



United States Field Artillery
Association

Loyal Train of Artillery Chapter

BYLAWS, POLICIES,
AND PROCEDURES

FOR THE

MUZZLE-LOADING
ARTILLERY SCHOOL
INSTRUCTOR CADRE

APPROVAL OF BYLAWS

We, the undersigned, approve these as the Bylaws for the Instructor Cadre of the Loyal Train of Artillery Chapter of the United States Field Artillery Association.

Dated: 1 July 2009



For the USEFAA Loyal Train Chapter
Kieran McMullen, Director



For the USEFAA Loyal Train Chapter
Arthur Street, President

Bylaws adopted 1 July 2009 by the following members of the Instructor Cadre:

Directors and Officers:

Jay Davis, Chairman, Central Texas
Leo Bush, Adjutant
Arthur Street, Chapter President

Robert "Skip" Barnard, Arkansas
Gordon Folsom, Oklahoma
Dot Fowler, North Texas
Mike Konczak, West Texas
Darrell Singley, Louisiana

Instructors:

Larry Garrett
Brain Glass
Bill Hutto
George Knox
Mitch Landin
Jay Laughlin
Jonathan Mayfield
Shane Minor
Terry Mitchell
Mike Smith
William B. Speir, Jr.

BYLAWS

OF THE

UNITED STATES FIELD ARTILLERY ASSOCIATION

LOYAL TRAIN OF ARTILLERY CHAPTER

MUZZLE-LOADING ARTILLERY SCHOOL

INSTRUCTORS CADRE

ARTICLE 1

COPYRIGHTS AND GOVERNING AUTHORITY

SECTION 1. COPYRIGHTS

The copyrights of this material is owned exclusively by the Loyal Train of Artillery Chapter of the United States Field Artillery Association and is for its use only.

SECTION 2. GOVERNING AUTHORITY

The governing authority of the Instructor Cadre for the Muzzle-Loading Artillery School is the Loyal Train of Artillery Chapter of the United States Field Artillery Association of Ft. Sill, Oklahoma, United States of America:

SECTION 3. INSTRUCTOR CADRE ACTIONS

The Instructor Cadre acts as an extension of the Loyal Train of Artillery Chapter of the United States Field Artillery Association and, as such, the Instructor Cadre and each member of the Instructor Cadre is responsible and subordinate to the Approving Authority of these Bylaws.

ARTICLE 2

ARTILLERY SCHOOL PURPOSES

SECTION 1. INSTRUCTOR CADRE PURPOSES

This Instructor Cadre is organized to provide training on the safe use of muzzle-loading artillery to students, and to provide a certifying body for muzzle-loading artillery safety instructors.

SECTION 2. ARTILLERY SCHOOL OBJECTIVES AND PURPOSES

The specific objectives and purposes of this corporation shall be:

- (a) to sponsor training and qualification programs for reenactors and living historians that will teach proper artillery drills and safety;
- (b) to sponsor training and certification programs for instructors of proper artillery drills and safety to ensure the perpetuation of the artillery school's objectives and purposes;
- (c) to perform and sponsor research on muzzle-loading artillery types, uses, drills, and deployment;
- (d) to further the public's awareness and understanding of muzzle-loading artillery, its uses, drills, deployment, and commands;
- (e) to work with other organizations with similar objectives to establish, organize, sponsor, and participate in muzzle-loading artillery events that follow the curriculum and drills taught by the artillery school; and,
- (f) to represent the aims and purposes of the United States Field Artillery Association and to uphold its traditions of excellence in all endeavors.

ARTICLE 3

DIRECTORS

SECTION 1. NUMBER

The Instructor Cadre shall have a minimum of five (5) Directors and collectively they shall be known as the Board of Directors or the Executive Board.

Four (4) of the Directors shall represent a specific geographic territory and shall be responsible for all USFAA Muzzle-Loading Artillery Training activity within their territory. The number of Directors and the geographic territory represented by each Director shall be determined by the Board of Directors and shall depend on the number of Directors and the geographic territories deemed appropriate to effectively and efficiently administer the business of the Instructor Cadre. These Geographic Territory Directors shall be elected at the annual meeting of the Instructor Cadre by a majority vote of the Certified Instructors in good standing with the United States Field Artillery Association and the Loyal Train of Artillery Chapter who are in attendance at the meeting.

One (1) Director shall be appointed by the Loyal Train of Artillery Chapter and shall serve for a term length determined by the Chapter.

SECTION 2. QUALIFICATIONS

Directors shall be active members in good standing of the United States Field Artillery Association and the Loyal Train of Artillery Chapter at the time of their election and for their entire term in office:

Directors shall be Certified as Safety Instructors of the Muzzle-Loading Artillery Schools by the Loyal Train of Artillery Chapter of the United States Field Artillery Association at the time of their election and for their entire term in office.

Directors shall be dedicated to furthering the aims and purposes of the Muzzle-Loading Artillery Schools of the Loyal Train of Artillery Chapter of the United States Field Artillery Association.

No Director may be a member of any hate group, or organization that promotes racial superiority, secession from the United States of America, or the overthrow of the government or the Constitution of the United States of America.

SECTION 3. POWERS

Subject to the provisions of these Bylaws relating to action required or permitted to be taken or approved by the Members, if any, of this Instructor Cadre, the activities and affairs of this Instructor Cadre shall be conducted and all Instructor Cadre powers shall be exercised by or under the direction of the Board of Directors.

