

# Bylaws of the Washington Civil War Association

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## Definitions

### Mission Statement

The Washington Civil War Association (WCWA) is a nonprofit organization established to honor America's past by reenacting the War Between the States. Our objective is to interpret and present the daily life of Confederate and Federal soldiers, and their families and associates, for the public through living history, reenactments, first person characterizations, and education. To this end, our member units portray military and civilian organizations from all theaters of the Civil War during the period of 1861 to 1865.

We are committed to honoring our ancestors, both Northern and Southern, who fought and lived during the American Civil War. The display of historical flags and symbols at reenactments is an integral part of our mission to accurately recreate the events of the 1860's, and to inform and educate the public about life and attitudes of the time.

Civil War reenactors, in a spirit of fraternal friendship first promulgated by Civil War veterans after the war, pledge their mutual respect for Confederate and Union veterans and their associated battle flags and symbols.

Sponsored events are insured and fiscally managed by the WCWA. If an entity other than the WCWA is playing a major role in fiscally managing a WCWA-sponsored event, or if an outside entity is a prime sponsor of a WCWA public battle event, then the WCWA event coordinator for that event will secure a contract or memorandum of understanding with the event manager or sponsor to define the financial roles and responsibilities assumed by that entity and by the WCWA.

Sanctioned events are insured by the WCWA provided the event's assigned cost of insurance is reimbursed to the WCWA. A sanctioned event, where there are expenses and/or income associated with participation, may be fiscally managed by a sponsoring entity (such as a WCWA unit) provided the entity is incorporated (incorporation current per the secretary of state). If a sponsoring entity is not incorporated, a sanctioned event is fiscally managed by the WCWA.

New WCWA member is a person joining the WCWA for the first time or a returning former member who did not pay membership fees or participate in any event in the prior year.

Renewing WCWA member is a person who paid membership fees and participated in any WCWA event in the year immediately prior to the year for which membership is renewed. If one event was attended by the member or family, in the prior year, that member/family is considered to have been active in the immediate prior year.

Membership ban is for the lifetime of the banned person.

Membership suspension is for a specified length of time, on a case-by-case basis.

#### Section A. Our Commitment

The Washington Civil War Association is committed to honoring our ancestors, both North and South, who fought in or lived during the American Civil War. To this end, the WCWA will sponsor living history encampments, battle reenactments, school programs, and recruiting drives throughout the State of Washington.

#### Section B. Elections

1. An Election Coordinator shall be empowered to run the election of officers (Executive Board members). The Election Coordinator shall choose a committee of at least two (2) additional members to assist in these duties. No candidate for office shall be a member of this committee or an Election Coordinator. The Election Coordinator and all members of his committee shall be current members of the WCWA.
2. Candidates for Election Coordinator shall be nominated by the Board of Directors at the July Board meeting. In the event of multiple nominations, the voting members of the General Board present or represented by proxy at the meeting shall vote to select the Election Coordinator. In the event of only a single nomination, the candidate must be approved by a majority of the voting members of the General Board present or represented by proxy at the meeting.
3. Nominations for officers shall be received by the Election Coordinator until midnight on August 31<sup>st</sup>. Nominations must be from current WCWA members, and must be submitted in writing and include the name of the person submitting the nomination. A Nominations Form is available for submissions. Electronic submission via email, facsimile or SMS text shall be accepted. A member may present their own name for nomination. Nominees shall be contacted prior to publication of their names and may decline to run if they wish.
4. In the event that there is only one candidate for each position, with no provision for write-in candidates, the Election Coordinator may notify candidates, Executive Board, and General Board of the results and submit final report at the November board meeting for General Board approval.
5. The Election Coordinator shall request campaign platform statements from the nominees, for publication in the September and October issues of "The Dispatch". The September Dispatch may be delayed one week to provide time for statements to reach the Dispatch editor.
6. The Election Coordinator shall prepare separate ballots for each of the three voting groups in the WCWA: civilian, Union military, and Confederate military. Each type of ballot will contain only the offices that that group is eligible to vote for. No provision will be made for write-in candidates.
7. Ballots shall be marked so that they are readily distinguishable as to type of ballot. Further, steps shall be taken to prevent duplication or photocopying of ballots after they are distributed. The use of sequential numbering, or stickers to validate the authenticity of ballots shall be allowed, provided that the validation does not unnecessarily compromise the anonymity of the voter. No ballot will require a signature or identification of the voter to be valid.
8. The Membership Coordinator of the WCWA, or a designee, shall prepare separate lists of eligible voters enrolled in the WCWA as of August 31, for each of the four groups listed above. Members shall be assigned a group based upon their most current application to the WCWA. Members who transfer from one unit to another during the year will be assigned to the new voting group, provided they have completed the requirements of Section G, Paragraph 6 of the WCWA Bylaws.

9. Electronic voting may be used. If electronic voting is used, the link to website for voting will be emailed to eligible voters on September 10. For any electronic ballot viewed on the website for voting, the ballot will be considered received by the member and no paper ballot will be sent via the U.S. Postal Service (USPS). The electronic ballot voting deadline is September 20. On September 21, a return receipt notice will be generated automatically and sent to each member that was on the website for voting. Any member who did not go to the website for voting by midnight between September 20 and September 21 will be mailed a paper ballot via the USPS.
10. When electronic voting is not desired or utilized, in whole or in part, paper ballots will be mailed using the USPS, to the last address for each eligible voter known to the Membership Coordinator or his designee. It is the responsibility of voting members to keep their addresses updated with the Membership Coordinator. Ballots will be mailed no later than September 25<sup>th</sup>.
11. Paper ballots must be marked and returned, using the USPS, to the address specified by the Election Coordinator no later than October 31<sup>st</sup>. (Should October 31<sup>st</sup> fall on a day where there is no regular USPS delivery, the last date for delivery shall be the next regular mail delivery day.) Paper ballots received after this time shall be void. Paper ballots returned in any fashion other than by the United States Postal Service shall be void.
12. The Election Coordinator and his committee shall meet to count paper ballots after November 5, and prior to the November WCWA General Board Meeting. At least three members of the Committee must be present when paper ballots are counted. Electronic voting results will be sent from the host of the website for voting to the Election Coordinator and other election committee members by November 5. The election results will be kept confidential until the meeting to count paper ballots.
13. The Election Coordinator shall notify the sitting Executive Board, as well as any candidates of the time and location the ballots will be counted, and afford them the opportunity to observe the count. Only members of the Election Committee will participate in the count. When the count is concluded, candidates will be informed of the unofficial election results directly, and by email.
14. Any mismarked ballot will be considered void, and shall not be counted for any position. Mismarks include multiple votes for a single position, or a write-in for any position. A ballot that does not contain a vote for every position shall not be considered mismarked for that reason alone.
15. The Election Coordinator shall prepare a written report detailing the election results, and shall present it to the Board of Directors at the November Board Meeting. The Election Coordinator, and any member of the Election Committee present during the ballot counting, shall sign the report testifying to its accuracy.
16. Should any race for any position result in a tie, the secretary will be informed and secretary will send notice to Executive and General Board members of the need for a tie-breaking vote.
17. Should any race for a position that all members are eligible to vote for result in a tie, the voting members of the General Board present or represented by proxy at the November Board Meeting shall vote in a tie-breaker at the meeting. Candidates shall be afforded an opportunity to address the Board prior to the tie-breaker vote.
18. Should a race for Union or Confederate Battalion Commander result in a tie, the voting members of the General Board from that Battalion present or represented by proxy at the November Board Meeting shall vote in a tie-breaker at that meeting. In the event that there are less than three (3) voting members of the Board from the Battalion in question present or represented by proxy, the tie shall be resolved by a coin toss. Candidates shall be afforded an opportunity to address the Board prior to the tie-breaker vote.
19. Should a race for the Civilian Leader result in a tie, the civilian voting members of the General Board present or represented by proxy at the November Board Meeting shall vote in a tie-breaker at that meeting. In the event that there are less than three (3) voting civilian members of the Board present or represented by proxy, the tie shall be resolved by a coin toss. Candidates shall be afforded an opportunity to address the Board prior to the tie-breaker vote.
20. Proxies submitted for the November Board of Directors meeting must specifically state whether they include the right to vote in a tie-breaker before they may be considered valid in such a vote.
21. Once the Election Report has been received from the Election Coordinator, and any tie-breakers have been resolved, the General Board shall vote to accept or reject the Election Report. Once the Election Report has been accepted, the results of the election are final. After acceptance of the election results, election records will be destroyed.

## Section C. Standard Operating Procedures

### 1. Executive Board and Administrative Assistant Positions.

The specified duties for elected and appointed executive and administrative positions are to be detailed in the Standard Operating Procedures, otherwise referred to as SOP's. SOP's developed or altered may be voted on by the General Board for approval. The SOP's are intended to make clear the expectations of the Executive and General Boards and the membership at large regarding the performance and duties of the various executive and administrative positions. SOPs are also a tool for newly elected or appointed members.

