

Army of Northern Virginia
BY-LAWS

ARTICLE I NAME

Section 1: Legal Name of Organization

- A. The formal, legal name of the organization shall be the 1st DIVISION, ARMY OF NORTHERN VIRGINIA, INC. Within these bylaws and in other documents the organization may also be referred to as the "1st Division A.N.V." or the "Division".

ARTICLE II PURPOSE AND PROCESS

Section 1: Purpose

- A. The primary purpose of the 1st Division, Army of Northern Virginia is to provide mutual support for and dissemination of information among Confederate reenactment organizations in the eastern United States. Further, the 1st Division A.N.V. will promote a positive image of the American South and of the Confederate States of America.

Section 2: Process

- A. At most reenactments, individual reenactment units are consolidated into "field" companies, which are then organized into battalions, brigades and divisions. The creation of the 1st Division A.N.V. is a recognition and endorsement of this process. The 1st Division A.N.V. seeks to provide a permanent structure that eliminates the necessity of establishing these "field" organizations at each event. The 1st Division A.N.V. feels that a permanent organization provides continuity, efficiency, and historical accuracy for both reenactors and spectators.
- B. The 1st Division A.N.V.'s regulations are similar to those in use at major events and are designed to encourage participation with the Division by a wide variety of reenacting organizations. The regulations of the 1st Division A.N.V. will remain flexible so that individual units and organizations can be assured that their re-enacting philosophies will be respected.
- C. 1st Division ANV endorses the Civil War Reenactors Liaison Committee (CWRLC) and its policy statement regarding organizational integrity.
- D. The 1st Division A.N.V. further defines "organizational integrity" as respect for other organizations' command structures and rank systems. The Division will not arbitrarily exclude from its membership any properly documented American Civil War "impression" that advances the mission of the Division. (See ARTICLE III, Section 1)
- E. At reenactments, the 1st Division A.N.V. will facilitate the implementation of the host's scenario(s) even though the scenario(s) may necessitate a temporary restructuring of the division. To this end, the 1st Division A.N.V. will accommodate host unit requests which do

not have a negative impact on safety regulations or applicable CWRLC standards. The 1st Division A.N.V. will participate in negotiations to amicably resolve any conflicts with regard to these issues.

ARTICLE III MISSION

Section 1: Mission Statement

- A. The 1st Division Army of Northern Virginia will encourage cooperation among all elements of the American Civil War reenacting community in both Confederate and Union impressions.
- B. The 1st Division A.N.V. is dedicated to maintaining the highest standards of the reenactment community. The Division will aid its membership and the public in gaining a more complete and objective understanding of the life and times of the men and women, both civilian and military, who served the Confederacy during the War Between the States.
- C. The 1st Division A.N.V. is dedicated to preserving Southern heritage and honoring our ancestors. We will commemorate the service of those who fought bravely, endured terrible hardships, and accepted defeat with honor: all for "The Cause". D. The 1st Division A.N.V. will promote, encourage and participate in the celebration of patriotic anniversaries of the United States of America and the Confederate States of America. The Division respects the rights of those who wish to learn more about their heritage. E. The 1st Division A.N.V. will always seek to improve its portrayal of the Confederate soldier and civilian through research and the study of literature and artifacts. Thus, the Division will continue to present an accurate, educational, and enjoyable experience for American Civil War reenactment participants and spectators alike. F. The 1st Division A.N.V. denounces racism, anti-Semitism, racial supremacy, hate groups, and any group or individual that misuses or desecrates the symbols of the Confederate States of America and/or the United States of America.

ARTICLE IV ORGANIZATION

Section 1: Administrative Organization

- A. The "administrative organization" of the 1st Division A.N.V. will consist of a Division Staff and two or more brigades of infantry with support battalions of artillery and cavalry. Initially, only the 1st Brigade will be activated.
- B. The infantry brigade(s) will consist of a Brigade Staff and two or more infantry "Regiments" and/or "Battalions".
- C. Each infantry Regiment or Battalion will consist of a Regiment/Battalion Staff and a minimum of four companies. The companies will be maintained so as to be reasonably equal in numerical strength. The number and strength of the companies will be considered when determining the designation of "Battalion" or "Regiment".
- D. Each Regiment or Battalion administrative company will consist of a minimum of 5

combatants. (For the purposes of these bylaws, the term combatants shall be defined as all military personnel, to include but not limited to: officers, non-commissioned officers, privates, artillery crews, and cavalry troopers.) Note: The administrative strength of a company will be determined by its numbers of insured members.

