

# **7th Maryland Volunteer Infantry Regiment Bylaws**

**MISSION STATEMENT:** The 7th Maryland Volunteer Infantry Regiment was formed as a living memorial, providing a living history to honor the men and women that fought to preserve the Union during the War of the Rebellion from 1861 through 1865. The members strive to accurately portray the lifestyle of the period, with honor, dignity and respect to themselves and each other.

## **ARTICLE I: ELECTION AND TERMS OF OFFICERS:**

- **(a) Association Officers** - One (1) year term, with elections every January, by closed nomination and balloting.
- **(b) Commanding Field Officers** - Three (3) year term, elected by membership, with evaluations every January, or as needed, for promotion, demotion, or no change.
- **(c) Budget** - One-third to civilians, one-third to company and one-third to military. The company budget will also act as backup for both civilian and military budgets.
- **(d) Non-Commissioned Officers** - Three (3) year term, elected by privates, rank-in-file, with evaluation every January, or as needed, for promotion, demotion, or no change.

## • **ARTICLE II : DUTIES OF ASSOCIATION OFFICERS:**

### • **(a) PRESIDENT:**

- **(1)** Elected President to conduct all Association meetings.
- **(2)** Would work with Field Commander to organize and contact event organizers, to which events membership has elected to attend.
- **(3)** Responsible for monthly column in Newsletter.
- **(4)** Determine whether meetings are formal or informal, and whether minutes need to be taken. Minutes must be taken at each formal meeting. These minutes will summarize the meeting, not reflect every word mentioned verbatim.
- **(5)** Appoints civilian board members. Elected president may not serve on any board.
- **(6)** Association officers can make executive decisions regarding general operating procedures, but can make no changes to the amendments without the vote of the membership.
- **(7)** Any issue that requires financial or full company support must be presented in the newsletter prior to a vote being taken on the issue.

### **(b) VICE PRESIDENT:**

- **(1)** Assumes the duties of the President in event of the President's absence.
- **(2)** Responsible for monthly column in Newsletter.
- **(3)** Assists President in carrying out duties as requested by the President.
- **(4)** Association officers can make executive decisions regarding general operating procedures, but can make no changes to the amendments without the vote of the membership.
- **(5)** Any issue that requires financial or full company support must be presented in the newsletter prior to a vote being taken on the issue.

### **(c) SECRETARY:**

- **(1)** Records minutes at official meetings.
- **(2)** Keeps minutes on file and provides minutes to members as requested.
- **(3)** Association officers can make executive decisions regarding general operating procedures, but can make no changes to the amendments without the vote of the membership.
- **(4)** Any issue that requires financial or full company support must be presented in the newsletter prior to a vote being taken on the issue.
- **(5)** To combine the offices of Secretary and Treasurer.

**(d) TREASURER:**

- (1) Handles all application fees and fees collected for prospective members and paid events. All fees to be handled BY THE TREASURER ONLY. All checks to be made out to the *7th Maryland Volunteer Infantry Regiment*. No other member or officer shall handle company money, except when expressly authorized by the Secretary/Treasurer to do so.
- (a) Dues must accompany application before the membership votes on the applicant for member ship.
- (2) Writes an annual budget. Budget is 1/3 to Civilians, 1/3 to Company and 1/3 to Military.
- (3) Writes newsletter column every other month informing members of company financial status.
- (4) Maintains IRS non-profit status and makes sure the company takes full advantage of what the status offers.
- (5) Association officers can make executive decisions regarding general operating procedures, but can make no changes to the amendments without the vote of the membership.
- (6) Any issue that requires financial or full company support must be presented in the newsletter prior to a vote being taken on the issue.
- (7) To combine the offices of Secretary and Treasurer.

**(e) COMMANDING FIELD OFFICER:**

- (1) Unit Commander; highest ranking officer within the company.
- (2) Responsible for troops and civilians on the field and at camp during all events.
- (3) Works with the President on contacting event organizers and corresponding with them to enroll company in events.
- (4) Handles correspondence for the company and Association. Residence to be designated as Company Headquarters.
- (5) Serves three-year term with review for promotion, demotion, or no change yearly.
- (6) Deleted – See amendments.
- (7) Abides by and will appoint duties according to *Casey's Infantry Tactics*, and *U.S. Army Rules and Regulations, 1861 (Revised 1863)*.
- (8) Maintains emergency medical forms and information for all members at reenactments and living history events.
- (9) Any issue that requires financial or full company support must be presented in the newsletter prior to a vote being taken on the issue.

