

Policies and Procedures Manual

of the

Re-Enactors of the American Civil War, Inc

Revised July 17, 2010

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No Policy or Procedure listed here may be in violation of RACW By-Laws.

Article I -Recall Procedure

Section 1 – Recall Initiation

A member(s) wishing to initiate a Recall of an elected or appointed official must submit a formal declaration to the RACW newsletter notifying organization of intent to conduct recall procedures. If no newsletter is available then letters must be sent, by the individual attempting the recall, to each member with declaration of intent. Notices must be received at least four (4) weeks prior to actual recall vote. The Board will set the date of said vote no later than two weeks after recall has officially been announced.

Section 2 – Signatures

Must obtain signatures (or notarized letters) of 2/3 of the full organizational membership, or if a Brigade, Unit or Entity Office, 2/3 of the Brigade, Unit or Entity membership. These are to be tallied at the recall meeting.

Section 3 – Relinquish Position

If above requirements are satisfied then individual recalled must relinquish his/her position on the Board, Brigade or Unit.

Section 4 – Future Eligibility

The individual will be eligible to run for office again at the next election.

Section 5 – Intent of Clause

This procedure cannot be used to exclude any individual from membership with the RACW.

This clause only allows for the removal of elected rank and or position.

Section 6 – Vacancies

Elections will be held immediately to fill any vacancies caused by this procedure with voting to take place no sooner than one week after the recall has been executed.

Section 7 – Individuals Affected by Recall

No more than one individual may be affected by a single recall attempt.

Article II- Organization of Units**Section 1 - Military Units for Union & Confederate - Establishing New Military Units**

At such time, warranting additional military units to be added to the organizational structure, the following guidelines will be considered:

- .1 Proposed units must prove the need for existence in the RACW organization (i.e. existing units at maximum capacity, unit type is unique such as Zouave, Berdan, no current representation by any club unit, etc.) in a statement for approval by the RACW Board of Directors.
- .2 A new unit will have at least ten individuals who are members in good standing with the R.A.C.W and are willing to portray the military outfit. IF fewer than ten members, must have Board approval.
- .3 A list of these members shall be presented to the Board for approval.
- .4 No new unit will be considered when members of the proposed unit come from more than 10% of any one unit, therefore preferring membership from new R.A.C.W recruits.
- .5 If numbers of soldiers on the field fall to a level below six, then the Board of Directors shall make a cursory examination of the unit's organization to determine ways of encouraging enlistment or whether the existing unit should become a part of another existing unit.
- .6 A brief history of the unit being portrayed with its company name (i.e. 9th Virginia Cavalry, Company F), along with a researched report on the type of uniforms and weapons used by the unit, as it existed in 1863, shall be submitted to the Board of Directors for consideration and approval.
- .7 Each established unit shall be responsible for their annual election of officers, and NCOs based upon the unit's rank ratios, and to elect a company treasurer if so desired.
- .8 An artillery battery shall consist of at least one full-scale artillery piece.

Section 2 - Miscellaneous Military Representations

- .1 A Brigade may have their own Chaplain, that will be attached to that particular Brigade, but not exist as a separate unit.
- .2 The Chaplain may hold the rank of Captain in the respective Brigade so attached but such rank gives no field command or authority. Since the primary role of the Chaplain is to bring spiritual and moral encouragement to the “troops”, it would be advised, but not necessary, that the Chaplain be a minister or former minister.
- .3 When events require reenactments to take place on a Sunday, the Chaplain shall prepare a morning service, where members of the Brigade and civilians may be allowed to participate in the worship services.

Section 3 - Noncombatant Corps Units - “Civilians” of the RACW Establishing New Civilian Entities

- .1 The RACW Noncombatant Corps shall be comprised of associations or commissions (i.e. U.S. Sanitary Commission, Soldiers Relief, town, refugee camp, and others to be determined. These associations or commissions shall report to and be under the direction of the “Noncombatant Corps Representative.”
- .2 In order to depict a historically significant aspect and authenticity of the civil war era, any individual or group wishing to start a new entity must submit a brief history of the civilian entity proposed for personification, to the Board of Directors for review and approval.
- .3 Certain duplicate entities shall not be allowed by the Noncombatant Corps (i.e. only one U.S. Sanitation Commission will be in existence within the organization, or one Refugee Camp, one “Town”, etc.
- .4 “Businesses” within the “Town” should be diverse in their depictions, therefore no duplicate “businesses” will be allowed until diversity has been exhausted, then, for instance, a second barbershop, or saloon, a second brothel, a second stage coach line, a second Undertaker, a second Chinese laundry, etc., can be added.
- .5 Certain “businesses” within the “town” shall be limited to one, i.e. hospital (this is aside from the military hospitals located near the battlefields), sheriff’s office and town jail, telegraph office, City Hall, school, etc.
- .6 All civilians will be members of the “Noncombatant Corps” and will be entitled to their representative to the Board of Directors, namely the “Non Combatant Corps Representative”, who will be a liaison between the Board of Directors and the “civilians” (noncombatants). The position of the Noncombatant Corps Representative will be voted on annually by the entire civilian membership.
- .7 Exceptions: Women portraying the roles of cook, seamstress/laundress etc. attached to a unit, may be a member of that unit, but, like rank ratio requirements that establish the need for officers and NCOs, cooks, laundresses and seamstresses should follow realistic guidelines for authenticity (i.e. five cooks for 20 men, was not a realistic thing).
- .8 All Sutlers/vendors shall be members of the RACW.
- .9 In the case, such as the civilian membership elect to have a religious entity within their ranks, they may so choose to have a man portray the role of a “preacher”, “minister”, “Padre”, “Priest”, etc.
- .10 Since his primary role is to bring spiritual and moral encouragement to the “civilians”, it would be advised, but not necessary, that he be a minister or former minister.
- .11 When events require reenactments to take place on a Sunday, he shall prepare a morning service, where civilians and any soldiers, may be allowed to participate in the morning services.

