

# **3<sup>rd</sup> Regiment, Maine Volunteer Infantry, Inc.**

## **BY-LAWS**

### **ARTICLE I – MEMBERSHIP**

#### **Section A. Eligibility**

Any person may become a member of this Organization upon submission of his/her application to the Secretary and payment of dues to the Treasurer.

#### **Section B. Definitions**

1. A Probationary Member:
  - a. May not vote nor hold any elected position in the Organization, but may otherwise attend all assemblages and receive the Organization's newsletter.
  - b. Shall serve a probationary period during his/her first twelve (12) months of membership.
2. An Associate Member:
  - a. May not vote nor hold any elected position in the Organization, but may otherwise attend all assemblages and receive the Organization's newsletter.
  - b. Has either not met or has not maintained the necessary requirements to be eligible as an Active Member.
3. An Active Member:
  - a. Must be thirteen (13) years or older.
  - b. Has acquired the necessary equipage in order to present either a military impression as a private soldier and/or field musician in keeping with the style and dress of the Volunteer Union Army of 1861-1865 or an appropriate civilian impression of 1861-1865.
  - c. Has attended at least six (6) Organization assemblages either during his/her twelve-month probationary period or since the last Annual Meeting.
  - d. May vote and be elected to any position in the Organization, attend all assemblages and receive the Organization's newsletter.

#### **Section C. Process**

A Probationary Member, following his/her twelve-month probationary period, or an Associate Member can become eligible and voted in as an Active Member after he/she has met the requirements as stipulated in Article I, Section B.3 above. Such process shall require a majority vote by written ballot of Active Members present at a regular meeting.

#### **Section D. Minors**

At least one (1) parent or legal guardian of a member under the age of eighteen (18) must join the Organization as a Probationary Member at the time the minor submits his/her application for membership. Following the parent's/legal guardian's twelve-month probationary period, he/she/they may maintain his/her/their membership in the Organization, either as an Associate Member or as an Active Member, until the minor either reaches his/her eighteenth (18<sup>th</sup>) birthday or is no longer a member of the Organization.

### **ARTICLE II – DUES**

#### **Section A. Initial Dues upon Application for Membership**

1. All persons applying for membership shall present the proper dues to the Treasurer at the time of application.
2. If a person joins as a Probationary Member during the months of January through June, he/she shall pay full dues upon submission of application.
3. If a person joins as a Probationary Member during the months of July through December, he/she shall pay half dues upon submission of application.
4. At the first Annual Meeting since the Probationary Member submitted his/her application, the member shall pay full dues for the following year.
5. After the first twelve (12) month period has passed, if a Probationary Member has not met the requirements to be eligible as an Active Member, he/she shall be an Associate (non-voting) Member.

**Section B. Establishment of Dues**

The annual individual and family dues rates shall be set for the ensuing year by a vote of the Active Members at the Annual Meeting.

**Section C. Levels of Dues**

1. All individual members, regardless of his/her membership status, shall pay the same individual annual dues rate.
2. Two or more members who reside at the same domicile shall constitute a “family” and shall pay the family annual dues rate, regardless of membership status. A “family”, as so defined, will receive one (1) copy of the Organization’s newsletter.

**Section D. Payment of Dues**

1. Annual dues, as so set, shall become due at the Annual Meeting in January.
2. Any member who fails to pay his/her annual dues by April 1<sup>st</sup> will be dropped from the membership.

**Section E. Reinstatement of Membership**

1. Any member so dropped by reason of non-payment of dues by April 1<sup>st</sup> will be reinstated, for the remainder of the year in question only, upon full payment of dues.
2. If the member so dropped was a Probationary Member and has not yet completed his/her twelve-month probationary period, he/she shall be reinstated as a Probationary Member for the remainder of his/her probationary period.
3. If the member so dropped was an Associate Member, he/she shall be reinstated as an Associate Member.
4. If the member so dropped was an Active Member, he/she shall be reinstated as an Associate Member. At the next Annual Meeting, if the member has attended six (6) Organization assemblages since his/her late payment of dues, the membership may vote to reinstate him/her as an Active Member.

