

# LIVING HISTORY ASSOCIATION POLICY BOOK

## SECTION NUMBER 4

### FUNCTIONS AND OPERATIONS

#### 4A.) THE LIVING HISTORY ASSOCIATION INTERPRETIVE PROGRAMS:

The Living History Association realizes that, as an organization headquartered in Vermont and on a limited budget, it cannot operate extensive programs across the entire United States and in foreign countries through its national headquarters. Therefore, the organization has chosen to operate entirely through its membership with a series of democratic Departments and Committees, as well as through its unit member organizations.

Since the Living History Association is recognized by the world of museum professionals and historians as an organization, which is constantly striving to make improvements in the field of volunteer interpretation, many volunteer reenactment organizations have chosen to host their events using the Living History Association name. In addition, many of these same unit members have taken the L.H.A. Liability Insurance coverage to assist in the sponsorship of events which they host. This can be done in a number of ways:

1. **A LIVING HISTORY ASSOCIATION EVENT:** This is an event or activity which is hosted and sponsored by the National Office of The Living History Association OR an officially recognized Committee or Department of the Living History Association.
2. **A LIVING HISTORY ASSOCIATION CO-SPONSORED EVENT:** This is an event which is sponsored by another umbrella organization or local unit organization, but wishes to have the help of either Living History Association National (either through administrative help or use of the L.H.A. Event Insurance Policy) or one of the officially recognized Committees or Departments of the Living History Association.
3. **A LIVING HISTORY ASSOCIATION SANCTIONED EVENT:** This is an event that is sponsored by a unit or organization which is a member of the Living History Association, and who specifically requests a “sanctioned” status from the Living History Association Executive Director. The Executive Director will review the request for sanction status and if he/she feels the event warrants this status it will be granted. Other than adding the title of “A LIVING HISTORY ASSOCIATION SANCTIONED EVENT” to the event application, the Association will not perform any other service to help guarantee the success of such an event. Still the words “A LIVING HISTORY ASSOCIATION SANCTIONED EVENT” at the top of a unit application form will automatically tell all Living History Association members that the event has been approved by

the L.H.A. as meeting the basic safety and authenticity requirements of the Association.

**4A.1) APPLICATION FORMS:** Application forms for L.H.A. Events, L.H.A. Co-sponsored Events, and L.H.A. Sanctioned Events (especially when the L.H.A. Liability Policy is in place for the event) must contain the following elements:

**4A.1a)** IN ALL CASES THE ABOVE CATAGORIES OF EVENTS MUST STATE ON THE EVENT APPLICATION IN PROMINENT LETTERING AND IN A PROMINATE PLACE THAT THEY ARE: (1) A Living History Association Event; (2) A Living History Association Co-Sponsored Event; or (3) A Living History Association Sanctioned Event, with an address of the corporation wherever possible.

**4A.1b)** If the insurance policy of the L.H.A. is to be in effect for third party liability coverage, the group or unit hosting the event must abide by the guidelines set forth in the insurance section of the L.H.A. Policy Book as well as the insurance policy itself.

**4A.1c)** All event applications sent to units will not contain any words which say or imply that "everyone" is invited to attend. Units will be invited from controlled mailing lists, comprised of qualified and select units which can adequately complete the requirements of the event. Event guidelines will be sent to each unit no less than 90 days prior to each event (preferably with the first mailing). If a unit is a safety hazard and cannot conform to the event rules they can be asked to leave.

**4A.1d)** All event applications will state that units must preregister to be admitted to the event. A set of roles will be in each application sent to preregistrants and it will state that they will be expected to abide by those roles.

**4A.1e)** All event applications will contain a statement with a signature block as follows:

"I \_\_\_\_\_ acting as the agent for my unit, business, or organization, do by my below signature certify that I have read the event rules enclosed in this packet and assure that I and all those directly associated with me through unit, business or organizational affiliation will obey these rules."