## Section D. Committees

1. The Chairman of the Board of Directors may appoint temporary committees and committee members. They shall report to and serve at the discretion of the Chairman of the Board of Directors.
2. The WCWA shall maintain the permanent standing committees defined in this Section. Any number of WCWA members-at-large may be appointed to any committee. The Chairman of the Board of Directors shall appoint a member of each committee to chair that committee. Each committee chair or their appointee shall provide regular committee updates to the Chairman and Vice Chairman of the Board of Directors. The Chairman and Vice Chairman of the Board of Directors may appoint any WCWA member to serve as their substitute on any committee.
3. The **Finance Committee** shall develop an annual operating budget, oversee an annual audit, oversee fundraising and marketing of WCWA products, actively seek grants, solicit charitable donations, and develop corporate partnerships & sponsorships. Members of the Finance Committee shall include the WCWA Chairman, Vice Chairman, and Treasurer.
4. The **Event Planning and Activities Committee** shall develop and recommend an annual event calendar, report on the status of events in the current year's schedule, and assist in planning individual events as defined in Section D. Members of the Event Planning and Activities Committee shall include the WCWA Secretary and Vendor Coordinator.
5. The **Risk Committee** shall review and update safety standards and tests; evaluate and make recommendations regarding contracts with outside entities; address topics and make recommendations relating to potential and/or existing liability issues for the WCWA; and when necessary, convene a temporary task force to investigate allegations of safety violations. The purpose of the task force is to gather information. It has no power to enforce or punish. The task force shall report its findings to the Board of Directors. Members of the Risk Committee shall include the WCWA Chairman, Vice Chairman, Insurance Coordinator, and two military participants.
6. The **Outreach Committee** shall develop connections to and pursue possible partnerships with community, business, and service organizations; process requests from outside organizations for WCWA services, such as film productions; make appropriate referrals for WCWA resources; and coordinate WCWA activities with the state and federal Veterans Administration. Members of the Outreach Committee shall include the WCWA Vice Chairman and Publicity Coordinator.
7. The **Membership Committee** shall develop and sustain a WCWA recruitment brochure, create a plan for the growth of the WCWA, develop methods for welcoming new members, maintain a current membership list, develop a process for recognition of participants, arrange for staffing and supplying of the WCWA information booth at all events, assist units with recruitment, investigate the merits of any new unit applications, and review the status of current units in order to make recommendations to the Board of Directors. Members shall include the Membership Coordinator, WCWA Recruiting Coordinator, and Battalion/Brigade Commanders.
8. The **Living History Committee** shall process requests and coordinate presentations for school and living history programs; develop educational materials and lesson plans; develop materials for educating members and the public about authenticity; when necessary, convene a temporary task force to examine authenticity issues and make recommendations to the Board of Directors. Since our member units portray companies with widely divergent backgrounds, the authenticity of the individual units is the responsibility of the individual unit commander or leader. Questions about the authenticity of any unit's clothing or equipment should be directed to that unit's commander or leader. If unsatisfactory answers to questions about authenticity are provided by the unit commander or leader within a reasonable period of time, the Chairman may ask the Living History Committee to convene a temporary task force. The purpose of the task force is to examine the issues present

and make recommendations (if any) based on the best information available. This task force's sole purpose is to gather information. It has no power to enforce or punish. This task force shall report its findings to the Board of Directors upon completion of its investigation. Members of the Living History Committee shall include the WCWA Vice Chairman.

9. The **Publicity Committee** shall coordinate the development and release of all external WCWA publications, facilitate publicity with event coordinators, function as Public Information Officer(s) (P.I.O.) for general WCWA operations, and assist with the operation and maintenance of the WCWA website. Members of the Publicity Committee shall include the WCWA Publicity Coordinator and Webmaster.

#### Section E. Event Planning and Activities Committee and Event Coordinators

1. The Event Planning and Activities Committee shall make available to the voting General Board of Directors a tentative Event Calendar for the following year at the September Board meeting. Each event shall be voted on at the October Board meeting. This vote shall determine a calendar of WCWA *Sponsored* and tentative *Sanctioned* Events.
2. The Event Coordinators are the official Points of Contact (POC) between the WCWA and the event host sites. Every Event Coordinator shall be a current paid up member of the WCWA at the time they become Event Coordinator. No Event Coordinator may be employed by, or have a financial interest in, any organization or agency responsible for operating or maintaining a site used for a sponsored event. Every Event Coordinator shall submit an event budget for Board of Directors approval at least 90 days prior to the event being coordinated. The budget shall include all estimated revenues and expenses. The WCWA General Board may exercise, by majority vote, a line item veto upon presentation of the event budget. Event Coordinators may not enter into any contractual agreement with any entity they, or a close family member, has any direct financial interest in. Event Coordinators shall process all sponsored event revenues and expenditures through the WCWA Treasurer.
3. The Event Coordinators are responsible for all arrangements concerning fire wood, water, straw/hay, sanitation, trash disposal, security, safety, and other amenities that go into the making of an event. They are responsible for establishing a registration site at a point of entry where membership shall be verified prior to entry into the camps. The Event Coordinators shall have available event cards to distribute to all registered members at WCWA or corporate sponsored events.
4. The Event Coordinator should propose guidelines as needed to reconcile differences between the regulations of the WCWA and the regulations of the host site. However, an Event Coordinator should not amend or alter any existing WCWA regulations.
5. The Event Coordinators shall work with the Brigade Commanders and Civilian Leader to ensure compliance with site rules and contractual obligations. The Event Coordinators, Brigade Commanders, Civilian Leader, and the Chairman or Vice Chairman shall be responsible for resolving any outstanding issues. Event Coordinators may request that Commanders exclude specific personnel from further participation as needed to enforce discipline.
6. The Event Coordinator, after consulting with Brigade Commanders and the Civilian Community Leader, has final authority on the placement of camps and facilities. The Brigade Commanders and the Civilian Community Leader are responsible for laying out their respective camps.

#### Section F. Vendor Coordination for Period Vendors that include Sutlers, Tradesmen, and Craftsmen; and Non-Period Vendors.

1. Vendor Coordinator
  - i. The Vendor Coordinator is appointed by the WCWA Board of Directors; his/her duty is to assist the Event Coordinators in all areas involving the registered Period Vendors and Non-Period Vendors. The Vendor Coordinator shall be a member in good standing of the WCWA and shall be a member of the Event Planning and Activities Committee.
  - ii. The Vendor Coordinator will communicate all WCWA and Event Coordinator policies, rules, and directions to the registered Period Vendors and Non-Period Vendors and monitor compliance.
  - iii. The Vendor Coordinator is responsible for ensuring all period vendors are current WCWA members in good standing and have properly registered in their respective categories.

- iv. Upon recommendation of the Vendor Coordinator, the Board of Directors may bar any vendor from future events for violation of any rule or regulation.
  - v. The Vendor Coordinator's decisions may be appealed to the Board of Directors.
2. Period Vendors (Sutlers, Tradesmen, and Craftsmen) and Non-Period Vendors
- i. All vendors must submit to the WCWA Treasurer or Membership Coordinator a Vendor Application form containing a hold harmless agreement. Period vendors must submit applicable dues. See Bylaws Section G for vendor dues and membership definitions. The WCWA Treasurer or Membership Coordinator will approve the Vendor Application and return a Vendor Certificate to applicant. Vendor must conspicuously post Vendor Certificate or show copy of Vendor Certificate upon request. No vendor of any kind may conduct business at a WCWA sponsored event without holding an approved Vendor Certificate.
  - ii. Period Sutlers sell goods and services pertaining to the Civil War Era. They may make and/or retail items. Additional requirements are as follows.
    - a. Insurance: General liability policy commensurate with their business activity naming the WCWA as an additional insured.
    - b. Sales location: Period sutler-designated area.
    - c. Customers: Anyone.
  - iii. Period Tradesmen make, display, and sell goods and services pertaining to the Civil War. Their area should resemble a workshop rather than a retail store. The number of items on display should be limited. Additional requirements are as follows.
    - a. Insurance: As determined by the Vendor Coordinator and/or Board of Directors.
    - b. Sales location: Period sutler- or civilian-designated area.
    - c. Customers: Anyone.
  - iv. Period Craftsmen occasionally sell goods pertaining to the Civil War that they make. Additional requirements are as follows.
    - a. Insurance: As determined by the Vendor Coordinator and/or Board of Directors.
    - b. Sales location: In camp area based on unit affiliation.
    - c. Customers: Reenactors only, when the public is not present.
  - v. Non-Period Vendors sell goods and services based on any time period, including modern. Additional requirements are as follows.
    - a. Insurance: General liability policy commensurate with their business activity naming the WCWA as an additional insured.
    - b. Sales location: As determined by the Event Coordinator.
    - c. Customers: Anyone.
  - vi. All Vendors must comply with all federal, state, and local licensing requirements (as applicable) to sell goods and services. Licensing documents (as applicable) must be posted in a prominent place.
  - vii. All Vendors must notify the Vendor Coordinator at least seven days before each event they plan to attend. Period Sutlers and Non-Period Vendors who fail to confirm their attendance will receive no special sales location considerations. The Vendor Coordinator will confirm that each vendor is aware of the appropriate policies and regulations.
  - viii. Period Sutler and Non-Period Vendor areas will be separate, distinct, and determined through consultation by the Vendor Coordinator and Event Coordinator prior to the event. Period Sutlers may receive preferred locations over Non-Period Vendors. In case of disputes, the Period Sutler area shall receive preference.
  - ix. Business hours for all Period Sutlers, Period Tradesmen, and Non-Period Vendors shall be 9:00 A.M. to 6:00 P.M. unless otherwise determined by the Event Coordinator, Event Planning and Activities Committee, or the Board of Directors. Breakdown on the final day of the event may begin one hour after the final battle. Requests for other arrangements may be made to the Event Coordinator. The Vendor Coordinator may place reasonable restrictions on late hour activities.
  - x. Period Sutlers and Non-Period Vendors may be granted event access for up to three sales personnel.
  - xi. Period Sutlers and Non-Period Vendors shall have fire extinguishers, as required by the Washington State Fire Marshal, within easy reach. Minimum requirement is a 5 lb., Type ABC. Tradesmen must have the same type of fire extinguisher within easy reach if their trade involves open flame.