1. Age Limit Rule: No Person, under the age of sixteen years shall participate with any ANV Unit, in any simulated combat scenario, at ANV maximum effort events or at ANV division sponsored/co-sponsored or hosted/co-hosted events except as provided herein. ANV unit members, twelve through fifteen years of age (inclusive), may participate, with appropriate supervision, in such scenarios as functional musicians or as other unarmed non-combatants in historically accurate impressions only by permission of their respective ANB battalion or regiment commanders. No person, under the age of twelve years, shall participate in any capacity on the field during such scenarios. No part of this rule shall prevent ANV battalion and regiment commanders from implementing cadet, Junior Reserve, or other youth programs for reenactors twelve through fifteen years of age (inclusive) for participate at such events. Battalion and regiment colonels shall establish and ensure enforcement of age and safety regulations for such programs within their battalions for this age group.
Section

2: Field Organization:

- A. The "field organization" of the 1st Division A.N.V. will consist of a Division Staff and two or more brigades of infantry with support battalions of artillery and cavalry.
- B. Each of the brigades will consist of a Brigade Staff and two or more infantry Regiments or Battalions.
- C. Each Regiment/Battalion will consist of a Regiment or Battalion Staff and at least four companies of reasonably equal numerical strength. The maximum number of field companies will normally be ten, however a greater or lesser number may be allowed at the discretion of the Division Commander.
- D. Each field company shall consist of a minimum of 25 combatants (including the appropriate number of officers and NCO's). Thirty to 40 combatants for each company in the field is recommended. Units that can not muster the required number of combatants for a field company at an event will be consolidated with other units. This consolidation will occur, as needed, on an event-by-event basis.

Section 3: Corporate Organization

- A. The corporate officers shall consist of the following positions:
 1. President: The President of the corporation shall be the Division commander.
 2. Vice President: The Chief of Staff shall serve as the Vice President of the corporation.

3. Secretary: The Division Adjutant shall serve as Secretary of the corporation.
4. Treasurer: The Treasurer of the corporation shall maintain financial and related records.
5. Chairman of the Board: The Chairman of the Board of Directors shall be selected by the members of the Board from among the Board's members.
6. Members of the Board: The Board of Directors is comprised of the commanding officers of the Division's Regiments and Battalions.
7. All officers of the corporation shall serve for a one year term or until the next annual meeting of the corporation.
8. There shall be no restrictions on officers holding consecutive terms of office.

ARTICLE V MEMBERSHIP

Section 1: Application for Membership

Note: Any interested American Civil War re-enactment organization with at least five active members may be considered for membership in the 1st Division A.N.V.

- A. Units making application for membership may choose an existing Regiment or Battalion that they wish to join. Should a unit have no preference, the Division commander may assign them to an existing Regiment or Battalion for the probationary period. At the end of the probationary period, the unit will be free to remain with their assigned unit or they may request a transfer.
- B. The Regiment/Battalion commander may act as sponsor for the new unit and present the unit for a probationary membership vote at the annual 1st Division A.N.V. Annual General Business Meeting. If accepted, the new unit will be placed on probationary membership status.
- C. Units on probationary membership status shall not be entitled to a vote at an Annual General Business Meeting.
- D. Units shall remain on probationary status until accepted for membership at the next Annual General Business Meeting by a vote of the membership.

Section 2: Membership Requirements

- A. Insurance
 1. Every unit in the Division must have liability and accidental insurance for each of its individual members.

2. Every unit in the Division must carry liability and accidental insurance through the ANV=s carrier.
3. The Division offers a liability and accidental insurance policy that is available to all of its members.

