

Nevada Civil War Volunteers

Bylaws

Adopted: December 1, 1980

Revised: January 25, 1998

Revised: December 5, 2002

Revised: June 2, 2005

Revised: April 5, 2017

Note: Throughout the Bylaws, the use of the masculine pronouns refers to both male and female.

ARTICLE I - MEMBERSHIP

SECTION 1 - GENERAL MEMBERSHIP

1. General membership shall be available to any person:

of good character, 14 years of age or older, whose dues are paid, and who abides by the Bylaws, Rules and Regulations of NCWV, and demonstrates knowledge of the Safety Standards of the Pacific Area Civil War Reenactors (PACWR) by successfully completing the PACWR Safety Test. Voting membership entitles a person to full participation in NCWV activities, subject to conditions listed in the Bylaws.

2. Associate membership shall be available to any person:

of good character, and under 14 years of age, or who does not successfully complete the Safety Test, does not otherwise qualify for membership, or would like to financially support the NCWV.

SECTION 2 - LIFE MEMBERSHIP

Life Membership may be purchased for a member at a price set by the Staff and with a vote of approval by the general membership. Life Members will be subject to the same standards as Voting Members as defined by Article I, Section 1. Current life members at the time these bylaws are approved shall be grandfathered into this policy.

SECTION 3 – RESERVATION OF MEMBERSHIP

The Nevada Civil War Volunteers reserve the right to refuse membership to any person for just cause by vote of the members. Vote of the members shall occur after a public staff hearing and an affirmative vote for denial of the individual membership by a simple majority of the cumulative membership at the Annual Meeting. This process shall be initiated by petition of 33% of the cumulative membership of the club.

SECTION 4 - DUES

1. Dues for voting membership, shall be set for the coming year by a recommendation of the staff and vote of the NCWV members at the Annual Meeting.

SECTION 5 - MEETINGS

1. An Annual General Membership meeting will be held once each year on a Saturday in the month of November. The date will be set at the September Staff Meeting and published by email and in *The Sentinel*. Any member may request an item be agendized for the meeting, which will be presided over by the Commander.
2. Open Staff Meetings will be held the second Wednesday of every month. The date may be changed or meeting cancelled by a majority vote of the staff via telecommunication if published via email and telephone in a timely manner.

SECTION 6 - QUORUM

1. A quorum for the Annual Meeting shall consist of the Commander or Vice Commander, three (3) additional staff officers, and a simple majority of the total voting membership.
2. A quorum for monthly Staff Meetings shall consist of the Commander or Inspector General and three (3) additional staff officers.

SECTION 7 - LOSS OF MEMBERSHIP/DISCIPLINARY ACTION

1. Any member, by a majority vote of the Staff Officers present, may receive disciplinary action or loss of membership subject to the standards and procedures set forth in the Rules and Regulations of the NCWV.

ARTICLE II - STAFF and OFFICERS

SECTION 1 - OFFICERS

1. The Staff Officers of the NCWV will be Commander, Vice Commander, Inspector General, Adjutant General, Civilian Chief of Staff, Confederate Chief of Staff, and Union Chief of Staff. As designated in Nevada Revised Statutes, these titles are respectively identified as President, Vice President, Secretary, Treasurer, Trustee, Trustee, and Trustee.
2. A resident agent or corporate officer of another Civil War reenactment organization may not hold elected office in the NCWV.

SECTION 2 - TERM OF OFFICE

The term of office for each elected position will be one (1) year; i.e., from January 1 to December 31.

SECTION 3 - ELECTIONS

1. Staff Officers will be elected annually by the voting membership at the November Annual Membership Meeting.
2. Nominations may be made in writing or in person at both the September and October General Staff Meetings. Written nominations must be received at the NCWV Post Office Box no later than October 1st. Any voting member in good standing with 12 months of continuous membership in the NCWV is eligible to be nominated and elected to a staff office.

Nominations require a second by another voting member of the NCWV.

3. A final list of nominees will be published in the October issue of *The Sentinel*. Nominees for elected office may submit a statement of qualifications and intended goals for the office for publication in the October edition of *The Sentinel*.

