

Bylaws of the Washington Civil War Association

Approved and Effective:
4/21/2021

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Section A: Mission, Organization, and Definitions

Mission Statement

1. 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.
2. 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.
3. 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.
4. This section shall serve as a brief explanation of terms contained herein. **It is not a replacement for the definitions, duties, information, and requirements of the WCWA Constitution.** These are only included here for reference to the reader of the bylaws.
5. The WCWA is governed by the WCWA Constitution, WCWA Bylaws, and the Administrative Rules and Laws in the state of Washington. Additionally, the WCWA must abide by all state and federal laws, rules, and orders pertinent to 501(c)3 Non-Profit Organizations.

Definitions:

1. A **current member** is an individual who is in good standing with the WCWA and has paid membership dues (or done on their behalf, if a family) for the year in which they engage club activities.
2. The **WCWA Executive Board** is composed of a Chair, Vice-Chair, Secretary, Membership Coordinator, Civilian Representative, Union Battalion Representative, and Confederate Battalion Representative. These positions are voted on by the WCWA membership, yearly.
3. The **WCWA General Board (of Directors)** is composed of Unit Representatives of current full-strength groups (not on probationary status). Unit representatives or their proxies are chosen by WCWA member groups to represent them on the Board of Directors.
4. **Appointed Positions:** The WCWA Executive Board may choose to appoint members to assist with fulfilling the mission of the WCWA. This can include positions such as newsletter editor, website manager, or other similar roles. These individuals serve on a volunteer basis and may step down at any time. Additionally, the WCWA Executive Board can ask an appointed individual to step down if they are unable to fulfill their duties.
5. **The Dispatch** is the newsletter of the WCWA.

6. **Time-Period Accurate** (or Correct): Often abbreviated as simply “period”. A term meaning that all items, including clothing, weapons, historical information, and others are conforming to the time-period from 1861-1865.
7. **Military members/personas** are defined as a person portraying a soldier or sailor of any military nature in any branch of service for either a commissioned officer or enlisted soldier in the Union or Confederate Army, Navy or Marine Corps. This includes a military combatant or also those in a military support role (such as medical or signal service). Military members shall be properly outfitted in proper uniform and equipment based on their individual unit impression at WCWA events during public hours.
8. **Civilian members/personas** represent nonmilitary roles appropriate for the Civil War timeframe (1861-1865). These members are not allowed to participate in military or battle scenarios, unless they are portraying a documented civilian role in such scenarios (such as a battlefield nurse, etc.).

Section B. Elections of Executive Board Members

Introduction

1. Elections for Executive Board members shall occur each year to appoint the positions of Chair, Vice-Chair, Secretary, Membership Coordinator, Civilian Representative, Union Battalion Representative, and Confederate Battalion Representative. These individuals serve from January 1st to December 31st in the year following the election process.

Election Coordinator and Election Committee

1. An Election Coordinator shall be appointed each year in July. 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. The Election Coordinator may choose an Election Committee of at least two (2) additional members to assist in these duties.
1. No candidate for an Executive Board position shall be a member of this Election Committee or the Election Coordinator. The Election Coordinator and all members of their committee shall be current members of the WCWA.

Election Nominations

1. Nominations for Executive Board members shall be received by the Election Coordinator until 11:59 pm (Pacific Time) on August 31st. Nominations must be from current WCWA members and must be submitted in writing. Electronic submission via email, electronic instant message, or SMS text shall be accepted. A member may present their own name for nomination. Nominees shall be contacted to accept the nomination and may decline any nomination(s) prior to publication of their names. Individuals may be nominated for multiple Executive Board positions. If this occurs, the individual must choose which position to seek candidacy and may not run for more than one position.

Unopposed Positions

1. If there is only one nominated candidate for a position, (i.e. running unopposed), that individual shall automatically be appointed to that position at the start of the next term.

Vacant Positions

1. In the event no candidate is nominated or accepts a position, the position shall be filled by appointment by the Executive Board.

Write in Candidates

1. There are no provisions for write-in candidates or nominations.

Election Results

1. At the conclusion of the election, the Election Coordinator shall report the results of the election to the Executive and General Boards at the next Board of Directors Meeting for ratification. If any ties have occurred, these must be resolved, see section below. The General Board shall vote to accept or reject the Election Report. When accepted, the results of the election are final, and all ballot records shall be destroyed to maintain confidentiality. Individuals winning each position shall be notified by the Executive Board within seven (7) days of the acceptance of the election report.

Election Candidate “Platform Statements”

1. 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. Additionally, these statements may be published on the WCWA Social Media pages for member access.

Eligible Voting Members and Ballots

1. All current (i.e., paid) WCWA members in good standing over the age of 14 are eligible to vote for Chair, Vice-Chair, Secretary, Treasurer, and Membership Coordinator. For Union, Confederate, and Civilian Leaders, only current members in good standing over the age of 14 of those respective groups shall vote for those positions (i.e., the Union does not vote on Confederate Leader, and vice-versa. Either military group will not vote for a Civilian Leader).
2. 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. 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.

Election Integrity

1. Steps shall be taken to prevent duplication or forgery of ballots after they are distributed. Further, steps shall be taken to assure the anonymity of voters. These steps are at the discretion of the Election Committee, and subject to review by the Executive Board.

