, they will refer the individual to the unit commander for such sanctions as he sees fit (see

section 3.d).

**VII.C.3.d Lesser Infractions**

If there is reasonable doubt as to the severity of the infraction but the individual's Commander has reason to believe that animals under his authority have been treated in an inhumane fashion, or with reckless disregard for the animal's safety and welfare, the Commander may levy sanctions. Sanctions available include official warning, loss of rank or privileges, barring the participant from bringing an animal to one or more future events, or requiring remedial training for a specified period of time (with proof of such training) before the person will be allowed to bring an animal to events.

**VII.C.3.e Criminal abuse**

Persons convicted of, or under indictment for, animal abuse banned from NCWC and its events. Following a hearing by the Board of Directors, the NCWC shall deny or suspend the privilege to participate in or go upon the grounds of officially sanctioned events and/or deny, expel, or suspend the privileges of membership in the NCWC to any person, whom indictment has asserted, or whom any court has found, to have committed or participated in any act or cruelty or abuse to an animal, whether or not any such alleged or actual act, plan, or conspiracy occurred on the grounds of an NCWC sanctioned event.

**VIII. GENERAL CONDUCT -----**

**VIII.A Legal Conduct**

Any conduct in violation of federal, state, or local statutes or regulations may be grounds for expulsion from the event.

**VIII.B Contractual Obligations**

Any conduct in violation of the obligations of contracts or the stipulations of any special permits by which the NCWC is granted use of an event site may be grounds for expulsion from the event. Any financial penalty that results from such a violation will be the responsibility of the offender. The NCWC retains the right to pay such a penalty and subsequently deduct it from the unit reimbursement of the unit responsible for the behavior of the offender.

**VIII.C Expectations**

Reenactors are expected at all times to conduct themselves in a manner conducive to the good order and discipline of the NCWC and the general enjoyment of the experience by all who participate. They are further expected to contribute to the educational experience of the attending public. Thus any behavior, whether or not specified in any particular rule, that significantly interferes with such experience of others, and particularly any behavior that puts at risk the safety of another person, is hereby prohibited and subject to such sanction as the NCWC may impose.

**IX. SANCTIONS -----**

**IX.A Sanctioning Authorities**

**IX.A.1 Board of Directors**

The NCWC board of directors will have authority to rule on and impose sanctions for violation of rules involving more than one battalion or any violation of such a general nature that the interest of the organization are affected. For purposes of this rule persons involved include the complainant, the alleged offender, and any injured party.

**IX.A.2 Battalion Commanders**

Battalion commanders (including the civilian advocate) will have authority to rule on and impose sanctions for violation of rules involving only their respective battalions.

**IX.A.3 Unit Commanders**

Unit commanders will have authority to rule on and impose sanctions for violation of rules involving only their respective units.

**IX.B Sanctions Permitted**

**IX.B.1 Expulsion**

The board of directors may, upon determination that the offense warrants it, expel a member from the NCWC. Such expulsion will include forfeiture of dues paid for the remainder of the year and prohibition from attendance at any NCWC events.

**IX.B.2 Suspension**

The board of directors or any battalion commander may suspend the membership privileges of an offender for a period of time not to exceed one year. Such suspension will include forfeiture of dues paid for the remainder of the current year and prohibition from attendance at any NCWC events.

**IX.B.3 Restriction**

The board of directors or any battalion commander may restrict the participation of an offender for a period of time not to exceed one year. Such restriction will specify the particular activities and limitations involved as well as the time period affected.

# RESTATED ARTICLES OF INCORPORATION OF NORTHWEST CIVIL WAR COUNCIL

(Filed 25 Jan 1999; amended 27 June 2010)

The following Restated Articles of Incorporation supersede the existing Articles of Incorporation, and all amendments thereto.

## ARTICLE I NAME AND DURATION

The name of the corporation is Northwest Civil War Council, and its duration is perpetual.

## ARTICLE II TYPE OF CORPORATION

This corporation is a public benefit corporation.