**(f) RECRUITMENT OFFICER:**

- (1) Any issue that requires financial or full company support must be presented in the newsletter prior to a vote being taken on the issue.

**ARTICLE III : UNIFORM BOARD: (Deleted in its entirety – See Amendment)**

**ARTICLE III: SUTLER REVIEW COMMITTEE:**

- (1) The Sutler Review Committee will be responsible for the detailed unit “List of Approved Sutlers” and “List of Required Uniform Items.” The approved lists will be used in unit correspondence and posted on the unit web pages. The Sutler Review Committee will provide the two “Lists” to the unit for a vote (to include interim changes) each year. Interim changes to the “Lists” may be made during the year to accommodate Sutler changes. Interim changes may be adopted with a majority vote of the Sutler Review Committee.
- (2) New unit members shall be directed to the Sutler Review Committee, by the unit elected officers and unit membership for uniform guidance and purchases.
- (3) Vacancies in the Sutler Review Committee will be filled by a majority vote of the enlisted military membership.

**ARTICLE IV : CIVILIAN CO-COORDINATORS:**

- (1) Two members, not to include military personnel, appointed by President, for term of one year.
- (2) Rules on, and enforces civilian period dress, styles and accessories using research and documentation as guides.
- (3) To read: “Coordinator”

- (a) One member.

#### **ARTICLE V : MEMBERS:**

- (1) Deleted.
- (2) Must observe and obey commands and duties set forth by Commanding Field Officer and Non-Commissioned Officers during events and encampments.
- (3) Approve by vote (voice or ballot) prospective new members.
- (4) Select and vote on reenactments, living histories and other events.
- (5) Pays yearly dues of \$10.00 for individual membership, and \$20.00 for family membership by January 31. Members who join after November 1 are exempt from paying dues for the following year.
- (6) Each member above the age of 13 has a vote.
- (7) Members above the age of 16 are allowed to use a musket during organized reenactments.
- (8) Members under 18 years old must have their medical emergency form signed by a parent, as well as a liability waiver.
- (9) Members must participate with company at any event the company is participating in as a group with exceptions to be granted by commanding field officer.
- (10) ZERO Tolerance policy on drugs. Any member found to be under the influence or in possession of illegal drugs will have membership terminated immediately.
- (11) New members are required to attend two (2) company events within a 90 day probationary period, after said time a voice vote for membership will be taken by the company.

#### **ARTICLE VI : ASSOCIATE MEMBERS:**

- (1) Associate members pay yearly dues of \$6.00.
- (2) Will receive monthly newsletter and notification mailings.
- (3) Allowed to participate in no more than four organized events per year, subject to approval of Uniform and/or Civilian Boards.
- (4) Will have no vote in Association elections, or appointment of Commanding Field Officer.
- (5) ZERO tolerance policy on drugs. Any Associate Member found to be under the influence or in possession of illegal drugs will have associate membership terminated immediately.

#### **ARTICLE VII : NEWSLETTER EDITOR:**

- (1) Elected by the full membership for a one-year term. In the event of a vacancy, the President may appoint a member to the position of Interim Editor. The Editor should be ratified by the membership via majority vote at the next formal unit meeting.
- (2) Must be capable of providing a quality and well written newsletter, communicating events and information pertinent to 7th Maryland members.
- (3) Monthly newsletter must be of consistent quality.

#### **ARTICLE VIII : MEETINGS:**

- (1) Formal meetings to be held quarterly, with informal meetings held as directed by the President.

#### **ARTICLE XI : FINANCIAL CALENDAR:**

- (1) Fiscal year will run from January to December.