**ARTICLE III – ORGANIZATION IMPRESSIONS**

**Section A. Military Impressions**

1. Members may present a military impression as a private soldier and/or field musician in keeping with the style and dress of the Volunteer Union Army of 1861-1865.
2. Upon the recommendation of the Board of Directors and the approving vote of the Active Members, other military impressions may be allowed. (Examples include, but are not limited to, Medical Steward, Regimental Chaplain and Assistant Surgeon.)

**Section B. Civilian Impressions**

1. A female member or a child under the age of thirteen may present an appropriate civilian

- impression of 1861-1865.
3. A male member over the age of thirteen may be allowed to do an appropriate civilian (non-military) impression of 1861-1865, provided that he meets the following requirements:
    - a. he first obtains the necessary equipage to do a military impression as a private soldier and/or field musician;
    - b. he presents a written proposal for his civilian impression to the Board of Directors and meets with them to discuss his reasons for doing a civilian, rather than a military, impression;
    - c. the Board of Directors, by a 3/5 majority, vote to recommend his proposal for a civilian impression to the membership at the next regular meeting; and
    - d. the Board's recommendation is approved by a majority vote of the Active Members present at the meeting.

## **ARTICLE IV – PRIVILEGES OF MEMBERSHIP**

### **Section A. Voting**

The privilege of voting shall be restricted to Active Members. For members who pay family dues, only those individuals within the family who have met the requirements to be eligible and have been voted to Active Membership status, may vote.

### **Section B. Maintaining Voting Privileges**

In order to maintain his/her voting privileges, an Active Member must have attended at least six (6) Organization assemblages during the twelve (12) month period of time between Annual Meetings.

### **Section C. Newsletter**

All members shall receive the Organization's newsletter. Members who pay family dues shall receive one newsletter per family.

### **Section D. Attendance**

All members may attend organization assemblages regardless of their membership status.

## **ARTICLE V – FORFEITURE OF MEMBERSHIP**

### **Section A. Discipline of Members**

The Board of Directors may discipline any member who, in their opinion, conducts him/herself in any manner or engages in any activity that is deemed by the Board of Directors as detrimental or contrary to the Constitution and By-Laws of the Organization and/or Organization Policies.

### **Section B. Discipline Process**

Any decision to discipline a member, including reprimand, suspension and/or revocation of membership, requires a 3/5 vote of the Board by secret ballot at a special meeting of the Board of Directors. No such vote may be taken until a timely written notification of the stated reasons for disciplinary action has been received by the member in question at least two (2) weeks prior to the date of the special Board Meeting. The member has the right to attend and speak at the special Board Meeting prior to the Board taking a vote.

### **Section C. Right to Appeal**

Any member who has been disciplined by the Board of Directors shall have the right to appeal the Board's disciplinary action to the membership by submitting a written request to the President.

### **Section D. Appeal Hearing**

Upon receipt of the written request, the President shall either include this item on the agenda for the next regular meeting, or shall convene a special meeting of the membership for the purpose of addressing this specific request, provided that the membership receive timely notice of the appeal prior to the regular or special meeting.

## **ARTICLE VI – NOMINATION AND ELECTION OF BOARD OF DIRECTORS AND REGISTERED AGENT**

### **Section A. Nominations**

1. Nominations for the elected positions on the Board of Directors and Registered Agent will be conducted at both the November and December regular meetings as well as at the Annual Meeting in January prior to elections.
2. Any member can submit a member's name in nomination for an elected position on the Board of Directors and Registered Agent.
3. Only Active Members can be nominated for an elected position on the Board of Directors and Registered Agent.
4. Nominations for the elected positions on the Board of Directors and Registered Agent will be conducted in the following order of elected position:
  - President
  - Vice-President
  - Secretary
  - Treasurer
  - Member-At-Large
  - Registered Agent

### **Section B. Elections**

At the Annual Meeting in January of each year, the positions on the Board of Directors and Registered Agent will be filled by the election of one nominee to each position in the following order by written ballot:

- President
- Vice-President
- Secretary
- Treasurer
- Member-At-Large
- Registered Agent

### **Section C. Vacancy**

In the event any position becomes vacant during the year, the Board of Directors shall solicit nominations for the vacancy, and those so nominated shall be voted upon by the Active Members at the next regular meeting.

