

CONSTITUTION AND BYLAWS
The West Virginia Reenactors Association, Inc. (WVRA)

SPRING 2017
PAGE 1

ARTICLE 1~ NAME AND PURPOSE

Section 1~ The name of this organization will be the “West Virginia Reenactors Association, INC.” also called the “WVRA” or “The Association”.

Section 2~ The purpose of the WVRA will be to present the appearance and manners of typical citizens and soldiers of time periods from the American Colonial period up to 50 years prior to the present date in as historically accurate a manner as possible. The WVRA will strive to improve and to encourage the hobby of reenacting within the state of West Virginia, to educate the public about America’s history as well as their allies and opponents and to otherwise commemorate and preserve America’s and our state’s historical heritage.

Section 3~ The nature of this organization will be volunteer and not-for-profit. No member or officer of the WVRA shall profit individually from participation in the WVRA.

Section 4~ Upon the dissolution of the West Virginia Reenactors Association (WVRA), the Executive Board or governing staff shall, after paying or making provisions for all liabilities of the WVRA, dispose of all assets of the WVRA in such a manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempted organization(s) under section 501c (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Executive Board or governing staff shall determine. No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to its members, trustees, directors, officers, or other private persons in the event of a sale of WVRA assets.

ARTICLE 2~ MEMBERSHIP

Section 1~ Membership is open to all persons at least 13 years old with a serious interest in Living History. Membership will not be denied on account of race, gender, creed, or national origin. Units may determine suitability of individual applicants for their particular unit impression, subject to Executive Board action.

Section 2~ New members may be admitted to the WVRA upon payment of dues and acceptance by the Executive Board. The Executive Board may designate one of its members to receive and accept routine membership applications, but denial of any application must be sustained by the whole Board in open vote. Any person refused membership may appeal for a vote of the whole membership present at any scheduled meeting of the WVRA, whose decision will be final.

Section 3~ Each new member will have completed a membership application. The Treasurer will certify that the new member has paid dues, by signing, dating, and supplying a membership card). The President or his/her designee will certify the initial membership type and/or chosen unit of the new member on the face of the application. This information will be collected and maintained by the Secretary, in cooperation with the other officers of the WVRA.

Section 4~ Persons less than 18 years old must have their membership application countersigned by their parent or legal guardian. Members must be at least 16 years of age to carry a firearm. Such members should also recognize that participation in specific events may be contingent on legal waiver or event rules requiring adult authority and/or minimum ages.

Section 5~ Dues will be recommended by the executive committee and approved by a Full Ballot Procedure of the whole membership. ‘Friends of the WVRA’ membership is set at the individual rate and is non-voting membership intended primary for other Civil War groups, reenactors or historical organizations.

Section 6~ The membership may choose to name a worthy person to be an Honorary Member. An Honorary Member has all rights of any other member, but will not pay dues.

Section 7~ Members will abide by all of the rules and regulations of the WVRA under the supervision of their Association officers. Any member who willfully violates WVRA rules, defies legitimate authority, or otherwise acts to jeopardize or disgrace the reputation of the WVRA or any of its component Units, will be subject to disciplinary action up to and including expulsion from the Association. Disciplinary authority will be exercised by the member's Unit, or by the Executive Board in the case of General Members.

Section 8~ Individual WVRA members will elect to be either a Reenacting Member---who belongs to one of the reenacting units---or else a General Member—who chooses not to actively pursue a living history impression. New members may declare their preference when they join, and all members may change their preference by the Annual meeting. No member may change categories or Units otherwise without the express consent of the Executive Board.

Section 9~ Reenacting members are those members affiliated with one of the component Units, who actively participate in living history impressions, subject to the regulations and Officers of their chosen Unit. The rights, duties, and responsibilities of Reenacting Members are enumerated in Article 5 on Units.

Section 10~ General Members are those members-at-large who share and support the goals of the WVRA but do not participate directly in living history impressions. General Members may vote on any issue before the Association as a whole, but will not participate in Unit business. The President of the WVRA will serve as coordinator of all General Members, and be responsible for General members at events. General Members are subject to the same disciplinary action as reenacting Members and enjoy all the same rights. The Executive Board will serve as the disciplinary body in any case involving a General Member.

