

# Official Bylaws of the U.S.S. Tahoma Marine Guard

## December 5, 2009

### Article 1: Name and Status

**Section 1:** The name of this organization is the U.S.S. Tahoma Marine Guard (hereinafter, TMG).

**Section 2:** The TMG is a voluntary organization. And is not a partnership, syndicate, joint venture, or other organization wherein individual TMG members are liable for the acts of the other TMG members without express authorization by voting members of TMG at a scheduled TMG business meeting. The liability of individual members of the TMG is intended to be the extent of their membership fee to the Washington Civil War Association (hereinafter WCWA) only, and nothing in these By-laws is to be interpreted as authorizing any member to act as agent or otherwise for any member and thereby establish liability against an individual member by virtue of the acts of one or several members or in the name of the TMG in excess of the member's membership dues to the WCWA.

**Section 3:** The TMG is bound by the Official By-laws of the U.S.S. Tahoma Marine Guard, as stated herein.

### Article 2: Purpose of the U.S.S. Tahoma Marine Guard

**Section 1:** *We are the U.S.S. Tahoma Marine Guard (TMG), an independent infantry unit, with an artillery detachment, portraying 1861-1865 U.S. Marine Corps, serving onboard the U.S.S. Tahoma during the American Civil War. In addition, the TMG consists of civilian personnel portraying, primarily, refugees protected by the U.S.S. Tahoma off the coast of Florida during the same time period. Together, we are members of a military infantry unit created under the Constitution and By-laws of the WCWA.*

**Section 2:** *Our goal is to recreate a U.S. Marine Corps landing party of ~~off~~ the U.S.S. Tahoma, along with attached civilian personnel, operating in conjunction with military units on the field. And to educate the general public on the role played by the U.S. Marine Corps and civilian personnel during the American Civil War period. Our daily routine is designed to recreate as much as possible, life aboard ship and ashore.*

*Research into the period is ongoing, being tied in with other like-minded marine groups around the country with similar objectives to establish, organize, and to participate in living history encampments and reenactments of historical events which the TMG shares information.*

1. To further the public's awareness and understanding of the U.S. Marine Corps and civilian/refugee history of the American Civil War period.
2. Training programs for re-enactors portraying the America Civil War time period that will teach proper drills and safety.
3. To perform and support historical research and preservation of the U.S. Marine Corps during the America Civil War time period.

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4. To share research relevant to U.S. Marine Corps history during the American Civil War time period through lectures, seminars, round-table discussions, living history encampments, and reenactments of historical events;
5. To work with other organizations with similar objectives to establish, organize and participate in American Civil war time period living history encampments and reenactments of historical events;
6. To engage in other activities related to raising the public's awareness and understanding of the American Civil War U.S. Marine Corps historical events and their related effect upon our culture.

**Article 3: Membership**

**Section 1:** Members of the TMG must be members in good standing in the WCWA, and must be admitted to membership in the TMG as hereinafter provided:

1. The TMG invites all races, creeds, religions, genders, ages, or disability to be members.
2. Neither the TMG membership shall seek to exclude anyone on these bases.
3. Additionally, no By-law, Article, Rule, Policy, or Regulation shall be enacted by any TMG member, which would prohibit the membership or participation of any person on the basis of Race, Creed, Religion, Gender, Age, or Disability.
4. Application for membership to the TMG will be made through the Commanding Officer of the TMG using the forms approved by the WCWA. The applicant must remit the appropriate WCWA membership fee; complete all parts of the WCWA Application & Waiver form, and the WCWA Safety Test.

**Section 2:** Membership of the TMG shall be composed of the following classes:

1. Active Members: Active Members are dues-paying members in good standing with the Washington Civil War Association (WCWA).
2. Honorary Members: Honorary members are individuals or groups who have been granted that status by the vote of the TMG voting members in good standing. Such recognition is to be given for the parties contributing to greater understanding and knowledge of U.S. Marine History. This level of membership does not carry with it voting privileges, or the right to hold office within the TMG.

**Article 4: Officers**

**Section 1: Elected Officers.**

1. The Elected Officers of the TMG are as follows: Chairperson, Captain, 2<sup>nd</sup> Lieutenant, Orderly Sergeant and the Civilian Coordinator

**Section 2: Eligibility.** ~~The Elected Officers The Chairperson, Captain, 2<sup>nd</sup> Lieutenant, Orderly Sergeant and Civilian Coordinator~~ shall be members in good standing of the TMG and must be at least eighteen (18) years of age and must be a member of the TMG for at least two consecutive (023) seasons.