Election- General Procedures

1. Electronic voting shall be used, except in limited circumstances, outlined below. The website link or form for voting will be emailed to eligible voters no later than September 1st. The electronic ballot voting deadline is September 30th, 11:59:59pm, Pacific Time.

Paper Ballots

1. Paper ballots may be used in very limited circumstances. WCWA Members in good standing who are unable to utilize an electronic ballot (i.e. do not utilize email) must notify the Election Coordinator no later than August 15th. The Election Coordinator will communicate with the WCWA Membership

Coordinator to obtain mailing addresses for these individuals. Paper ballots will be sent out via USPS Mail no later than September 1st. Paper ballots will be mailed to the last address for each eligible voter known to the Membership Coordinator. It is the responsibility of voting members to keep their addresses updated with the Membership Coordinator. Paper ballots must be postmarked by September 30th and returned using the USPS to the address specified by the Election Coordinator. Paper ballots returned in any fashion other than by the United States Postal Service shall be void. Paper ballots received and postmarked within the specified time frame will be reviewed and tallied by the Election Coordinator, and the results added to those of the electronic ballots.

Counting of Paper Ballots (if utilized) and Electronic Record Returns

1. The Election Coordinator and the Election committee shall convene as a group to count paper ballots or election returns after the September 30th Deadline 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 website utilized for voting to the Election Coordinator and Election Committee members by October 15th. The election results will be kept confidential until presented at the November Board of Directors Meeting.
2. The Election Coordinator shall notify the 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.
3. 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.
4. 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. Additionally, a report from the Election software or website shall be generated and included with the report.

Election Ties and Tie Breaking Procedures

1. Should any race for any position result in a tie, the WCWA secretary will be informed, and secretary will send notice to Executive Board will be notified. Further, General Board members will be notified of the need for a tie-breaking vote at the November meeting. Candidates shall be afforded an opportunity to address the Board prior to the tie-breaker vote. Proxies submitted for the November Board of Directors meeting must specifically state whether they include the right to vote in a tiebreaker before they may be considered valid in such a vote.

Procedures: Military Commander Tie

1. Should a race for Union or Confederate Battalion Commander or Civilian Leader result in a tie, the voting members of the General Board from that Battalion or Community present or represented by proxy at the November Board Meeting shall vote in a tiebreaker at that meeting. If there are less than three (3) voting members of the Board from the Battalion or Community 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. Proxies submitted for the November Board of Directors meeting must specifically state whether they include the right to vote in a tiebreaker before they may be considered valid in such a vote.

Procedures: Civilian Leader Tie

1. 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 tiebreaker at that meeting. If 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.

Conclusion and Ratification of Votes

1. Once the Election Report has been received from the Election Coordinator, and any tiebreakers 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: Committees

Introduction

1. The WCWA shall maintain permanent standing committees as defined in this Section. Any WCWA member in good standing may serve on any committee. The Chair of the Board of Directors shall appoint a member to chair each committee. The WCWA Chair or motion by the Board of Directors may appoint temporary committees and temporary committee members on an as needed (ad-hoc) basis to meet the needs of the WCWA.
2. The WCWA Secretary shall keep a list of each Committee Chair and Committee Members, and such information shall be made available to the Executive and General Boards upon request.
3. Each committee shall meet at least four (4) times per year. At the conclusion of each committee meeting, the Committee Chair should provide a report of committee business or discussion to the next WCWA General Board meeting. Committees may choose to meet in person, via videoconference, phone conference, or hold discussions by asynchronous means, such as email conversation, as they choose.

Committee Vacancies

1. When a vacancy of a chair or committee member occurs, the Executive Board shall make this information known to the General Board and the WCWA. When this occurs, the Chair of the WCWA shall appoint a new chair before the next Board of Directors meeting. Similarly, the WCWA Chair and Committee chair shall seek volunteers or when necessary, appoint members to each Committee as needed to conduct committee business, or to fill vacancies as they arise.

Finance, Event Planning and Activities Committee

1. The Finance, Event Planning and Outreach 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 and coordinate WCWA activities with the state and federal entities as applicable. In addition, the committee shall develop an annual operating budget, oversee an annual financial audit, oversee fundraising and marketing of WCWA events and products, actively seek grants, solicit charitable donations, develop corporate partnerships and sponsorships. Members of the Finance Committee shall include:

WCWA Chair (Committee co-chair) and Secretary (Committee co-chair). It shall also include the treasurer, Public Relations and Social Media Coordinator, Vendor Coordinator and up to 2 (two) WCWA members at large.

The Safety, Health and Risk Committee

1. 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 safety violations. Additionally, the committee would be responsible for the oversight of safety and health-related recommendations or procedures for WCWA events. When established, a temporary task force could be convened with the charge to gather information surrounding possible or documented safety violations. 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 WCWA Chair (Committee Chair), WCWA Vice Chair, Insurance Coordinator and up to 2 (two) WCWA members at large.

Public Relations and Social Media Committee

1. Shall coordinate the development and release of all external WCWA publications and communications, facilitate publicity efforts with event coordinators, function as Public Information Officer(s) (P.I.O.s) for general WCWA operations, oversee the official WCWA website and official Social Media presence; 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 the promotion of WCWA activities.