Article III - Safety Rules

All members of the RACW will be expected to read and be familiar with these rules before engaging in any event or activity. Any member violating these safety rules and regulations is subject to disciplinary action and or court martial.

Section 1 - General Safety

- .1 Smoking or open flame is prohibited during the following times: - While handling powder in any form (safety distance 30 feet for loading) - After muster for battle has

- been called –During battles - After battles until all weapons and cartridges have been secured.
- .2 To avoid unnecessary conflict, at no time will a member pick up another members weapon without permission from such member. The exception is when the member retrieving the weapon has good faith and reasonable belief that the owner has "lost" the weapon. For purposes of interpreting this rule, cannon implements are weapons.
 - .3 Hazardous conduct on the field such as “horseplay” is prohibited.
 - .4 Firearms and powder supplies will never be out of possession, sight or control. To prevent access before, during and after battles or demonstrations, firearms, ammunition, caps and powder supplies will be guarded to prevent theft, unauthorized tampering, personal injury and/or damage to the explosives. No loaded weapons, caps, ammunition or powder will ever be put into the hands of spectators, minors or noncombatants. The individual gun or powder owner will be held responsible.
 - .5 Spectators will only handle weapons in controlled, demonstration scenarios. The weapon being demonstrated is never to leave the sight of its owner. Weapons will only be handled by minors with the parent’s approval and *only when parent or guardian is present*. Handling of weapons by spectators or noncombatant minors for any reason other than that described above is strictly prohibited.
 - .6 During battlefield activities, any member, observing a situation that is in violation of a safety rule, may be allowed to correct the situation immediately, otherwise, if not resolved, may call a cease fire, which shall remain in effect until the situation is corrected or resolved.
 - .7 Canteens are required for all those participating in battlefield activities unless the weather proves cool enough to permit otherwise. Discretion is left to unit officers.
 - .8 All weapons will be inspected each day prior to battle. Any weapon found to be unserviceable (i.e. no half cock, etc) will be banned from the field. Any weapon found to be rusty or fouled will be cleaned and re-inspected before use.
 - .9 All weapons must be clean and in good repair prior to use.
 - .10 The possession of live ammunition, either period or modern and/or the possession of modern weapons in camp are prohibited.

Section 2 - Battlefield Safety

- .1 Gunfire is prohibited: - In any area where powder is being handled or exposed for the purposes of loading cartridges. - Within 50 feet of any artillery ammunition box or powder magazine. – In camp or other tented areas unless otherwise specified.
- .2 Weapon firing or clearing of guns outside of the battlefield must be authorized by your sergeant or Commanding Officer. Prior to clearing weapon, make sure you have a 25 foot safety distance from any spectator and give the alarm “fire in the hole”. Indiscriminate firing of weapons is not permitted.
- .3 A wounded party may never fire from the ground. A soldier should discharge his weapon before falling.
- .4 Soldiers may fire from the prone position only when commanded to by their Commanding Officer. Before firing the soldier will elevate his muzzle above any tall grass, sand or loose rocks.
- .5 The minimum distance for aimed long arm fire is 30 feet, and is 30 feet when firing at an approaching horseman.
- .6 Hand to hand combat is not allowed unless pre-approved by both commanding officers (U.S. and C.S.). Before engaging in any hand to hand all weapons must be cleared and empty. Individuals who find themselves in unauthorized hand-to-hand combat will

- surrender, take a hit or run away, as appropriate. After the battle the individual instigating the unauthorized hand to hand will be reported to Brigade command.
- .7 All fighting will end when “recall” is sounded.
 - .8 Each company commander shall be responsible for ensuring that each member in his command is competent in his/her familiarity with the Safety Rules of the RACW to allow that member to participate on the battlefield. If the company commander does not feel the member is sufficiently well versed with the safety rules, the company commander has the obligation and authority, under these bylaws, to prevent said member from participating in the battle line.
 - .9 Civilian Corps members are not allowed on the active battlefield with the exception of scripted scenarios that have been approved by both brigade commanders and civilian leader.
 - .10 When necessary, civilians may be posted for crowd control under command of provost officers.

Section 3 - Long arm Safety

- .1 All weapons will be field cleaned at the end of the day.
- .2 Weapons will be loaded only when designated by your Commanding Officer.
- .3 Only FF or FFF grade black powder will be used (absolutely no black powder substitutes are allowed).
- .4 At no time will ramrods be drawn on the field.
- .5 Long arm cartridges must be made of paper without tape, staples or glue in a manner that conforms to the civil war period. They will be made prior to battle and will contain no more than 75 grains of black powder. (Shotguns may use 130 grains) Powder horns are not allowed on the battlefield.
- .6 When loading, only the powder will be placed in the barrel, no paper. Exception is when specially treated silver nitrate paper is used for breech-loading carbines.
- .7 When discharging a weapon inside the minimum safety distance, the weapon will be discharged straight up at a right angle to the ground.

Section 4 - Pistol Safety

- .1 Revolvers and other pistols will be inspected prior to loading in order to determine whether the weapon can be safe to operate on the field.
- .2 Revolvers and other pistols will use 35 grains of FFF powder only.
- .3 Single shot pistols may be loaded with 40 grains and will be treated as long arms in other respects.
- .4 Only dry material of the following can be utilized as wadding for pistols and revolvers: cream of wheat, cream of rice, corn meal, Farina, Flora foam, or Malt-o-Meal. All other wadding is prohibited.
- .5 Pistols shall be loaded and re-inspected prior to battle.
- .6 All pistols are to be carried in a holster when loaded. Carrying pistols in waistbands or belts is prohibited.
- .7 Reenactors using revolvers may carry extra cylinders provided the cylinders are fully loaded, capped and securely carried in a leather pouch designed specifically for this function.
- .8 Minimum distance for aimed pistol fire is 30 feet.

