

# **By-Laws of the Artillery Reserve Last Adopted in March 2024**

## **ARTICLE I - TITLE**

This organization shall be known as The United States Artillery Reserve, Incorporated hereinafter referred to as the Artillery Reserve.

## **ARTICLE II – PURPOSE OF THE ASSOCIATION**

### **Section 1: Purpose**

- 1) The Artillery Reserve is an association of Federal Civil War Artillery Reenacting Units formed as a non-political, non-profit, educational and memorial organization. Its purpose is to assist members in preserving and commemorating aspects of American Heritage. Specifically, this organization reenacts the function of the Federal Light Field Artillery of the American Civil War Era.
- 2) The Artillery Reserve represents member organizations as a general spokesman and by negotiating on their behalf with event sponsors, various officials, and others, both military and civilian, in order to improve reenactments, living histories, memorial and educational events for the benefit of Artillery Reserve members and the general public. Member representation includes but is not limited to negotiating improvements in safety, security, receipt and distribution of bounties and appearance fees, amenities, camping areas, and the reduction or elimination of event registration fees.
- 3) The Artillery Reserve is organized exclusively for voluntary, charitable, educational and historical purposes, and the making of distributions to member organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or corresponding sections of any future Federal tax code.
- 4) The Artillery Reserve was incorporated in the State of New Jersey, March 25, 2011. The mailing address for the Artillery Reserve is 25 Lynn Drive, Toms River, New Jersey, 08753. 501(c)(3) status was obtained February 20, 2015.

### **Section 2: Restrictions**

- 1) No part of net earnings or other receipts of the organization shall be distributed to its members, officers or other private persons except that the organization is empowered to pay or distribute agreed to compensation for costs incurred for

services rendered as approved by the Board of Directors in furtherance of Article II, Section 1 Purpose.

- 2) The Artillery Reserve does not and shall not afford pecuniary gain, incidentally or otherwise, to any individual member, member unit, military, staff or corporate officer.
- 3) No part of activities of the Artillery Reserve shall be carried on for the purpose of propaganda, or otherwise attempting to influence legislation. The organization shall not participate in or intervene in (including publishing or distribution of statements) any political campaign on behalf of or for any candidate for public office.
- 4) The Artillery Reserve, its staff, and membership shall not attempt to influence the vote of any individual member unit regarding that unit's military or corporate structure.
- 5) The Artillery Reserve shall not carry on any activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future Federal tax code.

NOTE: The following is a Summary of Section 2 and can be used in all correspondence with the Internal Revenue Service or other appropriate governmental agencies:

The United States Artillery Reserve does not and shall not afford pecuniary gain, incidentally or otherwise, to any individual member, member unit, military, staff or corporate officer. The USAR is organized exclusively for voluntary, charitable, educational and historical research purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or corresponding sections of any future federal tax code. No part of net earnings or other receipts of the organization shall inure to the benefit of, or be distributed to its members, trustees, officers or other private persons except that the organization is empowered to pay reasonable compensation for costs incurred for services rendered as approved by the Board of Directors in furtherance of the purposes set forth in the purposes clause. No part of activities of the Artillery Reserve shall be carrying on of propaganda, or otherwise attempting to influence legislation and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Artillery Reserve shall not carry on any activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code. Upon dissolution of the association, any assets shall be distributed for

one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a State or local government for a related public purpose.

## **ARTICLE III - MEMBERSHIP**

### **MEMBERSHIP**

#### **Section 1 - Representation**

Membership of the Artillery Reserve shall be composed of Artillery organizations that reenact and portray Federal Civil War Era Light Field Artillery and wish to be represented for the purposes stated in Article II – Purpose of the Association.

#### **Section 2 – Requirements**

Each individual member unit must consist of no less than 6 persons, defined as a cohesive unit owning or having legal access to at least one Civil War period Gun (defined as a Cannon, Field Howitzer, Mountain Howitzer, or Mortar, scale of full / original size during its action in the Civil War).

#### **Section 3 – Membership Classifications**

**Full Membership:** Those organizations meeting requirements of Article III, Sections 1 and 2, Probationary requirements as appropriate and are current in their execution of Article VIII – Finances and Dues.

**Probationary Membership:** Those organizations who successfully applied for membership in the Artillery Reserve and meet requirements of Article III, Sections 1 and 2 and are current in their execution of Article VIII – Finances and Dues BUT HAVE NOT been voted to Full Membership status by the Artillery Reserve.