## **ARTICLE VII – TERMS OF OFFICE**

### **Section A. Length of Term**

All Board of Directors and the Registered Agent shall serve in that position for one (1) year and may be re-elected to the same position at the next Annual Meeting in January.

### **Section B. Removal from Elected Position**

Any Board of Director or Registered Agent may be removed from his/her position only by a majority vote of the Active Members present at a regular or special meeting in accordance with ARTICLE V.

## **ARTICLE VIII – DUTIES OF BOARD OF DIRECTORS AND REGISTERED AGENT**

**Section A. President**

1. shall be the Chief Executive Officer;
2. shall preside at all regular and special meetings of the Organization;
3. shall see that all meetings of the Organization shall be conducted in full accordance with the Constitution and By-Laws;
4. shall maintain order at all Organization meetings; and
5. shall not cast a vote on motions affecting policy unless to break a tie.

**Section B. Vice-President**

1. shall assist the President;
2. shall keep abreast of all matters pertaining to the Organization; and
3. shall act as President in the event of the latter's absence.

**Section C. Secretary**

1. shall be responsible for maintaining a record of each meeting, regular or special, of the Organization;
2. shall be responsible for the publication of the Organization newsletter;
3. shall conduct all Organization correspondence; and
4. shall orderly file all correspondence and membership applications in such a location that is specifically designed for same.

**Section D. Treasurer**

1. shall receive all Organization funds, giving appropriate receipt thereof;
2. shall pay all indebtedness of the Organization's normal operating expenses (all other expenses must receive approval from the Organization membership);
3. shall keep all accounting of the finances of the Organization in records appropriate for that purpose;
4. shall make a financial report at each regular meeting of the Organization; and
5. shall make a written annual report for the year to date at the Annual Meeting in January.

**Section E. Member-at-Large**

1. shall act as liaison between the Board and the various committees;
2. shall serve as a representative for the membership; and
3. shall present issues from the membership to be included on the agenda for the next meeting.

**Section F. Registered Agent**

1. shall maintain such documents as required by Maine law with the Secretary of State; and
2. shall not serve in any official capacity as an elected member of the Board of Directors unless a member of the Board of Directors is also elected as the Registered Agent.

**ARTICLE IX – NOMINATION AND ELECTION OF MILITARY OFFICERS AND NON-COMMISSIONED OFFICERS (NCO'S)**

**Section A. Number of Elected Military Positions**

A recommendation on the number of the elected military positions for the following year will be made by the member who currently holds the highest elected military position at the November regular meeting, said recommendation to be voted on by the Active Members at that meeting.

**Section B. Nominations**

1. Nominations for the elected military positions will be conducted at both the November and December regular meetings as well as at the Annual Meeting in January prior to election.

2. Any member may place a member's name in nomination for an elected military position provided that the member so nominated:
  - a. is an Active Member of the Organization; and
  - b. his/her primary impression is that of an Infantry soldier/field musician of the Volunteer Union Army of 1861-1865.
3. Nominations for the approved number of elected military positions for the following year will be conducted in the order in which said positions were recommended.

**Section C. Elections**

1. At the Annual Meeting in January of each year the military positions will be filled by the election of one nominee to each position by written ballot.
2. Only Active Members whose primary impression is that of an Infantry soldier/field musician of the Volunteer Union Army of 1861-1865 may vote to elect a nominee to a military position.

**Section D. Appointed Positions**

The military positions of Quartermaster, Pioneer and Color Sergeant will be appointed annually by the member who currently holds the highest elected military position.

**ARTICLE X – NOMINATION AND ELECTION OF CIVILIAN COORDINATOR(S)**

**Section A. Number of Civilian Coordinator Positions**

A recommendation on the number of elected Civilian Coordinator positions for the following year will be made by the member(s) who currently holds the position(s) as Civilian Coordinator(s) at the November regular meeting, said recommendation to be voted on by the Active Members at that meeting.

**Section B. Nominations**

1. Nominations for elected Civilian Coordinator position(s) will be conducted at both the November and December regular meetings as well as at the Annual Meeting in January prior to election.
2. Any member may place a member's name in nomination for a Civilian Coordinator position provided that the member so nominated:
  - a. is an Active Member of the Organization; and
  - b. his/her primary impression is that of a civilian of 1861-1865.