SECTION 4. DUTIES

It shall be the duty of the Directors to:

- (a) Perform any and all duties imposed on them collectively or individually by these Bylaws;
- (b) Certify and remove, and, except as otherwise provided in these Bylaws, prescribe the duties of all Instructors of the Instructor Cadre;

- (c) Supervise all Instructors of the Instructor Cadre to assure that their duties are performed properly;
- (d) Select candidates, based on recommendations from the Candidate Screening Board to be invited to become Certified Instructors,
- (e) Meet at such times and places as required by these Bylaws; and,
- (f) Perform Muzzle-Loading Artillery School Curriculum and Event Governance, including the scheduling of Artillery Schools and the appointment of the Senior Safety Instructor for each School.

SECTION 5. TERM OF OFFICE

Each Director shall hold office for a period of three (3) years and until his or her successor is elected and qualifies.

The initial term expiration date for additional Directors shall be determined at the time of the creation of that Director position.

SECTION 6. COMPENSATION

Directors shall serve without compensation. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties.

SECTION 7. REGULAR MEETINGS

Meetings shall be held at the annual meeting of the Instructor Cadre (Memorial Day weekend) unless provided by the Board or at such other place as may be designated from time to time by resolution of the Board of Directors.

SECTION 8. SPECIAL MEETINGS

Special meetings of the Board of Directors may be called by the Chairman of the Board or by any three (3) Directors. Such meetings shall be held at the place designated by the person or persons calling the special meeting.

SECTION 9. QUORUM FOR MEETINGS

A quorum shall consist of a majority of the Members of the Board of Directors.

Except as otherwise provided under these Bylaws, no business shall be considered by the Board at any meeting at which the required quorum is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.

SECTION 10. MAJORITY ACTION AS BOARD ACTION

Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors, unless these Bylaws require a greater percentage or different voting rules for approval of a matter by the Board.

SECTION 11. CONDUCT OF MEETINGS

Meetings of the Board of Directors shall be presided over by the Chairman of the Board, or, if the Chairman is absent, by a Chairperson chosen by a majority of the Directors present at the meeting. The Adjutant of the Instructor Cadre shall act as secretary and parliamentarian of all meetings of the Board, provided that, in his or her absence, the presiding Officer shall appoint another person to act as Secretary of the meeting.

SECTION 12. VACANCIES

Vacancies on the Board of Directors shall exist (1) on the death, resignation, or removal of any Director, and (2) whenever the number of authorized Directors is increased.

Any Director may resign effective upon giving written notice to the Chairman of the Board or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation. No Director may resign if the Instructor Cadre would then be left without a duly elected Director or Directors in charge of its affairs.

Directors may be removed from office, with or without cause.

Unless otherwise prohibited by these Bylaws, vacancies on the Board may be filled by approval of the Board of Directors. If the number of Directors then in office is less than a quorum, a vacancy on the Board may be filled by approval of a majority of the Directors then in office or by a sole remaining Director. A person elected to fill a vacancy on the Board shall hold office until the next election of the Board of Directors or until his or her death, resignation or removal from office.

SECTION 13. NON-LIABILITY OF DIRECTORS

The Directors shall not be personally liable for the debts, liabilities, or other obligations of the Instructor Cadre.

ARTICLE 4

OFFICERS

SECTION 1. DESIGNATION OF OFFICERS

The Officers of the Instructor Cadre shall be an Adjutant, (Secretary/Treasurer) and a Senior Certified Safety Instructor. The Instructor Cadre may also have other such Officers with such titles as may be determined from time to time by the Board of Directors.

SECTION 2. QUALIFICATIONS

Officers shall be active members in good standing of the United States Field Artillery Association and the Loyal Train of Artillery Chapter at the time of their appointment and for their entire term in office:

Officers may or may not be Certified as Safety Instructors of the Muzzle-Loading Artillery Schools by the Loyal Train of Artillery Chapter of the United States Field Artillery Association at the time of their appointment and for their entire term in office.

Officers shall be dedicated to furthering the aims and purposes of the Muzzle-Loading Artillery Schools of the Loyal Train of Artillery Chapter of the United States Field Artillery Association.

No Officer may be a member of any hate group, or organization that promotes racial superiority, secession from the United States of America, or the overthrow of the government or the Constitution of the United States of America.

SECTION 3. APPOINTMENT AND TERM OF OFFICE

Officers shall be elected by the Board of Directors, at any time, and each Officer shall hold office for a period of three (3) years, until he or she resigns or is removed or is otherwise disqualified to serve, or until his or her successor shall be appointed and qualified, whichever occurs first.

SECTION 4. REMOVAL AND RESIGNATION

Any Officer may be removed, either with or without cause, by the Board of Directors, at any time. Any Officer may resign at any time by giving written notice to the Board of Directors. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 5. VACANCIES

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any Officer shall be filled by the Board of Directors. In the event of a vacancy in any office, such vacancy may be filled temporarily by appointment by the Chairman of the Board until such time as the Board shall fill the vacancy. Vacancies occurring in offices of Officers appointed at the discretion of the Board may or may not be filled as the Board shall determine.

SECTION 6. DUTIES OF ADJUTANT

The Adjutant shall:

Certify and keep the original, or a copy, of these Bylaws as amended or otherwise altered to date.

Attend each meeting of the Directors as a non-voting member to document the proceedings and decisions of the Board of Directors;

Keep a book of minutes of all meetings of the Directors, and, if applicable, meetings of the committees of Directors and of Members, recording therein the time and place of holding, whether regular or special, the names of those present or represented at the meeting, and the proceedings thereof.

See that all notices are duly given in accordance with the provisions of these Bylaws.

Prepare agendas for all meetings of the Board of Directors.