#### **Section 4 – Voting Rights and Privileges**

- 1) Full Membership Batteries shall be entitled to one vote during transaction of business within the Artillery Reserve.
- 2) Probationary Members shall not have voting rights during probationary membership status.
- 3) Full and Probationary Members have the right to participate in all Artillery Reserve sanctioned events and receive associated benefits therein.
- 4) Full and Probationary Members have the right to all, at-large Artillery Reserve benefits such as, but not limited to the equitable distribution of organization level insurance coverage.

## **Section 5 – Duties and Responsibilities**

- 1) All Full and Probationary member units, shall forward an updated Annual Membership Roster and organization contacts in the prescribed form at the end of each calendar year to the **Secretary**.
- 2) Full and Probationary members shall forward annual dues by January 31 of the current calendar year to the Treasurer.
- 3) Full and Probationary member units will adhere to military command protocol and event requirements as directed by the Artillery Reserve Senior Staff.
- 4) Full and Probationary member units and their individual members will not act on behalf of the Artillery Reserve without securing organization concurrence by Artillery Reserve Senior Staff in advance of any appearances by the unit in question.

## **ARTICLE IV – APPLICATION FOR MEMBERSHIP**

### **Section 1 – Application Submission**

- 1) Organizations wishing to join the Artillery Reserve shall complete an official membership application in the prescribed form and forward it to the Secretary.
- 2) An application fee equal to the amount of annual dues shall be included with the application and will be applied to the current year's dues fee.
- 3) The applications of prospective members that do not meet requirements of Article III, Sections 1 and 2 shall be returned to the submitting organization for additions and/or corrections and their resubmission consideration.

### **Section 2 – Attaining Probationary Membership**

Applicant organizations meeting minimum membership requirements shall be presented to the Artillery Reserve during the ensuing Artillery Reserve spring or fall meeting (or representative conference call).

- 1) If approved by a majority vote of Full Member organizations present, the applicant organization shall begin a 1-year probationary period.
- 2) If the applicant organization does not receive an approval vote by a majority of Full Member organizations present, it can resubmit an application for membership following an elapsed period of six months.
- 3) Probationary period and resubmission timing commence from the date of the spring or fall meeting (or representative conference call) at which voting for Probationary Membership occurred.

### **Section 3 – Attaining Full Membership**

Organizations successfully completing 1-year probationary requirements shall be submitted to the Artillery Reserve by the **Secretary** during the ensuing spring or fall Artillery Reserve meeting (or representative conference call).

- 1) If approved by a majority vote of Full Member organizations present, Probationary Membership will convert to Full Membership.
- 2) Those organizations that fail to achieve a majority approval will be so advised by the Secretary and may choose to:
  - a. Request that their Probationary Membership be extended for an additional 1-year period, or
  - b. Resubmit an application for membership following an elapsed period of 1 year from the date of Full Membership consideration.

### **Section 4 – Non-discrimination and exclusion**

Membership in the Artillery Reserve is open to all individuals who are members of Full and Probationary Member organizations regardless of race, religion, gender, gender preference and age.

## **ARTICLE V – OFFICERS AND DUTIES**

Officers of the Artillery Reserve shall consist of the following positions in order to maintain a unified structure.

### **Section 1 - Board of Directors**

The Board of Directors shall be the elected Military Commander or President of each Full Member unit within the Annual Membership Roster submitted by the organization to the Secretary.

Board of Director members are charged with the responsibility to represent their units at annual Artillery Reserve meetings, special meetings or conference calls and vote on behalf of their organization.

### **Section 2 – Executive Board**

The Executive Board shall consist of the Military Commander / President, Chief of Staff, Chief Ordnance Officer, Adjutant, Secretary and Treasurer.

Executive Board members as a group and not as individuals may act on behalf of the entire Artillery Reserve in cases of emergencies or when critical decisions must be made for the benefit of the entire organization AND it is not possible to reach Board of Directors on a timely basis.

All decisions made by the Executive Board MUST be shared with all Board of Directors members within 24-hours of said action.

### **Section 3 – Elected and appointed Officer(s)**

- 1) All elected and appointed officers must be a member of a U. S. Artillery Reserve unit in good standing with the unit noted at time of election and/or appointment.
- 2) No Executive Board Member, elected or appointed officer(s) shall hold an office in any organization that places him or her in direct conflict or violation of the U.S. Artillery Reserve, its corporate guidelines, policies and procedures.
- 3) As stipulated in Article VI – ELECTIONS, terms and appointments are for a two-year period, commencing January 1 of the year immediately following elections.
  - a. **Unit Withdraw:** If an elected or appointed individual belongs to a unit that withdraws from the U.S. Artillery Reserve or is no longer a member unit in good standing, the elected or appointed officer is entitled to fulfill the balance of the elected or appointed two-year term.
  - b. **Personal Unit Transfer:** If an elected or appointed individual transfers membership between units in good standing, the elected or appointed individual is entitled to fulfill the balance of the elected or appointed two-year term.
  - c. **Personal Unit Resignation:** If an elected or appointed individual terminates personal membership in a unit and no longer belongs to a unit in good standing, that individual relinquishes the elected and appointed offices within the U.S. Artillery Reserve.

