

**97th REGIMENT PENNSYLVANIA VOLUNTEER INFANTRY
BY-LAWS
FINAL VERSION
Revised: February 3, 2005**

The 97th Regiment Pennsylvania Volunteer Infantry (hereafter "Regiment") does hereby revoke all procedures now or heretofore in effect and establishes the following By-Laws for the conduct of business and for other purposes.

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Article 1

NAME

The name of this organization shall be:

The 97th Regiment Pennsylvania Volunteer Infantry

(Herein after referred to as the "Regiment").

MISSION

Mission Statement

The purpose of the Regiment is to share our knowledge of the Civil War by providing and or participating in living history presentations. This organization promotes an environment that fosters individual growth by providing opportunities for learning through the acquisition of knowledge and skills; and promotes camaraderie and fun. We recognize our obligation to serve the greater community.

As we work toward this mission, we encourage mutual respect and consideration for all. The scope of our mission includes opportunities to participate in military and civilian roles. Families are encouraged to participate together. The 97th Regiment Pennsylvania Volunteer Infantry sponsors a Boy Scouts of America Venture Crew for living history as a partial fulfillment of its civic duties.

MEMBERSHIP

Membership in the regiment shall be open to all individuals, upon application. An individual shall be an Active Voting member of the regiment upon:

1. Payment of annual dues, for those aged 14 or older.
2. Completion of any membership forms as required by the Regiment.

There are no minimum requirements for attendance at Regiment meetings or functions.

MEETINGS

1. Regiment Meeting: A Regiment Meeting shall be defined as a meeting of the membership that:
 - a. Consists of a quorum of Active Voting members.
 - b. Has been published to the active membership at least one week in advance of the meeting date, and includes date, time and location of the meeting.
 - c. Has at least one Officer or Elected Staff member present.
2. Regiment Meetings will be held on the first and third Tuesdays of each month, at 7:30 PM at a place convenient for the membership to meet, unless otherwise agreed upon by the membership.

3. A Regiment Meeting shall be necessary for the conducting of all Regiment business, including but not limited to By-Law revisions, funds disbursement, and decisions on which functions to attend.
4. Special Meetings may be held when needed. A Special Meeting shall adhere to all the requirements of a Regiment Meeting. A Special Meeting differs from a Regiment Meeting in this manner: Only Regiment business related to the purpose of the Special Meeting can take place during a Special Meeting.
5. Quorum: The number of members required to form a quorum will be established each year after membership dues are collected and the size of the Regiment is known. A Quorum shall be 20% of the Active Voting membership at the beginning of the year.

Article 2

OFFICERS and STAFF

1. CAPTAIN - The Captain shall preside at all Regiment and Special Meetings. In the Captain's absence, the Civilian Coordinator, the higher ranking Lieutenant, the lower ranking Lieutenant, First Sergeant, Second Sergeant, First Corporal and Second Corporal in the order named, shall preside.
 - a) Term: The term of office of the Captain shall be until the Captain resigns or retires.
 - b) Succession: When the Captain's office is vacated, the highest ranking Lieutenant will automatically be promoted to Captain.
 - c) Officers: The Captain is authorized to appoint one Lieutenant per every ten rifles that muster at reenactments on a regular basis. This is consistent with Vincent's Brigade's guidelines.
2. CIVILIAN COORDINATOR – The Civilian Coordinator shall be an elected position for a term of not more than two years, and not more than two consecutive terms. The Civilian Coordinator is responsible for the organization and well being of the Civilian reenactors in the unit.
3. CHAPLAIN – the office of CHAPLAIN is voluntary and filled by a member who wishes to portray that role. The Chaplain will have a rank of Captain. There shall be no more than one Chaplain in the Regiment.
4. LIEUTENANT – Lieutenant(s) will be appointed by the Captain for an indefinite period of time.
5. NON-COMMISSIONED OFFICERS (NCOs) – The NCO ranks shall consist of one First Sergeant, one Second Sergeant, and two Corporals. These are elected positions with a term of one year.