Section 5 - Bladed Weapons

- .1 Bayonets will be fixed only at the order of the field commanders (except for public demonstration). Metal bayonets will never be drawn on the battlefield.

- .2 Knives shall not be drawn on the field and will be tied or otherwise secured to their sheaths.
- .3 Swords shall be drawn only by field commanders and at the direction of the senior commander of each side.
- .4 bayonets and approved rubber knives may be used in choreographed hand-to-hand scenarios.

Section 6 - Artillery Safety

- .1 Muzzle loading artillery pieces are to be manned by at least three men who have been trained in the proper operation of the gun which they are operating.
- .2 All artillery shall have the proper equipment and be in good repair. Determination of suitability shall be the responsibility of the senior artillery officer. The senior artillery officer must approve artillery before being placed on the field.
- .3 No object or material may be fired from a gun if it will travel beyond the safety zone.
- .4 Artillery munitions boxes will be at least 25 feet to the rear of the cannon and 30 feet from the nearest public.
- .5 The munitions box containing black powder shall be constantly manned when unlocked. When not in use the box is to be stored in a safe and secured area keeping with all governmental regulations governing black powder storage.
- .6 The munitions box lid is to remain closed when rounds are not being moved, loaded or inspected.
- .7 The placement of the artillery is the responsibility of the senior artillery officer.
- .8 The safety zone for artillery will be 50 feet to the sides and rear and 75 feet to the front. Only artillery crews or authorized personnel are allowed within the safety area when the gun is loaded or the munitions box is opened.
- .9 No gun shall be loaded when the safety zones are not clear. No gun shall be fired when the frontal safety zone is not clear.
- .10 All artillery rounds shall be made of black powder.
- .11 Cannon rounds will not be composed of more than 8 ounces of powder per inch of bore diameter of the gun in which that round will be used, or follow manufacturer's recommendations.
- .12 The senior artillery officer of each Brigade shall submit to the Board an outline of necessary equipment and firing procedures for each gun in his battery.
- .13 If an artillery piece is loaded, the number one man will place the rammer in a vertical position on top of the right gun wheel. For breech loading guns the number 1 man will hold his right hand in the air.

Section 7 - Horse Safety

- .1 There will be no attacks or other movements within 30 feet of tented areas.
- .2 Attacking horsemen must not close to less than 60 feet and honor the safety zone of artillery batteries when the cannons are loaded.
- .3 Anyone using a horse will be tested by the senior mounted cavalryman of each side or their designee for their riding ability. This also applies to nonmilitary personnel.
- .4 All horses must be tested with firearms and cannon.
- .5 All tack and shoes will be inspected for serviceability.
- .6 Horses may only be touched or handled by the owner or by a person designated by the owner.
- .7 Any person riding or handling a horse at any event must be an RACW member.
- .8 There will be no fighting within 75 yards of picketing areas when in use.

- .9 The senior horseman of each side will be responsible for the placement of horse picketing areas.
- .10 The picket line shall be kept taut and horses will be securely tied to the picket line.
- .11 Guards will be posted to watch the horses night and day.
- .12 At no time will horses be intentionally spooked or stampeded.

Section 8 - Spectator Safety

- .1 At no time shall any weapon be pointed at a spectator.
- .2 No weapon will be fired within 25 feet of a spectator.
- .3 If, at any time, a spectator enters the battle area a cease-fire will be called by any member observing the action. The cease-fire will be maintained until the spectator is removed from the battlefield.
- .4 Individuals assigned to provost have absolute authority to call cease-fire and redirect soldiers or units that are positioned too close to the crowd.
- .5 The host event site and/or Board shall be responsible for the placement of spectator viewing areas. These shall be patrolled by readily visible “guards” to keep the public in proper place while battlefield operations are going on.
- .6 All safety members assigned to safety activities involving spectators and guests will use utmost courtesy when requesting that spectators or guests relocate to a designated spectator area. Any abusive attitude or language is prohibited.
- .7 The provost will have the battlefield cleared of spectators a minimum of 10 minutes before a battle.
- .8 The Safety Committee shall consist of the provost marshal of each Brigade and a representative from the Noncombatant Corps. This committee shall coordinate all safety guard responsibilities.
- .9 The Program Announcer, if any present, shall remind spectators of safety precautions before each battle.

Section 9 – Ground Charge Procedures

- .1 Ground charges shall be marked by a white chalk or flour circle, red flags or new straw and marked with a further 10-foot diameter circle of the same. Only ground charge technicians are to enter the 10-foot safety zones around ground charges.
- .2 Ground charges will not be of greater than four (4) ounces of black powder with a recommended charge of two (2) ounces, and shall be placed only in containers designed to withstand repeated detonation of such a charge. Materials used must meet with Board approval before added to the mixture, such as peat moss.
- .3 Ground charges shall only be used in scenarios where placement and safety of charges have been reviewed by the senior technician and the senior artillery officers and the commanders of both armies and senior safety personnel have been briefed as to charge location and use scenarios.
- .4 Ground charges must be electrically activated only and so wired and packed as to prevent discharge by any other means.
- .5 The ground charge control box will be inactive and shall not be handled when placing charges.
- .6 Only technicians authorized by both brigade commanders and a Board member shall handle ground charges, wiring or control boxes, whether such items are active or inactive at the time.
- .7 No tripping of ground charges by foot controls. Only by control box with an approved technician in attendance at all times during the planned battle scenario where they are used.

- .8 The brigade commanders of both armies along with the senior technician shall submit to the Board necessary equipment and loading procedures for ground charges.