## Section G. Unit Formation, Recognition, and Rank Structure.

1. Members seeking to form new units shall apply for recognition to the Board of Directors. New units can apply at any time throughout the year, and can start the probationary period anytime upon application to the Board of Directors. Such applications shall be made in person and shall include the following documentation:
  - i. A written history of the new unit being formed;
  - ii. A written inventory of equipment the new unit presently possesses;
  - iii. A complete roster of current paid up members who intend to participate in the new unit.
  - iv. Mentoring unit and Branch of Service.

Members of the Membership Committee shall meet, discuss, and make findings/ recommendations about the New Unit, and shall submit a report to the Board of Directors with its findings and recommendations for said new unit at the next Board of Directors meeting. At that meeting, the Chairman shall conduct a vote regarding acceptance or rejection of the new unit. Unless otherwise determined by the Board of Directors, a unit accepted by the Board shall be on probation until it musters for battle, at two out of four of the WCWA sponsored public battle events after Board acceptance, the minimum attendance for its respective branch of service, as outlined below. If four public battle events elapse without meeting minimum attendance requirements at two of the four events, the new unit must reapply to the Board for new unit recognition.

2. Due to the responsibilities and dangers involved, a person must have a minimum of one year experience within the WCWA and have participated in at least three (3) public field events before becoming a Company Commander. In the event that someone from outside the club wishes to join and bring in a new unit, that unit and Commander will be attached to a similar unit until the Commander meets this requirement.
3. A fully formed and recognized Infantry Company is a unit with at least eight (8) paid up *combatant* memberships for the current year and WCWA Board approval. To be recognized, a newly formed infantry unit shall be approved by a majority vote of the Board of Directors; shall maintain at least eight (8) paid up, combatant members; and shall pass a period of probation before being eligible for voting and surplus funds distribution(s) privileges. Recognized probationary units shall be allowed to maintain individual camps but shall be attached to similar-type units for battle reenactments.
4. A fully formed and recognized cavalry troop is a unit with at least four (4) paid up combatant memberships with certified mounts for the current year, with WCWA Board approval. A cavalry troop may fall below the requirement of four (4) riders and four (4) certified mounts where dismounted cavalry may be counted as combatants. However, for dismounted cavalry to be counted the troop must have a minimum of two (2) combatant members with certified mounts. In a cavalry unit, troopers and certified mounts are counted towards the unit's strength whose combatant count may not fall below eight (8). No cavalry troop shall be established without mounts. To be recognized, a newly formed cavalry troop shall be approved by a majority vote of the Board of Directors, shall maintain at least four (4) paid up combatant members with certified mounts, and shall pass a period of probation before being eligible for voting and surplus funds distribution(s) privileges. Recognized probationary troops shall be allowed to maintain individual camps but shall be attached to similar-type units for battle reenactments.
5. A fully formed and recognized Artillery Battery is a unit with at least one (1) certified-safe and historically accurate gun and five (5) paid up *combatant* memberships for the current year and WCWA Board approval. To be recognized, a newly formed artillery battery shall be approved by a majority vote of the Board of Directors; shall maintain at least five (5) paid up, combatant members; shall possess at least one certified-safe and historically accurate gun; and shall pass a period of probation before being eligible for voting and surplus funds distribution(s) privileges. Recognized probationary batteries shall be allowed to maintain individual camps but shall be attached to similar-type units for battle reenactments.
6. A fully formed Special Unit, such as Signal Companies, Engineer detachments, Pioneers, etc., is a unit with a minimum of five (5) paid up *participant* memberships for the current year and WCWA Board approval. To be recognized, a newly formed Special Unit shall be approved by a majority vote of the Board of Directors; shall maintain at least five (5) paid up, participant members; and shall pass a period of probation before being eligible for voting and surplus funds distribution(s) privileges. Recognized probationary Special Units shall be allowed to maintain individual camps but shall be attached to their respective HQ's for battle reenactments. Rank structure in such specialized units will reflect the historic nature of the specialty.
7. A fully formed and recognized Civilian Society is a unit with at least five (5) paid up civilian memberships (minimum age 12) for the current year and WCWA Board approval. To be recognized, a newly formed civilian society shall be approved by a majority vote of the Board of Directors; shall maintain five (5) paid up members (minimum age 12) and shall pass a period of probation before being eligible for voting and surplus funds

distribution(s) privileges. Recognized probationary Civilian Units shall be allowed to maintain individual camps but shall be attached to similar-type units for camp reenactments.

8. A Multi-Branch Unit is a unit composed of two or more Branches of Military service. (i.e. Horse Artillery, Infantry with Artillery support [Marine Corps/Navy] ). This Unit shall be formed in compliance with the minimum member strengths for all branches included. (see para. 9) For surplus funds distribution(s) and powder allowances the Multi –Branch Unit will collect for its respective branches. (i.e. Horse Artillery will collect regular Cavalry stipends plus a powder allowance for their Artillery branch, but the Artillery gun crew will not be added to their Cavalry stipend.) All other rules and regulations regarding single Branch units apply to like branches of the Multi-Branch unit. A Multi-Branch unit must maintain its strength minimums in all branches to maintain full unit status. (see: Sec F. para. 9, 10, & 11).
9. The Special Group is composed of currently paid up members of a recognized unit who wish to portray an impression not covered by a recognized unit. The Special Group has no command structure but, members must be under the command of a commander of a recognized unit or one of the Brigade Commanders. There is no minimum number of members needed for unit status or participation requirements.
10. Any unit which drops below the following minimums at 50% or 50% plus one if there are an odd number of WCWA sponsored events {or less than the number of events established by the Board of Directors at the beginning of each year} will be reduced to under strength status with the appropriate loss of privileges as outlined in paragraphs 3, 4, 5, 6, 7, and 8 above. The minimum average attendance level for continued recognition of a fully formed unit is as follows:
  - i. Infantry - 8 combatants.
  - ii. Mounted Cavalry - 4 combatants with mounts.
  - iii. Artillery - 5 combatants with one cannon.
  - iv. Civilian Society - 8 members.
  - v. Specialty Unit - 5 participants.

Active Duty service personnel or those activated to Active Duty, who are current paid up WCWA members and are deployed or otherwise absent due to orders of a temporary nature in support of war efforts, may be counted as attending for the purpose of continued recognition of a fully formed unit. Unit commanders will report such individuals to the appropriate Brigade Commander.

11. Units in the WCWA are recognized as “full strength” when they have at least the minimum number of participants defined for their unit type at 50%, or 50% plus one (if an odd number) of WCWA-sponsored public battle events during the calendar year. Units are recognized as “understrength” if they have had less than the minimum number of participants defined for their unit type at 50%, or 50% plus one (if an odd number) of WCWA-sponsored public battle events during the calendar year. Understrength units do not have a vote on the General Board. After two years of being understrength, understrength units must field at least 50% of the minimum number of participants defined for their unit type, at 50%, or 50% plus one (if an odd number) of WCWA-sponsored public battle events during each calendar year, in order to have the right to remain recognized as an understrength unit. Understrength units fielding less than 50% of the minimum number of participants for their unit type, in their third or more year of being understrength, may be disbanded by a vote of the General Board. The highest rank in an understrength unit is limited to the highest noncommissioned rank for that type of unit.
12. Any recognized unit may apply to change its unit impression (i.e. unit name and associated unit history) within the same branch of service (i.e. infantry, cavalry, artillery, special unit, or civilian group) provided the branch of service requirements are met as outlined in the applicable Paragraph 3-7 above. It is acceptable for the unit to be understrength and on probation at the time of the change request. A change of unit impression to a different branch of service must be done per Paragraph 1 above. The following steps detail the change process within the same branch of service.
  - i. Unit hold a unit meeting to decide to change unit impression. Create minutes for the meeting that document the decision.
  - ii. Unit create documentation for a new unit impression, to include a written history of the unit, an inventory of equipment presently possessed; a complete roster of current WCWA members in the unit; and a mentor unit name.
  - iii. Present documentation listed in the two prior paragraphs at a WCWA General Board meeting.
  - iv. The WCWA Membership Committee will receive the documentation, review the documentation, and make a recommendation to the Board of Directors at the next meeting regarding the application for change of unit impression. If the unit is currently at full strength and has at least one experienced leader, then the unit will continue to be recognized as such (no probation or mentorship requirement for change). However, if the unit is



on probation or does not have an experienced leader, then the unit will remain on probation and/or require a mentor unit.

v. At the board meeting where the Membership Committee makes recommendations on the unit impression change request, a motion and vote may be made to approve the unit impression change, with or without additional requirements.

vi. Two years minimum must elapse before a unit submits another change of unit impression.

13. Brigade Commanders shall create their own policies regarding rank structure.

14. When a Brigade Commander's term of office ends, he shall be allowed to wear that rank as a brevet promotion. The rank shall be honorary, having no authority and shall be worn only at social functions.