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**Section 3: Term:**

1. The Elected Officers shall serve (01) year terms. There are no term limits for reelection. Elected Officers shall take office the following January 1.

**Section 4: Vacancies:**

1. In the case of a vacancy, the Elected officers shall appoint a TMG voting member in good standing for the remainder of that year.

**Section 5: Duties of Elected Officers:**

1. Are responsible for bringing all WCWA membership, safety tests and verification forms to all WCWA & NWCWC field events.
2. The **Chairman** of the TMG shall:
  - a. The Chairperson is an elected position voted by all military and civilian TMG voting members in good standing.
  - b. The senior TMG Administrative Board Officer, official spokesman of the TMG and manage the daily administration of the TMG.
  - c. The TMG Chairperson is to chair all business meetings.
  - ~~d. The TMG Chairperson is not a "President" and has no powers beyond those conferred in these bylaws unless approved by the TMG voting members in good standing at a TMG business meeting.~~
  - e. Appoint a TMG member to take meeting minutes at all business meetings.
  - f. Appoint all standing committees, including the Nominating Committee.
  - g. Be responsible for the orientation of newly Elected Officers and committee chairman to their duties.
  - h. Be an ex-officio a member of all committees, except the Nominating Committee.
  - i. Shall enforce adherence to the TMG Bylaws.
  - ~~j. Shall attend WCWA board meetings. if the Captain is unable to attend said board meeting. If the Chairperson is unable to attend said board meeting, the Chairperson shall appoint the 2<sup>nd</sup> Lieutenant for that particular meeting. If the 2<sup>nd</sup> Lieutenant is unable to attend, then the Chairperson will appoint a TMG voting member in good standing, 18 years of age or older to be the TMG representative at that particular board meeting. If the TMG voting member is unable to attend then the Chairperson will select a non-probationary voting WCWA unit, according to the WCWA By laws, to represent the TMG at that particular meeting.~~
  - ~~k. Is responsible for bring all safety test and verification forms to all WCWA & NWCWC field events. May hold another elected office.~~
3. The **Captain** of the TMG shall be in command of the TMG at all field events.
  - a. The Captain is an elected position voted by all military and civilian TMG voting members in good standing.
  - b. The Captain is a TMG voting member.
  - c. The Captain is responsible to have the correct U.S. Marine officer battle uniform, weapons and accoutrements that are necessary to fulfill their duties.

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- d. The Captain attends all officer meetings held by the Union Battalion, and leads the company at all non-business events.
  - e. The Captain promotes or brevets all NCO's under the rank of Orderly Sergeant. The Captain can demote ranks if needed. The Captain shall consult the 2<sup>nd</sup> Lieutenant, and Orderly Sergeant for military NCO ranks of 2<sup>nd</sup> Sergeant and below prior to promotions and demotions.
  - ~~f. The Captain is responsible for bring all safety test and verification forms to all WCWA & NWCWC field events. If the Captain is unable to attend any WCWA & NWCWC field events then said documents must be delivered to the next in command before the said field event.~~
  - ~~g. The Captain shall attend WCWA board meetings. If the Captain is unable to attend said board meetings, the Marine Chairperson shall be next in line to attend said WCWA board meeting, or 2<sup>nd</sup> Lt. to attend WCWA board meetings. If neither the Marine Chairperson nor 2<sup>nd</sup> Lt. is able to attend said WCWA board meeting, then the Marine Captain shall select an TMG voting member 18 years of age or older to attend that particular WCWA board meeting.~~
  - h. If the 2<sup>nd</sup> Lieutenant and Orderly Sergeant are not in attendance at any field event, the Captain shall appoint a commander for only that field event.
4. The **2<sup>nd</sup> Lieutenant** of the TMG shall support the Captain of the TMG at all field events. If the Captain is not in attendance at a field event, the 2<sup>nd</sup> Lieutenant shall be in command at that field event.
- a. The 2<sup>nd</sup> Lieutenant is an elected position voted by all military and civilian TMG voting members in good standing.
  - b. The 2<sup>nd</sup> Lieutenant is TMG voting member.
  - c. The 2<sup>nd</sup> Lieutenant is responsible to have the correct U.S. Marine officer battle uniform, weapons and accoutrements that are necessary to fulfill their duties.
  - d. The 2<sup>nd</sup> Lieutenant may attend all officer meetings held by the Union Battalion but as an observer only. The 2<sup>nd</sup> Lt. will receive their assignments and duties from the Captain.
  - e. At field events were the maximum number of NCO's and privates in attendance at a field event is less than (10) then the 2<sup>nd</sup> Lieutenant shall be assigned an NCO role by the Captain.
5. The **Orderly Sergeant** of the TMG shall support the Captain and 2<sup>nd</sup> Lieutenant. Then Orderly Sergeant is responsible for assignments and duties to the non-commissioned officers at all field events. If the Captain and 2<sup>nd</sup> Lieutenant are not in attendance a field event, the Orderly Sergeant shall be in command at that field event.
- a. The Orderly Sergeant is an elected position voted by military and civilian TMG voting members in good standing.
  - b. The Orderly Sergeant is a TMG voting member.
  - c. The Orderly Sergeant is responsible to have the correct U.S. Marine NCO battle uniform, weapons and accoutrements that are necessary to fulfill his duties.

