

Nevada Civil War Volunteers

Rules and Regulations

Article I. Purpose

A. ESTABLISHED: Per Article IV, Section 4 of the Nevada Civil War Volunteers Bylaws, the Staff of the organization is authorized to create a set of rules and regulations for enforcement of the bylaws and operation of the club both at events and in the interim between the Annual Meetings.

B. THEREFORE, these Policies and Procedures are enacted in accordance with the Bylaws of the Nevada Civil War Volunteers.

Article II. Corporate Officers

A. As established in Article II of the Nevada Civil War Volunteers Bylaws, the Staff exists as the Board of Directors/Corporate Trustees of the NCWV.

B. Duties of the Staff:

a. Commander (President)

- i. Shall act as President of the NCWV.
- ii. Shall preside as Moderator at all General Membership and Staff Business meetings.
- iii. Shall be the chief spokesperson to the public and media for the NCWV.
- iv. Shall coordinate Staff activities and oversee the carrying out of the duties prescribed to all officers of the NCWV, both elected and appointed.
- v. Shall propose an annual calendar of activities to the Staff at the February Staff Business Meeting.
- vi. Shall select event coordinators and/or Aides-de-Camp with consent of the Staff.
- vii. Shall be responsible for media coverage of events.
- viii. Shall be responsible for the maintenance of and transfer of all NCWV records and property to his successor at the December Membership Meeting.

b. Vice Commander (Vice President)

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

c. Inspector General (Secretary)

- i. Shall serve as Secretary of the NCWV.
- ii. Shall record and keep the minutes of all NCWV meetings.

- iii. Shall present Minutes of the Meeting for approval at the next General Membership Meeting.
 - iv. Shall prepare and distribute any notices authorized by the staff.
 - v. Shall act as corresponding secretary whenever necessary.
 - vi. Shall retain and archive all official (legal and original) records of the NCWV with the exception of the financial books and records.
- d. Adjutant General (Treasurer)
- i. Shall serve as Treasurer of the NCWV.
 - ii. Shall have general charge and custody of the financial books and records.
 - iii. Shall receive, deposit and/or distribute funds as directed by the staff and/or voting membership.
 - iv. Shall keep and maintain adequate and correct accounts of the financial transactions of the NCWV.
 - v. Shall present a Financial Report to the membership at each meeting.
 - vi. Shall collect all membership applications, insurance forms, safety tests, and membership dues.
 - vii. Shall transfer all applications to the Inspector General and all Safety Tests and Membership Cards to the respective Chief of Staff.
 - viii. Shall verify the Inspector General's roster of all NCWV members against the financial ledger with updates as necessary.
 - ix. Shall have general charge and custody of all financial and insurance records and documents (originals).
- e. Union/Confederate Chief of Staff (Trustee)
- i. Shall serve as a Trustee of the NCWV.
 - ii. Shall act in the capacity of liaison for his personnel and dispense information in a timely manner received from the Commander.
 - iii. Shall be responsible for the safety practices of his personnel.
 - iv. Shall evaluate and approve every new member for proper loading and firing procedures.
 - v. Shall verify the shooting procedures of any member designated by the Staff.
 - vi. Shall coordinate all non-military aspects of public events for his personnel in conjunction with the event coordinator.
 - vii. Shall assist his personnel in the selection and procurement of uniforms and equipment.
 - viii. Shall determine that the activities and accoutrements of his personnel at public events are authentic and appropriate. Disputes will be brought before the staff.
 - ix. Shall be responsible for recruitment of new members.
 - x. Chiefs of Staff are required to bring applications, insurance forms, safety standards, and safety tests to each event.