“ \_\_\_\_\_ ”  
SIGNATURE DATE

#### **4B.) HOW TO ATTAIN OFFICIAL LIVING HISTORY ASSOCIATION EVENT DESIGNATION**

**4B.1.)** The event safety rules must be in conformance with the Living History Association Safety Rules. The Executive Director will send a copy of the L.H.A. Safety Rules for any time period, which requests an L.H.A. event status, i.e. to designate its event as a co-sponsored L.H.A. event. This can be all done through the mail. All event proposals requesting L.H.A. involvement, submitted through the mail should be sent to:

Living History Association, Inc.  
c/o Executive Director  
PO Box 1389  
Wilmington, VT 05353  
1-802-464-5569

Designation is automatically extended to official departments, committees, and Regional Chapters of the Living History Association so long as those groups maintain and operate by the policy, safety and authenticity manuals of the Living History Association and keep the activities of the department, committee, or Regional Chapter within the approved charter granted them by the Board of Directors. It is the responsibility of the Departments and Committees to amend their charters to keep in conformance with the L.H.A. Policy Book.

#### **4C. WHAT ARE DEPARTMENT, REGIONAL CHAPTER, OR COMMITTEE DESIGNATIONS**

##### **4C.1) DEFINITIONS**

**4C1a.) Department:** A Department or Regional Chapter is a division of the Living History Association, Inc. and will use and abide by the rules, regulations, by-laws, safety manuals 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 time period(s) or the administrative service the Department represents.

A Department is a large standing committee of a specific time period designation that is generally located in the National Headquarters Region I area (New England & Eastern New York). It acts as a Regional Chapter organization for that specific time period, with the added responsibility of providing the National Headquarters Administrative Department with written and approved safety and authenticity guidelines that are to be used nation wide through out the organization for that specific time period. Department officers can also provide advice on accepting other units, or Regional Chapter safety and authenticity guidelines as being within the acceptable norm for LHA groups and events. Region I Department Officers will work directly with the LHA Board of Director Safety Officer and the LHA Executive Director on matters concerning safety manuals and adherence to these manuals.

A Regional Chapter is a grouping together of units, individuals, and organizations that are LHA members from a specific region to conduct safety inspections and to organize themselves into a larger association for the promotion of fraternal spirit, research, historical

knowledge, events and activities. The Chapter may be composed of elements that represent a single time period, or multiple time periods as dictated by the membership at open meetings. A Chapter must apply for a charter by petition to the LHA Board of Directors and will come to full Chapter status by following the same procedures outlined in the following sections for progression to a Committee and then a Department.

A Committee is a group of people whose purpose is very narrow, and whose activities form one part of the full scope of activities of an LHA Department or Chapter organization. Both LHA Departments and Chapters must be LHA Committees during their organizational stages by petitioning the LHA Board of Directors for recognition as a Committee to become a Department or Chapter. Committee status for proposed departments or chapters is an organizational stepping stone phase. Committees that form as part of the activities of a recognized LHA department or chapter need not petition or be approved by the LHA Board of Directors, but they must be approved by the Regional Chapter in charge of their region. A Regimental Ball Committee is a good example.

Each Department or Regional Chapter will have the final authority over all activities as refers to all members, units, sites, and organizations of that specific time period (s) when those activities incorporate the name of the Living History Association and its appointed officers (unless the Department/Chapter relinquishes this right through circumstance or negotiation). Committees which incorporate specific activities of a given time period will fall under the general administration of the Department for that time period. Example:

The Department of American Revolutionary War Interpretation includes the following committees;

- Battle of Bennington Committee
- Battle of Hubbardton Committee
- Research Committee
- Continental Staff

It could include representatives from other organizations acting as a committee for their own umbrella organization and using the Department or Regional Chapter system to promote joint efforts, or to promote changes in the Department or Chapter, provided those changes do not challenge the “Charter” of the Department or Chapter, or the By-Laws and Policy Book of the Living History Association. If proposed changes do provide such a challenge, then the proposed changes can only be effected by approval of the current elected Department or Chapter officers, and then a two-thirds majority vote of the Living History Association Board of Directors, before the proposed changes can be implemented.

