



***Bylaws of the  
Fifth Regiment Virginia Volunteer Cavalry  
North-South Skirmish Association  
091CV***

***Adopted May 22, 1983  
Amended May, 1993  
Amended November, 1996  
Amended May 2007***

Bylaws of the Fifth Regiment, Virginia Volunteer Cavalry  
North-South Skirmish Association  
091-CV  
Adopted May 22, 1983, Amended May 1993, May 2007

**Article I – Name**

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The official name of this organization shall be the *Fifth Regiment, Virginia Volunteer Cavalry*. Informally, the regiment may be called the "Fifth Virginia Cavalry."

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**Article II – Objectives**

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The objectives of this regiment shall be:

1. To promote marksmanship competition within the North-South Skirmish Association (N-SSA) with military small arms of the American Civil War era; and
  2. To promote good fellowship in the spirit of the history and tradition of the Civil War soldier.
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**Article III – Membership**

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**A. Classes of Membership**

1. **Recruit.**  
Recruit members are those who have met the conditions specified in Article III.B and Article VII. They shall serve a probationary period of at least 11 months before becoming eligible for election to active membership.
2. **Active.**  
Active members are those who have met the conditions specified in Article III.C and Article VII. They shall be entitled to all rights and privileges of the regiment.

3. **Inactive.**

Any Active member may voluntarily submit a written request that his/her membership status be changed from "Active" to "Inactive". Written requests are to be addressed to and submitted to the Sergeant Major. "Inactive" status will be granted upon receipt of such a written request, and payment of any outstanding dues, fees and assessments.

Any "Active" member not participating in one of the following events during an eighteen (18) month period will be considered and classified as an "Inactive" member:

- A. Participation in N-SSA National Skirmish
- B. Participation in N-SSA sponsored Regional Skirmish
- C. Participation in activities or meetings sponsored by the 5th Virginia Cavalry
- D. Military deployment due to active military status

Written notification will be sent by Sergeant Major to any member involuntarily classified as "Inactive" due to non-participation within 30 days of the ruling.

Inactive members will continue to be considered part of the 5th Virginia Cavalry family. Inactive members pay no dues and are not considered as a member of the N-SSA. They shall have no vote in team matters and may not participate in any N-SSA shooting program. Storage of an "Inactive" member's trailer or motor home will not be permitted on N-SSA property, including the 5th Virginia Cavalry's designated campsite. An "Inactive" member will be responsible for all costs involved with removing their trailer or motor home from N-SSA property, including the 5th Virginia Cavalry's designated campsite within 30 days of receipt of written notification of "Inactive" status.

"Active" member status may be reinitiated by the following:

- A. Request for reactivation letter being sent to the Sergeant Major, detailing why the member wishes to become an active member.
- B. Payment of all N-SSA dues, Regional dues and 5th Virginia Cavalry dues for the current shooting year.

4. **Honorary.**

Honorary membership is granted by a two-thirds affirmative of active members to any individual, based on that individual's service in advancing the objectives of the regiment. Honorary members pay no dues, have no vote in the regiment, may not participate in any N-SSA shooting program, and may not wear the team uniform.

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## **B. Requirement for Recruit Membership**

Any person may become a recruit member of the Fifth Regiment, Virginia Volunteer Cavalry if that person meets all of the conditions of the N-SSA for membership and for membership in this regiment as specified below:

1. The applicant must complete a written application in the form shown in the Attachment A to these bylaws.
2. The applicant must be sponsored by an active member of the Fifth Regiment, Virginia Volunteer Cavalry ("Sponsor") and co-sponsored by at least three other active members, each of whom has personally met the candidate and each of whom must endorse the application (see Article III.D for responsibilities of the sponsor).
3. The application must be received and approved as a valid and complete application by the Sergeant Major, and must be accompanied by payment for all team, regional and national N-SSA dues.

During the probationary period, the recruit is entitled to all rights and privileges of an active member except:

- a. the recruit cannot vote on team matters; and
- b. the recruit may not compete in shooting activities, including team practices, until the responsible sergeant certifies that the recruit member has been sufficiently trained in safety and operational procedures.