B. Unit Membership

1. All units must have a minimum of 5 active members to qualify for voting privileges.
2. Units with less than 5 members are encouraged to "fall-in" with existing member units until they can muster the required number of members.
3. The Division does not accept individuals as members but will encourage and assist such persons in joining an existing Division unit.
4. A Battalion wishing to join enmass must field at least 100 rifle/musket bearing combatants (privates, corporals, sergeants) plus the appropriate number of officers. The rifle/musket bearing combatants must be documented on the Division=s membership rolls and insurance rosters. The Battalion in question must field at least 100 rifle/musket bearing combatants for one of the Division=s maximum effort events. At the next ANV Convention, the applicant Battalion will be voted upon for probationary membership and will remain on probationary membership until the following ANV Convention.
5. The applicant Battalion having achieved the required number of 100 rifles/muskets shall be presented by its commander to the Division Commander for verification at a time designated by the Division Commander. The applicant Battalion Commander shall have previously presented written verification of his Battalion=s 100 rifles/muskets to the Division Commander.
6. Once a Battalion lists at least 200 rifles/muskets and the appropriate number of officers on the Division=s membership and insurance rosters and fields at least 200 rifles/muskets at an ANV maximum effort event, the Battalion will be granted the designation of "Regiment" upon successful application to the Division commander or his designee.

C. Regimental/Battalion Regulations

1. All units must agree to comply with existing standards of the Regiment or Battalion in which they will serve even though such standards may be more stringent than those of the Division.
2. Units in violation of 1st Division A.N.V. Regiment/Battalion standards and/or policies may be placed on probationary status for a period not to exceed one year. Such action can be taken by the Division commander upon recommendation of the unit's Regiment or Battalion commander or by any other Regiment or Battalion Commander

in the Division. Such units shall be notified verbally and in writing of the reason(s) for the probationary status placement, what corrective action must be taken, and within what time period, in order to be eligible for non-probationary status. The Division commander in conjunction with the Board of Directors and Battalion/Regiment commander shall determine whether or not the unit has complied. Upon determining that the unit has complied, the Board of Directors may reinstate the unit's membership. The Board of Directors shall determine if units placed on probationary status under the provisions of this Section will be allowed to participate as member units of the Division.

D. Event Participation

1. All Division member units (probationary and non-probationary) must attend at least one of the Division's designated "maximum effort" events each year unless prevented from doing so by the provisions of Article V Section 2 Part C Paragraph 2, above.
2. Pre Scenario Drill Rule: As a safety guideline, no ANV Battalion or regiment should take the field in a battle or tactical scenario without having first conducted a drill at the event. Safety inspections prior to all scenarios where weapons are used are mandatory. Dawn tacticals should be discouraged as such scenarios tend to combine several potentially dangerous factors. All scenarios are optional. ANV colonels retain the option of keeping all or part of their units out of any scenario.

ARTICLE VI UNIT TRANSFERS

Section 1: Procedure

- A. Any unit wishing to transfer from one of the Division's Regiments or Battalions to another will use the following procedure:
1. Submit your unit's request for transfer in writing to your Regiment or Battalion commander with one copy sent to the Division Chief of Staff and one copy sent to the commander of the Regiment or Battalion you wish to join.
 2. Upon receipt of your request for transfer, your Regiment/Battalion commander will forward his recommendation in writing to you with copies to the Division Chief of Staff and to your requested Regiment or Battalion commander.
 3. Transfers must be authorized by both battalions in question.
 4. The Division commander will approve or disapprove all such transfers.

ARTICLE VII MEETINGS

Section 1: Annual General Business Meeting

- A. Notice of Meeting

1. All member units shall be notified by the Division Chain of Commands to the time and place of the Annual General Business Meeting or other meetings.
2. Roberts Rules of Order shall govern all meetings although it is the intention that meetings be as informal as decorum permits.

B. Quorum

1. The units in attendance at the Annual General Business Meeting shall constitute a quorum. The President/Presiding Official of the meeting shall declare a quorum to be present or must decline to make such declaration.
2. Should a unit's voting delegate be unable to attend a meeting, that unit may authorize by written proxy, another non-probationary unit representative to cast their vote(s). By "written" refers to a typed and signed proxy of the commander of the company authorizing another person to vote for their unit. An email proxy is not acceptable but a faxed proxy is.
3. All general membership votes must pass by a two-thirds (2/3) majority except for scheduling of events and election of a division commander.