#### **ARTICLE X : AMENDMENTS:**

- (1) Amendments to the bylaws can be proposed at any formal meeting. Each proposed amendment must be submitted in a written statement signed by a full member making the formal proposal. Associate members cannot propose amendments. For amendments to be adopted 3/4s of the membership must be present at the meeting and it must receive a 2/3s majority vote. At any scheduled meetings, bylaw amendments may be adopted with a majority vote of the attending membership.

*Adopted unanimously by the Membership on January 20, 1996*

*Charles Hutchinson, President  
Russ Richards, Jr., Vice President  
K. Erin Colomb, Secretary/Treasurer  
Jay Henson, Commander*

**AMENDMENTS:**

- **ARTICLE II (d)(1a);** Dues must accompany application before the membership votes on the applicant for membership. *(Ratified January 18, 1997)*
- **ARTICLE II (a)(6), (b)(4), (c)(7), (d)(9);** Association officers can make executive decisions regarding general operating procedures, but can make no changes to the amendments without the vote of the membership. *(Ratified January 18, 1997)*
- **ARTICLE X (a);** At any scheduled meetings, bylaw amendments may be adopted with a majority vote of the attending membership. *(Ratified January 18, 1997)*
- **ARTICLE II (a)(7) (b)(5) (c)(8) (d)(10);** To add “Any issue that requires financial or full company support must be presented in the newsletter prior to a vote being taken on the issue.” *(Ratified January 17, 1998)*
- **ARTICLE IV;** To read: “Coordinator” **(a)** One member. *(Ratified January 17, 1998)*
- **ARTICLE II (c) (d);** To split the Secretary/Treasurer’s Office into two offices. *(Ratified January 17, 1998)*
- **ARTICLE II; (f)** To add a Recruitment Officer. *(Ratified January 17, 1998)*
- **ARTICLE II; (c5) (d7);** To combine the offices of Secretary and Treasurer. Brief explanation— Combination of these two offices will reduce paperwork and communication time. Secretary/Treasurer will work with president to register unit for events, creating a list of registered members and to forward event fees in a timely manner. *(Ratified January 14, 2001)*
- **ARTICLE V: (11)** New members are required to attend two (2) company events within a 90 day probationary period after said time a voice vote for membership will be taken by the company. *(Ratified January 14, 2001)*
- **ARTICLE II (a) (5)** Delete “appoints newsletter editor and.” *(Ratified January 13, 2002)*
- **ARTICLE II (e) (6)** Delete “Appoints Military Uniform Board consisting of three members, not to include Commanding Field Officer.” *(Ratified January 13, 2002)*
- **ARTICLE III:** Uniform Board to be deleted in its entirety. *(Ratified January 13, 2002)*
  - (1)** Three members, not to include Commanding Field Officer, appointed by Commanding Field Officer for one year term.
  - (2)** Rules on and enforces uniform styles, accouterments, and weapons, with emphasis on research, documentation and using the U.S. Army Rules and Regulations, 1861, (Revised 1863) as guide.
- **Revised to read: ARTICLE III: SUTLER REVIEW COMMITTEE:**
- **(1)** The Sutler Review Committee will be responsible for the detailed unit “List of Approved Sutlers” and “List of Required Uniform Items.” The approved lists will be used in unit correspondence and posted on the unit web pages. The Sutler Review Committee will provide the two “Lists” to the unit for a vote (to include interim changes) each year. Interim changes to the “Lists” may be made during the year to accommodate Sutler changes. Interim changes may be adopted with a majority vote of the Sutler Review Committee.
- **(2)** New unit members shall be directed to the Sutler Review Committee, by the unit elected officers and unit membership for uniform guidance and purchases.

- **(3)** Vacancies in the Sutler Review Committee will be filled by a majority vote of the enlisted military membership.
- **ARTICLE V: Delete (1)** Must be of fine moral character, clean, neat and orderly at all times. ***(Ratified January 13, 2002)***
- **ARTICLE VII: Delete (1)** Appointed by President.
- **Revised to Read: (1)** Elected by the full membership for a one-year term. In the event of a vacancy, the President may appoint a member to the position of Interim Editor. The Editor should be ratified by the membership via majority vote at the next formal unit meeting. ***(Ratified January 13, 2002)***