During the probationary period, a recruit member shall complete the following requirements before being considered for active membership:

- a. Demonstrate total familiarity with the N-SSA safety rules and regulations for general use, cleaning and storage of small arms
- b. Obtain use of a firearm that is certified by the Inspector as complying with N-SSA requirements
- c. Participate in at least three N-SSA sanctioned competitive skirmishes, including one National Skirmish
- d. Obtain a complete uniform as defined in Article IV.

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### **C. Requirements for Election to Active Membership**

To become an active member, a recruit member must meet the following requirements:

1. Have completed an 11-month probationary period as a recruit member
2. Have completed all of the conditions specified in Article III.B
3. Have paid all dues, fees and assessments
4. Be elected to active membership in a secret ballot of active members. Election as an active member requires the affirmative written vote of at least two-thirds of active members. Proxy votes are acceptable. If the candidate fails to be elected as an active member, a second ballot shall be taken in which the active membership may vote to:
  - a. Terminate the recruit member; or
  - b. Extend the recruit member status of the individual for a period of not less than six additional months.

On the second ballot, a simple majority is necessary to decide the question.

In casting the secret ballot vote, each active member should consider whether the character, personality and demeanor of a recruit member will reflect honorably upon the regiment and its objectives.

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### **D. Requirements for a Recruit Sponsor**

The sponsor, before endorsing the application, must determine that the recruit applicant will be compatible with existing team members and will make a constructive contribution to the objectives of the regiment.

Once the application is received by the Sergeant Major, the sponsor must assume the following responsibilities during the recruit member's probationary period:

1. Provide instructions sufficient to thoroughly indoctrinate the recruit member regarding:
  - a. Safety rules and regulations for Civil War military small arms
  - b. Basics of marksmanship with Civil War period military small arms
  - c. Firing line procedures for sighting in, loading, firing and calling targets in skirmishes
  - d. Techniques and equipment to have on the firing line to deal with equipment malfunctions
  - e. Techniques, equipment and supplies for field and detail cleaning of Civil War small arms used in skirmishing
  - f. Techniques, equipment and supplies for the molding, loading and storage of ammunition to be used in skirmishing
  - g. Proper wearing of the team uniform.
2. Coordinate the outfitting of the recruit member to the extent necessary to make the recruit member a self-sufficient independent participating skirmisher, including:
  - a. Acquisition of a musket acceptable for N-SSA competition, including any gunsmithing needed
  - b. Acquisition of a complete uniform s defined in Article IV
  - c. Acquisition of support equipment and supplies to make the recruit member self-sufficient for both individual and team competition
  - d. Acquisition of molding and loading equipment and supplies.
3. Provide whatever assistance is needed to make certain that the recruit member has necessary equipment, uniform and ammunition for practices and skirmishes.
4. Arrange for transportation to and from and accommodations at skirmishes until the recruit member is able to assume this responsibility.

5. Introduce the recruit member to all other team members and to regional and national officers of the N-SSA as opportunities become available.
6. Provide regular communications between the team leaders and other team members and the recruit member to be sure that any problems that may be developing in the recruit member's acceptability are identified and discussed at the earliest possible time.

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#### **E. Suspension or Expulsion from Membership**

Any member – recruit, active, reserve or honorary – may be suspended or expelled from this organization for any cause deemed sufficient by a majority of the active members.

These causes shall include, but are not limited to:

1. Conviction of a felony, theft or fraud
2. Safety violation in the use or storage of firearms and/or ammunition
3. Cheating while participating at a skirmish
4. Consistent misrepresentation of earned hits at a skirmish
5. Any other action taken at or away from a skirmish that brings discredit or dishonor upon the organization.

Any team member observing or learning of such behavior shall report it to the Sergeant Major or one of the Sergeants as soon as possible. Charges may be brought:

- a. By any team member having first-hand knowledge of an act considered by that member to be sufficiently serious to warrant possible suspension or expulsion; or
- b. By the Sergeant Major if the evidence is provided by an individual not on the team.