C. Voting Delegates

1. Each non-probationary unit shall have one vote at the Annual General Membership Meeting.
2. Each Regiment or Battalion commander shall have one vote at the Annual General Membership Meeting.
3. Each Regiment or Battalion with a civilian organization shall have one additional vote at the Annual General Membership Meeting.
4. All probationary units coming off of probationary status if approved are entitled to vote at the meeting pending approval by the Division as first order of business at the convention.

D. Meeting Schedule

1. The Division's Annual General Business Meeting shall be held in the month of November. The exact date shall be selected by the President of the corporation in conjunction with approval by the Board of Directors.

Section 2: Board of Directors Meetings

A. Notice of Meetings

1. All members of the Board, cooperate officers and guests shall be notified by the Chairman of the Board as to the times and places of the Board of Directors meetings.

B. Order of Business

1. The Chairman of the Board will set the order of business at the Board of Director meetings.
2. Board of Directors meetings shall include all Board members, corporate officers and any additional personnel that the Chairman of the Board determines as necessary to provide information on the issues to be discussed.

C. Quorum

1. A 2/3 majority shall be necessary for the passage of Board of Director votes. The Chairman of the Board or the presiding official of the meeting shall declare a quorum to be present or shall decline to do so.
2. Should a member of the Board be unable to attend a meeting, that member may authorize another member of their Battalion to represent him with a written proxy.

D. Voting Delegates

1. The Regiment/Battalion commanders comprise the Board of Directors and are the only voting members on the Board.
2. Each Regiment/Battalion commander shall have one vote.

E. Meeting Schedule

1. The Board of Directors will meet in conjunction with the Annual General Business Meeting and as required throughout the year.

ARTICLE VIII ANNUAL CONVENTION

Section 1. The annual business meeting also known as the ANV Convention shall be organized and directed by Roberts Rules of Order.

A. The order in which the convention will be run is as follows.

1. Call to Order.
2. Welcome.
3. Invocation.
4. Pledge of Allegiance.
5. Salute to Confederate Flag.
6. Credential Report by Commanding General.
- 6B. Credential Reports by Battalions or Regiments by their commanding Colonels.
7. Approval of units coming off of Probation Status.
8. Introduction of new units for their probationary period of one year.
9. Election of Division Commander.

10. Old Business.
11. New Business.
12. Events.
13. Closing Remarks.
14. Last Roll Call and Benediction.

ARTICLE IX ELECTIONS

Section 1: Division Commander

- A. The Division commander shall be elected at the Annual General Business Meeting by a vote of the non-probationary units in attendance.
- B. The Division commander shall hold the rank of Brigadier General.
- C. The Division commander shall be elected for a term of one year.
- D. The Division commander shall serve as the president of the corporation.
- E. The Division commander shall select his headquarters staff for the year.

Section 2: Battalion Commanders

- A. Regiment and Battalion commanders shall be elected or appointed in a manner and at a time as determined by their respective memberships. If a Regiment or Battalion is accepted "en masse" for membership in the Division, their existing procedure for commander selection shall be continued.
- B. Regiment and Battalion commanders (as such) may hold no rank higher than that of Colonel.
- C. Regiment and Battalion commanders shall provide their own staffs in a manner as determined by their respective organizations.
- D. Regiment and Battalion commanders shall serve for a period of time as directed by their Regimental/Battalion bylaws.

Section 3 Company Commanders

- A. Company commanders shall be selected in accordance with their by-laws, regulations or customs.
- B. Any company that is accepted for membership in the Division, that musters the required administrative and field numerical strength, will have its procedure for commander selection continued.

ARTICLE X VISITING UNITS: PROCESS AND PROCEDURE

Section 1: Process A. Deleted to comply with Article V, Section 2, Paragraph A, part 2.