#### Section H. Membership Rules & Regulations

1. All Members age 12 and up participating in a sponsored or sanctioned event shall take and pass the WCWA Safety Standards Test and shall have all pertinent paperwork on file according to WCWA membership requirements.
2. All members shall present themselves to the public as best as they are individually able in their chosen role.
3. Only members in good standing may participate at WCWA events. The WCWA recognizes two kinds of membership: WCWA membership and current equivalent membership in a Civil War reenactment club with a reciprocal agreement with the WCWA. Reciprocal agreements will be renewed annually, subject to proof of insurance and completion of WCWA Safety Standards, or approval of Guest Safety Standards by the Board of Directors.
4. Membership Dues.
  - i. Annual membership in the WCWA is for the period January 1 through December 31 of each year.
  - ii. Annual WCWA fees for all members are as indicated in the following table. The fee schedule is effective upon approval by the WCWA Board of Directors.

**WCWA Membership Fee Schedule Effective January 23, 2016**

Type	New Membership or Renewal	New Membership	Renewal
Period	9/1 of year prior, to 3/31	After 3/31	After 3/31
Method	Online or Paper	Online or Paper	Online or Paper
<b>Adult age 18+</b>	<b>\$20</b>	<b>\$25</b>	<b>\$30</b>
<b>Family</b>	<b>\$35</b>	<b>\$40</b>	<b>\$45</b>
<b>Independent Minor age 12-17</b>	<b>\$10</b>	<b>\$15</b>	<b>\$20</b>
<b>Military* Adult age 18+</b>	<b>\$10</b>	<b>\$12.50</b>	<b>\$15</b>
<b>Military* Family</b>	<b>\$17.50</b>	<b>\$20</b>	<b>\$22.50</b>
<b>Military* Independent Minor age 12-17</b>	<b>\$5</b>	<b>\$7.50</b>	<b>\$10</b>

\* "Military" is a current member of any branch of the U. S. or Canadian armed forces, in any active or reserve role.

- iii. A new membership paid on or after Sept. 1 of a given year is also valid for the next year.
- iv. Online registrations must be paid via PayPal at the same time. Online registrations not paid with PayPal at the same time will be deleted. The date of transaction is the effective date for the applicable fee.
- v. Paper registrations received with incorrect fees will not be entered into the system until the correct fee is received. The postmark date is the effective date for the applicable fee.
- vi. A "family" is up to two (2) adults and their dependent children. A "dependent" child is defined as any child under the age of 18, and also includes children ages 18 through 25 who are full time students and are 50% or more financially dependent on the/a parent(s). Children under age 12 are free but a membership form and minor waiver of liability must be submitted for each of them.
- vii. A WCWA member is a person who completes a WCWA paper or online membership application and pays the applicable fee for that membership which has been validated by the WCWA Membership Coordinator. The Membership Coordinator shall have eight (8) days to validate the application.

- viii. A person must be listed on the unit roster in order to count toward the unit's strength at a major event. To be included in a major event roster, memberships must be received by WCWA Membership Coordinator at least eight (8) days prior to the event. Paper membership renewals are not accepted at events. Online memberships will be recognized at events, provided a verification of membership is received electronically by the unit commander and/or battalion or civilian community staff member. If an electronic receipt is not received, then the membership may not be recognized. "Pay to Play" temporary membership may be used, if applicable (see Event Rules and Regulations).
5. In addition to the opportunity to change units when membership is renewed annually, one additional unit change may be made each year using the following unit transfer process:
    - i. An individual wishing to transfer units must complete a request for transfer stating his/her name; the member's present unit; and the new unit.
    - ii. The member must give notice in writing to the present company commander that the member is transferring to another unit. Said notice shall be signed by the New Company Commander.
    - iii. A copy of the written notice shall be sent to the WCWA Membership Coordinator by the receiving Commander, who shall make all necessary changes to reflect the individual's new unit status and shall return written notification to both company commanders that the transfer has occurred. Unless this procedure has been expressly followed, said member shall continue to be listed as a member of his/her original unit, and all stipends or benefits given on behalf of said member shall be given to the original unit.
    - iv. Instead of using the paper unit transfer form, an individual wishing to transfer units may complete the process by e-mailing a request for unit transfer to 1) the commander of the unit that the member is leaving, 2) the commander of the unit that the member is joining, and 3) the Membership Coordinator. Both commanders will "reply-all" to those on the e-mail to acknowledge the transfer from the unit losing the member, to the unit gaining the member, and to indicate acceptance of the member into the new unit. Upon receipt of both commanders' messages, the Membership Coordinator shall change the member's unit in the WCWA membership database. Instead of the paper or email transfer, if available, a WCWA website feature may permit transfer from one unit to another.
  6. Members wishing to change units at the end of the season need simply to enlist with the new unit and pay WCWA membership dues through the new unit.
  7. Vendors intending to sell services and goods at WCWA sponsored events must submit to the WCWA Treasurer or Membership Coordinator a WCWA Vendor Application form and dues indicated below. See Bylaws Section E for vendor category definitions. Dues for the vendor categories are as follows.
    - a. Period Sutler: \$10 per year plus applicable WCWA membership dues for person named on application.
    - b. Period Tradesman: \$10 per year plus applicable WCWA membership dues for person named on application.
    - c. Period Craftsman: Applicable WCWA membership dues for person named on application with no other fee collected (complete both Vendor Application and regular Membership Application).
    - d. Non-Period Vendor: Fees determined by the Event Coordinator; does not include WCWA membership.
  8. An Honorary Membership may be conferred on any person, not a member of the WCWA, who has contributed to the mission or commitment of the WCWA. An Honorary Membership may be granted by a majority vote at any regular Board of Directors' meeting and is permanent. Upon approval, the Treasurer shall issue a regular WCWA membership card with the words "Honorary Member" added.
  9. A Lifetime Membership may be conferred on any WCWA member, former or current, no longer able to participate in WCWA activities due to a medical condition, age, or other like circumstance. A Lifetime Membership may be granted by a majority vote at any regular Board of Directors' meeting and is permanent. Upon approval, the Treasurer shall issue a regular WCWA membership card with the words "Lifetime Member" added.
  10. A new or renewing member who is a current member of any branch of the U. S. or Canadian armed forces, in any active or reserve role, shall receive a fifty percent (50%) discount off applicable WCWA dues as detailed in Section G, Paragraph 4.

## Section I. Surplus Funds Distributions

1. Surplus Funds are defined as money leftover in the WCWA bank account near the end of the calendar year after foreseeable expenses in the calendar year have been paid and the carryover amount to the following year, determined by a vote of the General Board, has been achieved.
2. Surplus Funds Distributions may be made to 1) units in the WCWA and/or 2) charitable entities external to the WCWA. All Surplus Funds Distributions will be determined by a vote of the General Board at the November (or near month) board meeting.
3. Event registration forms will be used to determine attendance and participation of all WCWA reenactors for potential surplus funds distributions to units. The Event Coordinator shall deliver all WCWA registration forms to the WCWA Treasurer. Potential surplus funds distributions to units will be based on total registered attendance at a given event for all days of the event. Members counted in said unit registration are members registered to that unit who are 12 years of age or older, and are present and participating as reenactors.
4. For WCWA administrative purposes only, Civilians can register as part of Military Units.
5. Only WCWA members, who are 12 years of age and over, in period dress, are to be counted toward potential surplus funds distributions. Each unit is tasked with monitoring their members for period dress.

## Section J. Event Rules & Regulations

1. *Guest reenactors* shall be integrated with existing WCWA units, or may participate as distinct units under the WCWA command at the discretion of the appropriate WCWA Brigade Commander, who will verify the WCWA Safety requirements.
2. “Pay to Play” is a temporary WCWA membership, good for one event. Reenactors are encouraged to join a unit and pay to be WCWA members. However, if a person wishes to participate at one event, the person may be eligible for “Pay to Play”. The following rules apply to “Pay to Play”.
  - a. “Pay to Play” is applicable for 1) people that have reenacted; and 2) for persons that have never reenacted before.
  - b. Fill out “Pay to Play” form and sign the standard WCWA liability waiver statements.
  - c. Pay the required amount for “Pay to Play”—per person, age 12 and older, \$20 if they have reenacted, \$0 if never reenacted before; age 0-12, free (form must still be filled out, with signed waivers, for minors); there is no family discount for “Pay to Play”.
  - d. A unit commander must accept the “Pay to Play” participant in their ranks and make sure the “Pay to Play” participant meets all WCWA requirements for participation, including WCWA safety requirements.
  - e. A “Pay to Play” participant does not count toward unit strength requirements.
3. WCWA battlefield combatants shall be 16 years old with the following exceptions:
  - a. Combatants under age 16 may participate in combat on the battlefield with written consent of the combatant’s parent or guardian, their respective company commander, and their respective brigade commander.
  - b. Combatants age 12-13 may participate in combat on the battlefield, provided:
    - 1) Their participation is approved by the WCWA Virginia Military Institute (VMI) unit commander in accordance with an approval process defined by the VMI commander.
    - 2) Their participation is approved by their respective company commander in accordance with an approval process defined by their respective company commander.
    - 3) Their participation is approved by their respective brigade commander, who may consider the combatant’s overall mental and physical maturity and may approve the combatant’s battlefield combat participation under certain conditions and/or with certain restrictions.
  - c. Non-combatant battlefield participants (e.g. musicians, vivandiers, etc.) age 12 and 13 years may participate on the battlefield with written consent of the participant’s parent or guardian and their respective brigade commander. Non-combatant participants age 12 and 13 years shall not be armed. Non-combatant participants age 12 and 13 years may participate on the battlefield in Position Number 5 on an artillery piece.