6. REGIMENT SECRETARY - The Regiment Secretary shall record the proceedings of Regiment Meetings of the Regiment. The Regiment Secretary shall provide the Captain and the Regiment with a copy of the minutes of the Regiment Meetings within one week of the meeting, see that notices of all Regiment Meetings are duly given, and maintain and publish regularly a role of attendance and membership including e-mail addresses. The Regiment Secretary shall perform such other duties as directed by the Captain. The Regiment Secretary will be appointed by the Captain.
7. REGIMENT TREASURER - The Regiment Treasurer shall be appointed by the Captain, and shall be the custodian of all Regiment funds. The Regiment Treasurer shall disburse all Regiment funds solely at the direction of the Regiment, except for article 3 number 5 "Captain's Discretionary Fund". The Regiment Treasurer shall:
 - a. Prepare a written report detailing the Regiment account for the first Regiment Meeting of each month.
 - b. Keep a listing of all Regiment transactions in the book provided by the Regiment
 - c. Require receipts for all transactions, and retain such receipts until after the next audit
 - d. Present for auditing the account records and books each year.
 - e. Perform such other duties as may be directed by the Captain.
8. BREVET CORPORAL – Brevet Corporal(s) is/are appointed by the Captain and will be from the ranks of youths aged 14 to 20. The Brevet Corporal's duties will be military in nature and will meet the intent of the Boy Scouts of America (BSA) youth leadership. There will be no more than two Brevet Corporals at any one time. They will wear the rank of a corporal on their right sleeve. These stripes will be sewn to a removable armband worn by the individuals for the duration of their brevet.
9. CIVILIAN YOUTH LEADER – Civilian Youth Leader(s) is/are appointed by the Civilian Coordinator and will be from the ranks of youths aged 14 to 20. Their duties will be civilian in nature and will meet the intent of the BSA youth leadership. There will be no more than two Civilian Youth Leaders at any one time.
10. MILITARY MEDICAL IMPRESSION - the offices of Military Medical Impressions are voluntary and filled by members who wish to portray those roles. The Military Medical Surgeon shall have the rank of an officer and the Military Medical Steward shall have a rank of an NCO corresponding to the rank of Surgeons and Stewards during the Civil War. There shall be no more than one Military Medical Surgeon and one Military Medical Steward in the Regiment.

Article 3

REGIMENT FUNDS

1. All funds derived from donations, dues, honoraria and fees received for Regiment engagements will be deposited promptly into the Regiment bank account.
2. All expenses incurred by the Regiment will be paid from the Regiment bank account.
3. Regiment funds may only be disbursed at the direction of the Regiment during a Regiment meeting, except Article 3 number 5, "Captain's Discretionary Fund". A simple majority vote will be needed to disburse funds.
4. The Regiment bank account will be set up to require either of two signatures on any Regiment check. The two signatures will be those of the Captain and the Treasurer.
5. Captain's Discretion Fund: The Captain is authorized to disburse Regiment Funds without Regiment direction for these purposes: Member dues, member event registration(s), and Regiment supplies. The Captain will report annually in January of the previous year's expenditures for these purposes.
6. An annual audit of the Regiment accounts will be conducted in January. The auditor(s) will be selected by the Captain and may be any Regiment or non-Regiment person who does not have signature (fiduciary) authority for the Regiment accounts. The auditor(s) shall be approved by a simple majority of the members present at a Regiment Meeting.

Article 4

Nominations

1. All Active Voting members are eligible to nominate.
2. Nominations for NCOs shall be conducted during the last week in October via e-mail to the Captain, during a period of days specified by the Captain.
3. Any member having achieved the age of 16 years can be nominated for any NCO position.
4. Any member nominated for a NCO position may elect not to run for that position.
5. Any member nominated for First Sergeant and not elected will automatically be nominated for Second Sergeant at the end of voting for First Sergeant.
6. Any member nominated for Second Sergeant and not elected will automatically be nominated for First Corporal at the end of voting for Second Sergeant.
7. Any member nominated for First Corporal and not elected will automatically be nominated for Second Corporal at the end of voting for First Corporal.
8. The Captain will e-mail a list of those nominated for First Sergeant prior to the first week of elections. The Captain will e-mail results of the elections and nominees for the next round at the end of each week during the election cycle.

Voting

1. All Active Voting members aged 14 or older are eligible to vote.
2. Voting will take place for as many weeks as necessary to fill all positions.