Keep a Membership book containing the name and address of each and any Certified Instructors, and, in the case where any Certification has been terminated, he or she shall record such fact in the Membership book together with the date on which such Certification ceased.

Exhibit at all reasonable times to any Director, on request thereof, the Bylaws, the Membership book, and the minutes of the proceedings of the Directors.

Prepare, or cause to be prepared, and certify, or cause to be certified, all reports required by these Bylaws or the Board of Directors including, but not limited to, an annual report of the Instructor Cadre.

Have charge and custody of, and be responsible for, all funds and securities of the Instructor Cadre, and deposit all such funds in the name of the Instructor Cadre in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.

Receive, and give receipt for, moneys due and payable to the Instructor Cadre from any source whatsoever.

Disburse, or cause to be disbursed, the funds of the Instructor Cadre as may be directed by the Board of Directors, taking proper vouchers for such disbursements.

Keep and maintain adequate and correct accounts of the Instructor Cadre's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

Exhibit at all reasonable times the books of account and financial records to any Director, on request thereof.

Render to the Directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the Instructor Cadre.

Prepare, or cause to be prepared, a summary financial report to be presented to the Board of Directors at each regular meeting of the Board of Directors.

Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.

In general, perform all duties incident to the office of Adjutant and such other duties as may be required these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

SECTION 7. DUTIES OF SENIOR CERTIFIED SAFETY INSTRUCTOR

The Senior Certified Safety Instructor shall:

Be appointed by the Board of Directors to be the Commandant of a Muzzle-Loading Artillery School. In this capacity, the Senior Certified Safety Instructor shall outrank all other instructors and participants at that Muzzle-Loading Artillery School.

Oversee the delivery of the approved Instructor Cadre curriculum for the specific Muzzle-Loading Artillery School event.

Assign the roles and responsibilities to, and oversee the actions of all instructors participating in delivering the curriculum for the specific Muzzle-Loading Artillery School event.

Ensure that the instruction given at the specific Muzzle-Loading Artillery School event is accurate, professional, follows the official Training Manuals approved by the Instructor Cadre, and appropriately represents the United States Field Artillery Association, the Loyal Train of Artillery Chapter, and the Muzzle-Loading Artillery School Instructor Cadre.

Perform evaluations of each instructor's performance during the Muzzle-Loading Artillery School, along with comments and recommendations for improvement or corrective actions, and provide this information to the Board of Directors.

Complete all required paperwork, including After Action Reports and School Schedule Requests, and remit all required participant fees to the Adjutant by the deadlines prescribed.

SECTION 8. COMPENSATION

Officers shall serve without compensation. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties.

ARTICLE 5

COMMITTEES

SECTION 1. CANDIDATE SCREENING BOARD

The Board of Directors may, by a majority vote of its Members, designate a Candidate Screening Board consisting of no less than two (2) Certified Instructors to review applications for Certification and make recommendations to the Board of Directors as to which applicants should be considered for Certification.

SECTION 2. OTHER COMMITTEES

The Instructor Cadre shall have such other committees as may from time to time be designated by resolution of the Board of Directors. These committees may consist of persons who are not also Members of the Board of Directors and shall act in an advisory capacity to the Board of Directors.

SECTION 3. MEETINGS AND ACTION OF COMMITTEES

The Board of Directors shall adopt rules and regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are not inconsistent with the provisions of these Bylaws.

ARTICLE 6

EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS

SECTION 1. EXECUTION OF INSTRUMENTS

The Board of Directors, except as otherwise provided in these Bylaws, may by resolution authorize any Officer or agent of the Instructor Cadre to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Instructor Cadre, and such authority may be general or confined to specific instances. Unless so authorized, no Officer or agent shall have any power or authority to bind the Instructor Cadre by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

SECTION 2. CHECKS AND NOTES

Except as otherwise specifically determined by resolution of the Board of Directors, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the Instructor Cadre shall be signed by the Adjutant.

SECTION 3. DEPOSITS

All funds of the Instructor Cadre shall be deposited from time to time to the credit of the Instructor Cadre in such banks, trust companies, or other depositories as the Board of Directors may select.

ARTICLE 7

RECORDS AND REPORTS

SECTION 1. MAINTENANCE OF RECORDS

The Instructor Cadre shall keep:

(a) Minutes of all meetings of Directors, committees of the Board of Directors, and all meetings of Members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present at the proceedings thereof;

(b) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains, and losses;

(c) A record of its Members, if any, indicating their names and addresses and, if applicable, the class of Membership held by each Member and the termination date of any Membership;

(d) A copy of the Bylaws as amended to date, which shall be open to inspection by the Members, if any, of the Instructor Cadre at all reasonable times.

SECTION 2. DIRECTORS' INSPECTION RIGHTS

Every Director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind of the Instructor Cadre and shall have such other rights to inspect the books and records of this Instructor Cadre as may be required under the provisions of these Bylaws.

SECTION 3. MEMBERS' INSPECTION RIGHTS

Each and every Member of the Instructor Cadre shall have the following inspection rights, for a purpose reasonably related to such person's interest as a Member:

(a) To inspect and copy the record of all Member's names, addresses and voting rights, at reasonable times, upon written demand on the Adjutant, which demand shall state the purpose for which the inspection rights are requested;

(b) To obtain from the Adjutant, upon written demand on, and payment of a reasonable charge to, the Adjutant, a list of names, addresses and voting rights of those Members entitled to vote for the election of Directors as of the most recent record date for which the list has been compiled or as of the date specified by the Member subsequent to the date of demand. The demand shall state the purpose for which the list is requested. The Membership list shall be made within a reasonable time after the demand is received by the Adjutant or after the date specified therein as of which the list is to be compiled.