Section 10 - Implementation of PACWR safety testing

- .1 Commencing with the 2010 season all RACW members shall pass with a 100% score either the general RACW safety test and the specific RACW safety test for their branch of service or any weapon in their use or the general PACWR safety test for their branch of service. (The PACWR Safety Rules are printed separately and available on the RACW website.)
 - A The general PACWR safety test and the specific PACWR safety test for their branch of service will be issued to those who request said test or foresee attending PACWAR events.
- .2 Unit commanders are responsible for administering the tests in writing. The test may be administered "open book" and with the assistance of mentors. The answer sheets, endorsed with the signature of the unit commander or designee, shall be provided to and retained by the Secretary for a period five (5) years.
- .3 No membership card shall be issued to any member until the safety test is received by the Secretary. The membership card should reflect all such tests passed. The Secretary is authorized discretion to accept the written representation of the unit commanders on the results of the safety tests pending receipt of the hard copy.

Article IV - First Aid

- .1 Board shall appoint a medical coordinator.
- .2 The medical coordinator shall organize a first aid response team. Each member shall have formal medical training or have a Red Cross certification of having basic first aid skills. The purpose of the team is to respond to emergency medical incidents, arrange for response of local civilian medical units and aid civilian units in evacuating injured parties.
- .3 Members of this team shall be identified by a yellow arm band with a red cross which team members shall carry at all times and wear only in emergency situations.
- .4 All members of the organization, regardless of rank or position are to obey the direct orders of a first aid team member when such member is wearing the designated armband, without exception.
- .5 Members of the first aid team will, on an annual basis, reach agreement as to which member shall be the senior response team member. This member shall preside over all emergency situations and submit to the Board an incident report no later than one month after said incident.
- .6 The senior first aid response member shall be responsible for the maintenance and placement of the first aid kit. This kit shall be maintained with RACW funds and shall be subject to audit by the RACW treasurer.
- .7 Each member of the first aid team shall be informed by the senior member as to the exact location of the first aid kit.
- .8 If a medical emergency occurs any member may yell "Medic" to call attention to the emergency. At such time all fighting will cease until the emergency is resolved. The word "Medic" is not to be used in any other case except that of an actual medical emergency.

Article V – Elections and Voting

Section 1 - Conduct of elections

- .1 The Brigade Commanders shall appoint committee members to the Elections Committee prior to each election.
- .2 Elections Committee members may be any member each brigade over the age of 18 who are no running for an elected Board position.
- .3 The Secretary, Treasure, Board ,Elections Committee and Brigade Commanders shall work in conjunction to qualify all eligible voters for any and all formal club elections.
 - A Voter eligibility must be completed no later than 90 prior to official elections.
- .4 Elections will take place in person no later than the last full event of the RACW event year, but time and place will be finalized by the Board and Election Committee.
- .5 The election committee shall place a notice in the RACW newsletter and or any other form of mass mailing to inform the general membership of coming elections and how to receive absentee ballots if needed.
- .6 Absentee ballots must be requested no later than 30 days prior to the elections completion.
- .7 The closing date for receiving absentee ballots shall be no later than 1 week prior to the closing of the elections.
 - A Absentee ballots will be held by the brigades Election Committee member until the closing day of the elections and deposited in person into the official RACW ballot box.
- .8 Ballots shall be marked in such a way as to prevent tampering. Election results shall be announced by the Elections Committee immediately after tabulation of the ballots.
- .9 All 3 Elections Committee members in person as well as the Brigade Commanders acting as observers, the Elections Committee will tabulate the ballots with Confederate and Federal guards being present if necessary.
- .10 All ballots shall be contained in the official RACW ballot box and kept under lock and key until official closing of the elections at which time the Elections Committee will announce the closing of the elections and with the Brigade Commanders in attendance will initiate the official counting of the ballots.
 - A Once ballots are counted, checked and officially accepted, the Elections Committee will announce the results no later than Sunday morning of the last official RACW event.

Section 2 - Voting Qualification Requirements

- .1 Qualifications to vote in official RACW club elections include that the voter must be an RACW member in good standing (dues paid and not precluded by act of the Brigades or Board from voting) and a minimum of 14 years of age.
- .2 Individual Brigades and Non-combatant Corps may determine their own minimum voting age for elections within their units.

Section 3 - Nominations

- .1 A qualified candidate shall submit his/her intention of seeking election to an offices well as an official letter of nomination from a member in good standing other than themselves, to their Elections Committee member ,Brigade Commander and Board Secretary no later than 60 days prior to elections.
- .2 Interested parties may, by the last RACW newsletter published (if available),one month prior to elections, submit in writing a statement of candidacy for the general membership to be able to read.

- .3 If no candidate has submitted his/her name for election, the election committee shall ask for nominations from the general membership within the entity holding the election.
- .4 All candidates will be allowed 5 minutes (time set by the Elections Committee) prior to the closing of voting to make one last appeal to the voters for their support.

Section 4 - Casting Ballots

- .1 Ballots will be issued to voters upon request at the final event of the RACW year.
- .2 Voters names will be checked by the master member file as to verify eligibility, the voter will give their name and show their RACW membership card to the Elections Committee member, upon verifying the status of the voter the Committee member shall cross off the voters name and issue the voter a ballot.
- .3 Upon completion of their ballot, voters will deposit their vote in the official RACW ballot box.
 - A Committee members will make mention of all absentee votes received on the official master list and deposit those absentee ballots in the official RACW ballot box.
- .4 If there is only one candidate running for an office, the voting members may either cast a yes vote accepting the individual or cast a no vote (or vote of no confidence).
- .5 If there is a majority of nay votes for the single candidate, then the election committee shall ask for another nomination or nominations from the membership.
- .6 A vote of no confidence shall not permanently bar an individual from future elections.