### **DUTIES**

#### **Military Commander / President**

- 1) Shall be the military commanding officer (Chief of Artillery) in the field for any events attended by members of the Artillery Reserve.
- 2) The elected Military Commander shall also maintain the office of corporate President of the Artillery Reserve.
- 3) The Military Commander / President may not hold other offices, elected or appointed, in the Artillery Reserve until all attempts to fill such offices have been exhausted.
  - a. If an elected or appointed office is not filled during the course of a term of office or scheduled election, the Military Commander / President will take all necessary steps to fulfill those vacancies as defined in Article VII – INABILITY TO FULFILL OFFICER REQUIREMENTS.

- b.** The Military Commander / President will take all steps necessary to ensure the duties and obligations of vacant positions are executed and fulfilled during the vacancy period.
- 4) The Military Commander / President shall:
- a.** Maintain the rank of Colonel or Brigadier General based on a majority vote by Full Member organizations.
    - i.** When representing and acting on behalf of the Artillery Reserve, shall wear appropriate insignias and rank accordingly;
    - ii.** When representing an organization to which the Artillery Reserve belongs as a participating member, shall adhere to the rank so defined by that organization UNLESS approved or designated accordingly;
    - iii.** Shall exercise historical judgment in all cases and wear the appropriate insignias and rank.
  - b.** Schedule, convene, and preside over all meetings and/or related conference calls.
  - c.** Appoint and acknowledge the following officers January of each calendar year:
    - i.** A Chief of Staff to oversee and manage staff officers.
    - ii.** An Adjutant to maintain all military related paperwork.
    - iii.** A Chief Ordnance Officer to oversee ordnance inspection, safety, movement and placement of ordnance.
    - iv.** The elected Secretary to maintain all written records, and publish minutes of all formal Artillery Reserve meetings and / or conference calls.
    - v.** The elected Treasurer to maintain and manage all financial assets of the Artillery Reserve.
  - d.** Appoint additional military staff/officers with rank and duties commensurate with the size of the Artillery Reserve organization necessary at specific events.
  - e.** Be available for all event organizational meetings, conference calls and walkthroughs with/or delegate through the Chief of Staff, Adjutant, Ordnance Officer, or other Artillery Reserve member(s) to cover such meetings, conference calls and walk-throughs in his stead.

## **Treasurer**

- 1) The Treasurer shall receive all funds of the Artillery Reserve and deposit the same in appropriate Artillery Reserve accounts.
- 2) The Treasurer shall keep a correct account of all moneys received and paid out, and have such records available to the Auditing Committee each year.
- 3) The Treasurer shall have responsibility for the preparation of all checks.
- 4) The Treasurer shall make available a semi-annual report to the membership detailing all account balances, receipts, expenditures, checks written, and balances.
- 5) The Treasurer shall perform other such financial duties as pertain to the office, and at the expiration of his/her term, shall promptly deliver to his/her successor all funds, books, papers, and other property in his/her possession.
- 6) The Treasurer shall provide a list of all Full and Probationary Member units in good standing at spring and fall Artillery Reserve meetings.
- 7) Shall submit all necessary financial records / forms / information to the Internal Revenue Service when requested and in line with annual Internal Revenue Service reporting requirements.
- 8) Shall act as the insurance administer for all appropriate insurance requirements as defined by the organization.
- 9) Shall work with the Audit Committee, and all Federal and State organizations, as appropriate, during financial reviews or audits.

## **Secretary**

- 1) The Secretary shall take charge of all Artillery Reserve administrative correspondence.
- 2) The Secretary shall keep an official copy of all Artillery Reserve documents and records, including but not limited to the Bylaws, Standard Operating Procedures and Administrative Rules of the Artillery Reserve.
- 3) The Secretary shall have a copy of Roberts' Rules available at all meetings.
- 4) It shall be the duty of the Secretary to keep a fair and impartial record of the proceedings of all meetings and conference calls of the Artillery Reserve in a book or electronic media provided for that purpose.
- 5) The Secretary shall distribute a record of minutes of all Artillery Reserve meetings and conference calls to Artillery Reserve members within 30-days of such meeting or conference call occurring.
- 6) The Secretary shall keep a record of all Full and Probationary member units of the Artillery Reserve.