ARTICLE 3~ MEETINGS AND VOTING

Section 1~ General Meetings of the WVRA will be held at regular intervals with due notice to be published in the newsletter. **One General Meeting per year will be designated as an Annual meeting.** Members present at any scheduled General Meeting will constitute a quorum for conducting business.

Section 2~ Special Meetings may be called by the Executive Board if they need to consult the membership on short notice. Attempt must be made to notify all members of such meetings.

Section 3~ All members of the WVRA are entitled to one vote on General Association matters. To vote at the Annual meeting, members must have paid dues for the year following. Only members listed on a Unit roster will vote on that Unit's affairs.

Section 4~ Important group decisions of the WVRA will be made in a way that lets every member participate in the decision, whether they are able to be present at General Meetings or not. This process is called **Full Ballot Procedure** in the WVRA, and operates as follows:

- A...The issue is presented in full to all members present at any General Meeting. Discussion is permitted and encouraged, but no vote is taken.
- B...A report of the issue presented, discussion heard at the meeting, and any written member comment for or against the issue is published in the next WVRA newsletter along with a blank absentee ballot.
- C...Absentee ballots are returned to the Secretary by all who cannot be present at the next meeting. Absentee ballots may also be completed by the Secretary upon verbal/or email instructions from a member.
- D...At the next meeting the issue is put to vote of all members present. Absentee ballots are counted to yield the final result.

Section 5 ~ The **Full Ballot Procedure** must be used in the following cases:

- A...**ELECTION OF OFFICERS~** Nominations are made at the General Meeting preceding the Annual Meeting. Nominations can be made by nominating committees, Units, or individuals in person or by mail/email, and do not require a second. The election will then take place at the Annual meeting by secret ballot.
- B...**AMENDMENTS TO THE BYLAWS~** The Amendment must receive at least 2/3 of all votes cast to pass.
- C...**ADMISSION OF NEW UNITS~** Admission of new units must be recommended by the Executive Board, then approved by the membership voting by secret ballot.

D... SPONSORSHIP OF EVENTS~ Events must receive at least $\frac{2}{3}$ of all cast votes to be officially sponsored. E...

SANCTIONED EVENTS~ Events need a majority of votes to be Sanctioned.

F... APPEALS AND REVIEW~ Actions taken by the Officers and/or Executive Board may be put to a Full Ballot Procedure, which results are binding.

ARTICLE 4~ OFFICERS AND EXECUTIVE BOARD

Section 1~ Association Officers of the WVRA include the President, the Vice-President, the Secretary, the Treasurer, the Newsletter Editor, and the Web Master(s). These officers are all directly elected by the whole membership by means of the procedures specified in Article 3, and serve a one-year term. **In the absence of enough candidates to fill each office individually, one individual may combine the duties of two offices.** Each office has specific responsibilities:

A... PRESIDENT ~ Presides over all meetings of the general membership or the Executive Board. Appoints committees and delegates specific tasks or responsibilities as necessary. Serves as the leader of the General Members. The President may personally make emergency decisions if necessary, but his decisions are not binding on Association members unless ratified later by Executive Board.

B... VICE-PRESIDENT~ Presides over all meetings of the general membership or the Executive Board in the President's absence. Oversees the work of all committees. Performs other tasks as requested by the President.

C... TREASURER~ Receives and disburses Association funds. Provides a monthly accounting of: debits, credits, and balances to the Executive Board; Keeps account of dues payments by members; issues membership cards to paid members; ensures the post office box is maintained; at the death of member or member's loved one the Treasurer will take care of the WVRA donation in memory of that loved one's name; and provides such information to the Executive Board as required.

D... SECRETARY~ Takes complete and accurate minutes of all General and Executive Board Meetings; maintains necessary Association correspondence; keeps a current list of all dues-paid WVRA members; receives and accounts for Absentee Ballots; renews tax exempt status each year; and provides such information to the Executive Board as required.

E... NEWSLETTER EDITOR~ Composes and publishes the WVRA newsletter according to the provisions in Article 7. Composes and publishes all forms and other material as required by the Executive Board.