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- d. The Orderly Sergeant shall receive their assignments and duties from the Marine Captain. If the Captain is absent from any field event the Orderly Sergeant shall receive their assignment and duties from the 2<sup>nd</sup> Lieutenant.
6. The **Civilian Coordinator** of the TMG shall be the representative of all non-military TMG members at all field events.
- a. The Civilian Coordinator is an elected position voted by military and civilian TMG voting members in good standing.
  - b. The Civilian Coordinator is a TMG voting member
  - c. The Civilian Coordinator is responsible to have the correct period attire to fulfill their duties.
  - d. If the Civilian Coordinator is unable to attend any field event, the Civilian Coordinator shall appoint a TMG voting member in good standing to represent the non-military TMG members at that particular field event.

**Article 5: Administrative Board**

**Section 1:** The Administrative Board (hereinafter, the “Board”) shall be composed of the Chairperson, Captain, 2<sup>nd</sup> Lieutenant, Orderly Sergeant, Civilian Coordinator.

**Section 2:** The ~~Administrative~~ Board shall have administrative supervision over the TMG membership and acting on behalf of the TMG membership as approved by the TMG voting membership at business meetings. The ~~Administrative~~ Board will advise the members of the military and civilian strength of the TMG and other subjects necessary to the TMG structure and well being during any business meeting of the TMG membership.

**Section 3:** The ~~Administrative~~ Board may ask any Elected Officer to resign, or it may declare the position vacant under any of the circumstances described in Subsection “1” through “3” of this Section. When any of the described circumstances are found by the Elected Officers to exist, the minutes of the business meeting must show that the ~~Administrative~~ Board took action within a thirty (30) day period immediately following the business meeting. A copy of the action of the Elected Officer shall be sent by United States Mail to the Elected Officer relieved of duty. The circumstances for action under this Section are:

1. If the elected officer in question has submitted his resignation.
2. If the elected officer in question failed to respond to a request to fulfill the duties of his office, having failed to discharge such duties.
3. If the elected officer in question commits an act of malfeasance.

**Section 4:** The Elected Officers shall have the authority to suspend or expel any member of the TMG for sufficient cause as enumerated in the WCWA Constitution, WCWA By-laws, and the WCWA Code of Safety as well as the By-laws and Code of Safety of the TMG.

**Section 5:** Shall have and maintain contact information of TMG membership for swift and easy communication with the membership.

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**Article 6: Meetings**

**Section 1:** There will be two business meetings held each year, where the business of the TMG shall be discussed. There will be a “pre-season meeting” scheduledd sometime in January through March, and a “post season meeting” scheduledd in November through December. At the “pre-season meeting”, issues for the upcoming re-enactment season will be discussed, as well as any holdover business from the previous “post season meeting”, and process WCWA membership forms and safety test for new and existing unit members, etc. The “post season meeting” will be dedicated to election of military and non-military positions and discussions of the previous re-enactment season, and planning for the upcoming year as well any holdover business from the “pre-season meeting.” Business meeting dates will be held at a date and place determined by the ~~Administrative~~ Board with input from the TMG voting members at the post season and pre-season meetings. Due to unforeseen circumstances, the meeting dates may be changed as agreed by all Elected officers.

**Section 2:** The Chairperson may call additional meetings to conduct the business of the TMG if deemed necessary by the TMG voting membership as long as the decision is made by the TMG voting members in good standing at the “pre-season” or “post-season” business meetings, respectively.

**Section 3:** The Quorum for a business meeting of the TMG membership shall be (10) ten voting members in good standing.