4. Contested elections will be by secret ballot with the outcome to be determined by a simple majority of votes cast.

5. If a tie vote should occur for any staff office, the candidates involved shall determine the winner by drawing for the highest card.

6. The Commander shall select an Election Committee of three (3) non-candidate voting members in good standing, one (1) from each department, to count the ballots cast. The committee shall issue the ballots using the Inspector General's current Membership Roster for the year.

SECTION 4 - VACANCIES

1. If for any reason the office of Commander becomes vacant, the Inspector General shall assume the duties of the Commander in his absence.

2. Vacancies in any staff office will be filled by appointment by the Staff Officers until permanently filled through a special election which must be held at the second General Membership Meeting following the appointment.

3. A Staff Officer can be removed from office for just cause by a simple majority of the voting membership recommending removal by motion, publication of the motion in the next issue of *The Sentinel*, and a majority of the voting members present at the next Staff Membership meeting or by telecommunication, voting approval of the motion.

SECTION 5 - DUTIES

1. All Staff Officers shall perform the duties specific to their elected office as delineated in the Bylaws and/or delegated to them by the voting membership, as well as, be bound by the following conditions:

--All original documents created in the performance of these duties are the property of the NCWV and must be archived by the Inspector General; therefore, Staff Officers and Aides-de-Camp must turn-in all records to the succeeding officer, aide-de-camp, or the Inspector General within 14 calendar days of vacancy of the office.

--Should attend all General Membership and Staff Meetings.

2. Commander:

--Shall act as President of the NCWV.

--Shall preside as Moderator at all General Membership and Staff Business meetings.

--Shall be spokesperson for the NCWV.

--Shall coordinate Staff activities.

--Shall propose an annual calendar of activities to the staff at the February Staff Meeting.

- Shall select event coordinators and/or Aides-de-Camp with concurrence of the staff.
- Shall be responsible for media coverage of events.
- Shall be responsible for the maintenance of and transfer of all NCWV records and property to his successor at the December Meeting.
- Shall have full voting rights *only* in the election of officers.

3. Vice Commander

- Shall act as Vice President of the NCWV.
- Shall assume all duties of the Commander whenever the Commander is not present.
- Shall prepare and distribute a roster of all NCWV members at the January Meeting and provide updates as necessary.
- Shall be responsible for the recruiting efforts of the NCWV.
- Shall oversee education-related aspects of the NCWV.

4. Inspector General:

- Shall serve as Secretary of the NCWV.
- Shall record and keep the minutes of all NCWV meetings.
- Shall present minutes of the meeting for approval at the next meeting.
- Shall prepare and distribute any notices authorized by the staff.
- Shall act as corresponding secretary whenever necessary.
- Shall retain and archive all official (legal and original) records of the NCWV with the exception of the financial books and records.

5. Adjutant General:

- Shall serve as Treasurer of the NCWV.
- Shall have general charge and custody of the financial books and records.
- Shall receive, deposit and/or distribute funds as directed by the staff and/or voting membership.
- Shall keep and maintain adequate and correct accounts of the financial transactions of the NCWV.
- Shall present a Financial Report to the membership at each meeting
- Shall collect all membership applications, insurance forms, safety tests, and membership dues.
- Shall transfer all applications to the Inspector General and all Safety Tests and Membership -- Cards to the respective Chief of Staff.
- Shall verify the Inspector General's roster of all NCWV members against the financial ledger with updates as necessary.
- Shall have general charge and custody of all financial and insurance records and documents (originals).

6. Chief of Staff: Union and Confederate

- Shall serve as a Trustee of the NCWV.
- Shall act in the capacity of liaison for his personnel and dispense information in a timely manner received from the Commander.
- Shall be responsible for the safety practices of his personnel.
- Shall evaluate and approve every new member for proper loading and firing procedures.
- Shall verify the shooting procedures of any member designated by the Staff.
- Shall assist his personnel in the selection and procurement of uniforms and equipment.