F... WEB-MASTER (S)~ Establishes, maintains, and provides timely updates on the www.wvra.org web site and any other duties related to electronic media as qualified and as needed, according to the provisions in Article 8. Provides availability of all information, forms, calendars, newsletters, maintains domain name and other material as required by the Executive Board for the public and the membership to download and/or obtain for use.

Section 2~ Executive authority in the WVRA is vested in the **Executive Board**. The Executive Board consists of the President, Vice-President, Secretary and Treasurer of the WVRA together with the Unit representative from each component Unit of the Association. The Newsletter Editor and the Web-master(s) are non-voting members of the Executive Board.

A... The Executive Board will provide guidance to the Association and will establish and provide for the execution of all policies and procedures not in contradiction to the letter and/or spirit of these by-laws. The Executive Board will submit to a vote of the membership all issues designated in these Bylaws as requiring a Full Ballot Procedure, or as requiring a vote of the membership present at a General Meeting, or any other decisions they designate which affect the Association as a whole.

B... The Executive Board may meet at any time and place they mutually choose, but may not transact WVRA business without a quorum of at least $\frac{2}{3}$ of all voting Board members present. The Executive Board will report to the membership on its actions. Any member may observe any meeting of the Executive Board, and/or may ask to see the minutes of any meeting.

C... No member may hold two voting positions on the Executive Board simultaneously. In the case that one individual is elected to more than one office (Association officers or Unit Representatives) that individual's vote can still only be counted as one vote on the Executive Committee. No member may serve more than three consecutive terms in the same office on the Executive Board. Exceptions to this limit may be approved by the membership and/or Executive Board, due to lack of participation from the membership to hold offices.

D... In the case that the President of the WVRA should leave office before his or her term of office is completed, the Vice President will be elevated automatically to the office of President. Additionally, should any other of the other offices (Secretary, Treasurer, Vice-President, Webmaster, Newsletter Editor) be vacated, the Executive Board should have

authority to appoint a replacement until the next elections.

ARTICLE 5~ UNITS

Section 1~ A “Unit” in the WVRA is defined as a subgroup of the WVRA members organized under one group name for a shared impression.

Section 2~ Present WVRA Units are:

- 1) Company A of the First Regiment of West Virginia Volunteer Infantry, U.S.V (Civil War)
- 2) Company B (The Upshur Grays) of the Twenty-Fifth Virginia Infantry, C.S.A (Civil War)
- 3) The Trans-Allegheny Soldiers Aid Society (TASAS) (Civil War)
- 4) Batteries A and B of the First West Virginia Light Artillery, U.S.V, **Lurty’s Battery CSA** and The

Danville Artillery, CSA (Civil War)

Company K of the 6th West Virginia Cavalry and Company F of the 1st Virginia Cavalry

Others may be added as they are accepted into the organization. (Civil War)

Section 3~ All Unit members must be members of the WVRA. Reenacting Members of the WVRA must affiliate with one Unit of their choice. Each Unit Representative will maintain a current roster of their Unit members. Only those whose names are on that roster will be eligible to vote on Unit business or Officers. WVRA members listed on a Unit roster may participate with other member units at events.

Section 4~ Units will operate democratically on all matters of Unit business except while reenacting, when their relations will be determined by the historical probabilities of their respective impressions.

Section 5~ Each Unit will have a Representative on the Executive Board. This can be the Commander of the Unit, but may be any other person on the Unit Roster who is so elected at the Annual meeting. Unit Representatives serve a one-year term.

Section 6~ Rank in Civil War infantry Units will be elected for one-year terms in the Annual meeting. Rank grades are determined by the number (rounded to the nearest multiple of five) of private soldiers on the Unit roster who meet Unit equipage standards at the time of the March meeting. Ranks elected will not exceed the following proportions:

- 1 Corporal for every 5 Privates
- 1 Sergeant for every 10 Privates
- 1 Lieutenant for every 20 Privates
- 1 Captain for every 40 Privates

6A~ An exception to the above rule permits the 1st (West) Virginia to Elect a Captain.