- xi. 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.
 - xii. Shall maintain and have on-hand at each event a current roster of all of their respective personnel.
 - xiii. Shall have the ability to delegate these responsibilities as he sees fit amongst the cadre of his personnel.
- f. Civilian Chief of Staff (Trustee)
- i. Shall serve as a Trustee of the NCWV.
 - ii. Shall act in the capacity of liaison for his personnel and dispense information in a timely manner received from the Commander.
 - iii. Shall preside as Chairperson at Civilian Meetings.
 - iv. Shall coordinate Civilian activities in conjunction with the event coordinator.
 - v. Shall be responsible for the safety practices of all civilians.
 - vi. Shall determine that civilian activities and appurtenances at public events are authentic and appropriate. Disputes will be brought before the staff.
 - vii. Shall assist in the selection and procurement of civilian apparel, material goods and camp equipment.
 - viii. Shall be responsible for recruitment of new members.
 - ix. Civilian Chief of Staff is required to bring applications, insurance forms, safety standards, and safety questionnaires to each event.
 - x. Shall maintain and have on-hand at each event a current roster of all of their respective personnel.
 - xi. Shall appoint a Tea Mistress (with the approval of the Staff)
- C. The Commander, with the consent of the Staff and in accordance with Article III, Section 1 of the NCWV Bylaws, shall have the ability to appoint Aides-de-Camp as he sees fit. To add a position, the Staff shall be required to vote in favor of the position with a majority consisting of five of the seven officers. The Aides-de-Camp shall be:
- a. Director of the Joint Staff, Deputy Adjutant General, Chaplain, Curator of Education, Editor of The Sentinel, Quartermaster, Ordinance Officer, Chief of Artillery, Chief of Cavalry, Historian, Signal Officer, Fort Churchill Living History Organization Representative, Tea Mistress, and Safety Marshal.
 - b. The senior officer or non-commissioned officer of each unit shall also hold a position as Aide-de-Camp.

Article III. Organization of the Club

- A. The club shall be divided into four basic groups: Union Battalion, Confederate Brigade, Non-Combatant Corps, and the Fort Churchill Living History Organization. The military members of the NCWV portraying the Civil War shall be organized into two brigades, one representing the Union and the other the Confederacy. All military units shall be under the authority of a Battalion/Brigade. Non-military members will be organized into the Non-Combatant Corps. The members of Fort Churchill Living History Organization,

a subsidiary of NCWV, shall comprise their own group, and shall have autonomy under the umbrella of NCWV membership.

- B. Each group will include subsequent units (generally equivalent to a standard Army Company), and the ranks of the units shall be proportional to their size. Prior to the organization of a unit, a designated member of a prospective unit shall bring their proposal for a new unit to the Staff, along with a history of the unit and a roster of at least 10 members of the new unit. The formation of the unit will be subject to the approval of the Staff. In certain circumstances, the Commander may waive the minimum requirement for the roster.
- C. The Union Battalion will include any units or individuals who portray the United States Military, regardless of era. The primary focus of the Union Battalion will be upon portrayal of the II Corps, Army of the Potomac.
 - a. The units portrayed by the Union Battalion are: The 140th Pennsylvania Infantry, 9th Ohio Infantry, 1st Rhode Island Light Artillery, 7th Michigan Cavalry/1st Nevada Cavalry and the US Medical Corps Detachment.
 - b. The Union Battalion will be commanded by a Battalion Commander, whose rank is not to exceed that of Major. The Battalion Commander will be authorized a staff of three, consisting of: an Executive Officer (not to exceed the rank of Captain), an Adjutant (not to exceed the rank of 1st Lieutenant), and a Senior Enlisted Advisor (not to exceed the rank of Sergeant Major).
- D. The Confederate Brigade will include any units or individuals who portray the Armed Forces of the Confederate States of American during the American Civil War.
 - a. The units of the Confederate Brigade are: McGowan's Battalion of South Carolina Sharpshooters, 4th Texas Infantry, Norfolk Light Artillery Blues, the Confederate States Marine Corps Artillery and the 14th Texas Cavalry.
 - b. The Confederate Brigade will be commanded by a Brigade Commander, whose rank is not to exceed that of Major. The Brigade Commander will be authorized a staff of three, consisting of: an Executive Officer (not to exceed the rank of Captain), an Adjutant (not to exceed the rank of 1st Lieutenant), and a Senior Enlisted Advisor (not to exceed the rank of Sergeant Major).
- E. The Civilian (Non-Combatant) Corps will include any individuals or groups who portray the history of those civilians who were not a part of either the United States or Confederate Militaries.
- F. The Fort Churchill Living History Organization, a subsidiary of NCWV, shall be organized per the bylaws of its organization, and shall provide one member who shall represent its interests as an Aide-de Camp.

Article IV. Committee for the Conduct of War

- A. The Committee for the Conduct of War (CCW) shall be established to serve as the judicial arm of the Nevada Civil War Volunteers. The Committee shall not be required to meet regularly, but on an as-needed basis.
- B. Composition of the Committee
 - a. The CCW shall be composed of:

- i. One chairman who is appointed by the Commander and votes only in case of a tie;
- ii. One member who is a part of the Union Battalion selected by his Chief of Staff and approved by the Staff;
- iii. One member who is a part of the Confederate Brigade selected by his Chief of Staff and approved by the Staff;
- iv. One member who is a part of the Non-Combatant Corps selected by his Chief of Staff and approved by the Staff, and;
- v. One member who is either the holder of a juris-doctorate or is a current or former peace officer.