- 7) The Secretary shall maintain a list of all:
  - a. Member units in good standing, and
  - b. Elected and appointed officers including their membership in a U. S. Artillery Reserve unit in good standing.

#### **Section 4 – Military Officers Appointed by the Military Commander / President**

##### **Chief of Staff**

- 1) Shall retain the rank of Lieutenant Colonel or Colonel and assume responsibilities of head staff officer.
- 2) In the absence of the Military Commander, shall assume the position of Chief of Artillery at events attended by the Artillery Reserve.
- 3) The Chief of Staff shall:
  - a. Transmit the orders of the Military Commander and execute those he receives himself for detached duties.
  - b. Correspond with ordnance, engineers, commissaries, quartermasters, adjutants and provost marshals.
  - c. Keep up with the correspondence with different brigades for a thorough knowledge of their condition.
  - d. Furnish the Military Commander with tables of strength and position of units and posts, in a word, ALL necessary information.
  - e. Cause to be executed all the designs of the Military Commander which are connected to the service, and communicate to the Military Commander all information he collects, to make such suggestions as he thinks will be of interest and benefit to the Artillery Reserve.
  - f. Be available for any events attended by members of the Senior Staff regarding event walk-throughs, and any meetings the Military Commander attends to oversee the safety, and to participate in artillery / ordnance discussions.

##### **Chief Ordnance Officer**

- 1) Shall retain the rank of **Major or Lieutenant Colonel** in accordance to the size and scope of the command, and assume responsibilities of head ordnance and ordnance safety officer.
- 2) In the absence of the Military Commander and the Chief of Staff, shall assume the position of Chief of Artillery at events attended by the Artillery Reserve.
- 3) The **Chief** Ordnance Officer under the direction of the Chief of Staff shall:

- a. Pick staff under the supervision of the Chief of Staff accordingly as needed to maintain a fluent, safe and controlled structure of ordnance inspections, safety placement and execution.
- b. Be actively involved, and oversee such duties as but not limited to, ordnance execution, i.e., ordnance inspections, ordnance safety, ordnance movement on and off the field and all related ordnance paperwork.
- c. Be available for any events attended by members of the Senior Staff regarding event walk-throughs, and any meetings the Military Commander attends to oversee the safety, and to participate in artillery / ordnance discussions.

### **Adjutant**

- 1) Shall retain the rank of Captain or Major and assume responsibilities of head field administrative officer.
- 2) The Adjutant under the direction of the Chief of Staff shall:
  - a. Pick staff under the supervision of the Chief of Staff accordingly as needed to maintain a fluent and controlled execution of duties.
  - b. Be responsible for and direct the activities of the Clerk.
- 3) The Adjutant shall take charge of all Artillery Reserve military correspondence.

### **Section 5 – Other elected or appointed field officers**

- 1) At the discretion of the Military Commander / President any or all of the following officers may be appointed in order to maintain and improve the overall effectiveness of Artillery Reserve leadership. The appointment can be full-time or on an event-by event basis.
- 2) Individuals can receive a brevet promotion to a specific Artillery Reserve staff position. At the conclusion of the event, OR at the conclusion of performing staff duties, the brevet position is discontinued and the person assisting with brevet assignments is expected to return to their prior rank.

### **Provost Marshall**

- 1) Shall retain a rank no higher than Captain and assume responsibilities of head military police officer.
- 2) The Provost Marshall under the supervision of the Chief of Staff shall be actively involved in, and oversee such duties as required to ensure security of the Artillery Reserve camp and personnel.

### **Engineer**

- 1) Shall retain a rank no higher than Captain and assume responsibilities of head battlefield and camp topographer.
- 2) The Engineer under the supervision of the Chief of Staff shall be actively involved in, and oversee such duties as battlefield layout and camp layout.

### **Clerk**

- 1) Shall retain a rank no higher than **Captain**.
- 2) The Clerk under the supervision of the Adjutant shall be actively involved in the preparation and collection of all field reports, including but not limited to morning reports, consolidated reports, after action reports, Artillery equipment & drill inspection, indemnification forms.