Section 7~ The Trans-Allegheny Soldiers’ Aid Society may have one society President and two Associate Managers, one from each of the Union and Confederate sympathy. These officers will be elected for one-year terms at the Annual meeting. They will also elect a Representative to the Executive Board at that time, who may or may not hold other Unit office.

Section 8~ Civil War Artillery Units may have one Sergeant per gun, one Lieutenant per section of two guns, and 1 Captain per battery of four guns. Each gun may also have 2 Corporals, but the total number of ranks should not exceed the number of privates. Ranks will be elected for two-year terms at the Annual meeting. They will also elect a Representative to the Executive Board at that time, who may or may not hold other Unit office.

Section 9~ Civil War Cavalry Units will have one Captain and one Corporal. They will also elect a Representative to the Executive Board at that time, who may or may not hold other Unit office.

Section 10~ Periods earlier and later than the American Civil War will follow the above basic guidelines as appropriate to their particular time period.

Section 11~ Unit Commanders are responsible for the appearance and deportment of their Unit members at events. Unit members, in turn, are required to respect the legitimate authority of their Commander.

Section 12~ Each Unit will have established a written set of authentic uniform, clothing, and/or equipage standards which must be approved by the Executive Board and given to all Unit members. Unit members are expected to acquire necessary standard items as rapidly as their circumstances permit. Unit members who do not yet meet these standards may not be

eligible for participation at all events, and are not to be counted in determining Unit Rank, but they may vote on all Unit business.

Section 13~ For continued failure to meet standards, for refusal to comply with legitimate orders of superiors while at events, for conduct unbecoming a WVRA member, or for any other just and sufficient cause, any member may be dismissed from his Unit by a 2/3rds vote of all members on the Unit roster. Members so accused will be given all common rights of due process, including the right to confront their accusers, to question witnesses, time to prepare a defense, examine the evidence, etc. Members so accused will have the right to resign at any time. Members dismissed by one Unit of the WVRA will have the right to apply for membership in another Unit. If no other Unit will accept them, they will forfeit their membership in the WVRA, and any previous paid dues will be refunded to them pro-rata on application to the Treasurer.

Section 14~ Any Association or Unit officer may be dismissed from his office by a 2/3rd vote of all those on the pertinent Unit or Association roster for continued failure to properly execute the duties of his office or for any offense enumerated in Article 5 Section 11. All rights of due process are to be allowed. Any office vacated through dismissal or resignation will be filled as soon as possible. If the office is in the military rank structure, all ranks will move up to fill the empty offices. If the post is a non-military one, the affected Unit or the Association will hold a vote to fill the office at the next regular scheduled meeting.

The replacement officer will serve until the regular elections at the following Annual meeting.

Section 15~ New Units may be formed in the following manner:

- A....At least three current WVRA members may present a proposal, first to the Executive Board, then, with their consent, to a WVRA general meeting. This written proposal should state in full name of the proposed Unit, its history and significance, its intended uniform and equipage standards, how its information will benefit the WVRA, and a preliminary roster of its members. No more than three present members of any one existing Unit may appear on this preliminary roster.
- B... This proposal will then be published and voted on using the Full Ballot Procedure. A majority of votes cast will create the new Unit.
- C....The new Unit may then elect appropriate ranks and a Unit Representative to the Executive Board, to serve until the following Annual meeting

ARTICLES 6~ EVENTS

Section 1~ The term “event” will mean any activity that the WVRA may be concerned with. Events include, but are not limited to, battle reenactments, living histories, educational presentations, etc.

Section 2~ All WVRA events will be placed on a calendar which will be printed in each issue of the newsletter and on the web site. Additional information on each event will be published as specified in the newsletters and on the web site.

Section 3~ WVRA events will be divided into three types: Sponsored Events, Sanctioned Events, and Suggested Events. The procedures for establishing each type of event and the rules governing each type are specified in the Section for each type, below:

Section 4 ~ Sponsored Events are those that the WVRA may initiate, organize, or administer on its own authority and responsibility, either for the event as a whole, or as the reenacting host for the event.. All WVRA members are requested to attend and to assist with the work of Sponsored Events.