**Section C. Elections**

1. At the Annual Meeting in January of each year the Civilian Coordinator position(s) will be filled by the election of one nominee to each position by written ballot.
2. Only Active Members whose primary impression is that of a civilian of 1861-1865 may vote to elect a nominee to a Civilian Coordinator position.

**ARTICLE XI – MEETINGS**

**Section A. Regular Meetings**

The Organization shall have a regular monthly meeting on the third (3<sup>rd</sup>) Sunday of each month, unless otherwise specified.

**Section B. Annual Meeting**

The regular meeting in the month of January shall be the official Annual Meeting.

**Section C. Special Meetings**

1. A special meeting may be called at any time by the Board of Directors or a majority of the membership to deal with a specific issue, provided that a notice of the special meeting shall

- be mailed to the membership at least one (1) week prior to the date of the special meeting and/or each member is personally contacted by phone or email by the Board of Directors.
2. At the special meeting the only matter of business that may be conducted is the specific issue for which the special meeting was called. No other business may be conducted at the special meeting.

## **ARTICLE XII – ORDER OF BUSINESS**

### **Section A. Conduct of Meetings**

Robert’s Rules of Order, Revised, shall control the conduct of all meetings of the Organization and/or the Board of Directors.

### **Section B. Quorum for Regular/Annual/Special Meetings**

A minimum of at least ten (10) Active Members of the Organization, including at least one (1) Board of Director to preside, shall constitute a quorum at any regular, Annual or special meeting of the Organization.

### **Section C. Quorum for Board of Directors Meetings**

A majority of the Board of Directors, which must include either the President or Vice-president, shall constitute a quorum at any meeting of the Board of Directors.

### **Section D. Majority Vote**

A majority vote shall consist of fifty percent (50%) of the Active Members present at the meeting plus one (1).

### **Section E. Agenda**

All issues which a member or members want to be included on the agenda at the next regular meeting must be submitted to the Member-at-Large at least one (1) week prior to the next regular meeting.

### **Section F. Organization Policies**

1. The membership may adopt Organization policies as shall be consistent with this Constitution and By-Laws.
2. Any member may propose an Organization policy by submitting his/her proposed policy to the Board of Directors.
3. A 3/5 affirmative vote of all members of the Board of Directors shall be required before presenting the proposed policy to the membership at a regular meeting of the Organization.
4. An exact copy of the proposed policy shall be distributed to the membership at least thirty (30) days prior to the date of a regular meeting.
5. Said policies, when and as adopted, shall be attached to these By-Laws.
6. Any member may recommend a revision to an Organization policy at a regular meeting. However, the proposed revision(s) must be distributed to the membership at least thirty (30) days before it can be voted on by the Active Members at a regular meeting.

## **ARTICLE XIII – AMENDMENTS TO THE BY-LAWS**

These By-Laws may be amended at any regular Organization meeting, provided that an exact copy of the proposed amendment shall be distributed to the membership at least thirty (30) days prior to the date of the regular meeting for voting on the proposed amendment.

## **ARTICLE XIV – ALCOHOL AND DRUG POLICY**

### **Section A. Alcoholic Beverages**

The consumption of any alcoholic beverages is prohibited at all public events and functions during the time the camp is officially open to the public.

### **Section B. Misuse**

Any member or guest who misuses alcoholic beverages at any time shall be subject to discipline as set forth in ARTICLE V of the By-Laws.

### **Section C. Illegal Drugs**

The use or possession of illegal drugs at Organization events and functions is prohibited. Any member who violates this policy shall immediately cease to be a member of this Organization and shall be forced to leave the Organization assemblage immediately.

## **ARTICLE XV – FIREARMS**

### **Section A. Use of Firearms**

Prior to handling firearms at any 3<sup>rd</sup> Maine event, all persons desiring to do so must demonstrate to senior non-commissioned officers (NCOs) and the commanding officer their capability of doing so in a responsible and safe manner, in compliance with the training procedures of the unit.

### **Section B. Written Consent**

Persons under the age of eighteen (18) must have the written consent of their parent or guardian on file with the unit, said consent to be reviewed on an annual basis. The consent may be withdrawn at any time, provided that it is done so in writing.

### **Section C. Adult Supervision**

As provided by the laws of the State of Maine, persons between the ages of ten (10) and fifteen (15) years old shall be under adult supervision at all times when in possession of firearms.