### **Security Officer**

- 1) Shall retain a rank no higher than Captain.
- 2) This individual is the final authority for the Artillery Reserve in matters pertaining to Disaster Preparedness Planning to include but not limited to related General Safety Guidelines, Severe Weather Incidents, Bomb Threat Incidents, Mass Casualty Incidents, Active Shooter Incidents and Parade / Similar Event Incidents.
- 3) This individual will:
  - a. Interact with Federal, State and Local Law Enforcement, Emergency Management and Event Management personnel to ensure full compliance of all published and agreed to Disaster Preparedness directives, and
  - b. Follow the Artillery Reserve Standard Operating Plan – Disaster Preparedness Planning document and ensure participating Artillery Reserve Full and

## **ARTICLE VI - ELECTIONS**

### **Section 1 – Timing**

Elections will be held at the fall ARTILLERY RESERVE ANNUAL MEETING during odd numbered years (example 2017, 2019...2025).

### **Section 2 – Nominations**

Nominations will open on June 1 and close on October 31 of the year in which elections are held (example 2017, 2019...2025).

### **Section 3 – Term**

The term for elected and appointed officers shall be for 2 calendar years, commencing on January 1 of the ensuing even numbered year (example 2018, 2020...2026).

### **Section 4 – Voting**

- 1) If no opposition exists for an elected office, the Secretary will cast the single deciding vote that will be considered the legal and binding vote for the elected office(s) on behalf of the Artillery Reserve.
- 2) If multiple candidates exist for an elected office, voting will be conducted by secret ballot.
  - a. The Chief of Staff will conduct voting with 2 Artillery Reserve members as voting and counting witnesses.
  - b. Each Full Member organization **in good standing** will be allowed one vote per ballot (Probationary Member organizations are not permitted to vote for election of officers.)
  - c. Votes must be cast by the unit Commander / President, or official designee of an individual, Full Member organization for the organization to which he or she belongs. Individuals may NOT cast votes for an organization to which he or she does not hold membership. NOTE: If the unit Commander / President will not attend a meeting in which votes are planned, he/she must notify the Secretary a minimum of 24-hours in advance of said meeting of the name of the unit's official designee. Failure to do so can result in the unit's disqualification of voting privileges for said meeting.
  - d. The successful candidate must be elected by a majority vote of Full Members from a legal quorum present at the fall ARTILLERY RESERVE ANNUAL MEETING.
  - e. Ties will result in successive ballots until a winner is determined.
  - f. Proxies for election of officer(s) will not be permitted.

### **ARTICLE VII – INABILITY TO FULFILL OFFICER REQUIREMENTS**

In the event an individual resigns, is removed for cause or is unable to fulfill or perform the duties of his/her office during the 2-year term of office, the following will take place:

**Elected Office(s):** The Secretary will notify Artillery Reserve members of the pending vacancy, will solicit candidates to fill the office in question, and will conduct a special election within 60-days of a vacancy. Notification includes the specific process and requirements of Full Members in the execution of the election.

**Appointed Office(s):** The Military Commander / President will take appropriate steps to fill any / all appointed office positions as soon as possible, with the goal of having all appointed positions filled prior to events occurring which require the presence of those offices.

All Elected and/or Appointed offices requiring interim staff appointments will be filled for the remainder of the unexpired term.

## **ARTICLE VIII - MEETINGS**

### **Section 1 - Schedule**

The Artillery Reserve shall meet no fewer than two times per calendar year.

The fall ARTILLERY RESERVE ANNUAL MEETING will be held in Gettysburg PA during Remembrance Day Weekend (November) each year.

The spring ARTILLERY RESERVE PLANNING MEETING will be held at the end of the first quarter with the location to be determined and arranged by the Military Commander/President.

The Military Commander / President may schedule additional meetings and conference calls as needed.

### **Section 2 – Conduct of Meetings**

All meetings of the Artillery Reserve shall be conducted according to Robert’s Rules of Order.

Meeting Agendas will be published and made available to member organizations by the **Military Commander / President**.

### **Section 3 – Quorums and Voting**

A quorum of Full Members in good standing of the Artillery Reserve is required at any meeting in order to conduct a meeting. A quorum shall consist of no less than 50% of Full Member organizations. Once a quorum has been established it remains in force until the meeting is adjourned.

- a. A quorum body is defined as representatives of units in good standing, either present OR represented by a proxy so defined within these by-laws.
- b. As stipulated in Article V, Section 2, the President / Military Commander CAN convene the Executive Committee to act on but limited to critical business issues that MUST be attended to and cannot wait for a Quorum level meeting to occur.

A list of member organizations in good standing will be provided at each meeting (conference calls included) by the Treasurer to ensure only those member organizations in good standing are eligible to vote.