3. Votes will be given to the Captain via e-mail, mail, phone call or in person.
4. First Sergeant: Voting for First Sergeant will commence the first Saturday after the nominations period ends, until the following Friday midnight (7 days).
5. Second Sergeant: Voting for Second Sergeant will take place from the Saturday after voting for First Sergeant ends until midnight of the following Friday (7 days).
6. First Corporal: Voting for First Corporal will take place from the Saturday after voting for Second Sergeant ends until midnight of the following Friday (7 days).
7. Second Corporal: Voting for Second Corporal will take place from the Saturday after voting for First Corporal ends until midnight of the following Friday (7 days).
8. Civilian Coordinator: Voting for Civilian Coordinator will take place from the Saturday after voting for Second Corporal ends until midnight of the following Friday (7 days).
9. The Captain will notify the Regiment of the number of votes cast for each nominee, on the Saturday following the Friday in which voting ends for each position.

Succession for Elected Positions

1. In the event an NCO position is vacated, the following applies:
 - a. If the First Sergeant resigns, the Second Sergeant shall automatically be promoted to First Sergeant. The First Corporal shall automatically be promoted to Second Sergeant. The Second Corporal shall automatically be promoted to First Corporal. Nominations and voting for Second Corporal shall be conducted in the normal manner as soon as possible.
 - b. If any other rank resigns, the next lower rank shall automatically be promoted, and nominations and elections held for Second Corporal in the normal manner described above.
 - c. If an NCO decides they do not want to advance, they immediately forfeit their current position and resume the rank of private. All lower-ranking NCOs shall then advance two ranks, and elections for First and Second Corporal shall be held as soon as possible.
 - d. In all cases, the advancing NCO shall serve the remainder of that vacated term and elections for the following term shall be held in the usual manner at the usual time.
2. In the event the Civilian Coordinator position is vacated, nominations and elections shall take place as soon as possible in the usual manner. The new Civilian Coordinator shall serve out the remainder of the former Civilian Coordinator's term; and elections for the following term shall be held in the usual manner at the usual time.

Article 5

REGIMENT BY-LAWS - Acceptance, Amendments, Revisions, and Publication

1. Acceptance: The By-Laws will be considered accepted and in effect once the entire set of By-Laws is voted upon by the Active Voting members of the Regiment. A two-thirds majority will be needed to pass. Voting will take place over a two week period determined by the Captain.
2. Amendments and Revisions: Proposed amendments and revisions (hereinafter referred to as a "Change") to the By-Laws may be made by any Active Voting member.
3. Change Process:
 1. An Active Voting member who desires a Change needs to notify the Regiment Secretary or Captain.
 2. The Regiment Secretary or Captain sends to the Regiment the text of the current Article, as well as the text of the Article with the proposed change included. If a Change is an additional Article, only that new Article needs to be sent.
 3. At the following Regiment Meeting, the person proposing the change will explain it and the Change will be discussed. If the person proposing the Change cannot make it to the meeting, he or she will need another Active Voting member present at that meeting to represent their idea.
 4. The Captain will send the proposed Change to all Active Voting members for a vote, along with the dates of the voting period. Voting for the Change shall take place over a two week period.
 5. The Captain will tally votes and report to the Regiment the outcome. If a 2/3 majority of the Active Voting membership approves the Change, it is in effect from that point forward.
 6. The Regiment Secretary then sends the Regiment an updated version of the By-Laws with the Change included.
4. Votes for acceptance, and for Changes, will be given to the Captain via e-mail, U.S. Mail, phone call or in person.
5. Publication of By-Laws: The By-Laws shall be published when a Change is enacted (the newly revised By-Laws are sent with the Change included.) Publication will be by means of e-mail to the Regiment with the entire current version of the By-Laws attached, or by US Mail to those without e-mail.

Article 6

RULES OF ORDER

Consensus of the Active Voting members present is sufficient for deciding Regiment business. If any Active Voting member feels that an issue should be put to a vote, then a vote shall be held following the spirit of parliamentary procedure.

Article 7

Regiment Functions

A Function is any reenactment, living history, parade, school program, memorial service, demonstration, etc. that is voted upon by the Regiment to attend as a unit. Active Voting members of the Regiment can propose Functions for the Regiment to attend. The Regiment will establish a list of Functions for the year (a calendar of events) by the end of February, by a vote of the Active Voting membership via e-mail, U.S. Mail or in person to the Captain. A simple majority shall be needed.