Section 5 - Election of Board Officers

- .1 A board member must be at least 21 years of age.
- .2 Noncombatant Corps Representative must be a member of the “civilian” membership in the RACW.
- .3 Brigade Commanders must be members of the Brigades they were elected to represent.
- .4 The offices of President, Vice President, Secretary, Treasurer, Public Relations and Educational Representatives shall be elected by the general membership of the RACW Brigade Commanders and Civilian Representative (see Article IV, Brigade Representative) shall be elected by the Brigades/Civilian Corps in which they will serve.
- .5 The RACW members that are indicated as “civilians” shall elect Noncombatant Corps Representative.
- .6 All Board of Director positions are one-year terms.
- .7 There is no limitation as to the number of consecutive terms the member may serve.

Section 6 – By-Law Amendments

- .1 All By-Law amendments shall be voted on in accordance with Article XI of the RACW By-Laws which requires ratification by a 2/3 majority of those voting.
- .2 Only members who qualify under Article V – Section 2 of the Policies and Procedures Manual shall be allowed to vote on By-Law amendments.
- .3 The Board of Directors shall, at its discretion, use either of the following methods to hold a By- Law ratification vote:
 - A At an RACW event, the Board of Directors may, with advanced notice of 30 days, call a general membership meeting and therein hold a vote on any proposed By-Law amendment. Ratification shall be based on acceptance of the Proposed By-Law change by a 2/3 majority of members in attendance at the meeting and eligible to vote. OR:
 - B Mail out ballots to all eligible RACW members with the proposed By- Law amendment for approval or disapproval. When mail ballots are used, members will have 30 days in which to return their ballot for inclusion in the tally. Ratification shall be based on acceptance of the Proposed By- Law change by a 2/3 majority of the

ballots returned. Mail balloting shall be handled by the Elections Committee and Brigade Commanders.

Article VI – Enforcement of RACW Rules

Section 1 – Court of Inquiry

Any member of the RACW may be subject to an RACW Court of Inquiry or Court Martial for any of the following offenses:

- .1 Under the influence of illegal or dangerous drugs.
- .2 Intoxication at any RACW event or where the RACW is represented.
- .3 Immoral profanity during an event or activities hosted by the RACW or where the RACW is represented.
- .4 Insubordination.
- .5 Physical abuse sexual abuse or assault of another person.
- .6 Theft (theft is defined as taking anything that does not belong to you, without the express permission from the said owner).
- .7 Furnishing drugs, tobacco, or liquor to a minor.
- .8 Malicious destruction of property.
- .9 Violation of any RACW rules or bylaws.
- .10 Neglect of duty.
- .11 Conviction of a felony or misdemeanor in court of law.
- .12 False testimony while bearing witness to Courts of Inquiry or Courts Martial.
- .13 Impeding the actions or hindering the responsibilities of any of the members of the Board of Directors of the RACW
- .14 Interfering with the operational procedures of the RACW organization.
- .15 Embezzlement of funds.

Section 2 - Disciplinary Function

- .1 The Board may appoint a Judge Advocate to administer these rules.
- .2 The Judge Advocate, subject to review by the Board, may conduct a court of inquiry into any rule violation and assess limited penalties or initiate a court martial. If the accused refuses assessed penalties then a court martial must ensue or the charges must be dropped.
- .3 If a court martial ensues, the penalties are not limited to those prescribed by the Judge advocate.
- .4 *At the Board of Directors discretion, appropriate law enforcement may be brought in and/or consulted.*

Section 3 - Initiation of Charges

- .1 The accused may be an individual member, and/or members of a unit within the RACW
 - A If a unit is accused it may select any member of the RACW to represent the unit.
- .2 A member may request a court of inquiry within 28 days of the believed violation of RACW rules. This must be in writing and submitted to the Board. No anonymous accusations may be made.
- .3 The Judge Advocate shall have 14 days after the beginning of an investigation to suggest a course of action.
- .4 If a court martial is undertaken, the Board must notify the accused at least two weeks prior to the date of the court martial, the notification, submitted to the accused in writing, shall outline the defendants reported actions and what RACW rules the reported actions stand in violation of.

Section 4 - Court Martial

- .1 If a court martial is undertaken, the board shall appoint six members from the general membership to act as jurors.
- .2 The individual initiating the charges and the accused may represent him or herself or have another member represent them.
- .3 They may have as many witnesses as they feel necessary as long as the witnesses' testimony relates to the charges.
- .4 The accuser shall be first to present the case, the accused will then follow. Both sides may cross examine witnesses with the right of redirect.
- .5 The accuser shall bear the burden of proof.
- .6 All testimonies shall be under oath or affirmation.
- .7 A majority vote from the jury shall be needed to impose a verdict. The count shall be made known to the defendant upon request.
- .8 Sentencing and disciplinary action may include private reprimand, public reprimand, suspension, reduction in rank, expulsion or suspension of privilege.
- .9 Suspensions are to be of a period not exceeding two scheduled events.
- .10 Individuals reduced in rank will be eligible to run again for said rank in the next regularly scheduled election. Individuals expelled from the RACW will immediately cease claiming any and all affiliation as a member of the RACW for a period to be determined by the Board.
- .11 The aforementioned disciplinary actions are not to be construed as limiting the scope of possible penalties to be imposed upon individuals convicted of wrongdoing.
- .12 Other actions may be pursued at the discretion of the Board.
- .13 The verdict will be announced orally and the minutes will be placed on record.

Section 5 - Appeals

- .1 Within two weeks after the Board has rendered a decision, the defendant may appeal the decision or punishment by submitting in writing to the Board a request for an Appellant Court of officers. The appellant shall state if he/she is appealing the decision or the punishment as handed down.
- .2 The Board shall then set, within one month of having received the request, a date, time and place for the court of appeals.
- .3 The court shall consist of six members, two from each Brigade and two from the Noncombatant Corps. The accused and the accuser may each challenge, if they can produce proof, the suitability of court members.
- .4 If the court member is found to be unfit or have a conflict of interest, he/she will be replaced out of the general membership; the Judge Advocate shall have final authority for the dismissal of jurors.
- .5 No member of any previous ruling body on this case may sit in judgment on a court of appeals. It takes a 2/3 vote of the court of appeals to overturn the decision being appealed.
- .6 The ruling of the court of appeals is final.
- .7 Any decisions either overturned or sustained will take effect immediately, with no further due process.