(c) To inspect at any reasonable time the books, records, or minutes of proceedings of the Members or of the Board or committees of the Board of Directors, upon written demand on the Adjutant by the Member, for a purpose reasonably related to such person's interests as a Member.

Members shall have such other rights to inspect the books and records of the Instructor Cadre as may be required under these Bylaws.

SECTION 4. RIGHT TO COPY AND MAKE EXTRACTS

Any inspection under the provisions of the Bylaws may be made in person and the right to inspection shall include any right to copy and make extracts.

SECTION 5. PERIODIC REPORT

The Board of Directors shall cause any annual or periodic report to be prepared and delivered to a designated recipient or recipients.

SECTION 6. FISCAL YEAR

The fiscal year of the corporation shall be the calendar year.

SECTION 7. AGENDAS

Any Member of the Board of Directors, Officer, or Member, if any, may request an item be placed on the agenda for a meeting of the Board of Directors. The request must be received no less than two (2) weeks before the meeting to be included on the agenda for that meeting.

ARTICLE 8

AMENDMENT OF BYLAWS

SECTION 1. AMENDMENT

Subject to the power of the Members of the Instructor Cadre to adopt, amend or repeal the Bylaws of the Instructor Cadre and except as may otherwise be specified under provision of these Bylaws, may be altered, amended, or repealed and new Bylaws adopted by approval of the Board of Directors. A two-thirds (2/3) majority of those Members present and voting is required to pass an amendment to these Bylaws.

Any Director, Officer, or Member may propose an amendment to these Bylaws. Amendments shall be voted on by the Board of Directors. Proposed amendments to these Bylaws must be received, in writing, by the Adjutant no less than four (4) weeks before the Board of Director meeting to be included on the agenda for that meeting. The Adjutant shall distribute the proposed amendment no less than two (2) weeks before the meeting to each Director for review.

MEMBERSHIP PROVISIONS

OF THE BYLAWS OF THE UNITED STATES FIELD ARTILLERY ASSOCIATION LOYAL TRAIN OF ARTILLERY CHAPTER MUZZLE-LOADING ARTILLERY SCHOOL INSTRUCTORS CADRE

ARTICLE 9 MEMBERS

SECTION 1. DETERMINATION AND RIGHTS OF MEMBERS

The Instructor Cadre shall have Three (3) Classes of Members:

(a) Active Certified Instructors. These are Members whose Certifications as Muzzle-Loading Artillery Safety Instructors are current and in good standing. Only Active Certified Instructors have voting rights in the Instructor Cadre and may serve as a Director of Officer.

(b) Inactive (Leave of Absence) Certified Instructors. These are Members whose Certifications as Muzzle-Loading Artillery Safety Instructors have been inactivated by the Board of Directors due to the Members' temporary inability to serve as a Certified Instructor (medical leave, activation to military service, etc.).

(c) Provisional Instructors. These are applicants who have applied for membership in the Instructor Cadre and have been accepted into the Certification program and have successfully completed the Instructor Training class, but have not yet received their Certification.

SECTION 2. QUALIFICATIONS OF MEMBERS

The qualifications for Membership in the Instructor Cadre are as follows:

Members shall be active members in good standing of the United States Field Artillery Association and the Loyal Train of Artillery Chapter at all times:

Members shall maintain their active Certification as Safety Instructors of the Muzzle-Loading Artillery Schools by the Loyal Train of Artillery Chapter of the United States Field Artillery Association at all times.

Members shall be dedicated to furthering the aims and purposes of the Muzzle-Loading Artillery Schools of the Loyal Train of Artillery Chapter of the United States Field Artillery Association.

No Member may be a member of any hate group, or organization that promotes racial superiority, secession from the United States of America, or the overthrow of the government or the Constitution of the United States of America.

SECTION 3. ADMISSION OF MEMBERS

Applicants shall be admitted to Membership at any time during the year. The following is the procedure for membership in the Instructor Cadre:

(a) Applications shall be received by and signed by an active Certified Instructor and Member of the Instructor Cadre, who shall then forward the application to the Candidate Screening Board for review. The recommendation of a current, active, Certified Instructor in good standing is required for any application to be considered by the Candidate Screening Board.

(b) The Candidate Screening Board shall review all applications and make recommendations to the Board of Directors for which applicants should be invited to enter the Certification training.

(c) The Board of Directors has the final decision as to which applicants will be invited to enter the Certification Training.

(d) The Board of Directors shall schedule Certification Training classes, typically held in conjunction with the Annual Meeting of the Members of the Instructor Cadre. Instructors for this Instructor Training Class are appointed by the Board of Directors.

(e) Accepted applicants for the Certification Training shall attend a mandatory training class before they can be evaluated as instructors during a Muzzle-Loading Artillery School. Accepted candidates shall be notified no less than sixty (60) days in advance of the Instructor Certification Training class and must confirm their participation in that class no less than thirty (30) days before the class date. Upon the successful completion of the Certification Training class and upon the recommendation of the Certification Training class Instructor(s), the applicant shall be granted a Provisional Instructor status.

(f) A Senior Safety Instructor shall be assigned by the Board of Directors to evaluate the Provisional Instructor's performance at a Muzzle-Loading Artillery School and make the recommendation if the Provisional Instructor has met the requirements for Certification, if the Provisional Instructor needs additional opportunities for his or her instructor skills to be evaluated, or if the Provisional Instructor should not receive Certification as an instructor.