The functions of a department or Regional Chapter may include but are not necessarily limited to the following functions: (Note that a \* marks those elements that Regional Chapters do not engage in, leaving those elements to either National HQ or National HQ Departments.)

- Research

- \*Making and maintenance of manuals of authenticity and safety

Maintaining a system of authenticity and safety inspections

Certification of units and individuals as safe and authentic

Hosting and/or sponsoring of lectures, workshops, socials, demonstrations, displays, living history weekends, and battle reenactments that pertain to that Department's particular time period involvement

Coordination of the activities of all of the committees of the Department or Regional Chapter through newsletters, invitations to activities, stories and notices in Living History Association publications

Perform administrative functions as requested by the committees or refer those activities to the National Office where the permanent staff can provide the assistance that is requested.

Each Department or Regional Chapter allows for the participation of several historical disciplines to participate in a given project so that the subject matter can be understood to its fullest extent. A given project could include managers of historic sites, researchers, reenactors, collectors, etc., each area of which can exist as a committee which only the Department or Regional Chapter or a specifically called Regional Meeting can bring together. A separate organization's cooperative effort with the Department or Regional Chapter may also be given committee status.

**4C.1b) THE CURRENT DEPARTMENTS OF THE LIVING HISTORY ASSOCIATION RESPONSIBLE FOR SAFETY MANUALS ARE:**

- The Administrative Department: incorporating all activities of Living History Association National in Wilmington, VT, and
  - The Department of American Civil War Interpretation: incorporating all activities of the Civil War in Region I and committees as needed.
  - The Department of American Revolutionary War Interpretation: incorporating all the activities and committees in Region I as listed above.
  - The Department of Ancient and Medieval Interpretation.

**4C.1c) DEPARTMENT REQUIREMENTS—ACCEPTED PRACTICES**

Each Department or Regional Chapter must submit an Annual Report in writing to the Board of Directors to be read at the General Membership Meeting by the first weekend in November.

Departments or Regional Chapters will be headquartered where ever a group can meet the charter requirements and where one charter will not interfere with another. A standard charter format must be followed.

Departments or Regional Chapters must have a complete charter to operate and they cannot operate under just a petition.

A Regional Chapter is a grouping together of units, individuals, and organizations that are LHA members from a specific region to conduct safety inspections and to organize themselves into a larger association for the promotion of fraternal spirit, research, historical knowledge, events and activities. The Chapter may be composed of elements that represent a single time period, or multiple time periods as dictated by the membership in open meetings. A Chapter must apply for a charter by petition to the LHA Board of Directors and will come to full Chapter status by following the same procedure outlined in the following sections for progression to a Committee and then a Department.

**4C. 1d) Committee;** A Committee is a division of the Living History Association, Inc. and will use and abide by the rules, regulations, by-laws, safety manuals and Policy Book, as generally stated for the administration of the overall organization and as might directly refer to the specific function for which the committee was created.

There are two types of Committees. One is a Committee seeking to become a Department or Chapter and to do so, said Committee needs to have a Charter. The other is a Committee of narrow purpose that operates under the authority of an already existing Charter of a Department or Regional Chapter.

A Committee is a group of people whose purpose is very narrow, and who's activities form one part of the full scope of activities of an LHA Department or Chapter organization. Both LHA Departments and Chapters must be LHA Committees during their organizational stages by petitioning the LHA Board of Directors for recognition as a Committee to become a Department or Chapter. Committee status for proposed departments or chapters is an organizational stepping stone phase. Committees that form as part of the activities of a recognized LHA department or chapter need not petition or be approved by the LHA Board of Directors, but they must be approved by the Regional Chapter in charge of their region. A Regimental Ball Committee is a good example.