Article VII – Membership

Section I – General Membership

- .1 Membership in the RACW shall not be denied on the basis of sex, race, or religion.

- .2 All parties attending or participating in RACW events shall be RACW members or members of other recognized reenactment organizations. An organization shall be formally recognized by a 2/3 vote of the board.
- .3 No nonmember or member not in period clothing shall be allowed on the battlefield during battle times.
- .4 All camps are closed to public and members in non-period clothing during battle times unless specified in event activities schedule.
- .5 A member of the respective Brigade's officer corps shall not allow nonmembers in camps after hours without express invitation.
- .6 To become a member, the said person shall fill out fully an application for membership and liability release.
- .7 They shall receive a copy of the rules of the RACW and assent to obey said rules.
- .8 They shall also be a member of a unit (see Article V) within the RACW and shall pay whatever dues are set by the RACW
- .9 Individual dues are \$35, Family dues are: \$45 for Family of Two or \$55 for Family of Three or more (fees in effect as of 2008 season).
- .10 Membership fees, for the calendar year, paid after August 31, shall be \$10 for individual membership and \$25 for family membership.
- .11 A family membership consists of both parents and their minor children. Once a child covered under the membership reaches age 21 they must have a separate membership to attend. Extended family (aunts, uncles, cousins, other adult relatives, close friends) are not covered under this membership nor are other, non-family members living under the same roof.
- .12 Members shall receive a yearly membership card stating they are members in good standing. This card shall be carried at all times during events.
- .13 A member may be denied participation in an event, unless membership fees are paid in full.
- .14 Members may be asked to show their membership card at any time at an event or activity.

Section 2 - Minor Membership

- .1 All minors (Persons under 18) must have a parent or legal guardian present who is a member of the RACW. A parent must sign a release of liability form before the minor may join the organization.
- .2 All minors must show proof of age when joining the organization (birth certificate, driver's license etc.).
- .3 In the event of a parent not attending the event they may assign responsibility to an adult member over the age of 21.
- .4 They must submit a completed copy of the RACW Assignment of Temporary Guardianship form (Form 008) to the minor's unit commander.
- .5 Guardians are responsible for the conduct of the minor at events, and are accountable for the breaking of RACW rules and for any personal or property damage caused by said minor. They are also to make sure the minor carries proof of age at all times. The Board can request proof of age at any time.
- .6 Minors who are members of the RACW that are under the age of 14 shall be referred to as noncombatant minors. No noncombatant minor shall be allowed on the battlefield except for provisions stated in the RACW bylaws, Article XI, Section 2, Paragraph 13 and also Article XI, Section 5. Noncombatant minors are forbidden from handling loaded weapons and/or caps and powder. Noncombatant minors may become

- members of military bands and as such participate in parades and Brigade and unit assemblies off of the battlefield.
- .7 A unit commander is responsible for maintaining all rules concerning minors in his unit. Any attempt to allow minors to participate in any way that violates RACW rules shall be subject to a court martial.
 - .8 Parents and/or guardians are responsible for the supervision of their minors at all times during an RACW event. Parents/ guardians who do not supervise their minors will be subject to disciplinary action.
 - .9 The parent or guardian shall be financially responsible for any damage caused by said minor as a result of horseplay or mischief.
 - .10 Minors are subject to all rules of the RACW
 - .11 The terms parent / guardian as used in this section shall refer to a natural parent, adopted parent, stepparent, or legal guardian of a minor. The term “Temporary Guardian” refers to the person designated in Para. #3, this section.
 - .12 Any emancipated minor as recognized under the laws of the State of California shall be recognized as an adult under the rules and regulations of the RACW.
 - .13 A fully paid member, who is 12 years old, may participate in battle scenarios in public events under the following circumstances:
 - The member must be assigned a noncombatant role (i.e. runner, drummer, bugler, hospital orderly, etc.) for which they have demonstrated sufficient proficiency to make a reasonable portrayal in the field.
 - The member will demonstrate knowledge of all required RACW safety regulations.
 - The member will have participated in drill and training and have shown an understanding of the basic competencies required by the School of the Soldier.
 - The competence of the minor to serve on the field must be verified to the satisfaction of both his/her company commander and First Sergeant (or ranking NCO) prior to the first battle at each event or more often at the company commander's discretion.
 - Written notice of intent to use the member in a noncombatant role will be presented to each Brigade commander before each event.
 - Both Brigade commanders must approve, before allowing said cadet on field.
 - During company drill periods, minors who are 14 may train with a company to be proficient with the School of the Soldier.
 - With the approval of the company commander and ranking NCO, the minor may carry a weapon or approved facsimile.
 - At such times, the minor will not fire, nor load the weapon; neither will he/she carry rounds or caps.
 - At no time shall a non-combatant minor be on the firing line or in front of the firing line.

Section 3 - Associate Members

- .1 The RACW encourages outside organizations to participate at our events.
- .2 This participation requires registration both for the purposes of event planning and for the administration of safety issues as well. This guest registration is applicable only to members of Civil War reenactment organizations, since it presumes a certain amount of prior training and knowledge of reenacting.