(g) The Board of Directors will review the recommendation of the Senior Safety Instructor and either approve or decline the Provisional Instructor's Certification, or leave the Provisional Instructor's status as is until further evaluations can be performed. Notice shall be sent to the Provisional Instructor of the Board's decision by the Adjutant.

Newly Certified Instructors will be reported to the Adjutant to be added to the Membership roster of the Instructor Cadre.

Certified Instructors must serve as an instructor at least once every two years to maintain their certification. In addition, the Senior Certified Safety Instructor for each artillery school shall evaluate the performance of each instructor at his or her artillery school and provide this information to the Board of Directors to ensure that the Certified Instructor has earned the right to maintain their Certification status.

Any Certified Instructor who does not maintain their active status in the United States Field Artillery Association or the Loyal Train of Artillery Chapter, who does not participate as an instructor at least once every two years, who does not receive a positive evaluation from the Senior Certified Safety Instructor for their performance as an instructor and his or her Muzzle-Loading Artillery School, or who has performed any act that is not in keeping with the standards established by the Instructor Cadre, shall

have their Membership either change to Provisions (requiring the Instructor to be re-certified) or will have their Membership terminated altogether.

SECTION 4. FEES AND DUES

There are no additional fees or dues for Membership in the Instructor Cadre, other than that of maintaining current membership in the United States Field Artillery Association and the Loyal Train of Artillery Chapter.

SECTION 5. NUMBER OF MEMBERS

There is no limit on the number of Members the Instructor Cadre may admit.

SECTION 6. MEMBERSHIP BOOK

The Adjutant shall keep a Membership book containing the name and address of each Member. Termination of the Membership of any Member shall be recorded in the book, together with the date of termination of such Membership.

At no time may any membership information of the Instructor Cadre be provided to any parties for the purpose of telemarketing activities.

SECTION 7. NONLIABILITY OF MEMBERS

A Member of the Instructor Cadre is not, as such, personally liable for the debts, liabilities, or obligations of the Instructor Cadre.

SECTION 8. NONTRANSFERABILITY OF MEMBERSHIPS

No Member may transfer a Membership or any right arising therefrom. All rights of Membership cease upon the Member's death.

SECTION 9. TERMINATION OF MEMBERSHIP

The Membership of a Member shall terminate upon the occurrence of any of the following events:

(1) Upon his or her notice of such termination delivered to the Adjutant or Board of Directors personally or by mail, such Membership to terminate upon the date of delivery of the notice or date of deposit in the mail.

(2) Upon a failure to renew his or her Membership by paying dues to the United States Field Artillery Association and the Loyal Train of Artillery Chapter on or before their due date, such termination to be effective thirty (30) days after a written notification of delinquency is given personally or mailed to such Member by the Adjutant. A Member may avoid such termination by paying the amount of delinquent dues within a thirty (30) day period following the Member's receipt of the written notification of delinquency.

(3) After providing the Member with reasonable written notice and an opportunity to be heard either orally or in writing, upon a determination by the Board of Directors that the Member has engaged in conduct materially and seriously prejudicial to the interests or purposes of the Instructor Cadre, the United States Field Artillery Association, or the Loyal Train of Artillery Chapter. Any person expelled from the Instructor Cadre shall not receive a refund of dues already paid to the United States Field Artillery Association and the Loyal Train of Artillery Chapter for the current dues period.

All rights of a Member in the Instructor Cadre shall cease on termination of Membership as herein provided.

ARTICLE 10

MEETINGS OF MEMBERS

SECTION 1. REGULAR MEETINGS

The annual meeting of the Instructor Cadre shall be held Memorial Day weekend unless provided by the Board or at such other place as may be designated from time to time by resolution of the Board of Directors.

The Annual Business Meeting of Members shall be held for the purpose of electing Directors, voting on amendments to these Bylaws, and transacting other business as may come before the meeting.

One-third of the Directors shall be elected each year. The candidates receiving the highest number of votes up to the number of Directors to be elected shall be elected. Each voting Member shall cast one vote.

Proposed amendments to these Bylaws must be received, in writing, by the Adjutant no less than four (4) weeks before the Annual Business Meeting to be included on the agenda for that meeting. The Adjutant shall distribute the proposed amendment no less than two (2) weeks before the Annual Business Meeting to each member for review. A two-thirds (2/3) majority of those Members present and voting is required to pass an amendment to these Bylaws.

The Annual Business Meeting of Members for the purpose of electing Directors and voting on amendments to these Bylaws shall be deemed a regular meeting.

SECTION 2. SPECIAL MEETINGS OF MEMBERS

Special meetings of the Members may be called by the Board of Directors or the Chairman of the Board.

SECTION 3. NOTICE OF MEETINGS

Unless otherwise provided by these Bylaws, notice stating the place, day and hour of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than thirty (30) nor more than sixty (60) days before the date of the meeting, either personally or by mail, to each Member entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the Member at his or her address as it appears on the records of the Instructor Cadre, with postage prepaid. Personal notification includes notification by telephone or by facsimile machine, provided however, in the case of facsimile notification, the Member to be contacted shall acknowledge personal receipt of the facsimile notice by a return message or telephone call within twenty four hours of the first facsimile transmission.

Whenever any notice of a meeting is required to be given to any Member of the Instructor Cadre under provisions of these Bylaws, a waiver of notice in writing signed by the Member, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

SECTION 4. QUORUM FOR MEETINGS

A quorum shall consist of no less than five (5) of the voting Members of the Instructor Cadre.

Except as otherwise provided under the these Bylaws, no business shall be considered by the Members at any meeting at which the required quorum is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.