**Section 4:** These Bylaws shall govern at all meetings of the TMG membership.

**Section 5:** TMG voting members, in good standing, may vote by proxy at business meetings. Proxy votes shall be in writing and signed by the TMG voting member and are only valid for the business meeting at which they are presented to the Chairperson & ~~Administrative~~ Board. Proxy by email is acceptable as long as a copy is sent and received by to the Chairperson & Administrative Board prior to the start of business meeting. Proxy votes may be presented by any TMG voting member, in good standing, in attendance and is limited to a maximum of ~~two (2)~~ one (1) TMG voting member in good standing proxies, respectively.

**Section 6:** The TMG Chairperson will give notice of the dates and times for the “pre-season” and “post season” meetings, and solicitation of agenda items for these meetings, via e-mail on the Tahoma Marine web-ring. Should a member of the TMG not have access to electronic mail, then said member will be notified via mail by the TMG Chairperson.

**Section 7:** After the TMG Chairperson makes the solicitation for the business meeting and agenda items, **any** member of the TMG may request item(s) be placed on the agenda for that scheduled business meeting. The agenda at every meeting will be approved by the TMG voting members present prior to proceeding with said meeting. Items may be added to the agenda as the meeting progresses if approved by the TMG voting members present at said meeting. New business items may be discussed at the meeting but added to the agenda of the next scheduled business meeting for a vote, if a vote is required.

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**Section 8:** Business meetings may not be conducted in secret or with the intent to exclude any individual or factions from such meetings. Any activity conducted or decision made at such a meeting is automatically invalid. Any TMG decision made under coercion and/or threat of lawsuit or bodily harm shall be null and void.

### **Article 7: Committees**

**Section 1:** The TMG Chairperson may appoint temporary committees and committee members. They shall report to and serve at the discretion of the Chairperson and the **Administrative** Board. All committees and committee chairman shall be appointed from TMG voting members, in good standing, and serve a term of (01) one year. The Chairperson shall give each committee a written mission statement. Each committee chairperson shall prepare a written report at each business meeting noting committee's accomplishments during the year. The TMG commander or Chairperson shall not be appointed as committee chairman, unless approved by the TMG voting members, in good standing, at a scheduled TMG business meeting. The TMG Chairperson shall be appointed to each committee or the TMG Chairperson may appoint any TMG voting member, in good standing, to serve as their substitute on any committee.

### **Article 8: Membership Book**

**Section 1:** The Chairman of TMG shall keep a Membership Book containing the names and **all contact information** of each member. Termination of membership of any member shall be recorded in the book, together with the date of termination, and circumstances involving the termination, if any. Said book shall be kept with the TMG chairperson or an individual designated by the TMG elected officers. At no time may any membership information of the TMG be provided to outside parties unless approved by the TMG voting members.

### **Article 9: Records, Reports & Seals**

**Section 1:** The TMG shall keep said information with the TMG Chairperson:

1. Minutes of all business and committee meetings, (if any) indicating the time and place of holding such meetings and the names of those present at the proceedings thereof.
2. A record of its members, indicating their name and addresses, and if applicable, the termination date of any membership.
3. A copy of the TMG Bylaws as amended to date, which shall be open to inspection by any of its member's at all reasonable times.

### **Article 10: Amendment of By-laws**

**Section 1:** Additions, deletions, or modifications to the TMG by-laws shall be accomplished at a scheduled business meeting by:

1. Establishing a quorum of (10) TMG voting members in good standing.
2. To pass an amendment(s) to the by-laws, a two-thirds vote of all TMG voting members, in good standing, present at that particular schedule business meeting.
3. TMG by-law changes duly passed shall become effective immediately.

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**Section 2:** Any TMG voting member, in good standing, may propose an amendment to these By-laws. Proposed amendments to these By-laws must be received by the ~~U.S. Marine~~ Chairperson, in writing or via e-mail, (4) weeks prior to the next scheduled business meeting. Proposed By-law amendments shall be posted by the ~~US Marine~~ Chairperson to the voting TMG membership, via e-mail or mail, no less than (2) weeks prior to the next scheduled business meeting. No commentary about the proposed By-law amendment(s) are to be made on the Tahoma Marine web-ring.

### Article 11: Construction & Terms

**Section 1:** Should any provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding(s).

### Article 12: Code of Elections

**Section 1:** ~~Elected Officers as defined in Article 4. The elected military rank of Captain, 2<sup>nd</sup> Lieutenant, Orderly Sergeant, and the non-military position of Civilian Leader and USS Tahoma Marine Chairman.~~

**Section 2:** All TMG members age 14 years and older with current membership and in good standing are eligible to vote for each military ~~rank~~ and non-military positions.