Members shall include Public Relations and Social Media Coordinator (Appointed Committee Chair), WCWA Vice Chair, Webmaster, WCWA Newsletter (*The Dispatch*) Editor, and up to two (2) WCWA Members at large.

Membership Committee

1. The Membership Committee is tasked with record keeping, gathering dues, and maintaining other matters regarding club membership, including admittance of new member groups or units. They shall also 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 at events (i.e., event cards or other registration methods), 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 Membership Coordinator (Committee Chair), Battalion/Brigade Commanders, Civilian Community Leader, Historical Education and Authenticity Advisory Committee Chair.

Historical Education Advisory Committee

1. The Historical Education Advisory Committee shall develop educational materials for the public and WCWA membership regarding historically accurate portrayals of civilian and military life from 1861 to 1865, coordinate educational outreach events for the public (such as school and museum presentations), coordinate educational presentations for WCWA members (such as school of the soldier, lectures, and distribution of informational materials including introductory information for new members), and assist WCWA member groups with historical interpretation through research discovery and inquiry of pertinent primary, secondary, and artifact records and objects.
2. The Historical Education Advisory Committee shall also compile a list of historical standards for military and civilian impression portrayal at public events. The Historical Education Advisory Committee has no power to enforce or punish these standards.

3. Standards shall be maintained by each individual WCWA member group, with guidance and input from the appropriate Battalion staff or Civilian Coordinator.
4. Questions or concerns around a groups' appearance, historical impression, or other matters should be directed to the group leader and their Battalion or Civilian leader for review and resolution.
Members shall include: (Appointed) Committee Chair, Union and Confederate Brigade Commanders, and Civilian Group Leader.

Section D: Event Types and Event Coordinator Duties

Introduction

1. For event planning, financial, and insurance purposes, the WCWA recognizes two types of events, sponsored events, and sanctioned events.
2. *Sponsored events* are insured and fiscally managed by the WCWA. If an entity other than the WCWA is playing a role in fiscally managing a WCWA-sponsored event, or if an outside entity is a 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.
3. *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.
- 4.

Event Coordinators: Description and Duties

1. Event coordinators are responsible for proposals, planning, and implementation of WCWA sponsored and sanctioned events. The Event Coordinators serve as points of contact between the WCWA and the event host sites and/or their representatives.

Event Coordinator Eligibility

1. Event Coordinators shall be a current member of the WCWA. 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, nor may their family have any other financial, or monetary interest in matters related to the event or the event site. Event coordinators shall declare any possible conflicts of interest in these matters when proposing events. The Event Coordinator may propose guidelines as needed to reconcile differences between the regulations of the WCWA and the regulations of the event/host site. However, an Event Coordinator may not amend or alter any existing WCWA regulations to meet the rules of the site.

Estimated Budget and List of Expenditures

1. Event Coordinators shall submit an event budget for Board of Directors approval at least 90 days prior to the proposed event date. The estimated 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 shall process all sponsored event revenues and expenditures through the WCWA Treasurer.
2. The Event Coordinators are responsible for all arrangements concerning firewood, water, straw/hay, sanitation, trash disposal, security, safety, parking, and other amenities as proposed for the event.
3. The event coordinator shall include a proposed outline of anticipated revenue for the event, either through sponsors, ticket/gate sales, or other means.

Event Site WCWA Member Registration/Sign In

1. Event coordinators are responsible for planning with the WCWA membership coordinator a plan to verify WCWA member status prior to the start of the event. The Event Coordinator shall make available event cards or other items to distribute to all registered members at WCWA events as proof of membership and event registration.

Visitor/Public Spectator Ticketing

1. The event coordinator shall plan with the event/site representative a method in which to take entrance fees or otherwise charge fees to non-WCWA spectators. This should include a proposed fee structure, possible entry and exit points, and foreseen difficulties in this plan.

Site Rules, Obligations, and Camp Layouts

1. The Event Coordinator 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.
2. 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 E: Vendor Coordinator and Vendor Rules and Requirements

Vendor Coordinator

1. The Vendor Coordinator is appointed by the WCWA Board of Directors; their 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. 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.
2. The Vendor Coordinator is responsible for ensuring all period vendors are current WCWA members in good standing assisting vendors at an event and have properly registered in their respective categories, and to ensure all vendor-related safety measures (such as fire extinguisher availability) are met.

Approval Process of All Vendors

1. Prior to all WCWA Events, all vendors wishing to sell goods or services must submit to the WCWA Treasurer, a Vendor Application form containing a hold harmless agreement.
2. Period vendors must submit applicable dues. See Bylaws *Section C* for vendor dues and membership definitions. The WCWA Treasurer 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 and follow additional requirements (below).

Specific Requirements for All Vendors

1. 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.
2. All Vendors must notify the Vendor Coordinator at least seven days before each event they plan to attend. Period Vendors 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.