## ARTICLE III REGISTERED AGENT

The new Registered Agent of the corporation is David Atkin. The new Registered Agent, David Atkin, has consented to this appointment. The address and location of the Registered Agent is David Atkin, Attorney at Law, 259 E. 5th Avenue, 2nd Floor, Eugene, OR 97401. This is the address for receipt of notices and the service of legal process and papers.

## ARTICLE IV PRINCIPAL OFFICE

The principal office of the corporation shall be at 823 W. 6th St, Molalla, OR, 97038.

## ARTICLE V VOTING MEMBERS

Northwest Civil War Council shall have voting members as defined in Chapter 65 of the Oregon Revised Statutes. (voted 05/10; officially changed 27 June 2010)

## ARTICLE VI PURPOSE AND POWERS

1. This corporation is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue law).

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on **(a)** by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding provisions of any future federal tax code, or **(b)** by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding provisions of any future federal tax code.

2. The corporation shall have only those powers prescribed by law which are necessary and incidental to fulfilling the above-described purposes, including the following:

A. To make distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code (or corresponding provisions of any future federal tax code).

B. To conduct its business, carry on its operations, and have offices and exercise the powers granted by Oregon law, or hereafter conferred by the state of Oregon, including but not limited to the power to contract, the power to buy, rent, lease, or otherwise acquire personal or real property, the power to sell, convey, or otherwise transfer or dispose of personal or real property, and the power to make capital improvements and major repairs to such physical facilities and equipment as the corporation may acquire or utilize for its purposes, whether or not such powers are enumerated in these Articles of Incorporation.

C. To make and alter Bylaws, not inconsistent with its Articles of Incorporation or with the laws of this state, for the administration and regulation of the affairs of the corporation.

## ARTICLE VII NO PRIVATE BENEFIT

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, directors, officers, or other private persons, except that the corporation shall be authorized and empowered

to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Articles of Incorporation.

#### **ARTICLE VIII NO INFLUENCING OF LEGISLATION OR POLITICAL CAMPAIGNS**

Notwithstanding any other provisions of these Articles of Incorporation, no substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

#### **ARTICLE IX DISSOLUTION**

Upon the dissolution of this corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding provisions of any future federal tax code), or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

#### **ARTICLE X INDEMNIFICATION**

The corporation shall indemnify to the fullest extent permitted by law, any person who has been made, or is threatened to be made, a party to an action, suit or proceeding, whether civil, criminal, administrative, investigative, or otherwise, by reason of the fact that the person is or was a Director or Board Officer of the corporation. They shall be indemnified for all expense and liabilities arising from such actions, suits or proceedings, whether or not still a Director or Board Officer at the time such expenses are incurred. Provided, however, that the corporation is only liable and responsible for indemnification up to the limits of the value of its own assets and cash resources.

Also, provided, however, that the Board of Directors must determine in each specific case, that such indemnification is permissible because the Director or Board Officer has met the standard of conduct set forth in the relevant section of the Oregon Revised Statutes, ORS 65.391, or any future versions of these provisions. Further, indemnification is not available in connection with an action, suit, or proceeding by or in the right of the corporation in which the Director or Board Officer was adjudged liable to the corporation.

Further, provided, however, that in the event of a settlement, the Board of Directors must approve any settlement in advance.

To the full extent permitted by law, no person who has been, is, or shall become a duly-elected or appointed Director or Board Officer of the corporation shall be personally liable to the corporation for monetary damages for conduct as a Director or Board Officer, provided that the applicable standards of conduct of the Oregon Nonprofit Corporation Act are met.

#### **ARTICLE XI AMENDMENTS TO THE ARTICLE OF INCORPORATION**

The requirements for amending the Articles of Incorporation shall be those stated in the Bylaws.

#### **EXECUTION**

I, the undersigned officer of the corporation, hereby certify under penalty of perjury that I have examined these Restated Articles of Incorporation and that they are the full and complete Restated Articles of Incorporation of Northwest Civil War Council.

[Signed, 17 December 1998]