4. Children younger than 14 are welcome in all WCWA activities, except for battles (except as noted above.) Any WCWA member under 18 years shall be sponsored by a parent or guardian who is a current paid up WCWA member. No guardian may sponsor more than one minor unless said minors are members of the guardian's extended family. Extended family means that the guardian is the minor's grandparent, uncle, aunt, or first cousin.
5. Any violations of the established WCWA Safety Rules, Artillery Standards, and Cavalry Standards are subject to disciplinary action which may include exclusion from that or subsequent events or expulsion from the WCWA.
6. All established or stated regulations of the host party, property owners, or clubs (etc.) shall be followed.
7. All WCWA members shall enforce and obey any and all site host rules.
8. Company Commanders are responsible for the behavior of their companies. This includes *Combatants*, *participants*, and attached civilians.
9. Members may capture another unit's colors on the battlefield, but must capture the color bearer also and the colors remain in the possession of their color bearer. Capture of colors is prohibited at any other time. Captured colors are to be treated with proper respect. Any unit which captures another unit's colors is responsible for said colors, while colors and bearer are in their possession.
10. Any verbal provocation or physical abuse by any member towards another is prohibited and is grounds for immediate expulsion from an event.
11. When units have a dual identity, they shall choose a main identity and shall be placed in the appropriate Brigade. When reenacting in their alternate identity, the unit shall be under the command of the other Brigade, although still belonging to the primary Brigade.
12. When a member has a dual identity, said member shall choose a primary unit with which to reenact at an event. Said unit shall receive a surplus funds distribution, if there be one, for that member.
13. Members of the WCWA reenact as persons of the Civil War era, 1861-65, in any theater of the war or home front. No member shall reenact as persons in the period before or after the war years, 1861-65.

#### K. Camp Rules & Regulations

1. Period Camps may be placed at the discretion of the Event Coordinator with the advice of the Brigade Commanders, Civilian Leader, or other Civilian members. The modern camp should not be within sight of historic camps and should be as far from historic camps as practicable.
2. Open fires shall not be built closer than six (6) feet from the nearest tents. Heating or cooking stoves may be located within six (6) feet of tents and flies if said stove:
  - i. completely contains the fire within the confines of the stove; and
  - ii. has a chimney or stovepipe which extends through or away from canvas.
3. Camp "Quiet time" will be sounded in camps by bugle and/or drum or otherwise announced around the hour of 11:00 PM. After said time, loud noise or boisterous behavior shall not be permitted. "Quiet time" ends at 6:00 am.
4. Camps which are accessible to the public are not secure areas. Members should take appropriate measures and precautions to protect the safety of the public and to guard against theft by the public.
5. All persons residing in any WCWA camp must be members of the WCWA, guests of members or an organization with reciprocal membership rights. Members are responsible of the actions of their guests.
6. The persons and activities in the Modern Camp fall under the same rules and guidelines as do the Historical Camps, except for the authenticity guidelines. No vehicles are allowed into the reenactment area from 8:30 a.m. of the first day to the closing of camps on the last day of a reenactment.
7. Members who arrive or need to leave between said times should be assisted by unit members in carrying, pitching, striking, and removing said member's camp and gear. The following vehicle exemptions are authorized:
  - iii. Medical Emergencies.
  - iv. Sanitation Measures.
  - v. Logistics by the Event Coordinator (Food, Water & Fuel).
8. Each member is responsible for following these rules. Company Commanders are responsible for their enforcement within their camps.

## Section L. Medical Department

1. Medical Commanders will be included in all Officers' Call meetings.
2. Medical personnel shall retire before their own troops, in the face of the enemy, and they shall remain in the rear echelon. The rear echelon is defined as the rearmost engaged unit, except that medical personnel may be forward of the artillery, at the discretion of the Brigade Commander.
3. Nurses and their helpers may not be used on the battlefield as combatants.

## Section M. Disciplinary Sanctions

1. When a military or civilian member of a unit (including officers) is accused of wrongdoing of law, by-law, or regulation within the unit, whether it be during the unit's participation in a WCWA Sponsored or Sanctioned Event and the matter has not affected anyone outside the unit, then the unit has the responsibility for determining the guilt or innocence of the offending party. In the event the accused is found to be guilty the manner of discipline imposed is left entirely to the company and may include any legal and reasonable recourse except expulsion from the WCWA.  
Only the WCWA Board of Directors has the jurisdictional authority to define or restrict a member's status in the WCWA. Disciplinary actions at the company level may not be appealed to the Board of Directors of the WCWA.
2. The Civilian Leader will be responsible for responding to violations of law, by-law, or regulation by a member of the civilian community when it does not affect anyone outside of the civilian community.
3. Brigade Commanders, Company Commanders, and Civilian Leaders are ultimately responsible for the conduct of all units at WCWA events and, with the Event Coordinators, are responsible for enforcing site rules. The Brigade Commanders, in consultation with the Executive Board, have the final say on all questions arising during any WCWA event. Club members shall comply and cooperate with the Brigade Commanders, Executive Board and/or Event Coordinators regarding these responsibilities. Event Coordinators may request that Commanders exclude specific personnel from further participation as needed to enforce discipline. (Same as Section D Para. 5.)
4. When a military or civilian member of a unit (including officers) is accused of wrongdoing of law, by-law, or regulation (of a non-criminal nature), whether at a WCWA Sponsored or Sanctioned Event, and the matter has affected individuals outside of the accused member's unit, then the responsibility for determining the guilt or innocence of the offending party should reside jointly with the Company Commanders/Civilian Leaders of all units involved and the Event Coordinator. In the event the accused is found to be guilty the manner of discipline imposed is left to the Commanders involved and the Event Coordinator, and may include any legal and reasonable recourse except expulsion from the WCWA. Only the WCWA has the jurisdictional authority to define or restrict a member's status in the WCWA. In the event that the Commanders and the Event Coordinator involved can not come to a unanimous agreement on the disposition of the case then one or both Brigade Commanders may be summoned as an arbitrator. Disciplinary actions at the inter-company level may be appealed to the Board of Directors of the WCWA, however, the Board may, at its discretion, decline to hear the appeal.
5. When a military or civilian member of a unit (including officers) is accused of any wrongdoing of a criminal nature at any WCWA sponsored event then the matter will be immediately referred to the local law enforcement agencies for disposition.
6. When an Unattached Civilian, Military Personnel, Vendor and or other entities not assigned to WCWA unit, is accused of wrongdoing, they are subject to disciplinary action by the appropriate Brigade Commander and/or Vendor Coordinator.
7. Effective communications are paramount to have an effective organization. To the extent possible, it is recommended that communications be directed to the individuals for which the communication is intended, or for whom the communications are most important. It may be helpful to view your communications from the recipients' perspective, keeping the Golden Rule in mind: treat others as you wish to be treated. It is acceptable to focus comments on a person's actions or behavior; it is unacceptable to focus comments on a person's character or integrity. When there is a problem, first seek assistance through mediation.

Any WCWA member who communicates any of the following types of comments, by any method, about any person or group of people, at any time, may be subject to disciplinary action:

- 1) profanity or other derogatory language;
- 2) threats of violence
- 3) disparaging comments regarding character or integrity
- 4) displays, demonstrations, or other behavior that detracts from the WCWA's mission

Disciplinary action may be recommended by a WCWA Grievance Committee assembled by the WCWA Chairman or designee. The grievance committee shall include three WCWA members from various units (no two members from the same unit). A complaint to the WCWA Grievance Committee shall be submitted in writing and may include documented evidence indicating a pattern of unacceptable communication and/or eyewitness accounts. The committee shall investigate the complaint(s), evaluate the evidence and testimony from all involved individuals, interview eyewitnesses, and report findings and recommendations to the General Board that includes a recommended course of action subject to approval by the General Board.

The committee shall recommend the best solution to avoid a hostile membership environment. Disciplinary action may include:

- 1) Suspension from participation in certain WCWA events and/or WCWA-sponsored communication mediums (such as the Dispatch or online forum); the WCWA Executive Board has jurisdictional authority to restrict event and communication participation.
  - 2) Membership termination. Only the WCWA General Board has the jurisdictional authority to restrict or terminate WCWA membership.
8. Appeal process for communication disciplinary action: The member, after receiving notice of disciplinary action, has seven days to provide a request for appeal to the WCWA secretary. Any proof or explanation that led to the disciplinary action against them will be sent to the Executive Board for review. At the next full board meeting, the Executive Board will report their findings and make recommendations. The General Board will, by simple majority vote, decide whether the appeal has merit. If merited, a three person appeal committee will be formed. The appeal committee will be comprised of one Federal and Confederate member and a third member, the third being chosen by the person appealing the decision. The committee cannot include two representatives from the same unit. The appeal committee will, at the next board of director's meeting, recommend the disciplinary action be upheld or dismissed. The General Board, by a simple majority vote, may then uphold or dismiss the disciplinary action and the decision will be final.