C. Convening Authority

- a. The CCW shall be convened if a member or group of members (called the accuser) has reason to believe another individual or group thereof (called the accused) has violated the bylaws or policies and procedures of the Nevada Civil War Volunteers.
 - i. Prior to convening, the nature of the charges and name of the accuser shall be written and delivered to the Staff and the CCW Chairman. The charges shall be served on the individual(s) being accused. If no service of the charges is made upon the accused, the charges shall be dismissed with prejudice.
 - ii. Upon determination by the Staff that the charges are neither vexatious nor frivolous, the Staff shall direct the Chairman of the CCW to convene the CCW for a hearing during which both parties shall have the opportunity to present a case.
- b. Each party may peremptorily challenge one member of the CCW on grounds of personal bias. The CI will hold a hearing within 30 days of its selection. Each party shall be given written notification of the time and place of the hearing. The accused may be represented at the hearing. An individual accused who is a minor must be represented at the hearing.

D. Committee Conduct

- a. The CCW shall accept only such evidence as it deems valid and relevant to the issues before it as determined by the Chairman.
- b. Any finding of the court must be made solely on the basis of the evidence presented to it at the time of the hearing.
- c. The hearing will be open unless requested to be closed by the accused in which case the hearing will be closed.
- d. The CCW will maintain a record of the proceedings and submit the record to the Inspector General upon the conclusion of the hearing. The record will be confidential and will be disclosed only upon the written authority of the accused.

E. Committee Findings

- a. The burden of proof for the charges is on the accuser, and the degree required for a finding of true shall be beyond reasonable doubt.

- b. Following closed deliberations, the CI shall make one, and only one, of the following findings:
 - i. If, by unanimous vote, the charges are found to be true beyond a reasonable doubt, the finding shall be "TRUE";
 - ii. If, by majority vote, the charges are found to be untrue, the finding shall be "UNTRUE";
 - iii. If there is not a unanimous vote of true or a majority vote of untrue by the CCW, the finding shall be "NOT PROVEN".
- c. The official findings of the CCW will be published in a report at the next Staff meeting without editorial comment, except that a finding of untrue may be withheld upon the request of the accused.

Article V. Disciplinary Code

- A. Prohibited General Conduct
- B. The following types of behaviors constitute violations of the Nevada Civil War Volunteers Code of Conduct. Any member who is found responsible for any of the following misconduct is subject to the disciplinary sanctions outlined in _____.
 - a. Violation of NCWV Bylaws, Rules or Regulations.
 - b. Violation of Pacific Area Civil War Reenactors Safety Rules and Regulations at an NCWV event.
 - c. Conduct which is obscene, indecent, or found unbecoming of a gentleman or lady.
 - d. Disruption or obstruction of teaching, public service, administration, or other organizational activities.
 - e. Harassing another member through unwanted conduct directed at him/her that causes reasonable fear for safety (e.g., stalking) or is sufficiently severe, pervasive and persistent that it interferes with the person's club involvement or ability to participate in or benefit from club programs.
 - f. Threatening physical abuse, intimidation, coercion, retaliation, and/or conduct which threatens the health or safety of others.
 - g. Physical abuse, intimidation, coercion and/or other conduct which endangers the health or safety of others.
 - h. Attempted or actual theft of and/or damage to property belonging to the NCWV, any member of the organization or others.
 - i. Possession of property the member knows or has reason to believe may be stolen or misappropriated.
 - j. Public intoxication resulting in misconduct.
 - k. Use, consumption and possession or distribution of any narcotic, dangerous drug or controlled substance or possession of drug paraphernalia that would violate the law.
 - l. Falsification, forgery, alteration, fabrication or misuse of NCWV records, forms or other documents.
 - m. Providing any false statement or misleading information, including by omission, to or about the NCWV.

- n. Providing or gaining unauthorized access to or use of NCWV property, resources or facilities.
- o. Engaging in any sexual misconduct, including but not limited to, sexual assault and sexual harassment.
- p. Commission of any offense prohibited by local, state, or federal law.
- q. Failure to comply with directions of duly appointed officers of NCWV or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- r. Knowingly filing a complaint or charges comprised in whole or part of false accusations.
- s. Failure to respond as directed by the Staff on any matter including, but not limited to, a request to meet concerning an issue, or a notice alleging a violation of the Bylaws, Rules of Regulations
- t. Failure to comply with the sanction(s) imposed for an earlier violation of the Bylaws, Rules or Regulations.