Each official Committee will have jurisdiction over the functions for which it was created per its "charter" and/or original petition. Only Committees can operate for a full year using their petition as their sole basis for existence. Petitions may be extended beyond a year by the Committee's Department or Regional Chapter officers. In the case of Interpretive Committees, NHQ (LHA Region I only) which are not attached to an Interpretive Department, they will fall under the officers of the Administrative Department for support, but otherwise will be left to operate independently.

Committees may be created and operated in the same way as a Department or Regional Chapter with one very large difference; A Committee must have a very narrow purpose or scope. Committees in Region I must petition the Board of Directors for recognition as do any

committees forming a Regional Chapter. Committees forming within an established Regional Chapter gain official recognition to establish their committee by petition to the Regional Chapter Officers. Each chapter has control of all committees in their region.

A Committee can be organized to:

- Handle the activities of ladies or civilian reenactors of a specific time period.
- Handle the activities of all the infantry of a specific time period. (This can apply with separate committees for Artillery, Cavalry, etc.)
- Handle all activities of a specific activity, workshop or event, battle reenactment, lecture series etc.

Examples of Committees are

- Winter Social Committee
- Battle of Hubbardton Committee
- Awards Committee

An umbrella organization, which wishes to adopt the same authenticity and safety standards as the Living History Association, or which can negotiate the acceptance of its own standards by the Association, may act as an official committee of the Living History Association through an established “charter” within its normal region of Operation, if it is reasonable to assume that such committee status will lead to eventual Regional Chapter status.

#### **4C.1e.) REGIONS AND HOW THEY AFFECT COMMITTEES**

The Living History Association has seen fit to divide the Continental United States into “Regions” of activity with Chapters in each Region. Units within each Region are encouraged to meet regularly to discuss issues, and plan joint activities. They are also encouraged to communicate their ideas, problems, local issues involving historic sites, and governmental agencies etc., to their Department Officers or directly to Living History Association National.

Regional boundaries can be adjusted depending on the needs of the units in that Region. The Living History Association will appoint one inspection officer in each Region to check on units for authenticity and safety to insure quality programming in association with the Living History Association name and insurance coverage. Regional inspectors will preferably be chosen from among existing umbrella organizations or participating staff members of area historic sites, forts, etc., in a given region. **OTHER THAN SAFETY INSPECTIONS, REGIONS WILL HAVE NO EFFECT ON UNITS OR GROUPS OR THOSE WHO WISH TO FORM CHAPTERS OR COMMITTEES.**

Any unit or Group that wants to form an official Committee of the L.H.A. for a specific purpose, only needs to submit a petition to the Board of Directors or their Regional Chapter for the specific purpose that their Committee is being formed. The Petition if accepted must be followed by a Charter within one year unless the Committee is formed as part of an existing Department or Regional Chapter Charter .

#### **4C. 1f) HOW TO BECOME A DEPARTMENT, REGIONAL CHAPTER OR COMMITTEE**

1. A Department or Regional Chapter must begin its existence as a committee and as such must operate for at least one year before attaining Department or Chapter Status. The proposed Department or Chapter is allowed to operate under its committee charter for a period of one year. After this 12-month period the committee must have: (A) The completed and approved charter in place, (B) A full slate of officers in place, (C) A willingness to incorporate all facets of interest, of the historical time period(s) it represents, under its Department or Chapter banner to include but not limited to; reenactors, museums, collectors, buffs, historic sites, learning institutions, and scholars. Only at this point can a Committee become a Department or Chapter.

Departments or Chapters must include a minimum of five officers; A Chairman, Vice Chairman, Secretary and Treasurer, Safety Officer and Authenticity Officer.

Each Department or Chapter officer must be a member of the Living History Association.

All Departments and Chapters must have their Charters approved by the Living History Association Board of Directors at a duly called meeting.

2. A Committee can be formed by the creation of a petition to the LHA Board of Directors or their Regional Chapter, which specifically states the purpose that the committee is being created for. The petition must be signed by at least four people who are active participants in at least one historical medium, which the Living History Association represents. (A medium is defined as a category such as a buff, researcher, collector, reenactor, etc. of a specific historical time period.)