- .3 It considerably reduces the work involved if we receive early indication of attendance, and are dealing with organized units. Therefore, if these previous requirements are met, the RACW will allow a discount registration fee for both.
- .4 Registration for events can be accomplished by any one of the following means: Pre-registration at least two weeks prior to the scheduled event (no limit of numbers of combatants and noncombatants from one club), with each visitor completing our Visiting Reenactor Adult Registration Form (minors: Visiting Reenactor Minor's Registration Form), signing, dating and mailing it to the RACW designated mail stop, OR, At the “door” of the event, participants are asked to complete our Visiting Reenactor Adult Registration Form (minors: Visiting Reenactor Minor's Registration Form), sign and date it.
- .5 In addition, visitors must contact the appropriate organizational commanders in advance to gain their permission to attend. Commanders have the authority to turn down guest reenactors, since they are responsible for the administration of club rules and safety at events.
- .6 Visitors may additionally be required to contact a unit commander for coordination purposes as well. This particularly applies to artillery and cavalry portrayals, and anyone bringing horses (military or civilian).

Section 4 - Recognition of Duly Organized Reenacting Organizations

- .1 The RACW will allow only duly recognized clubs that have been involved in Civil War reenacting to participate at RACW events.
- .2 The guest club member shall present a printed membership card, no xerographic reproductions, with valid date, authorized signature(s), and name of the reenactor, at the time of registering at any RACW event.
- .3 The guest member's portrayal and role shall complement RACW units and impressions.
- .4 The organization wishing to be recognized by the RACW must complete RACW Form 007, Application for Reenacting Club Recognition.
- .5 Accompanying Form 007 will be a copy of the proof of insurance of at least \$2,000,000 liability, two (2) copies of the organization and bylaws of the organization, a copy of the official club's newsletter and a brochure containing basic club information.
- .6 The aforementioned prerequisites shall be submitted to the RACW Board of Directors. The Board shall decide by a two-thirds majority vote on the approving the organization to be recognized by the RACW.
- .7 Upon approval, the RACW Secretary shall send a letter stating board approval and a welcome to the newly recognized club to participate at all RACW events.
- .8 The current listing of duly recognized reenacting organizations are:
 - National Civil War Association (NCWA)
 - American Civil War Association (ACWA)
 - Fort Tejon Historical Society (FTHS)
 - Northwest Civil War Council (NCWC)
 - Washington Civil War Council (WCWA)
 - Army of the Pacific (AOP)
 - Nevada Civil War Volunteers (NCWV)
 - Santa Barbara Civil War Council. (SBCWC)
 - Idaho Civil War Volunteers (ICWV)
 - Living History Association of Oregon (LHAO)

- Cascade Civil War Society (CCWS)

Section 5 - Functional Musicians in Battle Scenarios

- .1 A functional musician under the age of 14 but having reached the age of 12 can participant in battle scenarios on the field under the direct supervision of an adult member of the music corps.
- .2 For each functional musician under the age of 14 that is on the field, there must be, at least, one adult providing close supervision.
- .3 They may serve in capacities which follow safety guidelines but which are authentic to musicians during the American Civil War. These shall include; providing morale raising music from behind the battle lines, providing command signals from battalion command headquarters if it is behind battle lines and serving as orderly to assist the wounded from the field if the wounded are more than 100 feet from any ongoing fighting.
- .4 A functional musician is one who has passed basic fundamental training to the music director's satisfaction on drum, bugle or fife (exact standard shall be part of musician corps bylaws).
- .5 Such a musician shall demonstrate knowledge of safety procedures to the satisfaction of the senior musician and battalion commander.
- .6 Prior to involvement on the field said functional musicians will have appropriate period gear and training in how to behave as orderly.

Article VIII – Budget

Section 1 - Budget

- .1 The Treasurer of the R.A.C.W shall prepare the budget annually. It shall be presented to the Board at the annual budget meeting, or at the first meeting of the year where it shall be discussed and voted on. It shall pass with a majority vote of the Board that will be serving during the coming year. Outgoing Board members will not vote on the budget. The budget meeting shall be open to the full membership.
- .2 The budget shall include a report of expenses paid during the last year and the amount of income. Expected income and expenses for the upcoming year shall also be included. The budget shall be published in the first RACW newsletter that follows the meeting.
- .3 The budget shall have an allotment for the following:
 - Insurance
 - Event expenses
 - First aid
 - Misc. expenses
 - Brigade budgets
- .4 When RACW members renew their membership dues on or before the 31st of January prior to the new season, \$5 of that membership renewal fee will be sent to the entity from which the member is assigned. In the case of a family membership, no more than 3 persons may be affected (maximum of \$15).
- .5 Thirty percent of the total funds accumulated by the units, in number four (4) above, shall be paid to the brigade in which the unit is incorporated.
- .6 Each Brigade shall be responsible for keeping accurate records of all monies spent, acquired or distributed to individual units.
- .7 This allotment is for Brigade use only and not to be used for any personal use whatsoever. It is to be kept in a bank account solely acquired for this purpose.

- .8 Any budget may be amended by a 2/3 vote of the board.
- .9 The board may raise membership dues by no more than \$5.00 per year and may not raise dues two consecutive years in a row. A raise in dues must be approved by 2/3 vote of the board.
- .10 Monies received by the RACW shall be held in trust for the designees described in paragraph 2, above, listed as an account payable, and distributed to the designee upon receipt of written request with accompanying receipt(s) satisfactory to taxing authorities that the money was spent consistent with our tax exempt status.

