

## **Department of American Civil War Period Interpretation**

### **I. General Statement of Operations**

The Department of American Civil War Period Interpretation is a division of the Living History Association, Inc. and will use and abide by the rules, regulations, by-laws and policies as set forth in the Living History Association By-Laws and Policy Book, as generally stated for the administration of the overall organization and as directly refers to the Department of American Civil War Period Interpretation.

### **II. Statement of Intent**

The purpose of this Department, its officers and membership shall be as follows:

1. To promote the study and honor the memory of the people and events of the American Civil War period, their lifestyles, and spirit, through scholarship, reenactments, discussion and living history activities.
2. To promote better communication and coordination among units and individuals in the American Civil War community.
3. To present Civil War interpretations, battles, encampments, vignettes, etc. as authentically and safely as possible.
4. To organize events and activities and present them in such a manner as to make them educational and enjoyable for the public and reenactor alike.

### **III Membership**

Membership in this Department will constitute all dues paying members of the Living History Association to include: living history enthusiasts, reenactors, of both sides and all arms of military service, distaff, civilians, sutlers or any authentic area of interpretation, historical sites, museums, publications, roundtables, and organizations representing the American Civil War period.

### **IV. Department Representation**

Each Civil War dues paying unit, site, publication, organization or individual shall have one vote to decide Department issues. Non-member units, individuals, etc. of the Civil War community are strongly encouraged to attend meetings, events, or maintain communication with the Department, without voting rights. All responsible voices in the Civil War community must be heard if we are to grow. However, voting rights in regard to election of officers or determination of the activities the Department will support must be the sole property of dues paying members of L.H.A. Members of units that are dues paying organizations, will not have a vote unless they have taken out an associate membership under their organizations master membership.

### **V. Meetings**

Meetings of the Department Officers shall be announced in L.H.A. publications as practical under their publication schedule. No notice emergency meetings of a two-thirds majority of the elected officers will constitute an official meeting. No meeting of the Department will ever be closed to dues paying members of the Living History Association.

## VI. Officers of the Department

Officers of the Department will be elected to serve for a period of two (2) years. Nominations for Department officers will be taken at the Annual General Membership meeting of L.H.A. in November. Elections will take place in December by written ballot.

The officers of the Department and their duties will be as follows:

1. Chairman: to control the conduct of meetings and to provide leadership in support of the goals of the Department. The chairman will act as a liason to the Living History Association Board of Directors.
2. Vice-Chairman: to substitute for the Chairman in the event of his/her absence and to perform such duties as directed by the chairman.
3. Treasurer: to keep track of funds raised and to assure proper accounting procedures by the Living History Association Headquarters.
4. Administrative Officer: to keep the minutes of meetings, maintain historical and organizational files and records and to conduct correspondence on behalf of the Department as directed by the Chairman.

The positions of battlefield command, Provost Marshal, Safety Officer, and Inspector General will be determined by the officers of the committee. The Department Officers will portray a staff impression on the field when conducting Department activities. They will serve to support the duly elected officers of units in all safe and authentic activities.

## VII. Responsibilities of the Department

1. To ensure quality, safe, sane, authentic activities.
2. To generate growth in membership for the Department and the Living History Association.
3. To seek and generate funds by way of grants, corporations and sponsors to support Civil War activities and events and the general administration thereof.

## VIII. Events/Reenactments

Officers of the Department will suggest, create and/or coordinate events concerning the American Civil War period.

The administrative procedure for this Department to coordinate and execute events is as follows.

1. The Department will coordinate with units and event sponsors to determine the best dates and ways to cooperate on the scheduling events and activities. Unit schedules will be cross referenced for greatest possible attendance of quality units and individuals.
2. Support of L.H.A. goals and activities will always be a major determining factor in the scheduling of events and activities.
3. The department will determine event activities and schedules after consultation with site managers. Schedules will be arranged for the utility and enjoyment of the reenactor and the public within the confines of site regulations and public law.
3. The department officers will be the sole judge of the admission of units or individuals at Civil War events.
4. After-action reports will be submitted to L.H.A. administration Department, Board of Directors and Site managers.

## IX. Correspondence/Communications

All correspondence and communications directly or indirectly pertaining to this Department will be exclusively generated and responded to by the Department.

Any correspondence received by the Administrative Department, Board of Directors or other Departments of L.H.A. directly or indirectly pertaining to this Department will immediately be forwarded to the Chairman or Administrative Officer of the Department.

Only elected Officers of the Department are authorized to correspond and transmit information on behalf of the Department. No other individual, department or committee is authorized to correspond in writing or transmission on behalf of this Department without the consent of the elected officers of this Department.