3. 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 Sutters may receive preferred locations over Non-Period Vendors. In case of disputes, the Period Sutler area shall receive preference.
4. Business hours for all Period Sutters, Period Tradespeople and Craftspeople, and Non-Period Vendors shall be 9:00 A.M. to 6:00 P.M. unless otherwise determined by individual vendors in consultation with the Vendor Coordinator. Breakdown on the final day of the event may begin once the event is closed to the public. Requests for other arrangements for set up or tear down may be made to the Event Coordinator with Vendor Coordinator approval.
5. Period Sutters and Non-Period Vendors may be granted event access for up to three sales personnel.
6. Period Sutters 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.
7. Tradesmen must have the same type of fire extinguisher within easy reach if their trade involves open flame.

Period Sutters

1. Period Sutters sell goods and services pertaining to the Civil War Era. They may make and/or retail items. Additional requirements are as follows.
 - i. Insurance: General liability policy commensurate with their business activity naming the WCWA as an additional insured.
 - ii. Sales location: Period sutler-designated area.
 - iii. Customers: Anyone.

Period Tradespeople and Craftspeople Description

1. These individuals 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.
 - i. Insurance: As determined by the Vendor Coordinator and/or Board of Directors.
 - ii. Sales location: Period sutler- or civilian-designated area. Other areas such as a military or civilian camp may be utilized with approval from the Event Coordinator, Vendor Coordinator, and Military/Civilian leadership as appropriate.
 - iii. Customers: Anyone.

Non-Period Vendors

1. Non-Period Vendors sell goods and services of any time-period before or after the Civil War, including modern food vendors. Additional requirements are as follows.
 - i. Insurance: General liability policy commensurate with their business activity naming the WCWA as an additional insured.
 - ii. Sales location: As determined by the Event Coordinator.
 - iii. Customers: Anyone, but generally public spectators.

Sutler and Vendor Membership Dues

1. Period sutters, and tradespeople are required to be members of the WCWA, and all membership rules and guidelines apply to them. Non-period vendors are not required to be WCWA members but must pay all applicable vendor fees.
 - b. Period Sutler: \$10 per year plus applicable WCWA membership dues for person named on application.

- c. Period Tradesman: \$10 per year plus applicable WCWA membership dues for person named on application.
- d. Period Craftsman: Applicable WCWA membership dues for person named on application with no other fee collected (complete both Vendor Application and regular Membership Application).
- e. Non-Period Vendor: Fees determined by the Event Coordinator; does not include WCWA membership.

Section F: Unit Formation, Recognition, Probation and Disbandment

Introduction

1. Current WCWA members in good standing seeking to form new units shall apply for recognition to the Board of Directors at least 90 days prior to the first event in which they plan to participate. Prospective new units can apply at any time throughout the year.
2. Applications shall be made in person and shall include the following documentation:
 - a. A written history of the proposed new unit with citation of applicable source materials used to formulate the history and the overall unit impression (i.e., books referenced, copies of original documents referenced, etc.).
 - b. A written inventory of equipment the new unit and/or prospective members presently possess that they plan to utilize within the new unit's historical impression.
 - c. A complete roster of current WCWA members who intend to participate in the new unit once accepted.
 - d. Name of proposed unit commander and length of years as WCWA member
 - e. Letter of recommendation and sponsorship from mentoring unit/unit commander
 - f. Desired impression or military branch of service.

Types of Recognized Units in the WCWA and Specific Requirements

1. The WCWA recognizes five types of units for membership and voting purposes. Each type has specific requirements as follows:

Infantry Company Requirements

1. A fully formed and recognized Infantry Company is a unit with at least eight (8) paid up combatant memberships for the current year and meets unit attendance and participation requirements as outlined in Section G.

Cavalry Troop Requirements

1. 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 and meets unit attendance and participation requirements as outlined in these bylaws. 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.

Artillery Detachment Requirements

1. A fully formed and recognized Artillery Detachment is a unit with at least one (1) certified-safe and historically accurate gun that is owned by a member in the Detachment (or otherwise be legally responsible for the piece). and five (5) paid up combatant memberships for the current year and meets unit attendance and participation requirements as outlined in these bylaws. Probationary Detachments

shall be allowed to maintain individual camps but shall be attached to another Artillery Detachment for battle reenactments.

Military Special Unit (Non-Combatant)

1. A fully formed Military Special Unit, such as Signal Companies, Engineer detachments, Military Schools, Pioneers, Medical Units etc., is a unit with a minimum of five (5) paid up participant memberships for the current year and meets unit attendance and participation requirements as outlined in Section G. Recognized probationary Special Units shall be allowed to maintain individual camps but shall be attached to their respective military commanders for battle reenactments. Rank structure in such specialized units will reflect the historic nature of the specialty.
2. Military schools should have a minimum of two (2) paid adult memberships. Military schools may choose to train children as young as age 6. While this is recognized as not period accurate, this is an important bridge for young people to maintain interest in the hobby.

Civilian Society

1. 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 meets unit attendance and participation requirements as outlined in Section G. Recognized probationary Civilian Units shall be allowed to maintain individual camps but shall be attached to similar-type units for camp reenactments.

Multi Branch Unit

1. 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 and meets unit attendance and participation requirements as outlined above.
2. 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.)
3. 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 and meet attendance and participation requirements as outlined in Section D.