## Section N. WCWA Safety Rules

### Preface

1. This document covers the care, use, and storage of the small arms (i.e.: rifles, muskets, carbines, shotguns, and pistols), artillery, ground charges, air bursts, signaling devices, edged weapons, and horses (or mules) used in the events sponsored by or sanctioned by the Washington Civil War Association. Whenever these items are being used, the user must remember that they are all potentially dangerous items if not handled correctly. We are attempting to portray a lifestyle and activities which are inherently dangerous. While we have attempted to cover most situations, it would be impossible to cover them all. Therefore, individuals must exercise their own common sense at all times.
2. Since we are dealing with potentially dangerous weapons and activities, we have developed procedures concerning battlefield tactics and camp life. We have done so because it is our intent to provide a safe and enjoyable experience for every member of your family. All activities must be carried out with the understanding that safety for yourself and your comrades is the first priority. Ultimately, you are responsible for your own safety!
3. All participants in WCWA sponsored or sanctioned events must have completed and passed a safety test if they intend to use, carry, or store any of the items covered under these safety rules. Mounted riders have an additional skills test they must have passed to enable them to bring and ride a horse at events. Unit

commanders or their safety officers are required by the WCWA to keep the completed safety tests of all members of their unit. These tests should be dated and scored and filed for easy access in the event a question should arise.

#### General Behavior Rules

1. All members of a reenactment unit must acquaint themselves with the safety rules. It is the responsibility of their company commander to ensure that they do so. Safety is the first priority of the club.
2. The consumption of illegal drugs and/or legal, nonprescription cannabis products is prohibited at WCWA events.
3. Legal consumption of alcoholic products is prohibited at WCWA events except after the last battle engagement of the day, after all weapons are secured, and after the public has departed, provided such legal consumption of alcoholic products is permitted by event coordinator, property management and/or property owner, local law, and state law.
4. Prescription drugs may be taken in accordance with law. Prescription cannabis may not be smoked in the camp area.
5. Any individual found to be under the influence of drugs or alcohol, in violation of the rules set out in #2 through #4 above, shall be suspended from the day's activities and will be disciplined.
6. Smoking is absolutely prohibited:
  - a. While handling black powder in any form.
  - b. After muster for battle has been called.
  - c. During battle.
  - d. After battles until all weapons have been cleaned and secured.
  - e. Within 25 feet of ammunition boxes or chests.
7. To avoid unnecessary conflict, at no time will a member pick up another member's weapon without permission of said member. The only exception will be if it is evident that the member lost the weapon. In this event, the weapon shall be turned over to the appropriate command headquarters immediately.
8. Any verbal provocation or physical abuse with malicious intent by any member towards another is strictly prohibited and is grounds for immediate expulsion from an event.
9. Any violations of the established Safety Rules are subject to disciplinary action, which may include exclusion from that, or subsequent, events or expulsion from the WCWA.
10. At no time will a firearm be discharged at anyone, except at a range of at least 50 feet.
11. All rules and regulations of the host parks, recreation districts, property owners, etc., shall be obeyed without question, subject to negotiation and amendment to coordinate with the rules and regulations of the WCWA prior to the event or activity.
12. Absolutely NO fireworks are allowed at any WCWA event without approval from the Board of Directors.
13. Absolutely NO ball ammunition (either Minie or round) shall be brought to the capping and clearing area or to the battlefield.
14. No weapons (sidearms, longarms, bayonets, knives, tomahawks, etc.) will be brought to any military ball except dress swords and sabers. Dress swords and sabers will not be worn on the dance floor.
15. The minimum safe distance of an open fire is 6 feet from any tent or awning.
16. A bucket of water or fire extinguisher must be accessible at every campfire.
17. Open flames (candles and campfires) must be attended at all times.
18. Vendors must have a fire extinguisher in their tents.
19. Weapons must not be carried while on night watch.

#### General Battlefield Rules

1. The event coordinator and Battalion/Legion commanders have overall responsibility for safety at events. They may delegate the enforcement duties to Safety officers.
2. No person under the age of 12 will be allowed on the battlefield. Ages 12-13 can be on the battlefield as a non-combatant, i.e.: color bearer, musician, courier, etc. Ages 14 and above can carry a weapon and be considered a combatant.
3. Weapons shall not be fired without the unit commanders' permission. Cap firing does not require permission, but must be done in the designated capping and clearing area, and away from the public.

4. Because of the recognized dangerous nature of capping and/or discharging weapons in or around camp areas, the Battalion/Legion commanders will designate and mark a specific area for the clearing and firing of weapons between battles. This area will not be on the battlefield, since the battlefield is a main show area for other activities. All malfunctioning, loaded firearms will be handled in this area only.
5. All long arms will be cleared at the end of each battle. Pistols may be carried loaded as long as they are not removed from the person or left unattended for any reason. All weapons will be cleared after the last battle of each day.
6. Minimum safe distance in front of a longarm or side arm is 50 feet. Minimum safe distance in front of an artillery piece is 75 feet.
7. Discharging of a weapon is prohibited within 50 feet of Powder Boxes.
8. Frontal charges on a loaded cannon are prohibited. A cannon is loaded when the rammer is positioned upright on the wheel hub.
9. Skirmishers may not fire from a prone position unless choreographed and with Company and Battalion Commanders permission. Those who are wounded may never fire from the prone position.
10. Mounted cavalry should maintain at least 50 foot intervals between infantry or artillery troops, being especially careful of simulated casualties. When working in areas where men are casualties, action is confined to a walk.
11. Pistols may be loaded at any time during the day, but they may not be capped until just prior to assembly for battle.
12. If a horse should become loose on the battlefield or in camp you should not try to assist or approach the horse unless instructed to by a cavalry member or Trooper.
13. Any member may call a **CEASE FIRE** at any time if the member witnesses an unsafe act or unsafe condition. A cease fire and a hold on all movement will occur if any unauthorized person, such as a spectator, comes onto the field during a battle, if that person cannot otherwise be readily controlled.
14. If a real injury occurs during a battle that requires immediate medical attention, any member may yell **MEDIC** to call attention to the emergency. The word **MEDIC** is not to be used in any other case except that of an actual medical emergency. First aid should be summoned as soon as possible with the least amount of fanfare. Commanders will move all action away from the injury. Non-participants (I.E.: photographers, artists, etc.) are not allowed on the field of battle except by express permission of both Battalion Commanders.
15. Any unit not represented at the official Battalion Commander's Battle Planning Meeting may not participate in that battle under their own command, except by prior agreement with their respective Battalion Commander.
16. Skirmishes, battles and raids are prohibited at public events except when coordinated between both Battalion Commanders and the event coordinator or site host. At backcountry tactical events, raids may be expected 24 hours a day.
17. Any firearm with a barrel length of less than 39 inches shall not fire from the rear ranks, except if the front ranks are in the kneeling position.
18. Pistols and rifles will not be carried at full-cock during a charge.
19. All unit commanders and mounted riders shall make note as to the location of ground charges concealed on the battlefield.

### **Weapons Safety Rules – General**

1. All weapons must be clean and in good repair prior to use.
2. All weapons and ammunition shall be inspected by the individual Company Commanders each morning of every event prior to the first battle of the day. Any weapon found to be unserviceable (i.e.: cracked stock, malfunctioning lock, etc.) shall be banned from the field. Any weapon found to be rusty or fouled shall be cleaned prior to use. The Battalion Commanders have the authority to spot check any company at their discretion.
3. All weapons shall be cleaned at the end of each day. The ramrod should make a definite "clink" in the barrel.
4. It is recommended, time permitting, that barrels be rinsed out and dried after each battle. Fouling in blank firing is severe and large flashes will travel greater distances as the core diameter is reduced.
5. Weapons shall be loaded only at designated times before each battle or demonstration, and at no other time when the public is present.
6. Absolutely NO item which can readily fit down the muzzle shall be permitted in the cartridge box. A nipple pick is permitted if it cannot be carried in the cap pouch.
7. Blank cartridges must be carried in a leather cartridge box.
8. Loose percussion caps shall not be carried with any powder or cartridges.



9. Pyrodex and smokeless powders are expressly prohibited. Black powder substitute manufactured under U.S. Patent Number 5,557,151 is permitted provided users are made aware that 1) they are using this black powder substitute instead of black powder and 2) there are chemical differences between this black powder substitute and black powder that affect its performance and safety characteristics.
10. Weapons shall not be readily accessible and unattended while the public is present during an event.