An Officially Recognized Committee can be composed of as few as two people. If only one person is involved the National Office can act as the second “person” (if the Committee’s purpose is very narrow and of short duration) should it choose to do so. Committees have no limit as to the numbers it includes, but the more people that are involved, the more divergent the interests are likely to be.

After a year of operation a Committee must submit a charter, which outlines in detail its areas of operation. This charter will follow the same guidelines as a Department or Regional Chapter Charter but the Committee cannot become a Department or Regional Chapter until it has served one year as a petitioned Committee and a second year as a Chartered Committee. Obviously some committees will work as part of a Department or Regional Chapter and will never want to attain that status for themselves. Hence those Committees of short duration, simple and narrow interest with a specific task and date of completion may operate by a simple petition and never be Chartered.

As Committees have petitions and charters that they are required to operate within and which outline the specific areas they are allowed to work in, they must be careful not to violate those charters. If a group within a Committee begins to operate outside of the Committee



petition or charter, they must create a new charter or petition for the existing Committee, so as to include the new activity, or they must petition the Board of Directors of the Living History Association for the establishment of a separate committee.

Should a Committee split into several new committees, and the committees wish to maintain joint meetings and communication, then the committees are encouraged to cooperate in this manner. They should then form a Regional Chapter if they haven't already.

If disciplinary action becomes necessary for operations that are carried out outside of the By-Laws, safety manuals and Policy Book of the Living History Association the parties in question may have all of their petitions and charters revoked and should the seriousness of the problem demand it, their membership in the Living History Association may also be revoked.

If a currently existing organization which has its own set of roles, by-laws, etc. applies for official Committee, Department, or Regional Chapter status, and that organization has been in existence for four years or more, the LHA Board of Directors, may accept the organization as an official Committee, Department, or Regional Chapter of the L.H.A. by waiving all the requirements of charter. The group must only petition the Board for approval. The Board will review the group's roles or by-laws to make sure that they are compatible with those of the L.H.A. if they are, the group will then be accepted or rejected by vote of the Board of Directors.

#### **4C. 1g) ELECTIONS**

Department, Regional Chapter and Committee elections are to be held during a regularly scheduled meeting. All participating members from the Department, Regional Chapter, or Committee's area of operation are to be notified 60 days in advance as to when and where the meeting is to be and what officer positions need to be voted on along with a slate of candidates.

At the duly called meeting the positions will be filled by an election of hands or by Australian ballot should the assembly of members wish for that option. Written absentee ballots will be allowed. Only LHA members will be allowed to vote.

Officers will be elected for terms of not more than three years but they may run for and hold as many consecutive terms as the electorate wishes to allow them.

Elections will be held once every two or three years for officers. The choice will be made by the Committee, Regional Chapter or Department.

Voting should be limited to those units, individuals, etc. which hold a membership in the Living History Association.

When Committees are first formed they need not hold an election for the first twelve months and if the committee participation remains less than five people its Department or Regional Chapter Officers may waiver its need for an election.

Department and Regional Chapter Officers can only take office through election at a duly called meeting.

#### **4C. 1h) WHAT COMMITTEE, REGIONAL CHAPTER AND DEPARTMENT OFFICERS CANNOT DO**

1. No Committee, Regional Chapter or Department Officers, or members can raise funds for any project using the Living History Association name or their officially designated Committee, Regional Chapter or Department Status without reporting all income to the Executive Director or the Finance Officer of The Living History Association. All funds raised and expended must be reported to the IRS through L.H.A. National. If the Department, Regional Chapter or Committee has incorporated itself in the state where it operates, and makes financial reports to the state in which it resides, as well as the federal government under its own incorporation, it will not be necessary to report each fund raising effort. Instead, the group needs only to submit an end of the year report each year which must arrive at the L.H.A. office by October 31st to be read at the General Membership meeting, or no later than January 1st to be read at the first Board meeting of the new year. All such reports will be kept on file.