SECTION 6. MAJORITY ACTION AS MEMBERSHIP ACTION

Every act or decision done or made by a majority of voting Members present in person at a duly held meeting at which a quorum is present is the act of the Members, unless these Bylaws require a greater number.

SECTION 7. VOTING RIGHTS

Each Member is entitled to one vote on each matter submitted to a vote by the Members. Voting by proxy shall not be permitted.

SECTION 8. CONDUCT OF MEETINGS

Meetings of Members shall be presided over by the Chairman of the Board, or, if there is no Chairman or, in his or her absence, by a Chairman chosen by a majority of the voting Members, present at the meeting. The Adjutant shall act as Secretary of all meetings of Members, provided that, in his or her absence, the presiding Officer shall appoint another person to act as Secretary of the Meeting.

A parliamentarian shall be present at all Meetings of the Membership to provide counsel to the presiding Officer on all questions relative to the proper parliamentary procedures to be followed for handling the business of the meetings. All final decisions as to parliamentary procedures shall be made by the presiding Officer.

POLICIES AND PROCEDURES

OF THE

UNITED STATES FIELD ARTILLERY ASSOCIATION

LOYAL TRAIN OF ARTILLERY CHAPTER

MUZZLE-LOADING ARTILLERY SCHOOL

INSTRUCTORS CADRE

SECTION 1. LEAD BY EXAMPLE

Leaders are the excuse used by others to justify their behavior. A strong and effective leader inspires others to do their best. A weak, poor, or lazy leader inspires others to do their worst. As Muzzle-Loading Artillery Instructors, our conduct had tremendous influence over the behavior and future actions of our students. We must always strive to exhibit the most professional demeanor and provide the best educational experience possible for our students. Lives depend on what we teach and what our students do with the information they receive at our schools.

SECTION 2. STANDARDS OF BEHAVIOR

Certified Instructors and Members of the Instructor Cadre must remember the following:

- (a) We are committed to making field artillery reenacting and living history as safe as possible.
- (a) We have the skills, abilities, and knowledge to making field artillery reenacting and living history as safe as possible.
- (a) We have the willingness to share our skills, abilities, and knowledge with others by providing training on the safe use of Muzzle-Loading Artillery.
- (a) We are committed to leading by example to other reenactors and living historians by demonstrating the correct use of Muzzle-Loading Artillery.
- (a) We will faithfully represent the United States Field Artillery Association, the Loyal Train of Artillery Chapter, and the Instructor Cadre at all time and in all ways, including wearing the proper uniforms, using proper military courtesy, and presenting an accurate and thorough knowledge of Muzzle-Loading Artillery.
- (a) We will maintain the military discipline, knowledge of Muzzle-Loading Artillery, and Leadership necessary to further our responsibilities to the artillery reenacting and living history hobby.

SECTION 3. UNIFORM STANDARDS

Proper uniforms are more than just a matter of appearance – they are a safety concern that cannot be overlooked. The following are guidelines for proper uniforms:

UNIFORMS MATERIALS FOR ARTILLERISTS

The guidelines are to outline the minimum items a uniform must include, and to offer suggestions on allowable materials/patterns.

- I. **Head Gear.** Wool kepis or wool felt slouch hats. Straw hats are flammable, so only wool head gear is allowable.
- II. **Jackets.**
 - A. **Enlisted Jackets.** These are single-breasted shell (short) jackets, sack (medium) coats, or frock (long) coats that button all the way up to the collar. They must be made of wool.
 - B. **Officer Jackets.** These can be either double-breasted shell (short) jackets, sack (medium) coats, or frock (long) coats that button all the way up to the collar. They must be made of wool.
 - C. **Overcoat/Great Coat.** These are optional. They must be made of wool
- III. **Shirt.** Shirts may be made of cotton, linen, or wool. They may have standing or standard collars. Neckwear is optional and should be either black silk (cravat or scarf) or a black cotton scarf tied around the neck under the collar with the ends loose in front.
- IV. **Trousers.** These can be either be straight leg (for brogans) or tapered leg (for boots). They can be made of wool or cotton canvas. No synthetic fibers are allowed.
- V. **Waistcoat (Vest)** – Optional for enlisted ranks only. These are single-breasted wool and button all the way to the collar (military style), or can be civilian style. No synthetic fibers are allowed.
- VI. **Footwear.** Black cavalry boots or period Brogans are acceptable. Footwear must be made of leather with a leather heel, although sole and heel guards may be worn to improve traction if they are kept out of sight from the general public. Otherwise, a steel heel plate is correct for the time period. If brogans are to be worn with the pant legs tucked inside the socks, these socks must be cotton or wool.
- VII. **Gloves.** Leather welding gloves are work by Number 1 and Number 2 when serving on the Gun. While optional, they are also recommended for Number 3 and Number 4 while serving on the gun. The thumb stall can be sewed to one of the welding gloves, and the globes provide extra protection when pricking and priming.

ARMS (EXCLUDING CANNONS)

Firearms must be percussion cap. No flintlocks are acceptable. No one but the Gunner and Officers should be armed while serving in the gun line. Sabers, swords, pistols, and other arms can interfere with the safe and smooth operation of the gun crew. Arms should be kept at the Limber Chest and retrieved only when directed to by the Section Chief or Battery Commander, and only when the cannon will not be in use.

EQUIPMENT (EXCLUDING CANNON EQUIPMENT)

As a simple rule, if you do not need it or need to use it, do not buy it.