Unaffiliated Special Group (*Non-Combatant or Civilian*)

1. 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. Military examples are musicians, and other non-combatant members who do not portray a combatant military persona. Civilian examples are medical impressions, Christian Commission, US Sanitary Commission, etc. 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, however this type of Group does not have voting rights with the Board of Directors. Voting rights are retained by the recognized unit in which the group remains under.

New Unit Application Review Process by the Membership Committee:

1. Upon submission of all required documents and the prospective unit presentation to the General Board, all materials will be referred to the Membership Committee for review. The membership coordinator may require more documentation as needed to properly ascertain the status or validity of a new unit. Members of the Membership Committee shall meet, discuss, and make findings/ recommendations

about the proposed 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. After the membership committee has given their report, the WCWA Chair shall conduct a vote regarding acceptance or rejection of the new unit.

2. If accepted by vote of the Board of Directors, the prospective unit shall be on probation until they meet minimum attendance and participation requirements for its respective impression or branch of service (as outlined below) at the next proceeding two of four WCWA sponsored public events. If the time-period of four public events elapses without meeting minimum attendance requirements being met, the new unit will be considered disbanded and must restart the process for new unit recognition.

New Company Commander Experience Requirements

1. Due to the responsibilities and potential dangers involved with living history, an individual wishing to become a new unit company commander must have a minimum of one year experience within the WCWA and have safely participated in at least three (3) public events before becoming a Company Commander. If someone from outside the WCWA desires to form a new unit, that unit and Commander will be attached to a similar unit until the Commander meets the experience requirement.

Maintaining Current/Active (Full Strength) Status

1. For WCWA units to maintain current Board of Directors voting rights, battle and camp scenario independence, and any surplus fund distribution, units must maintain currently active status (sometimes referred to as “full strength”). All units must have been approved through a vote of the Board of Directors, maintain specified minimum members as outlined below, and in the case of newly formed units, shall pass a period of probation. Recognized new probationary units or under-strength units shall be allowed to maintain individual camps but shall be attached to similar-type units for battle reenactments or camp impressions.

Section G: Unit Membership, Participation and Attendance Requirements

1. For units to be considered active and in good standing, the requirements of both individual memberships to recognized (or probationary) units within the WCWA, and participation at events are required. To this effect, when units fail to attend events with enough members to maintain active status or fail to have enrolled members, certain repercussions occur. Therefore, the two requirements to maintain current and active status are a minimum number of members enrolled on each unit roster (commonly referred to being a member “on paper”), and active participation as a group at WCWA events.

Membership of Individuals to Member Units

1. To participate in WCWA events, all individuals must belong to a unit (i.e., infantry company, artillery detachment, calvary troop, civilian society, etc., [unless a member of a recognized reciprocal organization]. The requirement for current memberships is noted at the same level of the required unit strength as defined under event participation requirements.

Event Participation Requirements

1. Units are required to attend at least 50% (or 50% plus one, if an odd number) of the WCWA-sponsored events during each calendar year with at their required minimum members in attendance and participation. Failure to meet these minimums on a yearly basis will result in the unit reduced to probationary status with the appropriate loss of privileges as outlined above in Section F.
 - a. Infantry - 8 combatants who participate in sponsored WCWA events and/or battle scenarios.
 - b. Mounted Cavalry - 4 combatants with mounts, OR: 2 combatants with mounts and 4 dismounts who participate in sponsored WCWA events and/or battle scenarios.

- c. Artillery - 5 combatants with one cannon who participate in sponsored WCWA events and/or battle scenarios.
- d. Civilian Society - 5 members who participate in sponsored WCWA events and scenarios appropriate for their impressions.
- e. Specialty Unit - 5 participants who participate in appropriate scenario for their impressions.

Unit Probation and Probation Vote Procedure

1. Units are required to report their event attendance rosters at each event. This information is tabulated by the appropriate Battalion Staff or Civilian Leader. These records are subject to verification by the WCWA Membership Coordinator.
2. At the conclusion of each year at the final Board of Directors Meeting, it is the responsibility of each Battalion Commander and the Civilian Leader, in consultation with the WCWA Membership Coordinator to recommend to the board a vote to place units on probation due to non or low-attendance and participation.
3. Units that fail to meet membership and/or participation requirements on a yearly basis will be put on unit probation, with appropriate consequences as outlined above. This period takes effect the following year after the vote is held, running from January 1- December 31st.

Initial Probationary Vote

1. Units that have been found by their respective leadership (i.e., battalion commander or civilian coordinator) to be not meeting minimum participation and membership requirements will be up for vote to be placed on probation. The list of these units will be published in the Board of Directors Agenda, with copies sent to the unit's board voting representative and/or the unit commander/leader. Unit leaders may appeal this vote.

Removal of Probation and Unit Disbandment Vote

1. Units may "come off" probation by attending at least one sponsored public event with their minimum required unit member participation as outlined above. If a unit is on probation for one full year from the date of initial probation and fails to meet the requirement to come off probation, the unit may be disbanded by a vote of the General Board.