The Sergeant Major shall appoint three active team members to serve on an investigation committee to investigate the charges. The Sergeant Major shall also provide to the accused a written

statement (by registered mail, return receipt requested) of all charges at the same time the investigation committee is appointed.

No one who has brought charges against the accused shall serve on this committee. One of the committee members shall be designated by the Sergeant Major as chairman of the investigation committee. Such investigation may include use of affidavits or notarized statements and shall include all other available evidence. If charges are brought, they shall be dropped by the Sergeant Major if the investigation committee reports there is no reasonable basis for a charge. If they report that there is a reasonable basis for a charge, the report, together with available evidence, shall be circulated to all team members at least two weeks before a team meeting is held to hear statements and evidence, and to cast a vote on the proposed suspension or expulsion of the member. The copy of the report of the investigation committee sent to the accused shall be conveyed by registered mail, return receipt requested.

During the skirmish season, the team meeting to hear charges shall be held at a skirmish. At other times of the year, a team meeting for this purpose shall be held at a centrally-located place selected by the Sergeant Major. The team meeting must be held at least two weeks after the date appearing on the registered mail, return receipt that accompanied the report of the investigation committee sent to the accused. The team member designated as chairman of the investigation committee by the Sergeant Major shall read the charges and provide copies of written statements and any other applicable evidence.

A full hearing shall be given to the accused and the investigation committee, as well as to such witnesses as either may call. The accused may designate another team member to represent the accused and/or to assist in the presentation of the accused's position.

At the conclusion of the hearing, motions for disposition of the issue shall be accepted. Such motions may include, but are not limited to, dismissal of the charge, suspension or expulsion from membership and/or other remedies. The vote shall be by secret ballot. Proxy votes shall be accepted from team members unable to attend the meeting or to be present for the vote. The accused shall have no vote and shall not be counted as part of the total membership in determining the number of votes that are required to constitute a majority.

For the purposes of this Article, if the Sergeant Major is accused, the next ranking senior officer shall assume all the duties, responsibilities and authority given the Sergeant Major in this section, Article III.E.

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**Article IV – Uniform**

The official uniform of the Fifth Regiment, Virginia Volunteer Cavalry shall be the N-SSA approved uniform for this organization.

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**Article V – Organization, Responsibilities, Authority**

The regiment shall be commanded by a Sergeant Major and other officers identified in this Article. The succession to command shall be in the order of rank (the order in which they are described in this Article) and then seniority (cumulative length of time in active member status in the Fifth Regiment, Virginia Volunteer Cavalry). Reporting to the Sergeant Major shall be one Sergeant for each geographic area, as determined by the active membership, having at least eight active members. Within each area, each Sergeant may have one Corporal reporting for each four to seven members. Each Corporal shall be assigned individual members for whom that Corporal is responsible for communication and administrative purposes.

Also reporting to the Sergeant Major shall be an Adjutant, a Paymaster and an Inspector.

**A. Sergeant Major Responsibilities**

The Sergeant Major is responsible for discharging all responsibilities of a Team Commander as required by the North-South Skirmish Association, Inc. In addition, the Sergeant Major is responsible for making final decisions with regard to team participation and individual assignments in all N-SSA sanctioned skirmishes. In making such decisions, the Sergeant Major shall consider a number of factors, including but not limited to:

- a. Hit times at previous skirmishes
- b. Performance in individual matches at current skirmishes
- c. Performance at previous practices
- d. Participation in recent skirmishes
- e. Mental and physical condition
- f. Equipment condition
- g. Impact of a team member upon the overall team performance

- h. Advice of the other officers readily available at the skirmish.

The Sergeant Major shall have the final authority over all activities of the team and team members during the entire period of time that they are at a skirmish site. In the absence of the Sergeant Major from a skirmish, the senior ranking officer shall have the authority and responsibilities of the Sergeant Major. Except as otherwise provided herein, the Sergeant Major shall have the authority to appoint committees and designate representatives to represent the interests of the team.