Section 2: Procedure A. Deleted to comply with Article V,

Section 2, Paragraph A, part 2. B. Deleted to comply with Article V,

Section 2, Paragraph A, part 2. 1. Deleted to comply with Article V,
Section 2, Paragraph A, part 2. 2. Deleted to comply with Article V,
Section 2, Paragraph A, part 2. 3. Deleted to comply with Article V,
Section 2, Paragraph A, part 2.

ARTICLE XI EVENT SCHEDULE

Section 1: Number of Events

- A. The Division shall select no more than 3 "maximum effort" events per year. Additional events may be added by the membership as needed. These events shall be determined at the Annual General Business Meeting by a vote of non-probationary units.
1. Events will be proposed by the general membership at the Annual General Membership Meeting.
 2. Maximum effort events will be selected on the guideline of no more than one such event in any season. The general membership may vote for two events in one season as long as the events are at least two weeks apart. The three events receiving the most votes will be selected, provided they are at least two weeks apart and no more than two events in any one season.
 3. A season is defined as Spring, Summer, Fall and Winter.

ARTICLE XII GOVERNANCE

Section 1: Governing Bodies

- A. There will be two governing bodies that control the operations of the 1st Division, Army of Northern Virginia. These will be the "corporate" structure and the "military chain of command".

Section 2: Corporate Officers

A. President

1. The President of the corporation shall be the Division commander. He shall be responsible for insuring that the routine operations of the 1st Division ANV are conducted in accordance with the Division Bylaws, rules and regulations. He shall maintain regular contact with the other corporate officers and the Board of Directors. He shall recommend changes in the Division's operating procedures, as needed, to the Board of Directors for consideration.

B. Vice-President

1. The Vice-President of the corporation shall be appointed by the President with the consent of the Board of Directors. He shall assist the President in his responsibilities. Should the President be unable to carry out his duties the Vice-President shall

assume those duties until a meeting of the Board of Directors can be called to select an interim President.

C. Secretary

1. The Secretary of the corporation shall be appointed by the President and confirmed by a simple majority of the Board of Directors. The Secretary shall be responsible for keeping the minutes of all corporate meetings and will distribute copies to the corporate officers and the Board of Directors. He shall assist the President, Vice President, Treasurer and Chairman of the Board, as required, in their administrative duties.

D. Treasurer

1. The Treasurer of the corporation shall be appointed by the President and confirmed by a simple majority of the Board of Directors. The Treasurer shall maintain the financial records of the corporation. The Treasurer shall maintain the insurance account for the corporation and will submit an annual report to the Regiment and Battalion commanders in regard to the insurance status of their units. The Treasurer shall prepare an annual report to the membership detailing the corporation's financial status. This report shall be made available for review at the Annual General Business Meeting.

E. Chairman of the Board of Directors

1. The Chairman of the Board of Directors shall be selected by the members of the Board. The Chairman of the Board of Directors shall work closely with other officers of the corporation to insure the proper operation of the Division. The Chairman of the Board shall call a meeting of the full Board of Directors at the Annual General Business Meeting and as needed during the year.

F. Board of Directors

1. The members of the Board of Directors are the commanding officers of their respective Regiments or Battalions. The Board of Directors shall meet as needed to discuss and decide on major policy changes concerning the corporation.

Section 3. Military Chain of Command

- A. The duties and responsibilities of the commanding officer of the Division and the other officers in the chain of command of the 1st Division Army of Northern Virginia will be in accordance with the Regulations for the Army of the Confederate States, 1863.

ARTICLE XIII SUCCESSION OF COMMAND

Section 1: Temporary Succession

- A. If the Division commander is unable to attend an ANV Max. re-enactment, a temporary

replacement shall be selected from the Regiment or Battalion commanders that will be present at the event or appointed by the elected Division Commander before the event.

- B. The Board of Directors shall make the selection of a replacement, if one is not appointed.
- C. Should the necessity of replacement occur at or immediately prior to the re-enactment or event, the members of the Board of Directors present and/or available will make the replacement selection.
- D. The Division Staff will remain in-tact and serve the temporary Division commander. No changes to staff will occur without approval of the elected Division commander.
- E. The temporary commander will maintain his current rank while serving as Division commander.
- F. At events, uninterrupted time in grade in the ANV shall be used for determining the senior colonel present at the event.