## X. Financial Responsibilities

1. Membership funds are accredited to the membership account of the Living History Association so as to pay for the publications and administration that services the membership.
2. The Living History Association will receive 10% of monies acquired through any fund raising activities performed by the Department.

3. Monies acquired by the Department or on behalf of its activities will go to and be administered by the Department with a percentage going to the L.H.A. Administrative Department to defray the costs incurred by that Department in support of this Departments activities. This percentage will be no less than 10% and no greater than 90%.

4. Monitoring of events and acquired funds will be the responsibility of the Department Treasurer, Chairman and the L.H.A. Executive Director.

## NATIONAL CIVIL WAR ARTILLERY ASSOCIATION

"An Official Committee of the Living History Association"

### I. General Statement:

The National Civil War Artillery Association will create and accept as their own, a standard drill manual, safety and authenticity procedure, and method of operation which conforms to the guide lines as prescribed by the L.H.A. policy book.

### II. The Principle Place of Business:

Each region of inspection will have a place of business as designated by the Regional Inspector being either his home or another location of his choosing where he can generally be reached.

The principle place of business for the N.C.W.A.A. will be the home or designated place of the National Chairman/Program Director.

The record keeping offices of the N.C.W.A.A. will be:

The Living History Association, Inc.  
P.O. Box 578  
Wilmington, Vt. 05363  
1-802-464-5102

Contact person: James Dassatti, L.H.A. Program Director

### III. The Purpose of the National Civil War Artillery Association its Officers, Inspectors, and Members shall be as follows:

1. To provide a safe and authentic set of standards for universal Civil War Artillery use including a manual for the inspection of crews and ordinance as well as a certification of competency for drill and proper equipment.
2. To promote research, the printing of historical information, classes, workshops, drills, schools, and tests regarding Civil War Artillery.
3. To present interpretations, battles, encampments, vignettes, etc. as authentically and safely as possible. This includes educating infantrymen on the use, needs, and dangers involved in Civil War Artillery.
4. To promote the life styles, trials, tribulations, and indomitable spirit of Civil War Artillery men.
5. To coordinate Civil War Artillery activities to such a degree that historical sites, forts, state parks, and the National Park Service will look to the Association for proof of a reenactment unit or organization fitness to perform Civil War Artillery duties both based on safety and authenticity.

6. To help organize events and activities in such a manner that artillery plays a prominent role in both camp and battlefield scenarios. This role should then be put into the best format for the viewing public.

7. To create a well run and well financed organization which will allow for quality programs and growth of membership without over burdening the members with undue costs.

#### IV. Membership.

1. The National Civil War Artillery Association will include as its members any safe Civil War Artillery soldier or unit which applies and passes inspection, proving that they are using and following the criteria as set forth in the N.C.W.A.A. approved firing manual. (Deficiencies in authenticity will be noted on all safe but unauthentic units.)

2. Other artillery groups may become members of the Living History Association but will not become certified and approved units until they have completed the certification inspection.

3. Historic sites, corporations, individuals or buffs who have an interest in muzzleloading artillery may become members of the L.H.A. and specifically request all artillery mailings so as to be kept up on its activities without being inspected, etc. These L.H.A. memberships will be treated as nonparticipant memberships and will thereby have no vote, etc. in strictly N.C.W.A.A. matters.

#### V. National Civil War Artillery Association Representation and Voting.

Each dues paying and certified and approved unit or individual shall have one vote to decide artillery issues as pertains to:

1. General artillery operations
2. Events issues
3. Authenticity and safety
4. Unit participation
5. All matters as pertains to quality N.C.W.A.A. Living History Interpretation.
6. Election of National Living History Association Board of Directors and President.
7. Election of National and Regional N.C.W.A.A. inspectors and administrative officers.

#### VI Elections

1. National Board of Directors in the L.H.A. will be elected from November to January each second year. Nominations will be taken in writing or verbally during the Annual General Membership Meeting. Balloting will be done by mail with the new officers installed by the last day of January.

2. National and Regional Officers in the National Civil War Artillery Association will be elected as follows:

A. Nominations and election will be done by either hand or Australian Ballot at the Annual National Civil War Artillery Association School. In the event that the National School is not held during the normal election year, balloting will be done either at a predesignated large scale event, which will insure a good attendance, or by mail ballot as a last resort. All elections must be warned 90 days prior to the election.

B. National offices will include a National Chairman, Vice Chairman, and Secretary. The office of Treasurer is optional and those duties can be deferred to the L.H.A. Membership Director and Finance Officer.