**B. Sergeant Responsibilities**

Each Sergeant is responsible for the activities identified below, as well as for other duties assigned by the Sergeant Major:

1. Communication of all information regarding skirmish and other team activity dates, times and locations as designated by the Sergeant Major.
2. Individual training and team practices in preparation for skirmishes.
3. Evaluation of individual performance and recommendation to the Sergeant Major of individual assignments to competitive teams.
4. Examination of all recruits assigned to that Sergeant to ascertain and certify recruits' readiness for active membership.

**C. Corporal Responsibilities**

Each Corporal is responsible for the duties assigned by the supervising Sergeant, including but not limited to:

1. Communication with those team members assigned to that Corporal.
2. Coordination of transportation to skirmishes and practices for team members assigned to that Corporal.
3. Acquisition of training and shooting equipment and supplies for team members assigned to that Corporal.

**D. Adjutant Responsibilities**

The Adjutant shall be responsible for all official correspondence of the regiment not handled directly by the

Sergeant Major. The Adjutant will record, or arrange for someone to record, minutes of all team meetings and publish such minutes in the subsequent team newsletter, which shall be published not less than four times a year, including one time prior to the commencement of the skirmish season. The Adjutant shall be responsible for maintaining all records of the organization, except those maintained by the Sergeant Major and the Paymaster.

**E. Paymaster Responsibilities**

The Paymaster shall be responsible for all funds of the regiment. The Paymaster shall place such funds in a bank or other financial institution accounts as approved by the Sergeant Major. Such money shall be withdrawn only by check, with the Paymaster or the Sergeant Major being the only persons authorized to write checks on the account or accounts.

The Paymaster shall keep accurate records in a generally accepted accounting format and shall submit a report to the Sergeant Major for dissemination to team members at both the Spring and Fall National Skirmishes.

**F. Inspector Responsibilities**

The Inspector shall be responsible for the inspection of all firearms, accoutrements and uniforms used by members of this organization in N-SSA competition. The Inspector shall report any discrepancies or inadequacies to the Sergeant Major.

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**Article VI – Election, Impeachment and Removal of Officers**

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**A. Election**

All officers shall be elected from the active membership to a term of Two years at the team meeting held during the Fall National Skirmish unless there is no quorum. If a quorum is not present, all incumbent officers shall continue to serve until the next succeeding National Skirmish at which there is a quorum present and an election held. All officers shall take office immediately upon their election. Officers shall be nominated and elected in the order indicated in Article V.

Only active members are allowed to vote in the elections. Elections cannot be held if a quorum is not present. Each nominated shall require a second in order to be considered for election. After one or more nominations are received, nominations shall be closed, and each member shall have an opportunity to speak for or against each candidate.

Election shall be by secret ballot, unless there is only one candidate for the position being voted upon. The Adjutant shall provide the writing materials necessary for balloting. The

officers shall be elected in the same order as they are described in Article V.A-F. For all elections except the Sergeant Major, the newly-elected Sergeant Major shall preside. The ballots shall be verified and counted by the Sergeant Major and the Adjutant. Once the results are announced, if there are no protests, the ballots shall be destroyed by the Adjutant.

For the Sergeant Major election, the outgoing Adjutant shall preside, and shall be assisted by the Sergeant or Sergeants not in candidacy for the Sergeant Major position. For the Adjutant election, the newly-elected Sergeant Major shall be assisted by the Sergeant or Sergeants not in candidacy for the Adjutant position. Upon the resignation, death or inability to perform of any officer, a successor shall be designated by the Sergeant Major until the next National Skirmish, at which time an election shall be held to fill the vacancy. If the vacancy is that of the Sergeant Major, the Sergeant with the greatest seniority shall assume the position of Sergeant Major until the next National Skirmish, at which time an election shall be held to fill the vacancy.