### **Section D. Events**

At all events either in or out of state when participating as a unit, the unit and the individual will abide by the rules of the event sponsor or host and/or the laws of the host state.

## **ARTICLE XVI – AUTHENTICITY STANDARDS**

### **Section A. Mission Statement**

“To provide a quality living history experience for the public, honor the memories of the men and women we strive to portray, and to encourage other reenactors to do the same.”

### **Section B. Tents**

1. Military members are encouraged to own both shelter-half and wedge tents to improve our camp impression depending on the situation and the requirements of particular living history scenarios (early war vs. late war, etc.)
2. Wall tents and tent flies are never allowed on the company street, except for the officers. Those wishing to set up wall tents and/or wedge tents with flies must do so in another area and should contact the event coordinator in advance to insure that there is sufficient room.
3. As a general rule civilians will camp in an adjacent, but separate area from the military street. Regimental impressions (chaplain, surgeon) will likewise camp in a separate but nearby area. If civilians are camped on the military street (for example, a family camping together with the military member), all efforts should be made to disguise or remove obviously feminine and/or non-military items (period and non-period) during public hours.



4. Unit members with wedge or wall tents should ensure that tent poles are period or appear period in appearance. Unpainted 2x4s used for uprights are not acceptable.
5. When camp is open to the public, interiors of tents will present a period appearance. All non-period items should be hidden or disguised. Unit members are encouraged to acquire and display various period items such as newspapers, books, games and photos in and around their tent. It is expected that all tents will be “open” for public inspection during public touring hours.

### **Section C. Camp**

1. No modern (or period) trash should be seen at anytime during the encampment. Wrappers, bottles, containers, etc. should be disposed of immediately after use.
2. No trash of any kind should be put into the fire pit. Fire pit is for wood.
3. Fire pit will always be carefully turned in at the conclusion of the encampment.
4. Fire extinguishers will be hidden near the fire pit.
5. Modern beverages are allowed in camp, but must be drunk from period cups or dippers. Pouring drinks into period cups should be done out of sight of the public.
6. During public hours, no modern food should be prepared and/or consumed in the camp. Members wishing to eat non-period foods should leave the camp and return after eating. Members are encouraged to prepare/cook period foods in camp to enhance both their experience and improve the impressions we put forth to the public.
7. Camp stools and furniture should be of period design. Canvas stools or period-style chairs and tables are acceptable.
8. Flash lights are permitted in camp, but should be used only sparingly. Period candle holders and lanterns should be the lighting of choice.
9. Children must be supervised at all times and must be dressed in age-appropriate period civilian attire. No modern toys are allowed.
10. If you must smoke cigarettes, you should do so well outside the living history area. Period tobacco use (cigars, pipes, chewing) is permissible in public if appropriate to your impression.

### **Section D. Event Rules**

1. Members are expected to be in period attire for the entire duration of the encampment, even during non-public hours, starting at the opening time of the encampment (usually Saturday morning).
2. Period eyewear (or contact lenses) is required. Unit members can switch to non-period eyewear during non-public hours if required.
3. No wristwatches, modern makeup, obviously modern footwear or modern jewelry are permitted.
4. Military impressions should be aware of the nature of the living history display (late war vs. early war, etc.) and make their best effort to appear correct for the encampment portrayal.
5. Infantry members should use only period gun cleaning equipment and supplies during public hours. After hours use of modern cleaning equipment is allowed, but members are encouraged to keep such equipment to the minimum necessary for field cleaning purposes.

### **Section E. Impressions**

1. Members should strive to portray actions and attitudes consistent with their impressions during public hours. Military members should respect military protocols and the chain of command within the context of portraying volunteer Maine soldiers. Civilian members are expected to exhibit behavior and attitudes prevalent in the Victorian era.
2. First person impressions are not required. However, discussions between members and between members and the public (during public hours) should not focus on current topics

unless it is required to answer a question from the public or make a point related to the Civil War.

**Section F. Enforcement**

Elected unit leadership (Board of Directors, military officers and NCOs, and Civilian Coordinators) are responsible for upholding these standards. Unit members are encouraged to help each other improve their impressions in a positive, cordial fashion.