#### **Section 4 – Calendar Year**

The Artillery Reserve membership calendar year shall consist of the time frame of January 1 through and including December 31.

#### **Section 5 – Minutes of Meetings and Conference Calls**

Consolidated minutes of all meetings and conference calls will be distributed to Artillery Reserve Officers, Full and Probationary Member representatives by the Secretary within 30-days of the conclusion of meetings and conference calls.

### **ARTICLE IX – FINANCES AND DUES**

- A. Basic membership dues and Insurance assessments will be collected, on an annual basis.
- B. The Treasurer will maintain a record book of all receipts and debits and present a current financial statement and list of members in good standing at each meeting of the Artillery Reserve or upon request.
- C. The current dues amount may be altered by a majority vote of those members present that fills a legal quorum at the fall ARTILLERY RESERVE ANNUAL MEETING.
- D. Annual dues are to be paid and mailed to the Treasurer no later than January 31 of each calendar year in order to remain a Full or Probationary Member in good standing.
- E. Failure to pay annual dues in full:
  - a. by the fall ARTILLERY RESERVE PLANNING MEETING will result in immediate suspension of all rights and privileges provided by the Artillery Reserve until such time as dues are paid, or
  - b. by December 31 of the current calendar year will result in revocation of Artillery Reserve membership.
- F. Artillery Reserve finances will be reviewed by the Audit Committee each calendar year. Results will be presented at an ensuing Artillery Reserve spring or fall meeting.
- G. A full financial audit will be performed if required by the Internal Revenue Service, or upon the recommendation of the Audit Committee, Executive Committee or Board of Directors in order to comply with all Federal or State requirements of a 501 c(3) organization when it is found that the U. S. Artillery Reserve has been out of compliance with legal, organization or personal requirements.

## **ARTICLE X - DEFINITIONS**

### ***DEFINITIONS***

Regiment: 2-3 Brigades

Brigade: 2-3 Batteries

Battery: 2-3 Sections

Section: 2 Ordnance Pieces

Detachment: 1 Ordnance Piece with a minimum of five personnel

Senior Staff: The Military Commander, the Chief of Staff, the Chief Ordnance Officer and the Adjutant.

Junior Staff: All Artillery Reserve staff officers up to and including the rank of Major not designated as Senior Staff.

Board of Directors: As defined in ARTICLE V – OFFICERS AND DUTIES, Section 1 –  
Board of Directors: The Board of Directors shall be the elected Military Commander or President of each Full Member unit. This individual is noted as the Military Commander or President of each Full Member organization within the Annual Membership Roster submitted by the organization to the Secretary.

## ARTICLE XI – REVIEW AND REVISION OF BY-LAWS

### **Reviewing and Revision of the Bylaws**

Bylaws will be reviewed each year at the annual meeting.

### **Alternation and Amendments**

- 1) No part of these By-Laws shall be repealed, annulled, altered, suspended, or amended, except by a proposal in writing, signed by five Full Members stating what alterations or amendments are proposed.
- 2) Members wanting to amend the By-Laws shall submit amendment proposals in writing to the **Secretary** 60 days prior to the ensuing spring or fall Artillery Reserve meeting. In turn, the **Secretary** will distribute proposals to all Full Member units 30 days prior to the ensuing spring or fall Artillery Reserve meeting.
- 3) Proposals must be presented at a spring or fall Artillery Reserve meeting for discussion.
- 4) To receive consideration for adoption, proposals must be voted upon and receive a majority vote of members from a legal quorum present at the Artillery Reserve meeting. Proposals receiving a majority vote will be posted for review.
- 5) Proposals that have been duly posted for a minimum of 90-days will be voted for final adoption at the ensuing spring or fall Artillery Reserve meeting (or Conference Call), when, if two-thirds of the members present vote in favor of the same, they shall be declared adopted and in force.



## ARTICLE XII – COMMITTEES

### **Election Committee**

- 1) The Election Committee will be comprised of the Chief of Staff and two at large Full Members of the Artillery Reserve.
- 2) The Election Committee will seek qualified candidates to fill elected offices and make those names available to the Artillery Reserve at the fall ARTILLERY RESERVE ANNUAL MEETING.
- 3) Members of this committee shall not be appointed if a conflict of interest will exist, i.e., if they are running for an upcoming, scheduled open office.

### **By-Laws Committee**

- 1) It shall be the duty of the Bylaws Committee to make such alterations and amendments to the Bylaws as voted upon and adopted by the Artillery Reserve.
- 2) The committee will receive, review, post and present to the membership proposed changes.
- 3) The By-Laws Committee will facilitate a review of proposed changes at ensuing spring or fall Artillery Reserve Meetings.