Section 2: Permanent Succession

- A. Should the Division commander become unable to complete his term of office, a replacement shall be selected from among the Brigade, Regiment and Battalion commanders.
- B. Selection of a replacement shall be made by the Board of Directors. The replacement will serve until the next Annual General Business Meeting.
- C. Should the replacement be required at or immediately prior to an event, a temporary replacement shall be selected in accordance with ARTICLE XIII, Section 1 (above) until the Board of Directors can meet.
- D. The new Division commander will maintain the current Division staff until the next elections unless resignation or disciplinary action should require a staff position to be filled.

ARTICLE XIV DISCIPLINARY ACTION

Section 1: Suspension for Minor Infractions

- A. Unit or individual membership in the Division may be suspended by the Division commander for repeated offenses or acts which negatively affect the Division or its members, but which are not serious enough to warrant termination. These offenses or acts include but are not limited to, violation of event or authenticity rules, breaches of discipline, inappropriate conduct, insubordination, and/or failure to obey reasonable orders. Upon the first such occurrence, the Division commander or his designee shall counsel the offending unit's commander or individual(s). On the second offense, the Division commander or his designee shall send a letter of reprimand to the offending unit's commander or to the individual(s). Upon the third such occurrence, the Division commander may suspend the membership of the offending unit or individual(s) for a period not exceed ninety (90) days.

Such action may be appealed to the Tribunal. During the period of suspension, the unit or individual(s) may not participate, as a member(s), with the Division at any re-enactment. Units and individuals within units will have no voting rights during periods of membership suspension.

Section 2: Immediate Suspension for Serious Offenses

- A. Unit or individual membership in the Division may be immediately suspended by the Division commander for offenses or acts which are serious enough to warrant immediate action. These offenses or acts include but are not limited to violations of law, severe violations of authenticity guidelines, severe breaches of discipline, serious safety violations, willful and/or negligent actions which cause or are likely to cause injury or damage; and/or acts which would damage the reputation, credibility and/or image of the 1st Division ANV.
- B. Suspensions imposed under this bylaw section (ARTICLE XIV, Section 2) may be for a period not to exceed one year or until the next Annual General Membership Meeting, at which time the Board of Directors shall determine the offending unit's or individual(s) membership status as provided for in ARTICLE XIV, Section 3 (below).

Section 3: The Right to a Hearing in Cases of Suspension

- A. Any unit or individual(s) whose membership has been suspended may appeal that action to the Division Tribunal. A request for a hearing must be made by mail, (return receipt requested), within ten days, to the Division Chief of Staff, who shall convene a hearing as soon as possible. The Chief of Staff shall notify all parties by mail (return receipt requested) at least fifteen days in advance of the hearing before the tribunal. The suspended unit or individual(s) may not participate in division activities prior to this hearing without the written approval of the General.

Section 4: Division Tribunal

- A. The Division Tribunal shall consist of the Division commander or his designee, the Judge Advocate (who will present the Division commander's case), the Regiment and Battalion Commanders (i.e., Board of Directors, acting as a jury), and the Chief of Staff. The Chief of Staff shall conduct the hearing but shall have no vote. The Division commander and the accused party shall likewise have no vote. The accused party may have representation (acting as defense) at the proceedings but this representative will have no vote. If the accused unit or individual(s) has representation at the Tribunal, the Judge Advocate shall be informed no later than ten days prior to the hearing date of the name, address, and telephone number of said representative. This information shall be conveyed to the Judge Advocate by mail (return receipt requested).
- B. The Board of Directors may question any witnesses called to testify by either side. Upon completion of the testimony and final statements, the Regiment/Battalion commanders shall retire in private to formulate their decision. They will then advise the Chief of Staff of their verdict, who will then announce the verdict to the assembled hearing participants. The Tribunal may uphold, overturn or modify the original action taken by the Division commander. Any action taken by the Tribunal must be past by a minimum 2/3 majority. Failure to uphold previous disciplinary action by a 2/3 majority will automatically overturn

that disciplinary action. The tribunal may, by 2/3 majority, take any action it deems appropriate, up to and including membership termination of the offending unit or individual(s).