## **Weapons Safety Rules – Specific**

### **Longarms**

1. The only powder acceptable for loading longarms (rifles, muskets, carbines and shotguns) is black powder with a rating of FFg or FFFg. Black powder substitute manufactured under U.S. Patent Number 5,557,151 is permitted provided users are made aware that 1) they are using this black powder substitute instead of black powder and 2) there are chemical differences between this black powder substitute and black powder that affect its performance and safety characteristics.
2. During loading, no part of the loader's body should be in front of the muzzle nor should the weapon be inclined towards another person.
3. Absolutely NO ramrods will be drawn during battles. Ramrods may be used in firing demonstrations when no opposing troops are present, and then only under close supervision.
4. Longarms may never be loaded from powder flasks or horns.
5. Charges for longarms must be made up in paper cartridges that conform to the Civil War period. Cartridges must be made prior to the battle and will contain no more powder than prescribed in the table below. No staples, glue, or tape may be used in making the cartridges. Only cotton, linen or silk thread is acceptable for binding cartridges. Cartridges for longarms other than muskets must be pre-made using methods and materials appropriate to the particular longarms requirements. Case type cartridge wadding materials shall be the same as for pistols. Paper cartridges must be made of fully combustible materials (nitrated paper, or easily consumed recycled paper).
6. The maximum size for longarm cartridges is as follows:
  - .69 caliber-80 grains
  - .58 caliber-70 grains
  - .54 caliber-70 grains
  - .50 caliber-60 grains
  - .45 caliber-50 grains

### **Pistols**

1. The only powder acceptable for loading revolvers and other pistols is black powder with a rating of FFFg or FFFFg. Black powder substitute manufactured under U.S. Patent Number 5,557,151 is permitted provided users are made aware that 1) they are using this black powder substitute instead of black powder and 2) there are chemical differences between this black powder substitute and black powder that affect its performance and safety characteristics. Single shot pistols shall be loaded with no more than 40 grains of powder and will otherwise be treated as longarms.
2. There are only two proper and safe revolver loads recognized by the WCWA. They consist of:
  - a. Black powder, foam wadding, then grease - in that order.
  - b. Black powder, then Cream of Wheat - in that order.
3. If foam wadding is used, it must be composed of a substance which easily crumbles between the fingers (I.E.: Florist's Foam). Styrene (I.E.: disposable cups and meat trays) and hard Styrofoam are not acceptable and are therefore prohibited. Paper wads, cloth wads, wax and "Wonder Wads" are also prohibited.
4. Grease, when used over wads, must be specifically designed for blackpowder shooting, I.E.: "Spit-Ball" or "Spit-Patch", etc. Crisco (or other such materials) is prohibited because it will melt and lose its seal.
5. Revolvers may also be loaded using approximately 1/2 black powder and 1/2 Cream of Wheat per cylinder charge. The powder is poured first and the space above filled with Cream of Wheat, pressed tightly with the loading lever. No grease is required with this method as the Cream of Wheat has enough oil in it to stay compressed.
6. Powder flasks and horns shall not be used on the field except at backcountry events, and only for the loading of revolvers.

7. Those using revolvers may carry extra uncapped cylinders provided they are properly wadded and carried securely in a leather pouch and with the approval of the Battalion/Legion commander.
8. All pistols must be carried in leather holsters when loaded.
9. Mounted troops May carry pistols in pommel holsters.

### **Sabers, Swords, Bayonets & Knives**

1. Edged weapons will only be drawn upon the orders of the Company Commander. Sabers will only be drawn with Mounted Safety Officer and Cavalry Commanders approval.
2. No bayonets shall be unsheathed or fixed during battles, unless prior approval by both Battalions and rehearsed prior to battle.
3. All sabers, swords and bayonets will have dull edges.
4. Knives will not be drawn on the battlefield, and will be tied into their sheaths in such a way that they cannot fall out if turned upside down.
5. Hand-to-hand combat will be permitted only by prior permission of the Battalion/Legion commanders, notification to all engaged units, and REHEARSED by all units and persons involved.
6. Combatants cannot advance for hand to hand combat if their weapons are loaded.
7. Cavalry sabers may be attached to the left side of the saddle between the sweat leather and the stirrup fender.

### **Muzzleloading Rifles, Muskets, Musketoons, Shotguns and Breechloaders**

#### **Definition**

For the purposes of the WCWA, muzzleloading rifles, muskets, musketoons and shotguns are defined as those weapons which are loaded from the muzzle and are ignited by a percussion cap. Weapons with a flintlock ignition are permitted only with the Battalion/Legion commanders' express permission.

#### **Blank Firing**

##### *Ammunition*

Only commercially manufactured black powder rated at FFg or FFFg may be used. Pyrodex or smokeless powder is expressly forbidden. Black powder substitute manufactured under U.S. Patent Number 5,557,151 is permitted provided users are made aware that 1) they are using this black powder substitute instead of black powder and 2) there are chemical differences between this black powder substitute and black powder that affect its performance and safety characteristics.

##### *Storage of Ammunition and Components*

Made-up cartridges, caps and black powder should be stored in a cool, dry place that is secure from access by children or the public, safe from flame or fire or other source of high temperatures. Percussion caps must be stored in their original container. They may not be stored in glass jars, paper boxes or other unsafe containers.

##### *Loading the Weapon*

The following procedure for loading a weapon assumes that the cartridges are carried in a cartridge box, percussion caps are carried in a cap pouch and that this is the first time the weapon is being loaded prior to a firing event. In other words, you are not in the middle of a battle.

### **Before Going Onto the Battlefield**

#### *Check Barrel for Blockages*

1. Muzzleloaders: Make sure the barrel is clear of debris by wiping out the barrel with a cleaning patch and by "sounding steel", I.E., dropping a ramrod in the barrel from about 4 to 6 inches from the breech. If there is no obstruction or debris you will hear a ringing sound, not a "clunk".
2. Breechloaders: Drop the breechlock or open the gun and visually examine the barrel and the breech for fouling, debris and obstructions. Remove any and all residue or debris. Check Touch Hole for Blockages.
3. All Longarms: 'Capping Off' your weapon, make sure the touch hole is clear of obstructions by placing a cap over the nipple, and with the muzzle near the ground, discharge the weapon. Watch for movement of grass or dust caused by gasses being expelled from the muzzle. You should also learn to hear the sound of a clear bore.
4. Fixed Primer Rigid Cartridge Guns. Guns firing a rigid cartridge with a fixed primer must have their firing pins checked to verify that they are free-floating, i.e.: they are not fouled or frozen into place.
5. *Secure Ramrod* Make sure the ramrod is secure in its proper carrying position.
6. *Secure Bayonet* Bayonets should be secure in their scabbards and the scabbard firmly attached to the waistbelt.

## **At This Point You Are Ready to Go Onto the Battlefield**

### *All Weapons*

The following procedures are to be followed during battles and living history demonstrations at all WCWA sponsored or sanctioned events.

1. Repeat Firing: Follow the procedures given by your company commander for loading the weapon. To help prevent premature ignition, do not remove the expended cap until ready to re-cap, i.e.: until after the powder has settled.
2. Malfunctions on the Field: If your weapon fails to discharge, with the muzzle pointed in a safe direction (preferably with the muzzle pointed up), remove the failed cap or cartridge and replace it with another.
  - a. If the weapon fails to fire for a second time repeat step 1,
  - b. If you can safely leave the line, find an area free of other safety concerns and use a nipple pick to clear any fouling from the nipple. Try again to discharge the weapon. At all times, while working on a weapon that has failed to discharge, the barrel of the weapon must be pointed in a safe direction.
  - c. If, after three attempts, your weapon still fails to discharge, dump your powder and become a casualty.

### *Ammunition Preparation in Camp or at Home*

When preparing cartridges in camp or at home, the following procedure should be followed:

1. Use only FFg or FFFg (FFFFg can be used for pistols) black powder from an authorized commercial source. Black powder substitute manufactured under U.S. Patent Number 5,557,151 is permitted provided users are made aware that 1) they are using this black powder substitute instead of black powder and 2) there are chemical differences between this black powder substitute and black powder that affect its performance and safety characteristics.
2. Powder should be sifted through a sieve with openings no larger than ordinary window screening. This is to insure that there are no foreign objects in the powder.

### *Discharging A Weapon in Camp*

Discharge of weapons in any camp area is only allowed with permission of the Company Commander and the WCWA Battalion Commander, and only in a choreographed scenario.

## **Cavalry Safety Rules**

1. A WCWA Equine Safety Committee shall exist to evaluate all current and proposed cavalry and horse drawn vehicle (HDV) unit certifications. The committee will be composed of members of the WCWA who have equine experience or have a need for equine. This may include cavalry unit safety officers and HDV unit safety officers who wish to participate.
2. The owner of a horse is legally responsible for the actions of that horse unless other arrangements through liability contracts or rental/lease agreements have been made. No horses will be allowed on the battlefield until the rider and the mount have passed a yearly riding certification that has been approved by the Equine Safety Committee. The certification process will be administered by the respective unit's safety officer. Each battalion commander or their designee is responsible to ensure these rules are followed and that records (Safety Test Verification forms and HDV Driving Safety Test forms) are maintained by the respective equine unit.
3. No horse shall be allowed at an event without its horse equipment used in a safe, humane and correct manner. A "quick-release" knot will be used to tie horses by their halter lead. Horses shall never be tied by their reins. Linkstraps shall be fixed to the halter, not the bit.
4. A mounted safety officer for each cavalry unit should be the most knowledgeable member of that unit on horse safety, training, riding and trooper instruction and report to the unit commander any dangerous practices, equipment, horses or riders. They both shall report difficult or unresolved problems to the respective battalion commander.
5. Horses may not be left unattended in camp. A horse guard shall be posted while the public is present. A night guard may be posted to watch the picketed horses and the camp at the discretion of the company commander.
6. A safety inspection for cavalry shall include all weapons and tack used and all items carried onto the battlefield. The horses' hooves shall be inspected for loose shoes or lodged stones.