Article IX – Miscellaneous Rules and Procedures

Section 1 – Miscellaneous Rules and Procedures

- .1 Any verbal provocation or physical abuse is strictly prohibited.
- .2 All rules of the host park, private landowner etc. shall be obeyed without question.
- .3 Open fires may be built no closer than 6 feet from tents.
- .4 No pets shall be permitted at any RACW event.
- .5 Areas where RACW rules remain silent are left to the individual Brigades and units to regulate as they see fit. No Brigade or unit rule may be in conflict with RACW rules. Units adopting their own personal manual of operations may make rules more stringent, but may not relax any rules set forth in this document.
- .6 No artillery piece joining the RACW after November 1999 may be smaller than full scale and historically correct and used by the Army of Northern Virginia or the Army of the Potomac.
- .7 Brigades and all civilian entities are responsible for authenticity and maintaining authentic portrayals of the men and camps between the years 1861-1865.
- .8 The body of the RACW shall consist of the Union and Confederate Brigades plus the Noncombatant Corps. No other organizations shall be contained within the RACW under any other name or affiliation.
- .9 Members attending events sponsored by other reenactment groups shall not claim to be representatives of the RACW unless the event is cosponsored by the RACW or unless given express permission by the Board.
- .10 “Tacticals” are subject to all rules pertaining to regular RACW events.
- .11 Administrative issues of the RACW Newsletter will be used for addressing any amendment issues.
- .12 To attend an RACW event, guest artillery must pre-register in advance (30) days with the RACW. Brigade Commander (CSA or Union) and the commanding artillery officer of the brigade they wish to serve with. Their cannon(s) must be full scale and of a type used by the Army of the Potomac or the Army of Northern Virginia.
- .13 The Reenactors of the American Civil War (RACW) reserve the right to have any person or persons (reenactor, spectator, sutler or vendor) removed and barred from this event site that are unruly, disruptive or threatening to this event, as determined by RACW in it's sole discretion.
- .14 Artillery costs paid by the RACW will be limited to the following formula(s) for cannons **times** the number of battles at an event. Larger powder charges or more rounds can be fired **but the RACW will not pay for this action**. The formula is sized for each cannons proper use:

- Small Whitworth cannon(s): "grand-fathered" ones 12 rounds times 2oz., times \$10.00 per pound.
- 6lb. Whitworth cannons: 10 rounds, times 6oz., times \$10.00 per pound.
- 3" smooth bore cannon(s): 10 rounds times 6oz., times \$10.00 per pound.
- 6lb. cannon(s) 3.57" bore: 9 rounds, times 10oz., times \$10.00 per pound.
- 3" Rifled cannon(s) (that normally load and fire slower: 8 rounds, times 10oz., times \$10.00 per pound.
- 12lb. Napoleon (4.62" bore): 7 rounds, times 1.5 lbs., time\$10.00 per pound.
- Special considerations will be made by a vote of the Board of Directors for: "School Days", "Tacticals", night firings and any special battles proposed by the RACW Brigade commanders.
- Cannon Primers will be paid for at the rate of one per cannon round at a cost of \$1.00 each.

.15 At public events and during public hours, at tacticals, and at formal RACW affairs, RACW members may only wear military rank and insignia authentic to the rank they are elected to by a military unit or appointed to by a military unit commander.

Article X – Authority of Board of Directors

Section 1 – Authority of Board of Directors

- .1 With regard to any activity conducted by the RACW and independent of the authority of brigade and unit commanders, all RACW Officers and Directors are authorized to investigate and immediately take such action as is necessary to protect the interests of the RACW, its officers, directors, members and guests upon any question about or violations of RACW bylaws, safety rules, membership rules, and any activity which may lead to civil or criminal liability for the RACW, its officers, directors, or members.
 - A All RACW members and guest reenactors shall suspend their historical impression and/or any activity and respond immediately to any such inquiry or direction.
 - B All RACW members and guest reenactors shall defer to and assist the Officers and Directors in this connection regardless of rank, branch, or brigade affiliation.
 - C The chain of authority is President, Vice-President, 3 Brigade Commanders, all other officers and directors.
 - D This section does not independently authorize any RACW Officer or Director to sanction anyone; it is intended only to confer authority to protect the RACW, its officers, directors, members and guests. Any question, inquiry or violation and any action taken thereon shall be reported to the President immediately and in writing to the Board of Directors at their next meeting.

Article XI - Corporate Assets

Section 1 – Corporate Assets

- .1 The Board of Directors may authorize the transportation of materials necessary to support impressions critical to school days and battle weekends in the club trailer, including but not limited to pyrotechnics, sound system, medical/hospital materials, and civilian "parlor" and/or tent.
- .2 The Vice President shall have primary authority to supervise the maintenance, storage and travel of the club trailer to and from events. The Vice President is authorized to incur liability on behalf of the RACW at prevailing market costs to:

- A store the trailer.
- B pay mileage to and from the storage point to the events at a sum not to exceed mileage recognized by the IRS.
- C pay the transport driver a sum not to exceed \$ 100 per event.

Article XII - Authority For Unit Commanders and RACW President/Vice President to Deal With Problems Informally

Section 1 – Authority For Unit Commanders and RACW President/Vice President to Deal With Problems Informally

- .1 In lieu of and as a possible prelude to proceedings under the Bylaws, Article VIII and/or the Policies and Procedures Manual, Article VI (collectively referred to hereafter as "our rules"), a unit commander, brigade commander, or the President may resolve any report of a violation of our rules informally.
- .2 The informal resolution shall include an inquiry into the circumstances.
- .3 The informal resolution may include imposing a sanction on the violator. Unit commanders may impose a sanction that last no longer than one event. Brigade commanders may impose a sanction that last no longer than two events. The President may impose a sanction that last no longer than three events.
- .4 The person sanctioned may either accept the sanction or decline the sanction. If a sanction is declined the matter shall be resolved pursuant to our rules.
- .5 The sanctioning authority shall report the individual named, the offense, and the sanction up the chain of command to be reviewed by the Board at its next regular meeting. Brigade commanders must forward the report with endorsement, return it to the unit commander for further consideration, or take action himself/herself, which action shall supplant the original sanction and shall likewise be accepted or rejected by the violator. The sanction shall be considered endorsed by the Board unless contrary action is taken by vote after executive session.
- .6 In the event that the President is alleged to be a violator, that behavior shall be subject to informal resolution by the Vice President. In such cases, the Vice President's authority is co-extensive with that of the President as described herein.

Revised July 17, 2010