1. The Election Coordinator shall be a current member of the TMG and a member in good standing. The Election Coordinator, a TMG voting member in good standing shall be appointed by the ~~Chairperson, TMG voting members~~, in good standing, by the last WCWA battle re-enactment ~~at the "pre-season" meeting~~ and empowered to run the election of military and non-military positions. This appointment may be filled on a rotating basis. The Election Coordinator shall choose at minimum (1) additional ~~committee of (3)~~ individual to assist in these duties. ~~The Election Committee must consist of (2) civilian and (2) military as noted on the individual's WCWA membership application.~~ No one individual who is running for military and non-military elected positions as defined in the TMG by-laws shall be a member of this committee.
2. The Election Coordinator shall not be a candidate in the up and coming election.
3. The Election Coordinator shall call for nominations from TMG voting members as directed by the Chairperson on the Tuesday the day after Labor Day weekend. The Election Coordinator shall submit a statement via e-mail asking for nominations, or by mailing TMG voting members whom do not have e-mail. TMG voting members may self-nominate for any position. A nominee can be nominated for more than one position. Nominations shall close on September 25<sup>th</sup>.

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4. Nominees have until September 30<sup>th</sup> to send their election statements to the Election Coordinator for publication with the mail-in ballots. Election statements are not mandatory.
5. The Election Coordinator shall mail out election statements and ballots to the TMG voting members ~~by on~~ October 7<sup>th</sup>. Ballots are to be received by the “post season” meeting. The Election Coordinator and the Election Committee shall count the ballots and announce the results at the “post season” business meeting. All elected positions shall be elected for a one year term from January 1 through December 31.
6. A nominee cannot hold more than one military elected office of Captain, 2<sup>nd</sup> Lieutenant or Orderly Sergeant. Said nominee shall choose the military elected office they wish to serve for that year. The runner up will be the next in line for the unfilled position.

### **Article 13: Code of Safety**

#### **Section 1: Purpose of the Code of Safety**

This section applies when an event is hosted or sanctioned by the TMG, and members and non-members are joined in combined operations. Great care must be taken to ensure the safety of all participants and spectators.

#### **Section 2: Violations of the Code of Safety**

Each member of the TMG agrees to the CODE OF SAFETY in becoming a member. Failure to follow the requirements of the Code of Safety could result in disciplinary action by the elected officers, which could include actions up to and including the termination of membership.

#### **Section 3: The Code of Safety**

1. Hatred and bigotry have no place in the TMG. Respect the feelings of others. We live in a culturally diverse nation. The true history of the United States includes many of these diverse cultures, all linked together by a common heritage. We must learn to live together and have mutual respect for each other’s history and heritage.
2. Obey all safety rules of the WCWA Every member is a safety officer and is responsible for learning, following, and enforcing all safety procedures.
3. There will be no consumption of alcoholic beverages 2 hours before or during reenactments, while under arms, while in first-person persona, or while the public is present. This shall be strictly enforced so that the detection by any member warrants an immediate inspection. Anyone found violating this rule will be issued a written reprimand signed by all members witnessing this behavior. A second occurrence at the same event will result in that person’s immediate removal from the event, with possible additional punishments to follow, (for an habitual offender,) up to and

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- including termination of membership in the TMG, without the possibility of re-admittance.
4. No smoking of any kind will be permitted while participating in a battle re-enactment, weapons demonstration, parade, school events, and in camp or near ~~otherwise in possession of any~~ loaded firearm or cannon.
  5. Treat all firearms as if loaded. Treat all firearms loaded with blank rounds as deadly weapons.
  6. No person under the age of 14 years shall be allowed to handle arms in camp or carry arms in the ranks without supervision. No one who has not been through artillery training by a certified Artillery Instructor may serve on a cannon crew when firing blank rounds or live ammunition without special dispensation by the cannon owner.
  7. All weapons must be inspected by the designated TMG Safety Officer, primarily the Captain, 2<sup>nd</sup> Lieutenant, Orderly Sergeant or acting Orderly Sergeant, prior to each battle reenactment or living history event. No weapon can be used that has not passed inspection.
  8. Always load muzzle-loading pistols prior to any battle re-enactment.
  9. While loading firearms, keep hands and face away from the muzzle.
  10. After loading, always point the muzzle in a safe direction. Be aware of anyone in front, behind, and to either side of you.
  11. When firing muskets from two ranks, the rear rank should step well forward and before firing, ensure that neither the muzzle nor the cap is near the faces of the front rank.