### **Audit Committee**

- 1) The Audit Committee will be comprised of three at-large members of the Board of Directors appointed by the President.
- 2) The Audit Committee will review all revenue and expense items, all financial accounts, prepare a written statement of findings and review the results at the fall, ARTILLERY RESERVE ANNUAL MEETING.

### **Discipline Committee**

- 1) The Discipline Committee will be comprised of five at-large members of the Board of Directors appointed and agreed to by the Executive Board.
- 2) The Discipline Committee will exist to handle problems detrimental to the Artillery Reserve, Full and Probationary Members or individuals of member units.
- 3) The Discipline Committee will present disciplinary findings / recommendations up to and including suspensions or removal of individual units, removing an elected or appointed officer for cause, or other appropriate disciplinary recommendations to the Executive Board for review and dispatch.

### **ARTICLE XIII - MISCELLANEOUS**

Procedures and guidelines that are not appropriate for inclusion in these by-laws will be maintained separately within the Artillery Reserve Policy Manual of Standard Operating Procedures and Guidelines.

## ARTICLE XIV – PARTICIPATION AGE GUIDANCE

Participation in all Artillery Reserve activities is open on an unrestricted basis to members who have attained the age of 18.

Individuals who have not reached the age of 18 cannot participate in any field or living history activity when the handling of Class A explosives or black powder is involved without a waiver signed by a parent or legal guardian. Said waiver must be in the possession of the military commander for each event prior to taking the field.

Individuals who have not attained the age of 16 are not permitted to handle Class A explosives or black powder.

Federal, state, local government and/or event rules and regulations supersede Artillery Reserve age guidance based on existing laws, rules and regulations.

For the safety of all Artillery Reserve members and the protection of our most valuable assets, our next generation, it is highly recommended that the following age requirements be strictly adhered to and any variance of these requirements must obtain the written approval of the highest ranking Artillery Reserve officer on site:

- 1) Positions 1 and 2 (Worm and Ram): Minimum age of 18
- 2) Positions 3, 4 and 5 (Prick, Lanyard and Powder Passer): Minimum age of 16
- 3) Positions 6 and 7 (Limber Box Attendees): Minimum age of 14
- 4) Guidon carriers, musicians, messengers and additional personnel at the discretion of the Battery Captain

## **ARTICLE XV – DISSOLUTION**

The Artillery Reserve will continue to function as an organization so long as five Full Member organizations maintain active membership and meet all requirements maintained and noted in these By-Laws.

Upon dissolution of the association, any assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax code, or shall be distributed to the Federal government, or to a state or local government for a related public purpose.

## **ARTICLE XVI - INDEMNIFICATION**

### **PERSONAL LIABILITY AND INDEMNIFICATION OF OFFICERS AND OTHER AUTHORIZED REPRESENTATIVES**

No officer or chairperson shall be personally responsible or personally liable for acts of commission or omission there under, but shall be liable only for actual malfeasance, meaning and intending hereby that no officer or chairperson shall be responsible or liable for any honest errors of judgment on that individual's part, but only for that individual's self-dealing, willful misconduct or recklessness.

**UNITED STATES ARTILLERY RESERVE, INC.**  
**POLICY MANUAL OF STANDARD OPERATING  
PROCEDURES AND GUIDELINES**

**Last Adopted NOVEMBER 2018**

The purpose of this document is to contain standard operating guidelines, standard operating procedures, forms and additional information felt to be beneficial to all Artillery Reserve member units and their personnel. It is the repository for information that is inappropriate for inclusion in the Artillery Reserve By-Laws.

This document is intended to be a living document that can change frequently. Permission to post information requires concurrence by the Military Commander / President of the Artillery Reserve. Updates will be submitted to and performed by the Secretary of the Artillery Reserve.

**STANDARD OPERATING PROCEDURES**

**PLACEHOLDER – SECURITY OPERATING PROCEDURES**

Those procedures and guidelines necessary for the legal and safe operation of security at all Artillery Reserve events.

**PLACEHOLDER – ADMINISTRATIVE EVENT MANAGEMENT**

Those procedures and guidelines necessary for the legal registration, execution and conclusion at all Artillery Reserve events.

**PLACEHOLDER – FIELD OPERATIONS EVENT MANAGEMENT**

Those procedures and guidelines necessary for the safe operation of all Artillery Reserve field re-enacting activities at all Artillery Reserve events.