- I. **Canteen.** Canteens are required to prevent dehydration. Wood (Confederate) or metal “bull’s eye” with wool or cotton cover (Confederate or Federal).
- II. **Belts.** Belts are required. They should be leather. They should have a brass buckle (belt plate).

SECTION 4. ETIQUETTE ON THE GUN LINE

Proper etiquette and discipline is required by all Certified Instructors while serving on the gun line. A casual or informal atmosphere can lead to serious injury on a gun line. Our drill is designed to ensure safety, and any deviations from that drill or lack of discipline or attention could create an unsafe situation for members of the gun crew, other gun crews, other reenactors, or spectators. We must lead by example, and that example must be accurate and safe at all times. Prudence demands nothing less.

A cannon crew must know what orders to follow and when to follow those orders. When there are multiple cannons on a gun line, and multiple levels of officer giving commands, a cannon crew must know whose orders to obey.

A cannon crew is to only follow the orders of its Gunner and no one else at any time. There is a chain of command that is to be followed and must never be violated under any circumstances.

- A Cannon Crew takes its commands from the Gunner.
- The Gunner takes his commands from the Section Chief.
- The Section Chief takes his commands from the Battery Commander.
- The Battery Commander takes his commands from the Battalion Commander or the Chief of Artillery, depending on how many guns are present and the overall command structure of the event.

Each individual giving commands must ensure that his commands are being followed properly and bring to the attention of their subordinates any failure to obey a command or any unsafe conditions that exist on the gun line. A senior commander should never approach a cannon crew directly unless the circumstances are dire enough to warrant this breach of military protocol.

No individual who is outside the Cannon Crew's direct artillery chain of command should ever give a command to the Cannon Crew. Should an infantry or cavalry officer attempt to give a direct command to a Cannon Crew, the Gunner has the full right and responsibility to politely instruct that officer to remove themselves from the gun line immediately and to consult with the senior artillery officer. The Gunner should also inform the infantry or cavalry officer where to find the senior artillery officer and should show all appropriate military courtesy to the infantry or cavalry officer's rank while preserving the integrity of the artillery chain of command and the safety of the gun line.

At no time is anyone who is not on a Cannon Crew or in the Cannon Crew's direct artillery chain of command allowed on the gun line or allowed to cross in the space between the cannon and the limber chest. The Gunner has the full right and responsibility to order any unauthorized individual to leave this zone immediately and to enforce this order by any reasonable means necessary.

All Certified Instructors must reinforce the Gunner's authority on the gun line to preserve the safety of each gun.

No one should ever lean on the cannon, the wheels, the carriage, the trail, or any part of the limber at any time. No one serving on the cannon crew should ever sit down around the cannon. Cannoneers should be at the POST position except when loading or servicing the piece, or when ordered to fall in on the limber or inside the wheels (when infantry or cavalry is passing between the cannons. When the cannon is not in use and will not be used for a while, the cannoneers should fall in on the limber and remain there until the cannon will be in action again. If a scenario calls for the cannon to be overrun, the implements must be secured to prevent their damage, the limber must be locked to prevent accidents with any powder charges or primers in the limber, and someone should "die" on the cannon carriage to ensure that no one can accidentally damage the cannon or implements at any time.

No one should ever leave a cannon unattended, especially when spectators are about. A gun line should be guarded at all times to protect the equipment and prevent potential injury to the spectators.

SECTION 5. EVENT SAFETY

Each battery should have a designated Safety Officer responsible for the overall safety of the gun line. This individual helps the overall battery commander and section chiefs to maintain a safe environment while their focus is on the battle scenario. Each member of a gun crew is also a safety officer and is responsible for ensuring the safe operation of their cannon at all times.

The safety zone for each gun line should be marked off so that each artillerist will know where the 50 yard marker is. No cannon may fire if anyone is within 50 yards of the muzzle at a 45-degree angle off the left or the right of the muzzle. Each member of the gun line needs to be very familiar with the artillery safety zone, and each infantry and cavalry commander also needs to know where this zone is so they can keep their personnel out of that zone as much as possible.

The procedures for handling an incident on the gun line needs to be worked out with the event sponsors and all members of the gun line. Accidents are the worst experience anyone can have at a reenactment or living history event, and seconds can make the difference between life and death when an accident involves a cannon. The procedures for getting medical attention to the right place need to be thoroughly understood by everyone serving on the gun line.

Each gun should be inspected before each battle of an event. This includes inspecting both the cannon and limber as well as the crew itself. The gun crew needs to be evaluated on their drill and mis-fire procedures. Uniforms and accoutrements need to be inspected to ensure they are made of the correct materials and are in good condition. The contents of the limber chest need to be inspected to ensure proper equipment is present and segregated safely. The cannon needs to be inspected to ensure that the barrel is in good shape and will not cause the powder charges to be ripped open when rammed, and to ensure that the carriage is in good shape and can withstand the pressure of firing the powder charges. See the inspection check list on the next page for more details of what needs to be checked before each battle.