- C. If in the event that any of the corporate officers or members of the staff of the Division commander shall be the subject of the Division Tribunal process, then the Board of Directors shall select a person to act in that person's place pending the Tribunal process. If the Division Tribunal rules to suspend or terminate said person then the Board of Directors shall select a person to fill said persons remaining term. If the person who is the subject of the Division Tribunal is a Brigade, Regiment or Battalion commander, his next-in-command shall take his place pending the outcome of the Tribunal. If the Brigade, Regiment or Battalion Commander's membership in the Division shall then be suspended or terminated by the Tribunal, his second-in-command shall assume his responsibilities (as they relate to the Division) until that unit can take appropriate action.

ARTICLE XV COMMITTEES

Section 1: Committees

- A. Committees shall be appointed as necessary by the President and shall serve until the President's term of office expires, unless dismissed by the President.
- B. The President shall appoint the chairmen of committees. The Regiment/Battalion commanders shall select the remaining members of the Committee or by a motion approved by the General Membership at the Annual Business Meeting.

ARTICLE XVI AMENDMENTS

Section 1: Proposed Amendments

- A. Proposed amendments to the Bylaws may be introduced at Annual General Business Meetings.
- B. Proposed amendments must be submitted in writing and made available for review before being presented for a vote at the meeting.
- C. A 2/3-majority vote of the voting representatives present at a meeting is required to pass any Amendment.

Section 2: Amendments

- A. Approved amendments will become Articles of the Bylaws or sections under existing Articles.

ARTICLE XVII APPENDIXES

Section 1: Authorization

- A. Appendixes to these Bylaws shall be authorized by the Division commander. Appendixes will cover issues which effect the Division's operations but which are subject to frequent update and change. Additions, deletions and/or alterations to Division Appendixes are subject to review by the Board of Directors.
- B. The following is a current list of Division appendixes.
 - 1. Division Roster
 - 2. Insurance
 - 3. Safety
 - 4. Authenticity Standards
 - 5. Division Drill Manual
 - 6. Division Camp Operations
 - 7. Quartermaster Department
 - 8. Provost Marshall Department
 - 9. Adjutant department
 - 10. Medical Department
 - 11. Signal Department
 - 12. Artillery Operations
 - 13. Cavalry Operations
- C. The Board of Directors is authorized to alter or update the appendixes as appropriate. This action is reviewable by the Division commander.
- D. The Regiment and Battalion commanders will pass any updated information concerning these Appendixes to the units under their command.

ARTICLE XVIII ENCLOSURES

Section 1: Definition

- A. Enclosures are documents that have been developed by the Regiments and Battalions for their own operations. These documents are internal in nature and are enclosed for the information of the rest of the Division.
- B. The Division will not alter Enclosures in any way. Only the originating or submitting unit of the Enclosure is permitted to make changes.
- C. The following is a list of current enclosures.
 - 1. 2nd Battalion SOP
 - 2. 3rd Regiment SOP
 - 3. 4th Regiment SOP
 - 4. 6th Regiment SOP
 - 5. 7th Battalion SOP
 - 6. Cavalry Battalion SOP
 - 7. Artillery Battalion SOP

ARTICLE XIX BYLAWS RATIFICATION

Section 1: Initial Review

- A. The corporate officers, attorney (Judge Advocate) and Board of Directors shall review proposed amendments to the Bylaws for content and legality. Upon completion of this review the Bylaws shall be made available for review and comments by the voting representatives at the Annual General Business Meeting.
- B. When the final changes have been incorporated into the proposed Bylaws, they shall be presented to the voting membership for ratification.
- C. A 2/3 majority positive vote of the units attending the Annual General Business Meeting is required for ratification.

Section 2: Annual Review

- A. The Bylaws shall be reviewed each year.
- B. A permanent Bylaws Committee shall be established for this purpose.
- C. Once the Bylaws Committee finalizes its review, recommended changes (if any) shall be submitted for Ratification in accordance with ARTICLE XVIII, Section 1 above. The Bylaws Committee Chairman or his designee shall advise the Division Commander, in writing, when there are no recommended changes during the year.