2. No Committee, Regional Chapter or Department Officers, or members will sign a contract, agreement, or letter of understanding with any organization, business, individual, or private or municipal agency for any reason without the approval of the Executive Director of The Living History Association, if such an agreement is for a project of an extended duration, i.e. longer than the course of a three day event or if said contract has any financial obligations that LHA HQ could in any way be held liable for. Event contracts should be simply reported to L.H.A. National via an event listing of date, time, activity, etc.

#### **4C.1i.) TEN ITEMS A CHARTER MUST INCLUDE**

(For examples, see the various LHA Department Charters in the LHA's Policy Book.)

1. A General Statement of Operations: by whose authority do you operate?
2. Statement of Intent: all the things you want to do.
3. Membership: who is it that can be members, and the need to be composed of LHA members.
4. Representation: who can be represented and who can vote.
5. Meetings: when, where, how.
6. Officers: what positions, how are they elected, and limits of authority if needed.

7. Responsibilities: why do you exist, what are your most basic reasons for being organized.
8. Events/Reenactments: are there specific events that the group wishes to create or support each year that might positively affect a historic site or museum.
9. Correspondence/Communications: who, how, with what budget.
10. Financial Responsibilities: creating activities through sponsorships, low risk and without libeling LHA National or the Regional Chapter.

**4C.1j) PRACTICAL OPERATION:**

1. Subdivisions of the LHA cannot use the LHA name, logos, icons, or awards without the express permission of either the LHA Executive Director or the LHA Board of Directors. All requests should be submitted in writing at least 60 days prior to when the printing of logos or use is to take place. Some icons, awards and so on are governed by a simple set of rules in the LHA Policy Book and use is accorded to chartered regions or departments automatically. These logos, or advertising by-lines for stationary and so on, will be given to each Regional Chapter or Department as they are chartered. Other logos that are designed by a Regional Chapter or Department must be approved by the LHA Board of Directors before being used.
2. All LHA subdivisions must obey LHA Safety Rules or equivalent rules as approved by the Safety Officer of the LHA Board of Directors or the LHA Executive Director.
3. Regional Chapter or Interpretive Department groups must be composed of a membership that is at least 50% reenactors. Also an officers of the group must be LHA members and the group as a whole must do everything it can to promote LHA membership and the ideals of LHA members of: "People Binging History to People."
4. All LHA Interpretive Departments and Regional Chapters will participate in the distribution of LHA Safety Manuals, and will participate in the LHA Safety Inspection Program, through safety officers appointed in each region.
5. All Chapters or Departments are responsible for their own financial liabilities, but where the LHA National HQ could be held responsible through use of its non-profit status, it must give its permission for said use. If permission is not given, Department or Regional Chapter officers can be held responsible for committing fraud. Departments and Regional Chapters who do not use the LHA National HQ's non-profit status and number to conduct business will be held singularly responsible for all contracts they make, based on the contractual laws of the state in which they conducted business.

6. Regional Chapters and Interpretive Departments that are not incorporated, or who do not have their own Federal non-profit number and are using those of the LHA to operate under, must have approval from the LHA Executive Director for the making of all major contracts which binds the organization to any type of liability, either in real property, monetary funds, or endeavors that include the outlay of credit on expected or speculated returns if said contract, or any multiples of contracts exceeds \$250.00.
7. Regional Chapters must contain at least 10 LHA members. A Regional Chapter will be given a copy of the LHA's safety manuals and By-law and Policy Book to guide its activities and is encouraged to make as many copies as it feels necessary. Each Regional Chapter will receive a "Charter Certificate" upon approval by the LHA Board of Directors.
8. Regional Chapters and Interpretive Departments will send their petitions to form their group. as well as all dues related funds to: Living History Association, PO Box 1389, Wilmington, VT 05363 (802) 464-5569. Dues collected from each Region above the sustaining level will be 80% refunded to the region where the dues were collected.
9. The LHA national HQ will develop a line of merchandise that Regional Chapters and Interpretive Departments can purchase at wholesale prices, so as to allow the Chapters and Departments to retail these items as fund generating activities.