Appeal of Probationary or Disbandment Vote

1. Units may appeal a probationary or disbandment vote to the Membership Committee. In the event a unit feels that their numbers for participation were incorrectly counted, or another discrepancy occurred, they may appeal this vote process. This appeal should include written, verifiable documentation that members were present at events. This can include signed reports or rosters from the unit commanders, or other written detailed documentation that shows members were verified to be present. Unit leaders should also include a brief narrative report such as a letter of the discrepancy and outline of the problem to the Membership Committee. This information will be verified by the Membership Committee and a recommendation made to the Board of Directors regarding the appeal. Appeals may only be made once regarding unit status. If multiple problems occurred, they should be submitted in one appeal, rather than separate ones. To this effect, unit leaders are responsible for assuring their members are properly registered not only in the WCWA, but also at events.

Change of Unit Impression

1. 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 above.

2. 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 above.
3. The following steps detail the change process within the same branch of service:
 - a. Unit hold a unit meeting to decide to change unit impression. Create minutes for the meeting that document the decision.
 - b. 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.
 - c. Present documentation listed in the two prior paragraphs at a WCWA General Board meeting.
 - d. 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).
 - e. 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.
 - f. 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.
 - g. Two years minimum must elapse before a unit submits another change of unit impression.

Military Ranks: Other

1. Brigade Commanders shall create their own policies regarding rank structure but should generally follow established historical precedent for the overall military impression.
2. 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.
3. For military units on probation: the highest rank in a probationary (understrength) unit is limited to the highest noncommissioned rank for that type of unit. Probationary (understrength) units must fall under the command structure of a similar unit for battle or camp scenarios.

Section H: Membership Rules, Regulations and Event Registration

1. 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 ten (10) business days to validate the application. Members of the WCWA shall join a currently active (or probationary) military unit or civilian society. Members shall declare on their WCWA membership application to which unit they are applying for, and in which type of persona/role in which the individual portrays while participating in WCWA events. For the purposes of unit recognition regarding voting rights, probationary status, and surplus fund distribution, members must properly register with the WCWA of their intended persona type for which they portray at WCWA events.

Persona Types and Requirements:

1. Military members/personas are defined as a person portraying a soldier or sailor of any military nature in any branch of service for either a commissioned officer or enlisted soldier in the Union or Confederate Army, Navy or Marine Corps. This includes a military combatant or also those in a military support role (such as medical or signal service). Military members shall be properly outfitted in proper uniform and equipment based on their individual unit impression at WCWA events during public hours.

2. Civilian members/personas represent nonmilitary roles appropriate for the Civil War timeframe (1861-1865). These members are not allowed to participate in military or battle scenarios, unless they are portraying a documented civilian role in such scenarios (such as a battlefield nurse, etc.).

Change or Switching of Persona Type

1. Members may informally represent the other membership persona type (such as a civilian who participates as a soldier in uniform, or a soldier who participates as a civilian), however these instances will not count towards participation requirements for unit probation, voting rights, and funds distributions. Units or members found in violation of these requirements shall have their reported numbers for probation, voting rights, and funds distribution adjusted by recommendation of the Membership Coordinator to the General Board. Instances of such discrepancies shall result in notification of the infraction to the General Board at the next subsequent Board of Directors Meeting. Continued instances by an individual, group, or unit may result in further disciplinary action. Individuals who wish to portray another member type must contact the Membership Coordinator to have their member type changed. Members may only do this once per membership period (i.e., once per year, January to December).

WCWA Membership Applications and General Requirements

1. Before participating at WCWA events, individuals must apply to join the WCWA. This must occur at least ten (ten) business days prior to the event in which the person intends to participate. Membership lists will be “frozen” (i.e., no new members may join, or prior members renew) ten (ten) business days from each WCWA sponsored events. This is done to prevent “late” registration for members and allow the Membership Coordinator to bring all lists up to date. Individuals wishing to participate that do not appear on the membership lists must register for the event as a “pay to play” and pay applicable fees, unless determined that the list is inaccurate.
2. For safety and insurance purposes, all individuals participating as a military or civilian member must complete a WCWA registration, appear on the WCWA membership list, and properly register at each event. If a member does not appear on a member list for any reason, a “pay to play” temporary membership form and payment must be submitted. This includes individuals who did not meet the required membership deadline to submit their application.
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. All members from reciprocal clubs must provide proof of membership in their respective club.

Safety Test Requirements

1. All WCWA members aged 12 and older participating in a sponsored or sanctioned event shall take and pass the WCWA Safety Standards Test and shall have all pertinent paperwork on file with their unit commander or civilian leader. Unit commanders or civilian leaders are responsible for keeping proof of safety test completion and a passing score for all current and former members for a period of at least five (5) years after the membership has expired. Safety test verifications are subject to audit by the WCWA.

Membership Dues, Online Applications and Family Definition

1. Annual membership in the WCWA is for the period January 1 through December 31 of each year. Annual WCWA fees for all members are as indicated in Appendix 1: WCWA Membership Fee Schedule. The fee schedule is effective upon approval by the WCWA Board of Directors. A new membership paid on or after September 1st of a given year is also valid for the remainder of that year

and will also be applied to the next year. Online registrations must be paid (Currently via PayPal) at the same time as membership form submission. Online registrations not paid at the same time will be deleted. The date of transaction is the effective date for the applicable fee.