C. Combined Regions which meet for events and training can elect their own Regional National Chairman to enhance better training and communication in their own geographic areas. Their election of officers will follow the same terms and conditions as those of the National Offices. Their election will be done at their own combined region school, a predesignated event, or by mail ballot. Such Combined Regions can elect a Regional National Chairman, Regional Vice Chairman and Secretary, and optional treasurer, as well as, make nominations for its own Regional Inspectors, which will be confirmed or denied at the National Artillery School. (A vote should be taken by members of the Combined Regions to support one Inspector for each Region, thereby giving the slate of officers concerted support of its membership at the National School Meeting.)

C. Regional Inspectors, Combined Region National Officers, and National Officers will be elected once every three years. All positions will be filled at one time.

## VII Meetings

1. Each meeting of any group of officers holding elected positions in the N.C.W.A.A. to include musters, schools, meetings, etc. must have no less than 60 days notice to the membership with at least a 90 days notice to the Living Historian or Hardtack and Thunder for announcements in those publications. The address is:

Living Historian                      and/or                      Hardtack & Thunder  
P.O. Box 578  
Wilmington, Vt. 05363  
1-802-464-5102 or 0535

2. All meetings of N.C.W.A.A. officers should have an elected or appointed secretary who keeps a set of minutes for the meeting. After the meeting a copy of these minutes should be forwarded to the N.C.W.A.A. National Chairman and the L.H.A. Program Director.

## VIII Publications

1. The National Civil War Artillery Association members have the right and privilege to submit articles to the Living Historian, the magazine of the L.H.A. published 5-6 times a year. The Historian Editor reserves full editorial rights.

2. The N.C.W.A.A. members have the right and privilege to submit articles to the N.C.W.A.A. newsletter, Hardtack & Thunder. This newsletter is printed 2-3 times a year. The editor reserves full editorial rights.

#### IX Officers and Duties.

The officers of the N.C.W.A.A. will have the following duties per the office held.

1. National Chairman: The job will be to control the general flow of meetings, and to provide leadership per the goals of the N.C.W.A.A. This person will also organize, or assist in the organization of artillery programs, as well as the administration needed to apply the certification qualifying process to other non N.C.W.A.A. activities, such as reenactments, demonstrations, etc. He will also be responsible for keeping a good line of communication between Regional Officers, himself, and the L.H.A. staff.
2. National Vice Chairman: This job is the same as the above, to be done in the absence of the National Chairman.
3. Secretary: To keep the minutes of meetings and to pen correspondence, keep files on pertinent issues, etc. Also this person must forward a copy of all minutes to the N.C.W.A.A. National Chairman and the L.H.A. Program Director. In the event that no meetings are held a report of general organization activity should be submitted in October of each year.
4. Treasurer: This is an optional post which can be filled or the duties can be deferred to the L.H.A. Membership Director and Finance Officer. Monies up to \$600.00 can be kept in a separate N.C.W.A.A. account so long as a full accounting report is made each January for L.H.A. submission of its IRS reports. Additional funds are to be held in the L.H.A. treasury under a special account listed for N.C.W.A.A. use and accounted for by the L.H.A. Membership Director and Finance Officer. The N.C.W.A.A. Treasurer and/or National Chairman can act as Auditor of this account. Audits can be made by making an appointment with 72 hours advanced notice for any Monday - Friday. If a special account is held by the N.C.W.A.A. outside the L.H.A. system, the Treasurer or his appointed designee must make a full report of income, expenditures, and balance to the Board of Directors, at the Annual L.H.A. General Membership Meeting in November.

Regional Inspectors: These members will inspect artillery units in their respective regions on Authenticity and Safety, as per the criteria set forth in the N.C.W.A.A. Standard Drill, Ordinance, and Inspection manuals. They will also act as members of a board of directors or steering committee for setting forth new ideas for N.C.W.A.A. policy, events, certification criteria, financing, etc. with all the fiduciary responsibility normally held by a board of director.

Combined Region National Offices: These offices will include a Chairman, Vice Chairman, Secretary and optional Treasurer under the same definitions as the National Offices listed above, but containing their influence to the Regions which have conceded to the creation of a Combined Region National Office.



A Combined Region can only be created through a letter, or petition, submitted to the National Chairman, or the L.H.A. Program Director, by member units and/or Regional Inspectors of the Regions to be so involved. Once such a letter or petition is received it must be approved by the officers of the N.C.W.A.A. at the next duly called meeting or at the Annual National School, (which ever comes first). The Combined Regional Officers will be elected by the membership of the Regions involved, or if a new Combined Region is being established, the officers can be appointed for one year by the National Chairman, or by a vote at the Annual National School.

Combined Region National Offices are created so that Regions which normally work together can form a larger and better functioning relationship with each other. Combined Region Officers are expected to work in close harmony with the Regional Inspectors in the geographic areas where they operate.