**4D.) OUTLINE OF THE PROGRAMS OF THE LIVING HISTORY ASSOC.**

**4D.1) Statement of Intent:**

It is the intent of the Living History Association. Inc. to develop "historical programs" throughout the Continental United States and other countries where applicable. This is to be done in cooperation with private foundations, governmental agencies, historical societies, chambers of commerce, the private sector, and living history organizations and individuals.

The Living History Association, Inc. will adhere to the PROGRAM GUIDELINES as outlined below and as administered through a Board of Directors of nine men and women, and three alternates.

**4D. 1a) PROGRAM GUIDELINES**

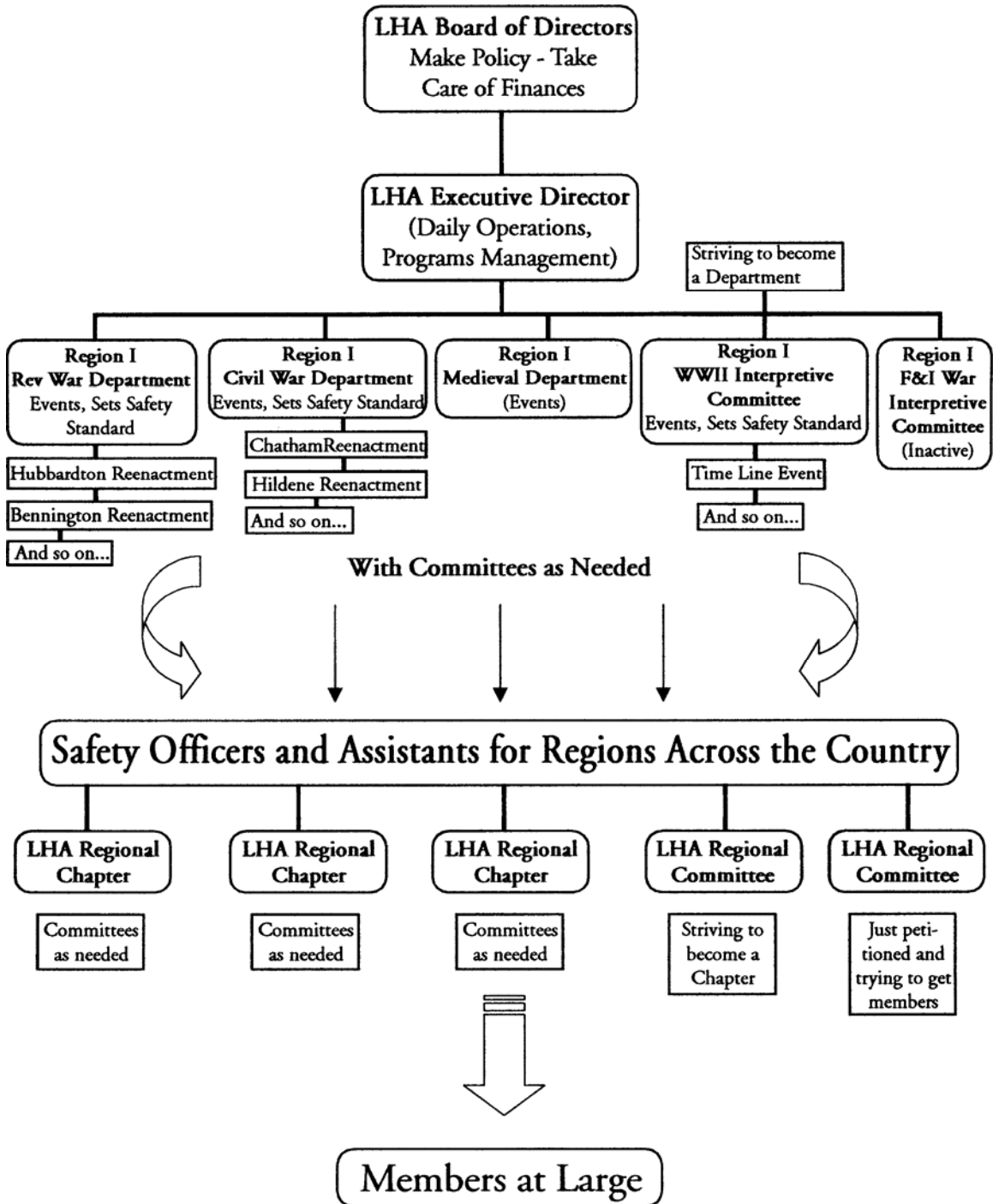
The Living History Association will engage in activities...