7. The use of stallions is not encouraged unless the unit desiring to employ one agrees to take full responsibility for its actions and there are no objections from the other horsemen who have their mounts at the event. The concern here is not just that the horse is well-trained but picket line safety and the fact that mares are present.
8. Picket lines are to be kept taut. Saddled mounts should be tied so as to keep the saddle from catching the picket rope. Individual picket pins are discouraged and if used must be kept away from camp and watched by a guard at all times. Free roaming horses (not on a picket pin or picket line) are discouraged.
9. Mounted cavalry should maintain at least 50 foot intervals between infantry or artillery troops, being especially careful of simulated casualties. When working in areas where men are casualties, action is confined to a walk.
10. Mounted cavalry should not fire at less than a 60 degree angle from their horses ears and be aware of the location of other troopers and horses around them.
11. Horses should not be chased if loose. They should be hazed in a non-threatening manner towards other horses or their camp picket line. Event planners should not site spectator crowds between the battlefield and the camps.
12. A gentle horse may be touched by the public in a controlled situation such as a talk or demonstration given by a knowledgeable trooper and with the permission of the mounted safety officer.
13. A loose sling-snap must be pushed under the mounted troopers saber belt and not left dangling.
14. Use of drawn sabers while mounted during battle requires extreme caution and must be authorized by the cavalry commander and the mounted safety officer after an approved script has been practiced.
15. Any object being pulled by a horse, donkey, mule, or pony is considered a horse drawn vehicle (HDV).
16. An HDV unit is a team comprised of 1) driver/rider, 2) animal(s), and 3) object being pulled. If any of the three items are changed or substituted, then the new team must be tested.
17. For any HDV team to be at a WCWA sanctioned or sponsored event, the team must pass a yearly certification test approved by the Equine Safety Committee and documented on a WCWA HDV Driving Safety Test form and WCWA Safety Test Verification form. The test will be administered by the HDV unit's safety officer.
18. Any new HDV team will be mentored by an established HDV unit; if no HDV unit exists, any cavalry unit may mentor the HDV team until the HDV team is deemed safe to operate for their intended use.
19. When an HDV is in use during a battlefield scenario, a safety zone of 25 feet shall be established while the HDV is under motion. The HDV shall not be fired on nor attacked within the safety zone, while under motion. For example, a drawn artillery piece that is underway has a 25 foot safety zone. Once the artillery piece stops, it may be captured or attacked. Scenarios may preempt this rule if approved by the units involved, the Equine Safety Committee, and battalion commanders.
20. HDV will not be unattended when horses are attached.
21. Around the public, while parked, HDV must be chock-blocked and/or have a brake engaged. Around the public, while moving, a minimum of one out-rider is required.
22. Safety always takes precedence over the correct way of doing things with mounted troops or HDV, should a conflict arise.

## **Artillery Safety Rules**

### **Definition**

For the purposes of the WCWA, artillery is defined as any form of cannon, howitzer, mortar, or other firearm whose original (full-sized) bore is greater than 1.5 inches. In this document, the terms "artillery" and "cannon" shall include all forms of these weapons.

### **General Rules**

1. All artillery tubes and carriages in the WCWA will be full scale and of period design and construction.
2. The minimum distance required between guns is determined by the area required by the gun crews to work the guns safely as determined by the Senior Experienced Gun Officer and/or the Ordinance Sergeant. A spacing of at least 20 feet, hub to hub, between artillery pieces is suggested.
3. The safe placement of artillery is the joint responsibility of the Artillery Commanders and the Battalion Commander.
4. Artillery pieces must have a minimum crew of four persons to fire. When possible the larger guns should have a crew of six. The need for a larger crew will be determined jointly by the battery commander and the Battalion Commander.

5. All artillery must have the required equipment on site and be in a safe condition prior to firing. Improperly equipped or unsafe artillery will be removed from the field.
6. No projectiles or wadding of any kind are to be fired unless prearranged and approved by the Battalion Commander with concurrence by the Board of Directors.
7. At no time will any object or material be fired from a cannon if that object or material will pass over the safety boundary or travel more than 75 feet, and thus endanger the participants and/or spectators during any WCWA event.
8. The artillery ammunition box will be placed 25 feet to the rear of the respective cannon and a minimum of 45 feet from the spectator's line. The lid hinge must be nearest the cannon.
9. The artillery ammunition box is to be constantly manned whenever unlocked. When the box is not in use it is to be removed from the field and placed in a secure location.
10. Ammunition boxes must be fitted with self-closing lids. Lids may not be fitted with any type of hold-open device nor may they be propped open by any external means, such as a stick, branch, etc.
11. Artillery powder charges are to be kept within the ammunition box until ready to be used. When ready to transport a charge from the ammunition box to the cannon muzzle each charge must be placed in a leather haversack. The charges are then carried to the cannon where they will not be removed from the leather haversack until they are to be placed in the cannon muzzle.
12. The thickness of the foil wrapper for the cannon powder charge is the responsibility of the Battery Commander, giving the highest regard and consideration for the safety of his crew, other crews and the public.
13. Before each WCWA event, any new artillery, participating for the first time at a WCWA event, shall be inspected by both Battalion commanders. Battery commanders from any battery present may participate in this inspection if they desire to do so. Each artillery piece must successfully pass the safety inspection before being allowed to fire in any event.
14. After loading any gun, the artillery crew will place the rammer on the wheel hub (in the case of a larger gun) or on the top of the wheel (in the case of a smaller gun) to indicate that the gun is now loaded and ready to fire. Artillery batteries will post a red safety flag to mark a misfired gun.
15. The maximum size of an artillery powder round is determined by the size of the bore.
16. When servicing the piece thumbs of cannoners #1 & 2 shall be pointed down range at all times.
17. Crew members who handle implements must wear gloves.
18. When swabbing the piece the sponge should be damp.
19. If a piece fails to fire after repeated tries the crew will wait 3 minutes and service the piece per the unit's misfire procedure.
20. The rate of fire for artillery pieces is at the discretion of the artillery unit commanders.
21. When an implement or powder charge is put into the tube of the piece the crew shall ensure the breach vent is covered.

### **Ground Charge Rules**

1. It is the responsibility of the Engineer Corps to place all ground charges. Personnel who have not attended the morning safety meeting may not set charges or operate the ignition box except by special permission by the Engineer Safety Officer.
2. Ground charge tubes will be placed in a safe manner, secured to the ground and marked. The wires are to be secured to the tubes. Remote control igniters are to be used to eliminate wires strung on the ground.
3. A safe distance from an exploding ground charge is five (5) feet. Ground charge tubes will be identified by the color yellow. Do not look directly into the tubes or touch any part of them or the wires.
4. Special Effects Interaction with the ground charges by troops on the field must be approved and coordinated between the Engineer Safety Officer, the Commander of the Engineers, and the Battalion Commanders. All Special Effects Interactions must be rehearsed and approved by an Engineer Safety Officer.
5. The Engineer Corps shall have approved firefighting equipment available in case of fire. Equipment may consist of Forestry Approved Water Pumps, shovels, or Pulaskies.
6. Nothing shall be fired from the ground charge tubes that could affect anyone outside the 5 ft. safety area except for Special Effects Interactions (See #4 above).
7. When ground charges are in place on the battlefield an Engineer shall stand watch at all times. If he/she must leave the area for his/her own safety, the ground charges shall be made inoperable. Any artillery position changes on the field should be coordinated with the Engineer nearest to the battery so that he/she does not fall within their 75 ft. field of fire.

8. Pyrotechnic materials, in addition to the powder charge and igniter, may be added to the ground charge to enhance visual effects only if they satisfy Rule #6 and are approved by the Engineer Safety Officer. Peat moss and/or grass are used only in open pans for special effects.
9. Aerial bursts and aerial rockets are prohibited.
10. The number of charges that are transported onto the battlefield should be sufficient to carry through the battle, including salutes, and will be decided upon by the Event Coordinator and the Engineers.
11. The Engineer Safety Officer shall supervise the placement of the ground charges and be present during the battle. Proper sequence for setting up a ground charge is:
  - a. Place ground charge tube in a location approved by an Engineer Officer and fasten it securely to the ground to prevent it from being accidentally disturbed. If not painted a distinctive color, mark its position with a Ground-charge flag.
  - b. Connect ematch to black powder ground charge; **BOTH WIRES MUST BE CONNECTED TOGETHER.**
  - c. Place charge in tube and secure wire to tube. Before charging tubes, person in charge **MUST** have possession of remote detonator and maintain its possession until the end of the battle or until all charges are fired or secured.
  - d. Place colored tape over the tube to show charge is loaded.
  - e. Once all charges are placed, connect separate wires to remote boxes and arm the box.
12. Each ground charge pack should be 2 oz. of black powder. Black powder substitute manufactured under U.S. Patent Number 5,557,151 is permitted provided users are made aware that 1) they are using this black powder substitute instead of black powder and 2) there are chemical differences between this black powder substitute and black powder that affect its performance and safety characteristics.
13. If a misfire occurs, verify the wire is connected to the remote box, then try again. If a second attempt fails, disconnect wire from the remote box and check it out after the battle. If reloading, check the tube first.
14. After the first battle of the day check to make sure there are no smoldering patches of grass, paper or other debris, take tubes back to camp or place in a secure position on the field. After the last battle of the day, retrieve the tubes, fill any open holes, and after checking to make sure there are no smoldering patches of grass, paper or other debris, return to camp. Return any unused ground charges to the Officer in Charge.
15. The Engineer Safety Officer may make changes to, or grant variances of, the Engineer Safety Rules on an individual basis when he or she feels they are necessary to insure the safety of the participants and spectators.

\*\*\* END \*\*\*