- A. There will ordinarily be no more than 2 sponsored events in each calendar year. One of these may be a School of the Soldier drill and training event.
- B. Events to be sponsored must be voted on no less than 3 months before the scheduled event date.
- C. No event will be sponsored which exposes the WVRA or its members to unsecured legal or financial liability.
- D. Sponsored Events are established as follows: With the advice and consent of the Executive Board, a proposal is prepared by the Board and the initiating member(s). The proposal is as complete a plan for the event as possible. The proposal is then presented and voted on using the Full Ballot Procedure. A proposal is adopted as Sponsored when it receives a 2/3rds approval of the votes cast.

- E. The Executive Board will be responsible for all details of regulating, planning, and administering the event. They may assign and delegate duty posts to members as required. The President will oversee the satisfactory discharge of all members' duties and responsibilities.
- F. All available information on each Sponsored Event will be printed in the Newsletter at least twice: once when the proposal is submitted, and again in the issue before the event date.

Section 5 ~ Sanctioned Events are those not planned or organized by the WVRA, but approved by the Association for official participation. All WVRA members are requested to attend if possible. The following rules apply to Sanctioned Events:

- A. There will be no more than 4 Sanctioned Events in each calendar year.
- B. Events to be Sanctioned must be voted on no less than 2 months before the scheduled event date. Events will not be sanctioned whose primary motive is individual or corporate profit.
- C. Sanctioned Events are established as follows: Any member may propose an event for Sanction at any meeting of the WVRA. If the member's proposal meets the rules and receives a second, it is presented and voted on using a Full Ballot Procedure. The event is Sanctioned when it receives a majority of the votes cast.
- D. For events requesting group registration, each Unit Representative will be responsible for the timely and accurate completion of all necessary registration materials for his unit, and the collection and transmission of all fees and other moneys required in a Sponsored or Sanctioned Event. The Unit Representative may delegate some other unit member to do this task for an event, but the Unit Representative is still responsible for seeing that registration and payment is correctly completed.
- E. Each Sanctioned Event will be fully publicized in at least one issue of the Newsletter prior to the event date. All necessary information about the event will be printed, including a map and/or directions to the event, schedules, regulations, etc.

Section 6 ~ Suggested Events are those which WVRA members may wish to bring to the attention of other members. Participation in Suggested Events is optional.

- A. There are no limits on the number and timing of Suggested Events.
- B. No member may be held to official disadvantage by the WVRA because of their non-attendance at a Suggested Event.
- C. No WVRA or Unit business may be conducted at a Suggested Event, unless an exception is approved in advance by a vote of the membership and duly published in the newsletter.
- D. Activities planned by the WVRA, but at which participation is not required may be treated as Suggested Events instead of Sponsored Events. Any event which includes invitations to other organizations from the WVRA must be treated as a Sponsored Event, however. Exceptions are the "Civil War Ball" and the "Blue and Gray Grand & Glorious Ole' Timers Reunion" which are hosted by the Trans Allegheny Soldiers Aid Society as recreational events for the membership. They can also be used as events to honor and recognize exceptional participation for the year to individual members.
- E. Events may be proposed as Suggested Events by any member at any meeting and do not require a vote. The proposing member may speak of the event for not more than 10 minutes initially and for not more than 5 minutes at any subsequent meeting. The member proposing the event will be personally responsible for communicating all relevant details to other members and for completing any necessary registrations forms, etc. The WVRA and its officers are not responsible for such events and will not be held liable for any outcome of such Suggested Events.

Section 7 ~ The Executive Board will compile a record of members' attendance at all classes of events, and may recognize exceptional participation at the end of the year by some appropriate means.

ARTICLE 7 ~ NEWSLETTER

Section 1 ~ The WVRA newsletter is established to support the goals of the Association, to assist in the conduct of business, to promote communication among reenactors, and to inform and advise the members and other interested parties of the people, issues, and events of interest to reenactors in and around West Virginia.

Section 2~ The newsletter will be issued **monthly** each year and more often as necessary.

Section 3 ~ The Executive Board will appropriate sufficient funds necessary for publication of the Newsletter, and may authorize the production and distribution of extra copies if desired.