- a. To provide enjoyment of history through programs, tours, lectures, meetings, workshops, living history events, conferences, and the dissemination of information through publications.
- b. To bring the world of volunteer living history interpreters, and the world of

professional museum staffs and scholars, closer together for a better understanding of how they can combine their talents and interests to educate the public about American and World history.

- c. To support programs, fund raising projects, restorations, and reconstructions for those historical projects, which need or request our support.
- d. To provide historical consultation services, when asked by private or public concerns, directly proportional to the budget incomes allocated by those concerns for that purpose.
- e. To develop comprehensive programs that enhance and compliment the use of volunteer living history interpreters. These programs should be designed to fully explain the limits of living history interpretation and to provide other means to convey the desired historical message that then compliments the living history activity, thereby presenting a more balanced and scholarly portrayal of history.
- f. To develop and co-ordinate living history activities and organize them in such a manner as to derive the greatest amount of educational value from them for the general public.
- g. To bring to life instances in all aspects and periods of time in history whether political, economic, civilian, or military.
- h. To allow the membership of the Association to create semi-independent departments, Regional Chapters and committees for whatever purpose the membership desires (so long as that purpose does not fall outside of the Policy Book and safety manuals of the Living History Association). These groups will be organized to keep the membership informed about all living history activities.

# LHA ORGANIZATIONAL CHART



## Petition Form

By this form we the undersigned on the \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year \_\_\_\_\_ of our Lord \_\_\_\_\_ do hereby petition the Board of Directors of the Living History Association (LHA) to form **(Circle one of three)** a:

1. Department of Interpretation;
2. Regional Chapter;
3. Committee;

having all the rights and privileges of an official “division” of the Living History Association as outlined in the Association’s By-law and Policy Book. We the undersigned understand that we have one year from this date to submit a formal “Charter” and may do so at any time before that date. After a petition was been in existence for a year and no “Charter” has been submitted for approval the petition will expire and the group must disband, repetition the LHA, or operate by petition for less than two years under a Department or Regional Chapter. All Committees must follow the LHA safety manual guidelines.

We the undersigned so petition:

Sign: \_\_\_\_\_ Print: \_\_\_\_\_

Sign: \_\_\_\_\_ Print: \_\_\_\_\_

Sign: \_\_\_\_\_ Print: \_\_\_\_\_

Sign: \_\_\_\_\_ Print: \_\_\_\_\_

Sign: \_\_\_\_\_ Print: \_\_\_\_\_

Sign: \_\_\_\_\_ Print: \_\_\_\_\_

Sign: \_\_\_\_\_ Print: \_\_\_\_\_

Sign: \_\_\_\_\_ Print: \_\_\_\_\_

Sign: \_\_\_\_\_ Print: \_\_\_\_\_

Sign: \_\_\_\_\_ Print: \_\_\_\_\_

The **Contact Person** for this petition is:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Below please list the states you feel that this LHA division will operate in:

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Below please state the main reason you are forming this LHA subdivision:

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Please return this form to: **Living History Association, PO Box 1389, Wilmington, VT 05363 (802) 464-5569**. You will be sent the LHA Policy Book pertaining to your direct needs FREE until you apply for your CHARTER at which time you will be required to pay \$25.00 to receive a copy of the entire LHA By-law and Policy Book so as to better govern your official LHA division. You may pay the \$25.00 at any time and receive the entire book immediately upon payment.