2. Paper registrations received with incorrect fees will not be entered into membership lists until the correct fee is received. The postmark date is the effective date for the applicable fee. Paper memberships must be submitted in advance of WCWA events; membership applications are not accepted at events.
3. For membership purposes, A "family" is up to two (2) adults and their dependent children.
 - a. A “dependent” child is defined as any child under the age of 18 and includes children ages 18 through 25 who are full time students and are 50% or more financially dependent on the/a parent(s).
 - i. Children under age 12 are free, but a membership form and minor waiver of liability must be submitted for each of them.
 - ii. For dependent students, verification of current enrollment may be requested by the Membership Coordinator to verify this category.

Member Fees and Dues

1. See appendix A: Current WCWA Membership Fee Schedule Effective January 21, 2021
2. For membership purposes “Current Military” is a current member of any branch of the U. S. or Canadian armed forces, in any active or reserve role. This does not include those who wish to portray a military persona at events. 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. 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 the Dues List, Appendix 1.

Change of Unit

1. All members can change units when membership is renewed annually. One additional unit change may be made each year using the following unit transfer process:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. 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.
 - f. 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.

- i. Further, instead of the paper or email transfer, if available, a WCWA website feature may permit transfer from one unit to another.

Special Membership Types and Other Rank Considerations

1. 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.
2. 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.
3. Military Ranks: Other: Brigade Commanders shall create their own policies regarding rank structure but should generally follow established historical precedent for the overall military impression.
 - a. 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.
4. For military units on probation: the highest rank in a probationary (understrength) unit is limited to the highest noncommissioned rank for that type of unit. Probationary (Understrength) units must fall under the command structure of a similar unit for battle or camp scenarios.

Event Registration Procedures

1. At WCWA sponsored events, individuals are required to register (sign in) that they are in attendance and for verification of overall membership. Members will be issued an event card (or another small item to identify that they have registered for the event). These items serve as their "proof of membership" in the WCWA and that the individual has properly registered. These items should always be carried by an individual while in attendance at WCWA events. Further, military brigade commanders and civilian leaders shall be responsible for checking the registration status of their respective brigades or societies at least once per day. The same procedures will apply to individuals who are members of recognized reciprocal organizations or are participating through a temporary "pay to play" membership.
2. Prior to all sponsored WCWA events, the membership coordinator will provide each Battalion Commander and Civilian Leader with the current WCWA member list for their respective groups. This list will be current to the members who had properly joined the WCWA and are paid, up-to-date members. Morning Report Forms for each specific unit will be generated by the appropriate Battalion Staff or Civilian Leader, with assistance from the WCWA Membership Coordinator.

Military Registration Procedures

1. The Union and Confederate Battalion Commander (or their staff designee) will be responsible for collecting Morning Reports from each Company or Unit under their command. This report shall contain not only the number of people present for each Company or Unit, but also the names and impression type (military or civilian) listed on the back of or supplied with the report from the Company or Unit. This roster will be serving as verification of member attendance for voting rights and status as outlined in Voting and Membership sections. Event registration cards or items will be distributed based on these reports by the Battalion Staff or Company/Unit Commanders to disperse to their units.
2. The membership coordinator will collect these reports from the Union and Confederate Battalion Commanders at the conclusion of the event. The Membership Coordinator will tabulate the attendance roster within ten (10) business days and make a summary report with unit name and numbers of

individuals in attendance for each unit at the next Board of Directors meeting following the event. Unit Commanders are encouraged to keep their own records of attendance for unit members, as well as actively encourage, enforce, and monitor event registration. Once submitted to the Battalion Staff or Civilian Leadership, those reports are to be considered final. Adjustments may be made as late as the following morning due to scenarios such as a member late arrival, new member joining the WCWA and verifiable member unit transfer. Company Commanders are therefore responsible to make any necessary additions or subtractions to their Morning/Daily report with their appropriate military or civilian leader.

Pay to Play and Reciprocal Organization Participants

1. Pay to play temporary memberships and members participating under a reciprocal organization will not count towards member unit numbers but should be designated on the appropriate unit morning report form.

Civilian Registration Procedures

2. Civilians who are members of military units should follow the military procedures outlined above. Civilians who are members of a civilian society should sign in with their unit leader(s) following a similar process as above.

Collection of Attendance and Participation Reports

1. The membership coordinator will collect these reports from the Union and Confederate Battalion Commanders and the Civilian Leaders at the conclusion of the event. The Membership Coordinator will tabulate the attendance roster within ten (10) business days and make a summary report with unit name and numbers of individuals in attendance for each unit at the next Board of Directors meeting following the event. Unit Commanders are encouraged to keep their own records of attendance for unit members, as well as actively encourage, enforce, and monitor event registration. Once submitted to the Battalion Staff or Civilian Leadership, those reports are to be considered final. Adjustments may be made as late as the following morning due to scenarios such as a member late arrival, new member joining the WCWA and verifiable member unit transfer. Pay to play temporary memberships and members participating under a reciprocal organization will not count towards member unit numbers but should be designated on the appropriate unit morning report form.

