

Department of American Revolutionary War Interpretation

I. General Statement of Operations

The Department of Revolutionary War Interpretation will cover the period from 1776-1783, portraying events leading up to and including the Revolutionary War. It 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, and by-laws and guidelines set forth by the Department as generally stated for the overall administration of the Organization and as directly refer to the Department of American Revolutionary War Interpretation.

II. Statement of Intent

1. To perpetuate the lifestyles of the Revolutionary War period.
2. To present Revolutionary War interpretations, battles, encampments, vignettes, etc. as authentically and safely as possible.
3. To organize or to assist in the organization of events and activities and present them in such a manner as to make them educational and enjoyable for the public and reenactor alike.
4. To be actively involved in recruiting new members to the Department.
5. To offer member units and individuals assistance in the areas of recruitment, resources, and education.

III. Membership

This Department will include living history enthusiasts, reenactors, i.e. soldiers of both sides. (American/Allies & Crown Forces). portraying cavalry, infantry, artillery, distaff, civilians, sutlers or any tasteful authentic area of interpretation, also sites, museums and organizations representing the period.

All official Department officers and advisors must be dues paying Living History Association members. All active Revolutionary War members of the L.H.A. are eligible for membership in the Department. The Department reserves the right to set minimum standards for participation.

IV. Department Representation

Each member Revolutionary unit, site, organization or individual shall have one (1) vote to decide Department matters at duly called meetings of the Department.

Department officers have the power to execute their duties within the limits of their job descriptions and Department policy without a vote of the entire membership.

No vote of the Department can result in an action which countermands the Living History Association By-laws and Policy Book without a direct petition to the Living History Association Board of Directors.

V. Meetings

1. There shall be at least two (2) meetings of the Department each year. There shall be an annual meeting which shall be held as early in the month of November as is practical.
2. Five (5) members present in good standing shall constitute a quorum at duly called meetings.
3. Voting shall be by members in good standing and shall be in person only.
4. At the Annual Meeting, elections shall take place immediately before new business.
5. Notification of meetings shall be mailed to all members 30 days in advance of said meeting.
6. Emergency meetings of the Department officers can be called by the Chairman as needed. A quorum of three (3) of the officers is needed for any meeting.
7. Copies of minutes of any meeting shall be made available by request to any member of the Department.

VI. Officers of the Department

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

1. Chairman: to control the general flow of meetings and to provide leadership per the goals of the Department. Also, to act as 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 assist the chairman in any matters deemed necessary.
3. Treasurer: to keep track of funds raised and to assure proper accounting procedures by the Living History Association Headquarters and to present a report to the Department at the Annual Meeting of the Department.
4. Secretary: to keep the minutes of meetings and to pen correspondence and keep files on pertinent issues as is necessary.
5. Public Relations Officer: to be responsible for news releases, inquiries into events and notices to the Living Historian.

The positions of military commanders, officers and appointees for battlefield commands will be decided by the Host companies at events or by the Department officers if the Host company so desires.

VII. Committees

The Chairman shall appoint such committees as are necessary for the operation of the Department subject to the approval of the Department officers.

VIII. Responsibilities of the Department.

1. To ensure quality activities, espousing authenticity and safety.
2. To continue 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 Revolutionary War activities and events and the general administration thereof.

IX. Events/Reenactments

Officers of the Department will suggest, create and/or coordinate with other units, events concerning the American Revolutionary War period.

The Administrative procedure for -this Department to coordinate and execute events as follows:

invitations will be sent solely by the Department and/or the Host unit.

The invitations will include the-following information when possible:

- a. Date, time and location of the event.
 - b. Brief description of the event.
 - c. Description of the site the event is to be held at.
2. Responses to the invitations-will be followed up with an information packet containing, if possible:
 - a. Event/scenario description
 - b. Safety Regulations
 - c. Authenticity regulations
 - a. Site regulations
 - e. Directions to site including maps, if available
 - f. A compilation of modern accommodations, i.e. lodging, restaurants, and stores located near the site.
 3. Post action reports to the Living History Association as well as key elements involved with the execution of the event will follow each event.

4. To work with non-member units to promote the era of the American Revolution in the spirit of fellowship and goodwill.

X. Correspondence/Communications

All official correspondence and communications directly or indirectly pertaining to this Department will be exclusively generated and responded to by the Department officers. Any correspondence received by Headquarters directly or indirectly pertaining to this Department will be immediately forwarded to the Chairman of the Department.

Only Department officers 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 of any kind on behalf of this Department without the express written consent of the Department officers. All official correspondence shall be pre-approved by the Department Chairman.

XI. Financial Responsibilities

1. Membership: All 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. Event funds and in kind services should always provide for the needs of the participants first and the convenience of the public.

3. Funds acquired will be divided between the Department of Revolutionary War Interpretation, and/or a designated host unit and Living History Association Headquarters in a manner that reflects the work performed by each.

4. Monitoring of monies generated by events and other acquired funds will be the responsibility of the Department Treasurer, the L.H.A. Treasurer, and the Executive Director of the Living History Association.

5. The Administrative Department will make the Revolutionary War Department officers aware of any grants or fundraising efforts which they would like to conduct in conjunction with Rev. War Department events or activities. The Rev. War Department will assist, promote, or allow such activities where possible. Due notice of such activities will be given.