**PLACEHOLDER – DISCIPLINARY PROCEDURES**

Those procedures necessary to resolve conflicts deemed detrimental to the Artillery Reserve, individual member units or individuals within member units. Procedures up to and including suspension or expulsion.

## **FORMS**

- 1. MEMBERSHIP APPLICATION**
- 2. ANNUAL DUES AND ROSTER UPDATE**
- 3. WAIVER OF UNDERAGED LIABILITY**

**APPLICATION FOR MEMBERSHIP  
TO THE U.S. ARTILLERY RESERVE, INC.**

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The Artillery Reserve is an association of Federal Civil War Artillery Reenacting Units formed as a non-political, non-profit, educational and memorial organization. Its purpose is to assist members in preserving and commemorating aspects of American Heritage.

Specifically, this organization reenacts the function of the Federal Light Field Artillery of the American Civil War Era.

The Artillery Reserve represents member organizations as a general spokesman and by negotiating on their behalf with event sponsors, various officials, and others, both military and civilian, in order to improve reenactments, living histories, memorial and educational events for the benefit of Artillery Reserve members and the general public. Member representation includes but is not limited to negotiating improvements in safety, security, receipt and distribution of bounties and appearance fees, amenities, camping areas, and the reduction or elimination of event registration fees.

The Artillery Reserve is organized exclusively for voluntary, charitable, educational and historical purposes, and the making of distributions to member organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or corresponding sections of any future Federal tax code.

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Membership of the Artillery Reserve shall be composed of Artillery organizations that reenact and portray Federal Civil War Era Light Field Artillery and wish to be represented for the purposes stated above.

Each individual member unit must consist of no less than 6 persons, defined as a cohesive unit owning or having legal access to at least one Civil War period Gun (defined as a Cannon, Field Howitzer, Mountain Howitzer, or Mortar, scale of full / original size during its action in the Civil War).

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All applications shall be mailed to:

Secretary  
United States Artillery Reserve, Incorporated  
Street Address (1)  
Street Address (2)  
City, State and Zip Code

**APPLICATION FOR MEMBERSHIP, U.S. ARTILLERY RESERVE, INC.**



Unit Name \_\_\_\_\_

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

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Commander \_\_\_\_\_

Address Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

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Insurance Carrier \_\_\_\_\_

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

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Unit Affiliations \_\_\_\_\_

Ordnance Type and Number \_\_\_\_\_

Number of Members \_\_\_\_\_ Number of Horses \_\_\_\_\_

-----  
Has anyone in your unit been convicted of a felony? \_\_\_\_\_

Referred by: \_\_\_\_\_

Signature / Office Held \_\_\_\_\_

Date \_\_\_\_\_

Please use the reverse side of this form to supply additional comments or information

**YEARLY MEMBERSHIP ROSTER UPDATE TO  
THE U.S. ARTILLERY RESERVE, INC.**

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Date \_\_\_\_\_

Unit Name \_\_\_\_\_

Primary Contact \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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President \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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Number of Members \_\_\_\_\_ No. w/ Special Needs \_\_\_\_\_

Number of Horses \_\_\_\_\_

Ordnance: Number \_\_\_\_\_ Type \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Liability Insurance Carrier \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Unit Affiliations

\_\_\_\_\_  
\_\_\_\_\_

**Continued on reverse / following page**



PAYABLE TO U.S. ARTILLERY RESERVE

City, State and Zip Code

**WAIVER OF UNDERAGED LIABILITY**

I/we the undersigned hereby absolve the Artillery Reserve, event staff and organizations, individual units and any related public, private and government agency of all liability as a result of below underaged individual's participation in the following Artillery Reserve sanctioned event. We/I also agree to participate in the immediate vicinity, on the gun/artillery piece or limber in which the underage individual is participating:

Event location: \_\_\_\_\_

Event date: \_\_\_\_\_

Name of under aged participant: \_\_\_\_\_

Address of under aged participant: \_\_\_\_\_  
\_\_\_\_\_

Name of responsible parent or legal guardian: \_\_\_\_\_

Address of responsible parent or legal guardian: \_\_\_\_\_  
\_\_\_\_\_

Signature of responsible parent or legal guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Participating Artillery Reserve Unit Name \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Artillery Reserve Commanding Officer or Designee: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Complete one form per individual under the age of 18, using multiple forms as necessary if more than one individual requires a waiver.

No individual who has not attained the age of 14 or who does not meet Federal, State, local and event stipulations are permitted to handle or be in the vicinity of Class A explosives or black powder.