Discrepancies of Membership Lists

1. It is understood that no system either electronic or human is perfect. To this end, when an error or discrepancy occurs, documentation of the error should be provided to the Membership Coordinator. If a verification of membership is received electronically by the unit commander, battalion commander or civilian community leader, such as an electronic receipt displaying a “paid” membership with date being 10 (ten) business days prior to the event in question, the individual’s membership shall be recognized as current for that event. If proof is not received or available, then the membership will not be recognized, and “Pay to Play” temporary membership must be used to properly register the individual.
2. If a discrepancy is identified as it occurs prior to or at an event, and verification is made of the error, the Membership Coordinator should be notified by making a notation on the appropriate report. Any corrections of errors will be subject to verification by the Membership Coordinator.

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 events 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, \$15 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 aged 12-13 may participate in combat on the battlefield, provided:
 - i. Their participation is approved by the WCWA Virginia Military Institute (VMI) unit commander in accordance with an approval process defined by the VMI commander.
 - ii. Their participation is approved by their respective company commander in accordance with an approval process defined by their respective company commander.
 - iii. 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.
 - d. Non-combatant participants aged 12 and 13 years shall not be armed.

- e. Non-combatant participants aged 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.)
 - a. Any WCWA member under 18 years shall be sponsored by a parent or guardian who is a current paid up WCWA member.
 - b. No guardian may sponsor more than one minor unless said minors are members of the guardian's extended family.
 - i. 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 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.
 - a. Capture of colors is prohibited at any other time.
 - i. Captured colors are to be treated with proper respect.
 - ii. 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.

Section 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.
 - a. 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:
 - a. completely contains the fire within the confines of the stove; and
 - b. 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.
7. No vehicles are allowed into the reenactment area from 8:00 a.m. of the first day to the closing of camps on the last day of a reenactment.
8. 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 with approval of the brigade commander or civilian leader for which the camp belongs:
 - a. Medical Emergencies.
 - b. Sanitation Measures.
 - c. Logistics by the Event Coordinator (Food, Water & Fuel).
9. Each member is responsible for following these rules; Company Commanders are responsible for their enforcement within their camps.

Section L: 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.
2. 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.
3. 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.
4. 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.
5. 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. If the Commanders and the Event Coordinator involved cannot 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.
6. 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.

7. 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.
8. 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.
9. 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.
10. Disciplinary action may be recommended by a WCWA Grievance Committee assembled by the WCWA Chairman or designee.
 - a. 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.
 - b. The committee shall recommend the best solution to avoid a hostile membership environment. Disciplinary action may include:
 - i. 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.
 - ii. Membership termination. Only the WCWA General Board has the jurisdictional authority to restrict or terminate WCWA membership.
1. 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.
 - a. Any proof or explanation that led to the disciplinary action against them will be sent to the Executive Board for review.
 - b. At the next full board meeting, the Executive Board will report their findings and make recommendations.
 - c. The General Board will, by simple majority vote, decide whether the appeal has merit. If merited, a three-person appeal committee will be formed.
 - d. 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.
 - e. 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.
 - f. The General Board, by a simple majority vote, may then uphold or dismiss the disciplinary action and the decision will be final.

Section M: Bylaw Revision History

Updated: Added black powder substitute to Section N, Safety Rules. July 2019

Reviewed, Revised, and Submitted for Approval- Sections A-M (and addition of this new section)

Ad hoc bylaw revision committee: B Marshall (Chair), C Bergren, S Colglazier, B Sier, S Stouthern (WCWA Chair)—August and September 2020, Voted on April 2021.

Appendix A: WCWA Membership Fee Schedule (Effective: January 23, 2016)

Type	New Membership or Renewal	New Membership	Renewal
Time Period	9/1 of Prior Year to 3/31 of Current Year	After 3/31	
Method of Application	Online or Paper		
Adult (Age 18+)	\$20	\$25	\$30
Family	\$35	\$40	\$45
Independent Minor	\$10	\$15	\$20
Military* Adult age 18+	\$10	\$12.50	\$15
Military* Family	\$17.50	\$20	\$22.50
Military* Independent Minor age 12-17	\$5	\$7.50	\$10

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

Membership Dues, Online Applications and Family Definition

Annual membership in the WCWA is for the period January 1 through December 31 of each year. Annual WCWA fees for all members are as indicated in the preceding table. The fee schedule is effective upon approval by the WCWA Board of Directors.

A new membership paid on or after September 1st of a given year is also valid for the remainder of that year and will also be applied to the next year.

Online registrations must be paid (Currently via PayPal) at the same time as membership form submission. Online registrations not paid at the same time will be deleted. The date of transaction is the effective date for the applicable fee.

Paper registrations received with incorrect fees will not be entered into membership lists until the correct fee is received. The postmark date is the effective date for the applicable fee. Paper memberships must be submitted in advance of WCWA events; membership applications are not accepted at events.

For membership purposes, A "family" is up to two (2) adults and their dependent children.

- a. A "dependent" child is defined as any child under the age of 18 and includes children ages 18 through 25 who are full time students and are 50% or more financially dependent on the/a parent(s).
 - i. Children under age 12 are free, but a membership form and minor waiver of liability must be submitted for each of them.
 - ii. For dependent students, verification of current enrollment may be requested by the Membership Coordinator to verify this category.