- Shall determine that the activities and accoutrements of his personnel at public events are authentic and appropriate. Disputes will be brought before the staff.
- Shall be responsible for recruitment of new members. Chiefs of Staff are required to bring applications, insurance forms, safety standards, and safety questionnaires to each event.
- At an event, shall administer written Safety Standard tests to new prospective members and forward same to the Adjutant General along with their application, insurance form, and membership dues.
- Shall maintain and have on-hand at each event a current roster of all of their respective personnel.
- Shall have the ability to delegate these responsibilities as he sees fit amongst the cadre of his personnel.

7. Chief of Staff: Civilian

- Shall serve as a Trustee of the NCWV.
- Shall act in the capacity of liaison for his personnel and dispense information in a timely manner received from the Commander.
- Shall preside as Chairperson at Civilian Meetings.
- Shall coordinate Civilian activities in conjunction with the event coordinator.
- Shall be responsible for the safety practices of all civilians.
- Shall determine that civilian activities and appurtenances at public events are authentic and appropriate. Disputes will be brought before the staff.
- Shall assist in the selection and procurement of civilian apparel, material goods and camp equipment.
- Shall be responsible for recruitment of new members. Civilian Chief of Staff is required to bring applications, insurance forms, safety standards, and safety questionnaires to each event.
- Shall maintain and have on-hand at each event a current roster of all of their respective personnel.

8. Cause for removal from office:

- Misappropriation of funds.
- Holding meetings without the knowledge of the general membership.
- Missing four (4) consecutive meetings (i.e. general, staff, general, staff) or three (3) general membership meetings within their term of office without excuse.
- Gross negligence of the Bylaws, Rules and Regulations, or PACWR Safety Regulations.

ARTICLE III – AIDES-DE-CAMP and COMMITTEES

SECTION 1 – AIDES-DE-CAMP

1. Aides-de-Camp will consist of Curator of Education, Editor of *The Sentinel*, Quartermaster, Ordnance Officer, Chief of Artillery, Chief of Cavalry, Safety Marshal, Historian, Chaplain, Signal Officer, Event Coordinator(s), and any other position as the need arises. Aides-de-Camp must be confirmed by the staff.

2. Curator of Education:

- Shall be responsible to the Vice Commander.
- Shall act as liaison between the NCWV and schools/youth organizations for the purpose of perpetuating education about the American Civil War.

- Shall schedule school and youth visits in conjunction with and separate from NCWV events
- Shall be responsible for the coordination of demonstrations and lectures, and the development of a standardized curriculum for use at various ages.2. Editor:
- Shall be responsible to the Inspector General.
- Shall publish *The Sentinel*, to include the General Membership Meeting Minutes, no later than the 12th of each month.
- Shall submit any activity report to the Inspector General if not attending the General Membership Meeting.

3. Quartermaster:

- Shall be responsible to the Confederate and Union Chiefs of Staff.
- Shall maintain an inventory of all NCWV accoutrements, equipment, and uniforms.
- Shall maintain Disbursement Records for all NCWV accoutrements, equipment, and uniforms issued to each individual.

4. Ordnance Officer:

- Shall be responsible to the Confederate and Union Chiefs of Staff.
- Shall maintain an inventory of caps and powder available to club members.
- Shall be responsible for the sale of caps and powder to club members with revenues delivered to the Adjutant General.

5. Chief of Artillery:

- Shall be responsible to the Confederate and Union Chiefs of Staff.
- Shall be responsible for all aspects of safety standards, artillery equipment and personnel regarding the Artillery.

6. Chief of Cavalry:

- Shall be responsible to the Confederate and Union Chiefs of Staff.
- Shall be responsible for all aspects of safety standards, cavalry equipment, personnel, and animals regarding the Cavalry.

7. Safety Marshal:

- Shall be responsible to the Civilian, Confederate and Union Chiefs of Staff.
- Shall be responsible for all aspects of safety standards and practices regarding spectators at viewing areas, and in and around the encampment.

8. Historian:

- Shall be responsible to the Inspector General.
- Shall be responsible for gathering any and all information pertaining to NCWV activities.

9. Chaplain:

- Shall oversee ecumenical services at events.

10. Signal Officer:

- Shall be responsible for maintenance of the web page.