Article VI. Disciplinary Actions

- A. The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past conduct, the accused individual's willingness to accept responsibility, previous organizational response to similar conduct, and the organization's interests.
- B. Those found in violation of the NCWV Bylaws, Rules or Regulations by virtue of a "true" finding delivered to the Staff by the Committee on the Conduct of War will be required to go before the Staff, which shall decide the sanction(s) to be taken against the member. The only authority to decide sanctions to be taken shall be the Staff.
- C. Sanctions for Individual Members shall include, but not necessarily be limited to:
 - a. Written Reprimand—a written statement that the member has violated the Bylaws, Rules or Regulations of the NCWV, and that continuation or repetition of violations may result in more severe action.
 - b. Public Statement—a requirement of an apology or other similar statement to be made and spoken into the record by a member found in violation of the Bylaws, Rules or Regulations of NCWV.
 - c. Disciplinary Probation—removal of the member from good standing status, which lasts for a stated period of time or specific conditions which must be met for restoration of good standing status.
 - d. Restitution—reimbursement for damage or loss caused to the NCWV or others.
 - e. Suspension—temporary ban on the member's attendance at NCWV events and other privileges as a member for a defined period of time.
 - f. Expulsion from the NCWV—the rescinding of membership for the member found in violation of the Bylaws, Rules or Regulations of NCWV.

Article VII. Subsidiary Organizations

- A. The Nevada Civil War Volunteers shall allow for other organizations to join as subsidiary organizations. The terms of receiving subsidiary membership shall be:
 - a. The subsidiary shall become a subsidiary of the NCWV. As such, members of the subsidiary shall be given all rights as general members of the NCWV upon meeting membership requirements.
 - b. The Secretary of the subsidiary shall annually forward a copy of the membership roster with contact information to the NCWV, for purposes of ensuring dual members are properly accredited by the NCWV.
 - c. The subsidiary shall retain its operational autonomy as a subsidiary of the NCWV, and shall receive the support of NCWV in its activities, and shall reciprocate support for the activities of NCWV.
 - d. The subsidiary shall provide one member who shall act as an Aide-de-Camp of the NCWV, acting as an advisor to the NCWV Board of Directors.
 - e. The NCWV shall provide one member who shall act as a member of or advisor to the Board of Directors of the subsidiary and report his activities as such.
 - f. The two organizations shall share insurance and costs as the NCWV.
 - g. The two organizations shall work together for the advancement of the history of Nevada's involvement in the American Civil War and Indian Wars.
 - h. The units of the subsidiary (if any) shall maintain their command structure as it currently exists, and the commander of each unit within the organization shall have all rights and responsibilities as are afforded to unit commanders in the NCWV.
- B. The acceptance of subsidiaries shall take effect upon an affirmative vote of the Staff and the signing of a subsidiary agreement by designated representatives of NCWV and the subsidiary.
- C. The subsidiary organizations of the Nevada Civil War Volunteers are: The Fort Churchill Living History Organization.

Article VIII. NCWV Board of Education

- A. Purpose
 - a. A Board of Education shall exist to set standards for the education efforts of the Nevada Civil War Volunteers.
- B. Composition
 - a. The Board shall be chaired by the Vice Commander and consist of one member appointed by each member of the Staff, with additional appointments available at the discretion of the Commander. No more than 11 and no less than 3 members shall serve at any given time. All vacancies need not be filled.
- C. Operation
 - a. The Board shall utilize the Nevada Department of Education Curriculum as the standard for developing relevant curriculum and lesson plans for use in schools.
 - b. Any member may submit a lesson plan for consideration of the Board.

- c. Utilizing the standards and submitted plans, the Board shall annually propose NCWV Curriculum and Standards for approval by the Staff at the August Meeting.

Article IX. Acceptance and Amendment of the Rules and Regulations

- A. The Rules and Regulations shall become effective upon their passage by a majority of the Staff.
- B. Amendments shall require approval by a majority of at least six of the seven members of the NCWV Staff.

Amendments:

1. April 5, 2017: Addition of the Fort Churchill Living History Organization as a subsidiary
2. March 7, 2018: Addition of the position of Tea Mistress under the Civilian Chief of Staff