United States
Field Artillery
Association

Loyal Train of Artillery Chapter

Event: _____

Unit Name: _____

Type of Artillery: _____

Number of Crew: _____

Unit Commander: _____

- | Y | N | <u>TUBE</u> |
|----------|----------|----------------------------------|
| () | () | Bore clean and relatively smooth |
| () | () | Internal signs of damage |
| () | () | Liner secure |
| () | () | Vent clean and acceptable size |

- | Y | N | <u>CARRIAGE</u> |
|----------|----------|---|
| () | () | Wheels tight, free of rot and serious cracks |
| () | () | Wheels turn freely |
| () | () | All wood sound and free of rot and serious cracks |
| () | () | Parts missing or damaged |
| () | () | All iron work tight |
| () | () | Elevating mechanism operating properly |
| () | () | Tube rotates freely on trunnions |
| () | () | Cap squares snug and properly keyed |

- | Y | N | <u>IMPLEMENTS AND EQUIPMENT</u> |
|----------|----------|---|
| () | () | Sponge(s) in good condition and fitted to the bore |
| () | () | Sponge bucket filled and free of leaks |
| () | () | Rammer head(s) tight and sound |
| () | () | Worm prongs sharp and not bent |
| () | () | Proper gloves for No. 1 & 2 |
| () | () | Proper thumbstall |
| () | () | Vent prick, non-ferrous metal only |
| () | () | Haversack free of loose powder |
| () | () | Tube pouch for No. 4 and No. 3 if possible |
| () | () | Lanyard for each tube pouch, fiber only no wire |
| () | () | Gimlet |
| () | () | Vent Brush |
| () | () | Pliers for striking primer |
| () | () | Syringe and tube for injecting water through the vent |
| () | () | CO2 fire extinguisher |

- | Y | N | <u>LIMBER CHEST</u> |
|----------|----------|-----------------------------------|
| () | () | Can be locked |
| () | () | Lock present |
| () | () | Clear of non-essential items |
| () | () | Free of loose powder |
| () | () | Rounds properly rolled and stored |
| () | () | Friction primers properly stored |

- | Y | N | <u>CREW</u> |
|----------|----------|-------------------------------------|
| () | () | Loading and firing drill acceptable |
| () | () | Failed primer drill acceptable |
| () | () | All-wool coats for No. 1 and No. 2 |

Inspection has been completed and this piece has been () accepted () rejected for field service at this event.

Inspector: _____ Date: _____

Liability Release Form

I, _____ take full responsibility for
(Name of Gun Owner)
the safe operation of my Gun and Crew.

1. Cannoneers No. 1 & No. 2 while working the front of said Gun will wear a coat of 100% wool fabric. No exceptions will be allowed.
2. Cannoneers No. 1 & No. 2 while working the front of said Gun will wear leather gloves of welding type with long cuffs. No exceptions will be allowed.
3. Ammunition for Guns:
 - a. Will be made with **Black Powder only**. No exceptions allowed.
 - b. Packing will be of heavy duty aluminum foil at least four (4) layers thick. Powder will be contained inside a plastic "baggie" which will be inside the aluminum foil.
 - c. There will be no flour, wadding, paper, steel wool, or any other substance packed inside any round of ammunition.
4. Gun will not be fired with anyone (infantry, cavalry, spectators, other artillerists, etc.) within 50 yards of the front of the Gun's muzzle.
5. The Three Minute Rule will be used while in the field while practicing or firing the Gun. Three minutes must elapse between firing and reloading of the next round.
6. I, the above named herein, take full responsibility for my Gun and Crew. I also take full responsibility for any action harming or causing bodily injury caused by not following the above rules.

As Gun Owner, I do understand these rules of safety and will comply.

Signed: _____ Date: _____

SECTION 6. REPORTS

There are two key reports that should be completed each day at a reenactment or living history event. This is the Daily Report of Ordinance Stores, and the Morning Report. These reports should be completed, one copy given to the Battery Commander, and one copy given to the overall Federal or Confederate Commander of the event (or his designee). These reports help with the planning for the event as well as help maintain a record for each gun crew to know what they have available at the event.

The following is a sample of the Daily Report of Ordinance Stores.

Daily Report of Ordinance Stores

Captain _____
 Company: _____
 _____ Regt. _____ Hols
 Date: _____

Notes:

1. A count will be made of all ammunition.
2. All small arms cartridges and artillery cartridges will be noted on this form. The reverse side can be used for computations and notes.
3. This form will be delivered by the Ordinance Officer.

Company or Battery	Number of Men	Total of Small Arms Cartridges	Total of Artillery Cartridges

.....

A sample of the Morning Report is on the next page.

Morning Report of Captain

Company ()

Regiment of

Volz.

PRESENT.														ABSENT.			Present and Absent.	<i>Alterations since last Report.</i>																
For Duty.						Sick.			On Extra, or Daily Duty.		In Arrest, Or Confinement.			Total.		Detached Service.		Furlough.	With-out Leave.	Total.	Aggregate.	Aggregate last Report.	Joined by Enlistment.	Joined by Transfer.	Joined from Desertion.	Resigned.	Transferred.	Died.	Deserted.					
Captain.	1st Lieutenant.	2nd Lieutenant.	Sergeants.	Corporals.	Musicians.	Privates.	Commissioned Officers.	Non-Commissioned Officers.	Musicians.	Privates.	Commissioned Officers.	Non-Commissioned Officers.	Musicians.	Privates.	Commissioned Officers.	Non-Commissioned Officers, Musicians and Privates.	Commissioned Officers.	Non-Commissioned Officers, Musicians and Privates.	Commissioned Officers.											Non-Commissioned Officers, Musicians and Privates.	Commissioned Officers.	Non-Commissioned Officers, Musicians and Privates.	Total.	Aggregate.

Station:.....

Date:.....

(Signed):.....

Com'd'g the Company.

(Signed):.....

First Sergeant.

Note. - The names of the absentees, both Officers and Soldiers, must be given on the back of the Report.

SECTION 7. CONCLUDING THOUGHTS

These policies and procedures are a summary of the key points that are part of the Muzzle-Loading Artillery Training Manuals used by the Instructor Cadre. For a more complete understanding of these topics, especially the drill, commands, and safety of the gun line, please refer to these manuals.