SECTION 2- COMMITTEES

1. There will be three (3) Standing Committees: Safety Committee, Audit Committee, and Inventory Committee. Other committees may be formed as necessary (e.g., Bylaws Revision Committee).

SECTION 3 - DUTIES

1. Safety Committee:

--Shall consist of the three (3) Chiefs of Staff and the Safety Marshal.

--Shall be responsible for maintaining an up-to-date set of Safety Standards, which must be NCWV approved.

2. Audit Committee:

--Shall consist of the newly elected Adjutant General and two (2) voting members, selected through voluntary appointment by the Commander.

--Shall Audit all accounts each January. Audit must be complete and a report made at the Staff Meeting in February. A time extension of one month may be granted by the Staff.

--May be called by the voting membership to do an additional audit at any time.

3. Inventory Committee:

--Shall consist of the newly elected Confederate and Union Chiefs of Staff and the Quartermaster, selected through voluntary appointment by the Commander.

--Shall inventory all items and equipment each January. The Inventory must be complete and a report made at the Staff Meeting in February.

--May be called by the voting membership to do an additional inventory at any time.

ARTICLE IV - GENERAL PROVISIONS

SECTION 1 - FISCAL YEAR

The fiscal year of the NCWV shall be from January 1 to December 31.

SECTION 2 - DEDICATION OF ASSETS

The properties and assets of this non-profit corporation are irrevocably dedicated to charitable and educational purposes. No part of the net earnings, properties, or assets of this corporation, on discussion or otherwise, shall inure to the benefit of any private person or individual, or any member, director or officer of this corporation. On liquidation or dissolution, all properties and assets and obligations shall be distributed as provided by Nevada Revised Statutes.

SECTION 3 - MONIES

1. All funds received by/for the NCWV will be deposited to its accounts in depositories designated by the voting membership. Monies received will be used for defraying the expenses of NCWV activities and the support of designated charities under the direction of the voting membership.

2. All funds will be disbursed by check.

3. All checks issued in the name of the NCWV will be signed by the Adjutant General and any one (1) of the other Staff Officers (excluding spouse of the Adjutant General).

4. The elected Staff shall approve the insurance premium and all expenditures.

5. No reimbursement or purchase for an amount over \$100 will be disbursed without prior approval of the Staff by vote in person or via telecommunication.

SECTION 4 – RULES AND REGULATIONS

The Staff shall be able to create and utilize operating Rules and Regulations which shall contain policy in detail enforcing the bylaws and allowing for operation of the club at events and in the interim between Annual Meetings.

SECTION 5 - PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Robert's Rules of Order Newly Revised shall govern the NCWV in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any Rules and Regulations the NCWV may adopt.

ARTICLE V - AMENDMENTS

SECTION 1 – AMENDMENT PROCESS

1. Subject to the limitation of the laws of the State of Nevada, the Articles of Incorporation may be amended, new Bylaws may be adopted, or these Bylaws may be amended or repealed.

2. Bylaws changes shall require the following steps:

--Unanimous approval by the Staff.

--Discussion of the proposed changes by the membership at the Annual Membership Meeting.

--Approval by two-thirds of the voting members in attendance at the Annual Membership Meeting.

SECTION 2 – BYLAWS REVISION COMMITTEE

1. Upon the recommendation of the Staff and agreement by the majority of the General Membership, a Bylaws Revision Committee shall be authorized by:

--Announcement published in *The Sentinel* asking for committee members.

--A declaration, in person, at a Staff Meeting, by those individuals interested in serving on the committee.

--Acceptance of the volunteer by the membership to serve on the committee.

2. The committee shall consist of a minimum of 5 members in good standing and shall meet a minimum of once per month at a scheduled, announced, open meeting.

3. All business shall be conducted in person at the committee meeting and written minutes of each meeting shall be recorded and presented at the general membership meeting upon request.

4. Recommendations and drafts shall be submitted as outlined in Article V, Section 1.

SECTION 3 – ADOPTION AND FUTURE AMENDMENTS

These Bylaws and future amendments thereto, unless otherwise specified, shall become effective immediately upon adoption.

Reno, Nevada

Date: August 4, 2005