Section 4 ~ Each issue of the Newsletter will contain:

- A. A Complete and accurate calendar of future WVRA events.
- B. Complete and detailed information on the next immediately upcoming events.
- C. Notice of the next upcoming meeting
- D. A report of the most recent meeting (Secretary Notes)
- E. A report of any issues to be voted on by Full Ballot Procedures, along with an absentee Ballot for such a vote.
- F. A Treasurer's Report.
- G. Any message offered by any officer of the WVRA, not to exceed one page in length.

Section 5 ~ Each issue of the Newsletter may contain:

- A. Reviews of past WVRA events.
- B. Letters or messages from any member or other correspondent.
- C. Stories, articles, artwork, or commentary and opinion by WVRA members.
- D. Other items of interest or concern to members of the Association.

Section 6 – The newsletter editor will publish the newsletter using any method that the editor would deem to be effective and efficient in reaching the membership. Any member wishing to receive a printed copy of the newsletter, must notify the editor in writing at the time that membership dues are renewed. The editor, with approval of the WVRA membership, may recover any additional printing and mailing costs through a yearly newsletter fee.

Section 7 ~Advertisements

- A... Members can request an advertisement for free in the newsletter but they MUST be paid members. The ad cannot exceed ¼ newsletter page and will only be published when the newsletter editor deems that there is room to do so. And the ad work must be submitted to the newsletter editor.
- B... Non-members or businesses will need to pay the WVRA for the advertisement, unless they are known to the WVRA membership for their past support (sutlery or donations) at WVRA events.

ARTICLE 8 ~ WEB SITE

Section 1 ~ The Web-Master(s) are responsible for establishing and providing information to the membership and the public to support the goals of the Association, to assist in the conduct of business, to promote communication among reenactors, and to inform and advise the members and other interested parties of the people, issues, and events of interest to reenactors in and around West Virginia

Section 2 ~ The Executive Board will appropriate sufficient funds necessary for maintaining the host site for the web site and for maintaining the domain name, www.wvra.org.

Section 3~ The WVRA website should contain but is not limited to:

- A. A Complete and accurate calendar of future WVRA events.
- B. Complete and detailed information on the next immediately upcoming events.
- C. Notice of the next upcoming meeting
- D. Any Message offered by any officer of the WVRA, not to exceed the limited space as requested by the web master
- E. Reviews of past WVRA events. Or a Membership Forum
- F. Stories, articles, artwork, pictures, and historical information.
- G. Enrollment Forms, Application for Events and presentations, rules and regulations, by-laws, WVRA Event registration, Event Calendars, Unit information and needs for membership, and other important organization information as deemed necessary by the Executive Board.

Section 4~ Anyone wanting ads placed on the Web Site that are Businesses or non-members MUST pay for the advertisement. The advertisement (for members and non-members) will be limited to Name of business, Contact Name, Phone number, email and web site. . The cost amount to be determined by the Web Master.

ARTICLE 9 ~ ADOPTION AND AMENDMENTS

Section 1 ~ This Constitution and Bylaws will be adopted and take effect upon a favorable vote from 2/3rds of the total membership of the WVRA.

Section 2 ~ These Bylaws may be amended by a Full Ballot Procedure of the whole Association, with a 2/3rds vote of those cast required to pass the Amendment.

IMPORTANT OFFICER & MEMBERSHIP INFORMATION (Reminders)

1~ WVRA Post Office Box dues are to be paid in November (Treasurer Duties) Also all past and present treasurer papers, reports must be turned over to newly elected Treasurers.

2~ Domain (WVRA.org) Name Must be paid and re-established in October 2019 (Web-Master Duties)

3 ~ Tax Exempt status needs renewed every year before March. (Secretary Duties)

*4 ~ Memorial Donations of \$50 **may** be made to a Charity of Choice for any member or a member who has lost an immediate family member. (February 2011) Other donations may be collected from the membership if requested. (Treasurer Duties)*

5 ~ All past and present Secretary notes must be recorded and passed on to the newly elected Secretary.

*6~ All WVRA members **MUST** fill out a yearly application for membership, which is turned over to the Secretary/Treasurer for insurance purposes, Unit updates, WVRA Directory information, and grant information. Directory information will not be provided to anyone other than the WVRA membership.*