#### **B. Impeachment and Removal from Office**

Impeachment proceedings against any officer may be instituted by a written petition signed by one third of the active members. Upon delivery of the petition to the senior officer not being impeached, that officer shall call for a meeting of the membership to hear the charges against the impeached officer and to vote on any motion or motions made for disposition of the issue. The senior officer not being impeached shall circulate written notice of such meeting to all active members at least two weeks prior to the date of the proposed meeting.

The senior officer present, other than the impeached officer, shall preside over the meeting. A full hearing shall be given to the impeached officer and those seeking that officer's removal, as well as such witnesses as may be called. The impeached officer may designate another team member for purposes of representation and assistance in the presentation of the impeached officer's position. Any officer may be removed from office for any cause deemed sufficient by a majority of the active members. The vote shall be by secret ballot. Proxy votes shall be accepted from team members unable to attend the meeting or to be present for the vote. The impeached officer shall have no vote and shall not be counted as a part of the total membership in determining the number of votes that are required to constitute a majority.

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#### **Article VII – Dues, Fees and Assessments**

Dues consist of team dues, regional dues and national dues. Team

dues, fees and assessments shall be set by a majority vote of the active members.

Fees may be established and special assessments may be made at any time upon a majority vote of the active members. The date by which each fee or special assessment is to be paid shall be specified. Payment not received by the Paymaster on or before that date will incur a late payment penalty not to exceed 10 percent.

All dues must be paid to the Paymaster or the Sergeant Major by November 15th of the year preceding the year covered by the dues. Failure to pay the dues by this deadline shall result in the loss of recruit or active member status. Loss of recruit or active member status is a serious matter. No one who has lost active status may shoot any team or individual match under existing N-SSA rules; nor may that person exercise any privilege of active membership. Reinstatement to active member status is the individual's own responsibility.

Any member having an outstanding balance in excess of \$25.00, and who has not made specific and satisfactory prior arrangements with the team Paymaster to pay such arrears on or before November 15, will be considered to have voluntarily forfeited his or her active member status.

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#### **Article VIII – Meetings**

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A quorum is the presence of one-third of the active members of the team. Proxies shall not be counted in determining a quorum.

Team meetings shall be held during the Spring and Fall National Skirmishes. Additional meetings may be called by the Sergeant Major; however, upon the request of one-third of the active members, the Sergeant Major must call for a meeting to be held within 30 days of receipt of the request. The Sergeant Major or ranking officer shall give 24-hours notice before any meeting at which business is to be conducted. If possible, meetings shall be held in conjunction with skirmishes.

The latest edition of *Roberts Rules of Order, Newly Revised* shall apply at all meetings, except as they may conflict with the provisions of these bylaws.

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#### **Article IX – Proxy Votes**

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Proxy votes shall be accepted if they contain the following information:

- a. The name of the member submitting the proxy
  - b. A reasonable description of the subject matter on which the proxy vote is to be cast
  - c. The name of the person authorized to vote for the member
  - d. The date of the proxy
  - e. The signature of the member submitting the proxy
  - f. The printed name and signature of a witness.
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#### **Article X – Amendments**

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These bylaws may be amended by two-thirds vote of the active membership. Valid proxy votes shall be accepted. Any proposed amendment must meet the following conditions:

- a. It is submitted in writing to the Sergeant Major, who shall appoint a committee of at least three active members to review the proposed amendment and report to the team members on the importance and implications of the proposed amendment prior to a team vote.
  - b. A summary of such report shall be distributed to all active members at least two weeks prior to the meeting at which the amendment shall be considered.
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#### **Article XI – Special Awards**

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##### **A. "Most Improved Shooter" and "Outstanding New Shooter"**

Medals for the "Most Improved Shooter" and the "Outstanding New Shooter" may be awarded annually. The officers of the organization shall, by majority vote, determine the recipients of the awards.

##### **B. Award of Merit**

A special award, "The Award of Merit," may be presented to a member of this organization whose excellence of service to the unit has

been well above the call of duty. An individual may receive this award only once. Normal performance of one's duties in any office or position is not sufficient to qualify for this award. The specific design of this award shall be determined by the committee empowered to give it. The officers of the organization shall, by majority vote, determine the recipients of the award.