1. The calendar can be amended to add or delete Functions as decided by the Regiment throughout the year.
2. Members are encouraged to attend as many Regiment Functions as possible.
3. The Regiment will attend as many Vincent's Brigade Functions as possible.
4. Members may attend on their own any event that is not a Regiment Function, provided it does not affect a Regiment Function.
5. Members who attend a Regiment Function must "fall in" with the Regiment only and not with any other unit, unless permission is obtained from the Captain or the Captain's designee.

Article 8

Officer and NCO Duties

NCO Duties

First Sergeant

The First Sergeant shall:

1. Maintain a list of soldiers on duty for a weekend reenactment.
2. Perform roll call in the morning.
3. Prepare the morning report for the officer in charge and turn in the report at the appropriate time to the Brigade Adjutant.

4. Keep track of the soldiers and their whereabouts during a weekend reenactment.
5. Prepare a duty roster for the weekend.
6. Organize "first call".
7. Assemble soldiers and have the group organized into two files.
8. On the battlefield, be aware of the group's presence and keep them together. If the group is moved, he will reset the line as instructed by the officer in charge.
9. Be skilled in the commands need to move the group around. If there is no officer present, he will be responsible to take over.
10. Oversee the duties of the Second Sergeant and the Corporal. The First Sergeant is responsible for their duties being carried out.
11. Attend Brigade First Sergeant Meetings.

Second Sergeant

The Second Sergeant shall:

1. Perform the duties of the First Sergeant if that person is absent.
2. Organize the duty roster and ensure this is being done to the satisfaction of the group. Any transgressors will be reported to the First Sergeant or Officer in charge.
3. Make sure the camp area is clean and defarbed during visitor times. Make sure anyone not sleeping in a tent places their gear in a tent during visitor hours.
4. On the battlefield, will be placed on the extreme left of the formation, not including the Guideon.
5. Is responsible for the safety of the soldiers in his immediate area.
6. In the performance of drill and group movements, this Sergeant is responsible to mark off the extreme left of the formation when appropriate commands are given. May be a file closer if needed.

Corporals

The Corporal shall:

1. In the absence of the First Sergeant or Second Sergeant, assume the duties of that position.
2. Assure all rifles are clean and in good working order. The ranking NCO will inspect the First Corporal's rifle.
3. Make sure every soldier is adequately equipped for the battle. This includes ammunition, caps, and water. If needed, the Corporals shall organize details to assure the soldiers have adequate supplies for the battle.
4. Be placed next to the First Sergeant, in the center of the rank, or as a file closer, depending on the circumstances.
5. On the battlefield, be responsible for the safety of those near their position. Any problems shall be reported immediately to a ranking NCO or the officer in charge.

6. Reestablish order of the group as directed by the Officer in charge if the ranking NCOs are not available.

Commissioned Officer Duties

Captain

The Captain is responsible for the actions of the unit. In this he must assure that the unit performs their duties at any event or function attended. He is also considered the Chief Executive Officer of the Regiment and will conduct the business of the Regiment in its best interest.

First Lieutenant

The First Lieutenant shall assume duties of the Captain in the Captain's absence. The Lieutenant's role is one of guidance and direction to the Regiment. He may assume a direct leadership role as defined by the Captain at any event or function.

Second Lieutenant

The Second Lieutenant shall assume duties of the First Lieutenant in the First Lieutenant's absence. In the absence of both the Captain and the First Lieutenant, he will assume the duties of the Captain. The Second Lieutenant's role is one of guidance and direction to the Regiment. He may assume a direct leadership role as defined by the Captain at any event or function

Article 9

Dissolution

In the event the Regiment is dissolved by resolution of a SPECIAL MEETING the following actions will take place:

A. A committee of three members consisting of The Captain, treasurer, and one other appointee will be responsible to determine the assets of the Regiment and liquidate them for cash.

B. All cash will first satisfy any indebtedness then donate any remaining cash to a historical preservation organization.

The foregoing is a true and correct copy of the By-Laws of the 97th Regiment Pennsylvania Volunteer Infantry duly adopted by the membership of the Regiment at a regular meeting held on the ____ day of _____

Original Publication:

Revision dates: