

**THE CONSTITUTION & BY-LAWS OF THE  
NORTH WEST TERRITORY ALLIANCE**  
*Updated November 2011*

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## **NWTA MISSION STATEMENT**

The North West Territory Alliance is an educational organization composed of volunteers who strive to present, as accurately as possible, a realistic portrait of military and civilian life during The American Revolution.<sup>1</sup>

## **NWTA CONSTITUTION**

*Last Amended 1 November 2008*

### **PREAMBLE:**

Resolved, that the North West Territory Alliance (NWTA) is a living history organization, formed to promote interest in the American Revolution of 1775-1783 by honoring the courage and devotion of those who participated.

### **ARTICLE I: BASIC OBJECTIVES:**

- A. To strive for an accurate representation of the causes, conduct and results of the war; to reproduce the arms, equipment and clothing of the period; and to create an educational environment by participation in reenactments and other historical activities.
- B. To encourage historical research.
- C. To support NWTA activities conducted by member units.

### **ARTICLE II: MEMBERSHIP:**

- A. No group or individual shall be denied membership in the NWTA because of race, creed, national origin, gender, physical handicap or sexual orientation. No unit or member thereof shall be denied membership in the NWTA because of race, creed, national origin or sex.<sup>2</sup>
- B. Groups or individuals applying for NWTA membership shall comply with all requirements of the NWTA Constitution and By-Laws.<sup>3</sup>
- C. NWTA members shall be governed by the NWTA Constitution and By-Laws.<sup>4</sup>
- D. Each Member Unit of the NWTA shall be free to set its own standards of membership within the limits set by the NWTA.<sup>5</sup>
- E. Each Member Unit of the NWTA shall be free to belong to other organizations as it sees fit.
- F. **Voting Rights:** Each individual NWTA member who has paid his/her dues (or has had them waived because of military service) and has remained a member in good standing for at least 60 days prior to the date of the election is entitled to one vote in National Elections and on any question submitted to the membership for approval, including ratification of Constitutional Amendments and decisions at General Membership Meetings.<sup>6</sup>

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<sup>1</sup> 2 Nov. 2002, revised

<sup>2</sup> 1 Nov. 2008, revised

<sup>3</sup> 1 Nov. 2008, revised

<sup>4</sup> 1 Nov. 2008, revised

<sup>5</sup> 1 Nov. 2008, revised

<sup>6</sup> 1 Nov. 2008; 26 May 2007 (as part of Art VI)

**ARTICLE III: NATIONAL AND STAFF OFFICERS:**

- A. At a minimum, the National Officers shall be the following, their terms and duties being described in the By-Laws (Reg. #00-03):
  - 1. The Commander shall function as the president of the organization.
  - 2. The Deputy Commander shall function as the vice-president.
  - 3. The Adjutant shall function as the secretary.
  - 4. The Paymaster shall function as the treasurer.
  - 5. The Scribe shall function as the recording secretary.
- B. Staff Officers shall exist as prescribed in the By-Laws.

**ARTICLE IV: BOARD OF DIRECTORS:**

- A. The Board of Directors shall consist of the commander or leader of each Full Member Unit or his or her alternate. Each Full Member Unit shall have equal voice and vote; ex-officio members have equal voice, but no vote. A Member's duty shall only be that of a general representative, unless additional specific authority is designated by the Board.
- B. The Board of Directors shall create rules and regulations in regard to administration, membership, financing policy, activities and the general welfare of the NWTa. These shall be the BY-LAWS OF THE NWTa.
- C. The Board of Directors shall determine all questions of NWTa business and policy not specified in this Constitution and the By-Laws and shall in all respects be the governing body of the NWTa. To this end, the Board shall be limited and bound by the provisions of this Constitution and the Articles of Incorporation in all matters, except as otherwise provided for under the Corporation Laws of the State of Illinois.
- D. The Board of Directors shall act as a judicial body in regard to matters of dispute within the membership. When taking disciplinary action as described in the By-Laws, the Board must call a special meeting to consider the question. The individual or unit involved shall be given thirty (30) days notice in writing of the charges, and the time, the date and the place of the meeting. The accused may present, call witnesses and offer a defense.

**ARTICLE V: MEETINGS:**

- A. The Board of Directors shall meet on the call of the Commander or may call itself into session.
- B. General Membership Meetings may be called by petition from the membership or by the Board of Directors. The time, place and date shall be announced to the membership at least thirty (30) days in advance. Each individual NWTa member who is present and meets the voting requirements set forth in this Constitution Article II is allowed one vote. Proxies are not accepted.<sup>7</sup>
- C. Roberts Rules of Order Revised shall be the parliamentary authority in all matters not specified by the Constitution and By-Laws of this corporation.

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<sup>7</sup> 1 Nov. 2008, revised

**ARTICLE VI: NATIONAL ELECTIONS:<sup>8</sup>**

- A. National Elections shall consist of, but not be limited to, the election of the NWTa Commander.<sup>9</sup>
- B. Eligibility to vote in National Elections shall be as described in Article II: Membership.<sup>10</sup>
- C. The time, place, date, and method of voting for any National Election shall be determined by the Board of Directors and announced to the membership at least thirty (30) days in advance.
- C. The Board of Directors shall provide for absentee balloting and voting by secret ballot in all National Elections.<sup>11</sup>
- E. The winner of the National Election for Commander shall be determined by a simple majority of the eligible votes cast.<sup>12</sup>
- D. The Commander or Board of Directors may appoint a nominating committee in advance of the National Election for Commander.

**ARTICLE VII: OPERATIONAL LIMITATIONS:**

- A. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on:
  - a. by a corporation exempt from Federal income tax under Section 501 (c) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or,
  - b. by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Law).

**ARTICLE VIII: DISSOLUTION CLAUSE:**

Upon dissolution of the corporation, the Board of Directors (Trustees) shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purpose of the corporation in such manner, or to such organization, or organizations organized and operating for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (C) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Laws), as the Board of Directors (Trustees) shall determine. Any such assets not disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purpose.

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<sup>8</sup> 1 Nov. 2008, entire article revised

<sup>9</sup> 1 Nov. 2008

<sup>10</sup> 1 Nov. 2008

<sup>11</sup> 1 Nov. 2008, revised; 28 July 2007

<sup>12</sup> 1 Nov. 2008

**ARTICLE IX: AMENDMENTS TO THE CONSTITUTION:<sup>13</sup>**

- A. Proposals to amend the Constitution of the NWTa must be submitted in writing to the Board of Directors. If the Board approves them, the proposals shall be submitted to the NWTa membership for ratification.
- B: Eligibility to vote on Constitutional Amendments shall be as described in Article II: Membership.<sup>14</sup>
- C. Members shall be notified of the proposed amendments, and of the time and place of the ratification vote and method of voting at least thirty (30) days in advance.
- D: The Board of Directors shall provide for absentee balloting and secret ballot for votes to ratify Constitutional Amendments.<sup>15</sup>
- E. Amendments to the NWTa Constitution shall be ratified by a three-fourths (3/4) majority of the eligible members voting on the question.<sup>16</sup>

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<sup>13</sup> 1 Nov. 2008, entire article revised

<sup>14</sup> 1 Nov. 2008

<sup>15</sup> 1 Nov. 2008

<sup>16</sup> 1 Nov. 2008

## ***NWTA BY-LAWS***

*Last Amended 5 November 2011*

### **BY-LAWS #00. CONSTITUTIONAL SUPPORT REGULATIONS**

#### **NWTA Reg. #00-01: MEMBERSHIP:**

The aim of this regulation is to describe types of NWTA membership in support of Article II of the Constitution.

- 1) FULL UNIT MEMBERSHIP:** A Full Member Unit shall consist of five (5) or more appropriately dressed and accoutered persons who have paid dues and met all other requirements of the Constitution and By-Laws.
  - A. Clothing shall be subject to approval by the Inspector General's Department.
  - B. Any person who is not a full-time member of that unit but participates with it on a regular basis must be properly clothed and accoutered.
- 2) APPLYING FOR FULL UNIT MEMBERSHIP:** Organizations wishing to become Full Member Units shall conform to the following regulations for two (2) stages of membership:
  - A. The applicant organization shall select a military unit that participated in the American Revolution or a non-military organization or group of individuals which existed in North America during the time period 1775-1783. The applicant shall pattern itself on that unit or group, adopt its name if applicable, and submit research to the Inspector General. Upon payment of any required fees and approval of submitted research by the Inspector General, the Board will consider making the organization a Probationary Member Unit. Its commander or leader is an ex-officio member of the Board of Directors.<sup>17</sup>
  - B. Following participation in two or more events with a minimum of five members and with a positive inspection report from the Inspector General, the Board of Directors may advance the organization to a Full Member Unit, with all the rights and privileges thereof.
- 3) UNITS WITH FEWER THAN FIVE MEMBERS:**
  - A. Organizations with fewer than five (5) members, but which meet all other requirements for Full Unit Membership, may apply to the Board of Directors for Special Probationary Status. The Board will set a time limit at the end of which the unit's status will be reviewed. Its commander or leader is an ex-officio member of the Board of Directors.
  - B. The NWTA Board of Directors shall automatically consider the membership status of any unit which has had zero (0) paid memberships for two consecutive years. Proper notification is to be given to the last recorded commander and members of the unit.<sup>18</sup>
- 4) NEW UNITS:**

The type and designation of new units may be limited by the Board of Directors. An applying organization of the same type and name as a member unit must have written permission of the existing unit.
- 5) INDIVIDUAL CATEGORIES OF MEMBERSHIP:**<sup>19</sup>

The aim of this regulation is to describe types of individual membership in the NWTA that do not require that a person be part of a Full, Probationary, or Special Probationary Unit of the NWTA.<sup>20</sup>

  - A. Contributing Members are those individuals who support the aims of the NWTA, but whose participation is limited to dues contributions, for which they will receive copies of publications provided to members. Contributing Members have no vote except in the National Election.<sup>21</sup>
  - B. Lady and Gentleman Volunteers are very deserving persons who are appointed by the Board of Directors to a status of honorary membership. They will receive publications provided to members, but pay no dues and have no vote. The status of Volunteer may

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<sup>17</sup> 1 March 2008, revised

<sup>18</sup> 15 Aug. 1993

<sup>19</sup> 1 Nov. 2008, revised

<sup>20</sup> 1 Nov. 2008

<sup>21</sup> 29 July 2007, revised

be revoked for cause by a two-thirds (2/3) vote of the Board of Directors when a quorum is present.

- C. Non-unit Members are individuals who have previously been members of a specific unit. They may hold NWTAs membership for a period of one (1) year, at the end of which they must join an NWTAs unit. During this year they shall pay dues and meet all other membership requirements.<sup>22</sup>
- D. The Loyal Irish Volunteers (LIV) shall be the recruiting unit of the NWTAs. Individuals may become members of this unit and continue their membership in this unit for up to two (2) years. During that time period, individuals may attend events with various other units in order to determine which unit they will want to join on a permanent basis.<sup>23</sup> They shall pay dues and meet all other membership requirements.<sup>24</sup>
- E. Civilian-At-Large Membership. Any individual may become a member of the Civilian Camp and continue their membership indefinitely. Civilian camp members will portray civilian individuals living in the area of the theatre of the American Revolution and during the time period 1775-1783. They will be subject to the NWTAs Constitution and By-Laws and be individually inspected by the Inspector General. They shall pay dues, meet all other membership requirements.<sup>25</sup> In addition, when the Civilian Camp has five exclusive members participating in two events with a positive report by the Inspector General, members will vote for Civilian Coordinator to represent the group to the Board of Directors.<sup>26</sup>
- F. The Board of Directors may create special categories of membership by a two thirds (2/3) vote when a quorum is present.

**6) DUES:** NWTAs Membership is contingent upon payment of dues and other assessments required by the Board of Directors. Units or their members who fail to pay said assessments shall be barred from events until payment is made and may suffer other disciplinary measures from the Board. Late payment does not entitle members to back issues of any NWTAs publications. Full Member Units with fewer than five (5) paid members as of March 1st shall automatically be reduced to Special Probationary Status until such time as additional memberships are paid.

- A. Family membership will be restricted to two (2) voting members living at the same address and their dependent(s), who must be under 18 and living at the same address, unless the dependent is a student living away from home, a member of the military on duty or a minor for whom the voting member(s) have assumed responsibility during events by filing letters to that effect with the NWTAs Adjutant from both the voting member and the parent/guardian with whom the minor resides.
- B. Single membership will be restricted to one (1) voting member and his or her dependent(s), who must be under 18 and living at the same address, unless the dependent is a student living away from home, a member of the military on duty or a minor for whom the voting member has assumed responsibility during events by filing letters to that effect with the NWTAs Adjutant from both the voting member and the parent/guardian with whom the minor resides.

**7) UNITS FIELDING FEWER THAN FIVE:** Non-unit members and any units with fewer than five combat troops (excludes musicians and staff personnel) present at an event must obtain from the Senior NWTAs official in attendance an assignment to function with a unit for battle, troop and parade.

<sup>22</sup> 1 Nov. 2008, revised; 29 July 2007, revised

<sup>23</sup> 7 Nov. 1998

<sup>24</sup> 1 Nov. 2008, revised; 29 July 2007, revised

<sup>25</sup> 1 Nov. 2008, revised; 29 July 2007, revised

<sup>26</sup> 2 Nov. 2002, entire regulation

**8) GUESTS:** Guests of the NWTa shall be defined as follows:

- A. An individual may participate as a guest of a member unit as long as the guest has not been a member of the NWTa within the past two years. No one may participate with the NWTa at more than two (2) events unless he or she becomes a member.
- B. No one who has been a member of the NWTa within the past two years may attend an event as a guest.
- C. A group from another Revolutionary War period reenactment organization may attend as the guest of a member unit in good standing of the NWTa. The unit hosting the guest shall be responsible for registering the Guest Unit for the encampment and responsible for the conduct of the Guest Unit, including strict adherence to NWTa safety regulations and reasonable adherence to NWTa authenticity regulations by avoiding anachronistic appearance of guest individuals and their camp during the event day. No Guest Unit may participate with the NWTa at more than two (2) NWTa sanctioned events per year without becoming a member.
- D. Event sponsors may not invite other organizations to participate with the North West Territory Alliance at encampments without the above conditions being met. Sponsor's guests who do not meet the conditions must be camped in an area separated from the NWTa camp by at least fifty (50) feet and may not participate in any of the NWTa demonstrations or activities during the event day.<sup>27</sup>

**NWTa Reg. #00-02: COMMISSIONED OFFICERS:**<sup>28</sup>

The aim of this regulation is to keep the ratio between NWTa troops and officers in historic perspective.

- 1) RANK:** No unit may field an officer of a rank that did not exist in that unit during the time period portrayed. Units may field officers based on one of the following criteria.
  - A. Reenacting unit strength: If at two NWTa events during a year a unit fields the following number of soldiers (includes privates, musicians and NCOs) it is entitled thereafter to field an officer or officers of the following rank(s):
    - a. Eleven (11) soldiers: One (1) officer of the lowest rank extant in the unit.
    - b. Twenty-two (22) soldiers: Two (2) officers, none to exceed the rank of captain.
    - c. Thirty-three (33) soldiers: Three (3) officers, none to exceed the rank of captain.
    - d. If the unit no longer meets these standards after a person begins to portray an officer, that individual may continue the portrayal. To field another individual as a commissioned officer, the unit must once again meet the standards.
  - B. Historical precedent: If the unit consisted of an officer (or officers) with fewer than eleven (11) soldiers (includes privates, musicians and NCOs), the lowest ranking officer may be portrayed.
  - C. Color bearing ensigns: Any unit may field the lowest ranking officer extant in the unit for the purpose of bearing colors only. He will have no command function.
- 2) DOCUMENTATION:** Before the officer takes the field, appropriate documentation must be presented to the Inspector General and/or Adjutant.
- 3) SPECIAL DISPENSATION:** The Board of Directors may grant special dispensation in circumstances not covered by this regulation.
- 4) PREVIOUS QUALIFICATIONS:** The units having commissioned officers as of the Board of Directors meeting on March 4, 1995, having previously qualified, are not required to requalify under this regulation.
- 5) COMMANDING – RANK:** An individual placed in charge of a battalion holds the rank of Brevet Major, regardless of the rank he wears. An individual functioning as a Co. Commander holds the rank of Lieutenant, regardless of the rank he wears.<sup>29</sup>

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<sup>27</sup> 5 March 1994

<sup>28</sup> 9 March 1996, entire regulation

<sup>29</sup> 6 March 1999

**NWTA Reg. #00-03: NATIONAL AND STAFF OFFICERS:** <sup>30</sup>

The aim of this regulation is to describe the basic duties and terms of office of NWTA National and Staff Officers in support of Article III of the Constitution.

**1) NATIONAL OFFICERS:** The National Officers of the NWTA, a corporation, shall consist of the Commander, the Deputy Commander, the Adjutant, the Paymaster and the Scribe, as provided for under the Constitution and By-Laws.

**A. THE COMMANDER:** The Commander shall be elected in each odd-numbered year from eligible members in good standing.<sup>31</sup> Counting of the ballots for this election shall be accomplished by a representative of each announced candidate, the Adjutant and two other NWTA staff officers selected by the Adjutant. In the event of a tie vote, the winner shall be chosen by the toss of a coin.<sup>32</sup> The Commander shall serve for a term of two (2) years, or until a successor is elected, commencing with the Fall meeting of the Board of Directors in the election year.

a) The Commander shall execute daily the edicts of the Board of Directors, and shall preside over all General and Board Meetings. He or she shall be an ex-officio member of all Departments and Committees. He or she may appoint Committee and Department members as needed, except as provided below, subject to the approval of the Board of Directors. In emergency situations, the Commander may make required decisions subject to later review by the Board of Directors.

b) The Commander may not vote at Board Meetings except to break a tie.<sup>33</sup>

c) In case of a vacancy in the office, the Board of Directors shall appoint an interim Commander to serve until a special election can be held.<sup>34</sup>

**B. THE DEPUTY COMMANDER:** The Deputy Commander shall be appointed by the Commander, subject to the approval of the Board of Directors. The Deputy Commander's term shall be concurrent with that of the Commander.<sup>35</sup> The Deputy Commander may succeed himself or herself. The Deputy Commander shall serve as Acting Commander in the absence of the Commander. He or she is an ex-officio member of all Departments and Committees. The Deputy Commander may be removed from office for cause by the Commander, subject to the approval of the Board of Directors.

**C. THE ADJUTANT:** The Adjutant shall be appointed by the Board of Directors at the November Board meeting in non-election (even-numbered) years. The term of the Adjutant shall continue for two (2) years at which time it shall automatically expire. An individual serving as Adjutant may succeed himself or herself. The Board of Directors, for cause, may vote to remove the Adjutant from office. The Adjutant shall administer the organization and shall mail all notices for regularly scheduled meetings of the Board of Directors to unit commanders, national and staff officers, and other pertinent individuals at least two (2) weeks prior to the date of each such meeting.

**D. THE PAYMASTER:** The Paymaster shall be appointed by the Commander subject to the approval of the Board of Directors. The Paymaster's term shall be concurrent with that of the Commander.<sup>36</sup> The Paymaster may succeed himself or herself. The Paymaster shall have charge of all NWTA funds. The Paymaster may not disburse funds without the approval of the Board of Directors. The Paymaster may be removed from office for cause by the Commander, subject to the approval of the Board of Directors. The fiscal year of the NWTA shall end on October 31 of each year.<sup>37</sup>

<sup>30</sup> 14 Aug. 1994, entire regulation

<sup>31</sup> 29 July 2007, revised

<sup>32</sup> 1 Nov. 1997

<sup>33</sup> 1 Nov. 2008, revised

<sup>34</sup> Further powers of the Commander are outlined in these By-Laws: Reg. #00-03, Para. 1 & 2

<sup>35</sup> 4 March 1995

<sup>36</sup> 4 March 1995

<sup>37</sup> 4 March 2006, revised

**E. THE SCRIBE.** The Scribe shall be appointed by the Commander, subject to the approval of the Board of Directors. The Scribe’s term shall be concurrent with that of the Commander.<sup>38</sup> The Scribe may succeed himself or herself. The Scribe shall maintain the minutes of the organization. The Scribe may be removed from office for cause by the Commander, subject to the approval of the Board of Directors.

**2) STAFF OFFICERS:**<sup>39</sup>

**A. STAFF ELECTED BY THE BOARD OF DIRECTORS**

- 1. INSPECTOR GENERAL:** The Inspector General shall be elected by the Board Directors at the November Board meeting, and shall serve for a term of (5) years,<sup>40</sup> at which time it shall automatically expire. An individual serving as Inspector General may succeed himself or herself. The Inspector General has the right to appoint individuals to serve as Inspectors under his authority.<sup>41</sup> The Board of Directors, for cause, may vote to remove the Inspector General or members of his staff from office. The Inspector General shall be in charge of the authenticity of clothing and accouterments of NWTAs members.
- 2. PUBLICATIONS EDITOR:** The Publications Editor shall be appointed by the Board of Directors and shall serve an open-ended term.<sup>42</sup> The Publications Editor may succeed himself or herself. The Publications Editor may be removed from office for cause by the Board of Directors. The Publications Editor shall produce a newsletter and other official NWTAs publications. The Publications Editor may appoint members of his staff, subject to approval by the Board of Directors.
- 3. AUDIT COMMITTEE CHAIRPERSON:** The chairperson of the Audit Committee shall be appointed by the Board of Directors at the November Board meeting, and shall serve for a term of three (3) years, at which time it shall automatically expire. An individual serving as chairperson may not succeed himself or herself. Members of the Audit Committee shall also be appointed by the Board of Directors, with terms to be concurrent with that of the chairperson and with the expiration of the term to be automatic. The Board of Directors for cause, may vote to remove the chairperson or members of the Audit Committee from office.<sup>43</sup>

The financial records shall be audited annually by the Audit Committee. The Audit Committee may engage the services of an accounting professional. The audit shall be completed by December 31 of each year and a report of the audit shall be presented at the March Board of Directors meeting. Neither the Paymaster nor any member of his or her family shall conduct the audit.<sup>44</sup>

**B. STAFF APPOINTED BY THE COMMANDER**

The following staff officers shall be appointed by the Commander, subject to approval by the Board of Directors, to serve a term concurrent with the Commander. They may succeed themselves in office. Staff officers may appoint the members of their respective departments, subject to the approval of the Commander. Staff officers and members of their departments may be removed from office for cause by the Commander.<sup>45</sup>

- 1. PROVOST MARSHAL:** The Provost Marshal shall be responsible for general safety within the organization, and for artillery regulations.
- 2. ARTILLERY SAFETY OFFICER:** The Artillery Safety Officer shall head the artillery safety commission as described in NWTAs Reg. #02-11 Paragraph 11 of the By-Laws.
- 3. QUARTERMASTER GENERAL:** The Quartermaster General shall be in charge of the authenticity of the camp.

<sup>38</sup> 4 March 1995

<sup>39</sup> 4 Nov. 2006, entire section reorganized

<sup>40</sup> 6 Nov. 1993

<sup>41</sup> 1 March 2008, revised

<sup>42</sup> 5 March 1994, 4 March 1995

<sup>43</sup> 4 March 1995, entire regulation; 7 Nov. 1998, revised

<sup>44</sup> 4 March 2006

<sup>45</sup> 4 March 1995; 4 Nov. 2006, revised

- 4. INSPECTOR OF MUSIC:**<sup>46</sup> The Inspector of Music shall coordinate the activities and training of NWTA musicians
- 5. CLOTHIER/PATTERNMASTER:** The Patternmaster shall obtain, maintain and issue acceptable patterns for clothing and accouterments to members and other interested persons.
- 6. JUDGE ADVOCATE GENERAL:** The Judge Advocate General is responsible for interpreting any and all questions regarding the NWTA Constitution, NWTA By-Laws, or any Standing Order, requested by the Board of Directors, the Commander, any Staff Officer or any Unit Commander.
- 7. INSURANCE CHAIRMAN:** The Insurance Chairman shall obtain public liability insurance for the NWTA, subject to the approval of the Board of Directors, and shall be responsible for all communication with the insurance agency.<sup>47</sup>
- 8. OTHER STAFF OFFICERS:** The Commander may appoint other staff officers, as needed, subject to the approval of the Board of Directors.

**NWTA Reg. #00-04: BOARD OF DIRECTORS:** <sup>48</sup>

The aim of this regulation is to further define the duties and operational requirements of the Board of Directors in support of Article IV of the Constitution.

**1) QUORUM:** <sup>49</sup>

- A. Regular Quorum:** For the purposes of a Board meeting a quorum shall be required to do business. A quorum shall be defined as more than fifty (50) percent of the total number of Full Board Members or designated alternates.
- B. Emergency Quorum:** In emergency situations, the Board may act without a regular quorum. At such a meeting, an emergency quorum is one quarter (1/4) of the Full Board members, and an emergency majority is three fourths (3/4) of those present.
  - a. An emergency quorum must declare that an emergency exists before any other vote can be taken. All votes require an emergency majority.
  - b. Any action taken must later be reviewed by the Board when a regular quorum is present.

- 2) VOTING:** Unless otherwise specified in the NWTA Constitution or these Bylaws, a simple majority vote is required for passage of any question before the Board of Directors. A simple majority is defined as more than fifty (50) percent of those present [abstentions effectively count against adoption]<sup>50</sup>

**3) DIRECTORS** <sup>51</sup>

- A. Alternate Directors:** Each unit may appoint two alternate Directors, who must be registered by name, in writing, with the NWTA Scribe. These alternates need not be members of the unit. In the absence of the unit leader or commander, the first alternate would attend in his or her place, be counted for purposes of a quorum, and vote. In the absence of both the unit commander and the first alternate, the second alternate would perform such duties.
- B.** NWTA unit Commanders and their voting representative must be a member in good standing in the NWTA.
- C.** No leader, or commander, or alternate may carry more than two (2) votes.

- 4) FURTHER RESPONSIBILITIES OF THE BOARD:** The Board of Directors shall discharge the following additional responsibilities:

- A. Conduct the financial policies of the NWTA.
- B. Appoint individuals to be in charge of specific NWTA functions.
- C. Set age and other restrictions for the use of firearms.

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<sup>46</sup> 4 Nov. 1995

<sup>47</sup> 4 Nov. 2006

<sup>48</sup> 7 March 2009, entire section renumbered

<sup>49</sup> 1 Nov. 2008, revised

<sup>50</sup> 1 Nov. 2008

<sup>51</sup> 7 March. 2009, reorganized

D. Assess membership dues.

E. Authorize and determine the editorial and business policies of NWTa publications, which shall be accomplished by the Publications Editor. No writing of controversial nature shall be published without approval of the Board, except in the form of editorial comment - labeled editorial comment.

- 5) MEETING DATES:** The Board of Directors shall normally meet on the first or second Saturday of each March, the first or second Saturday of each November, and on an event weekend, as determined at the prior March meeting.<sup>52</sup>
- 6) MOTIONS:** When required by the Commander, motions presented for action at a Board of Directors meeting shall be in written form. (Further powers and duties of the Board are outlined in the following sections of these By-Laws: Reg. 00-01, Paragraphs 2 through 6; Reg. 00-02, Paragraph 2; Reg. 00-03, Paragraphs 1c and 2 through 4; and Reg. 00-05, Paragraphs 1 through 3).
- 7) AMENDMENTS TO THE BY-LAWS OR STANDING ORDERS:**<sup>53</sup> By-Laws or any Standing Order may be amended at any regular meeting of the Board of Directors by a two-thirds (2/3) vote, provided that the amendment has been submitted in writing and mailed to each Unit Commander at least two (2) weeks prior to such meeting.

**NWTA Reg. #00-05: DISCIPLINARY MEASURES:**

The aim of this regulation is to describe the disciplinary measures which may be meted out by the NWTa in conjunction with Section IV-D of the Constitution.

- 1) REMOVAL OF OFFICERS:** Any NWTa National or Staff Officer, or any member of the Board of Directors, may be removed from office by the Board of Directors.
- 2) DISCIPLINING UNITS OR INDIVIDUALS:** Individuals and/or units who commits acts which are in violation of the Constitution or By-Laws, or which are injurious to the NWTa or its members, may suffer one or more of the following disciplinary measures:
- A. Be suspended from participation for the duration of the event involved, using By-Laws Reg. 00-04-2; 00-04-2a; 00-4-2b. Charges may also be filed with the Board of Directors, using By-Laws Reg. 00-04-2a.
  - B. Be reduced to Probationary Status for a specific period of time by the Board of Directors. At the end of said time, the status of the individual or unit will be reviewed.
  - C. Have their membership suspended for a specific period of time by the Board of Directors. At the end of said time, the status of the unit or individual will be reviewed.
  - D. Be expelled from the NWTa.
- 3) VOTING ON DISCIPLINARY MATTERS:** In any disciplinary matter involving By-Laws Reg. 00-05-2b, 00-05-2c, or 00-05-2d, a three-fourths (3/4) majority of a quorum of the Board of Directors is required.
- 4) FILING CHARGES:** Charges may be filed with the Board of Directors by any NWTa member. The individual filing charges must attend the next meeting of the Board of Directors to present the charges and to substantiate them.<sup>54</sup>

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<sup>52</sup> 5 March 1994

<sup>53</sup> 7 Nov. 1998, entire regulation

<sup>54</sup> 8 March 1997

**BY-LAWS #01. ADMINISTRATION AND AUTHENTICITY REGULATIONS****NWTA Reg. #01-01: CLOTHING AND ACCOUTERMENTS:**

The aim of this regulation is to establish minimum standards of appearance.

- 1) **STYLE:** Style of clothing and accouterments will be based on historically justifiable criteria. Clothing of units and individuals will be based on regulations, contemporary drawings, accounts or descriptions, eyewitness accounts etc. for the period 1775 through 1783. Civilian attire will be based on patterns available for the period 1750 through 1783, using the above criteria. Militia units may also be allowed uniform parts from the Seven Years War or opposing forces. They will be historically accurate as to period and location. Clearance with the Inspectors General will be obtained previous to construction.
- 2) **MATERIAL:** Natural fibers will be used of proper weave and loft. Up to thirty (30) percent manmade fibers, in woolen material only, may be used upon approval of the Inspectors General.
- 3) **CONSTRUCTION:** Outward appearance must convey appearance of 18th Century clothing. Inner construction (hand sewing vs. machine sewing) is of concern only as to their effect on the outward appearance.
- 4) **INSIGNIA AND DECORATIONS:** Items worn with or on clothing will be historically accurate. Required decorations will be worn. Decorations include badges and piping.
- 5) **FOOTGEAR:** Shoes, boots and moccasins must be reasonable leather copies of 18th Century footwear in use in the colonies and Europe prior to 1783, and appropriate to the unit or area of the country.
- 6) **MISCELLANEOUS:** Those who appear in eyeglasses will procure such articles in the form of 18<sup>th</sup> Century examples. If eyeglasses with small lenses cannot be worn, metal frames must be used. Authenticity regulations will be waived for medical necessities, such as crutches, which cannot be disguised as 18th century.<sup>55</sup> Rings, timepieces and jewelry, other than correct 18th Century, will not be worn.
- 7) **WEAPONS:** Firearms of the period before 1800 and of flintlock or earlier ignition will be allowed, provided they are of a style and design consistent with the unit designation All edged weapons will be of a style used during the period, consistent with the unit's designation.
- 8) **CARTRIDGES:** Cartridges will not be displayed to the public unless constructed of historically accurate materials, and containing inert materials.
- 9) **FACIAL HAIR:** The power to prohibit facial hair is reserved to the units of the NWTA.<sup>56</sup>
- 10) **CHILDREN:** It is incumbent upon parents to dress children authentically. It is, however, understood that more latitude may be allowed for children's clothing than for adult's clothing.<sup>57</sup>

**NWTA Reg. #01-02: DOCUMENTATION OF CLOTHING AND ACCOUTERMENTS:**

The aim of this regulation is to outline the procedures to be followed in verifying for the Inspector General's Department the authenticity of a unit's clothing and accouterments.

- 1) **DOCUMENTATION:** The following must be filed with the Inspector General's Department:<sup>58</sup>
  - A. One General Inspection Reference Form (GIRF) per unit.<sup>59</sup>
    - 1) A military unit is limited to the portrayal of a time period of no more than 30 days in a particular location.<sup>60</sup>
    - 2) Non-military units are limited to a time period and location of their designation within the time frame of the NWTA, and must submit a GIRF which describes the organization or group which they are portraying.

<sup>55</sup> 29-30 Jan. 1993, general membership meeting

<sup>56</sup> 29-30 Jan. 1993, general membership meeting

<sup>57</sup> 8 March 1977

<sup>58</sup> 1 March 2008, revised and renumbered

<sup>59</sup> 3 Feb. 1979; 1 March 2008, revised

<sup>60</sup> 13 March 1982; 1 March 2008, revised

- 3) A unit may portray an alternate impression if a GIRF and required documentation is filed with and approved by the Inspector General's Department.
  - B. One Individual Inspection Form (IIF) per individual.<sup>61</sup>
  - C. Unit history.
  - D. Bibliography of the sources used in preparation of GIRF and unit history.
  - E. Copies of research materials not readily available to the Inspector General's Department.
  - F. If applicable, letter from a senior unit giving a junior unit of the same type and name permission to join the NWTa (By-Laws 00-01:4).
- 2) SOURCES:** A primary source supersedes a secondary source. A written primary source is preferable to a pictorial one.<sup>62</sup>
  - A. Definition of a Primary Source: Material generated prior to November, 1783, and writings or paintings produced by participants from the period based on their first hand observations and/or experiences, i.e., contemporary materials.
  - B. Definition of a Secondary Source: Material generated after October, 1783, pertaining to time previous, using or citing primary source materials (see above definition of primary source).
- 3) DISPUTES:**
  - A. If the Inspector General's Department questions the authenticity of any article of clothing or any accouterment, the burden of proof falls upon the wearer. Until the individual provides documentation acceptable to the Department, the item in question may not be worn or used.<sup>63</sup>
  - B. If a member questions the authenticity of the clothing or accouterments of an individual or unit, said member must bring to the Inspector General's Department sources which prove the items to be incorrect. The Department will take appropriate action.<sup>64</sup>
- 4) CHANGES:** If a unit or individual changes images or creates alternate clothing or accouterments, such changes must be documented and the Inspector General's Department notified.<sup>65</sup>

**NWTa Reg. #01-03: INSPECTION OF CLOTHING AND ACCOUTERMENTS:**<sup>66</sup>

The aim of this regulation is to outline the clothing inspection process and to define areas of responsibility within it.

- 1) FREQUENCY OF INSPECTION:** Each unit shall stand inspection on a regular basis (as decided by the Board of Directors) or at the discretion of the Inspector General.<sup>67</sup>
- 2) BASIS OF INSPECTION:**
  - A. Each uniformed person shall be inspected against the unit's research and GIRF. All items not covered in the GIRF must be individually documented.<sup>68</sup>
  - B. Each non-uniformed person shall be inspected on the basis of his or her IIF and 18th century biography and the research that supports it.<sup>69</sup>
- 3) RESPONSIBILITY FOR INSPECTION:** Each unit/unit member bears responsibility for being inspected on schedule. If a unit or unit member fails to stand a scheduled inspection or fails to arrange for an inspection after having been notified of the need to do so, the Inspector General may bring the unit before the Board of Directors for disciplinary action. The Board of Directors has the right to reduce the unit or unit member to Probationary Status, and to take additional action if necessary.<sup>70</sup>

<sup>61</sup> 9 Nov. 1991; 1 March 2008, revised

<sup>62</sup> 29-30 Jan. 1993, general membership meeting

<sup>63</sup> 8 May 1977

<sup>64</sup> 26 March 1977

<sup>65</sup> 8 May 1977

<sup>66</sup> 1 March 2008, entire section revised & renumbered

<sup>67</sup> 8 May 1977; 9 Nov. 1985

<sup>68</sup> 8 May 1977; 1 March 2008, revised

<sup>69</sup> 1 March 2008, revised

<sup>70</sup> 8 Nov. 1980; 13 March 1982; 20 Nov. 1982; 1 March 2008

**4) PROCESS OF INSPECTION:**

- A. A mutually acceptable person(s) will be assigned as inspector.
- B. At a time and place specified by the unit and acceptable to the Inspector General or his designee, the Inspector(s) shall record comments regarding the authenticity or appropriateness of the inspectee's clothing and accouterments, and of the documentation provided.<sup>71</sup>
- C. Articles previously inspected shall be reinspected at the discretion of the Inspector General or his designee.<sup>72</sup>
- D. After the inspection the Inspector General or his designee and the Unit Commander or Leader shall agree upon necessary changes in clothing and accouterments, the time period in which they should be accomplished, and any necessary reinspection dates.<sup>73</sup>

**5) REINSPECTION:**

The Inspector General or his designee may return to individuals who have been inspected to request documentation for items added after the completion of the inspection.<sup>74</sup>

**6) DISPUTES:** See Regulation 01-2:4.

**NWTA Reg. #01-04: PERIOD CAMP DISCIPLINE:**

The aim of this regulation is to establish minimum standards of appearance and conduct.

**1) GENERAL:**

- A. Every article and item existent within the authentic camp area, or on the person or individuals within the camp, will be of 18th Century vintage, or disguised to appear to be of 18th Century vintage. Any article(s) which cannot be disguised will be secreted in such a fashion that it is never seen by the general public. In addition, 18th Century articles used in a given unit will be only materials and equipment historically authentic to that unit, or reasonably accessible to it. Said articles must satisfy the Camp Inspectors. It is the unit's responsibility to seek such approval.
- B. All non-documented camp furniture is either to be documented or not allowed in camp between colors. This includes items that are covered with blankets (or other covering) to disguise them, such as modern tables and chairs. Straw bales which might be used during the event day require a covering or some other such issue other than a blanket thrown over them (i.e. a stamped canvas tied around the bale). Documented items are, folding tables, pegged tables, pegged benches and canvas stools. Non-documented items include: buckskinner, voyager, and canoe chairs and suitcase tables. Side wall tents are not allowed unless modified and acceptable research presented.<sup>75</sup>

**2) PERIOD OF AUTHENTICITY:** Between one-half hour prior to the opening of the event and the conclusion of the Evening Colors, everything will be maintained in an 18th Century condition without exception. No deviation from this regulation will be tolerated.

**3) SALE OF FOOD OR DRINK:** Any NWTA member selling food or drink of any kind to the public at an event must provide to the Quartermaster or Insurance Chairman a certificate of insurance naming the NWTA as an additional insured on a product liability policy in effect during that event, with a minimum of \$500,000 coverage. If a proper certificate of insurance is not provided, the NWTA commander or his representative shall inform the member that he must desist from selling food or drink at that event.

**4) SALE OF GOODS:** Stick-on price tags are allowed if not in plain sight or if string tags are not feasible. Merchants offering credit card services to customers may indicate that alternative methods of payment are available. Plastic packaging and paper bags are permitted once an item has been sold, but not permitted for display purposes except where required by law. Non 18th century business cards or catalogs may not be displayed, but may be dispensed at the public's request. Modern educational materials (books, posters,

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<sup>71</sup> 1 March 2008, revised

<sup>72</sup> 9 Nov. 1985

<sup>73</sup> 8 May 1977; 1 March 2008

<sup>74</sup> 13 March 1982; 20 Nov. 1982; 1 March 2008

<sup>75</sup> 6 March 1999

magazines, lead soldiers, prints) with specific references to the 18th century are allowed. Educational materials relating to earlier centuries are allowed if they are reprints of 18<sup>th</sup> century editions.<sup>76</sup>

**NWTA Reg. #01-05: ADVISORY COMMITTEE TO THE OFFICE OF THE INSPECTOR**

**GENERAL:**<sup>77</sup>

- 1) The Inspector General shall appoint a committee consisting of five NWTA members to act as an Advisory Committee. The members of the Advisory Committee must be approved by the Board of Directors.
- 2) The purpose of the Advisory Committee is to share their expertise with the Inspector General, to help create department policies, and to assist in determining whether the documentation provided is acceptable in the case of a dispute. Members of the Advisory Committee may also serve as Inspectors.

**NWTA Reg. #01-06: THE LAST POST:**<sup>78</sup>

- 1) To be eligible for inclusion in the Last Post, an individual must have been a paid member of the NWTA at some time during the year before the individual's death, a past Commander, or a Founding Member.
- 2) The Board of Directors may add to the Last Post, the names of past members who do not meet the criteria, but who deserve inclusion.
- 3) The Last Post may be read at an optional formation at any event. The Last Post in its entirety will be read following the Sunday morning formation at Vincennes each year. It will also be read at each Grand Encampment, accompanied by a memorial salute at a formation.
- 4) The death of any past member of the NWTA may be announced at the Sunday morning formation for the next three events following the death.

**NWTA Reg. #01-07: THE ORDER OF MERIT:**<sup>79</sup>

The aim of this regulation is to establish appropriate recognition for extended active membership in the NWTA.

**1) GENERAL:**

- A. The "Order of Merit" is a unit-level fraternity for members of good service. It was used in all armies during, and previous to, the American Revolution. Though the award has lost much of its meaning, it persists in the American military today as the "Good Conduct" medal. No fraternity is now involved.
- B. The "Badge" or "Decoration" for this "Order" should not be confused with the federal "Badge of Military Merit" issued for "unusual gallantry" and "extraordinary fidelity."
- C. Membership in the Order of Merit must be carefully controlled so as to maintain the value of the Order.
- D. No NWTA member unit shall be required to participate in the Order of Merit program. No eligible individual unit member shall be required to obtain membership in the Order. No eligible individual shall be required to wear the distinction of the Order.

**2) DISTINCTION WORN BY THE MEMBERS:**

- A. A metal badge, measuring a half-crown (Cuthbertson) or two inches in diameter (Neumann and Kravic, p.98); the medal is engraved on the "obverse" side, "Reward of Merit," the year the unit is reenacting, and the major unit commander's name - for example: "1779" and "Col." and "G. R. Clark." The decoration is worn suspended from a proper ribbon. The distinction is worn by passing the ribbon through a button-hole of the coat, by fixing it to the left breast of the hunting-frock or sleeved waistcoat, or in what ever fashion the unit may prescribe.

<sup>76</sup> 6 March 1999; 4 Nov. 2006, revised

<sup>77</sup> 9 Nov. 1991, entire regulation; 1 March 2008, revised

<sup>78</sup> 1 Nov. 1997; 1 March 2008, revised

<sup>79</sup> 14 Aug. 1994; 1 March 2008, entire reg. revised & reorganized

[References: Cuthbertson, Bennett, esq., "A System for the Complete Interior Management and Oeconomy of a Battalion of Infantry," 2nd ed., 1775, London chap. XVI, article XXXIV and chap. XXVI, article I through V; and Neumann, George C. and Kravic, Frank J., "Collector's Illustrated Encyclopedia of the American Revolution," ill. by Woodbridge, George C., 1975, Secaucus, NJ, p.98, fig. 2, obverse.]

- B. That a numeral (7, 14, 21, etc) be included on the medal to denote the number of years of service being recognized.<sup>80</sup>
- C. Those who were members in 1974 and who meet all other requirements for membership in the Order -- may wear a silver medal in lieu of the medal described above.

**3) CRITERIA:**<sup>81</sup>

- A. The individual must have been an active member-in-good-standing of the NWTa for a minimum of seven (7) years, to qualify for a Seven Year Medal. Subsequent awards may be issued at seven (7) year intervals.
- B. The individual must meet all other requirements which may be prescribed by his or her unit. The Unit Commander or Leader must verify in writing that the individual is eligible for Membership in the Order of Merit.

**NWTA Reg. #01-08: CONTEST RULES:**

Contests conducted at NWTa events should either reflect contests or games which were played in the latter part of the 18th Century, or which demonstrate or showcase skills used by people in the latter part of the 18th Century, or which generate fun using 18th Century articles. Games or contests must comply with the safety regulations of the NWTa and may be reviewed by the Provost Marshal to determine compliance. The host unit is responsible for creating and making public the rules of the contests and those rules are final for that event.

**NWTA Reg. #01-09: STANDING ORDERS:** (On file with Adjutant where applicable.)<sup>82</sup>

**1) NATIONAL OFFICERS:**

- A. COMMANDER
- B. DEPUTY COMMANDER
- C. ADJUTANT
- D. PAYMASTER
- E. SCRIBE

**2) STAFF OFFICERS:**

- A. If duties for a Staff Officer position are referenced within the NWTa Constitution and By-Laws, these shall be viewed as the primary duties and responsibilities of the stated position
- B. Additional Standing Orders for Staff Officers, in addition to those contained within the NWTa Constitution and By-Laws, will be presented by the NWTa Commander at the time of presentation of a nominee.

**NWTA Reg. #01-10: EVENT CRITERIA:**<sup>83</sup>

**1) HOST UNIT:**

- A. An event request without a confirmed host unit shall be rejected.
- B. If an event is approved, and the host unit withdraws their support, the event shall be canceled.

**2) SPONSOR CANCELLATION:** If a sponsor cancels an approved event, future event requests must be accompanied by the current sponsor fee. That fee will be considered nonrefundable.

**3) DAILY SCHEDULE:** The daily schedule of NWTa events should include two battles, in addition to the Troop and Parade formations. The schedule of activities at any event shall be as mutually agreed by the Sponsor and Host Unit.<sup>84</sup>

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<sup>80</sup> 1 March 2008

<sup>81</sup> 6 March 1999; 1 March 2008, revised

<sup>82</sup> Entire regulation revised 6 Nov 2010

<sup>83</sup> 6 March 1999, entire regulation

- 4) **BALDWIN'S REGIMENT:** No member of Baldwin's Regiment of Continental Quartermaster Artificers shall be required to pay a fee in order to attend an NWTA event, other than as approved by the Board of Directors.<sup>85</sup>
- 5) **FARB ZONE:** The area surrounding Baldwin's Regiment is not considered part of the "farb zone."
- 6) **TIME LINE:** If an event involves a time period other than that of the Revolutionary War, all other time period groups shall be quartered in a separate camp.

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<sup>84</sup> 4 Nov. 2006, revised

<sup>85</sup> 4 Nov. 2006, revised

**BY-LAWS #02. SAFETY REGULATIONS****NWTA Reg. #02-01: GENERAL WEAPON SAFETY:**

The aim of this regulation is to establish minimum standards of safety.

- 1) **GENERAL:** All weapons fired during NWTA functions will be subject to the inspection of the Safety Officers. Any weapon found in an unsafe condition will be prohibited from use. This requirement is extended to firearms, artillery pieces and mortars. Sights are to be authentic to the place and period. Modern reproductions of weapons are recommended for blank firing.
- 2) **FRIZZEN COVERS:** Firearms will be equipped with Frizzen Covers constructed of 1/8th inch thick leather, snugly fitted and covering the complete face of the frizzen.
- 3) **FLASH DEFLECTORS:** Firearms will be equipped with Flash Deflectors constructed of 1/32 inch (or thicker) brass or other period correct metal, securely fastened, with a minimum of 1/2 inch height above the flat of the pan. All sharp edges will be removed.<sup>86</sup>
- 4) **SEAR CONDITION:** Muskets and pistols shall demonstrate a minimum of three (3) pounds of trigger pull. Trigger pull should be such that the full-cocked piece will not fire when the butt is struck smartly on the ground; at full or half cock, when dropped from a height of four (4) to six (6) inches.
- 5) **TOUCH HOLE:** The diameter of the touch-hole of a firearm will not exceed an excessive diameter that upon firing would cause the flash guard to be bent away.<sup>87</sup>
- 6) **BLACK POWDER:** The only form of propellant which will be used with firearms is Black Powder. No bulk powder will be stored at the campsite. If it becomes necessary to produce ammunition at an event site, a cartridge loading area will be designated by the Safety Officers.
- 7) **WEAPON HANDLING:** Weapons will be set with pan open and hammer down at all times when not in formation. Frizzen Covers will be removed on command and returned to normal position immediately after firing. All firelocks will be "secured" before unit dismissal.
- 8) **AMMUNITION AND POWDER HORNS:** The possession of live rounds or ammunition at any NWTA event by any person registered or participating as an NWTA member or guest is prohibited. A live round is defined as a weapon cartridge or load containing both powder and a projectile. Separate projectiles may be included as part of a display, but may not be part of a working cartridge. Separate projectiles may not be carried in cartridge boxes. Powder horns, except for priming horns with a two (2) ounce capacity or less, will be carried empty.<sup>88</sup>
- 9) **AGE:** Persons age 11 through 13 who are physically capable and properly uniformed may carry a firearm without a flint at any time, excluding battle demonstrations, provided that such persons are under direct adult supervision. There shall be no cartridges in their possession.

**NWTA Reg. #02-02: BLANK FIRING, MUSKET, RIFLE AND PISTOL:**

The aim of this regulation is to establish minimum standards of safety.

- 1) **AMMUNITION:** Blank ammunition will be loaded in paper only.

**MAXIMUM ALLOWABLE POWDER LOADS**

<b>Weapon</b>	<b>Powder Grains</b>	<b>Type</b>
Musket:	120 grains	FFg or FFFg
Rifle:	75 grains	FFg or FFFg
Pistol:	70 grains	FFg

The chart is for maximum loads. Less powder may be used. Loading of ammunition should be accomplished at home station. Non-metallic containers are recommended for storage and transportation of cartridges and shooting boxes. Note: Staples or plastic tape will not be used to seal cartridges.

<sup>86</sup> 1 Nov. 2008, revised

<sup>87</sup> 4 Nov. 2006, revised

<sup>88</sup> 26 July 1992

- 2) CHARGING:** When charging the piece, keep the muzzle away from the body. Use the tip of the thumb and forefinger to charge the barrel. Blank ammunition will not be rammed. Empty paper cartridges will be removed from the field and deposited in a proper and safe manner.<sup>89</sup>
- 3) WADDING:** Patching (wadding) with blank ammunition is forbidden.

**NWTA Reg. #02-03: LIVE FIRING:**

Any NWTA member or guest registered or participating as an NWTA participant at any NWTA event shall be prohibited from live firing for the duration of that event. Live firing is defined as the use of both powder and a projectile in a weapon during firing.<sup>90</sup>

**NWTA Reg. #02-04: EDGED WEAPONS:**

The aim of this regulation is to establish minimum standards of safety.

- 1) SCABBARDS:** Bayonets and swords will be provided with a proper scabbard of the period and will be sheathed in said scabbards except as directed by unit commanders when the unit is in formation, or when working with the public along the perimeter of the period camp site. In the latter case, weapons will be returned to their scabbards immediately after demonstration. (For exceptions, see NWTA Regs. #02-7 and 02-8).
- 2) SHEATHS:** Knives, tomahawks, axes and saws, real and simulated, will be provided with leather sheaths and will be retained in said sheaths except as directed by unit commanders when the unit is in ranks, or when working with the public along the perimeter of the period camp site, or when participating in the tomahawk/axe throw at the target area. When such activities are concluded, weapons will be immediately returned to the sheathed condition. (For exceptions see NWTA Regs. #02- 7 and 02-8).
- 3) HALBERDS, PIKES AND SPONTOONS:** These weapons may be carried in ranks but will be maintained in the vertical positions (except during salutes) at all times. (For exceptions see NWTA Regs. #02-7 and 02-8). Halberds, spontoons, and pikes will be hobbled to a stationary device, or place in such a manner that they cannot fall.
- 4) MISCELLANEOUS:**
- A. Bayonet points will be rounded so that no point is present.
  - B. Gun racks and flag racks will be fastened to the ground to prevent falling.
  - C. Bayonets will not be sharpened.

**NWTA Reg. #02-05: BATTLE PREPARATION AND CONDUCT, INFANTRY:**

The aim of this regulation is to establish minimum standards of safety.

**1) PREPARATION:**

**A. FORMATION:** Regiments will form in Order of Battle, as regiments in Line. Unit Commanders will conduct inspection of their regiment in the following manner:

- 1) "Poise Firelock."
- 2) "Half Cock Firelock." The commander and his sergeants and corporals will inspect flints and pans by trooping the ranks.
- 3) "Shoulder Firelocks."
- 4) "Search your Arms." (Troops will execute the first three (3) movements of "Fix Bayonet")
- 5) The commander and sergeants and corporals will troop the ranks. As each soldier is approached he will draw and spring his bore, returning the rammer at that point.
- 6) "Shoulder Firelock."

NOTE: During the above procedures, NWTA Safety Inspectors will spot check at random.

Any Soldier found with a cartridge improperly assembled (see NWTA Reg. #02-02) will be excused from battle for that day.

- 7) "Order Firelock," "Rest," and wait.

<sup>89</sup> 5 March 1994

<sup>90</sup> 26 July 1992, entire regulation

- 8) Commander of Troops will command, "Bring your Regiments to Attention and Shoulder Firelock." "Report."
  - 9) Each regimental commander will report in order, that the inspection has been successfully conducted.
- 2) BATTLE CONDUCT:** Unit commanders will respond to the commands of the over-all American or King's Forces Commander, as appropriate, but within that framework he will retain individual command of his unit. Commanders will take care to see that:
- A. FIRELOCKS: Weapons are not aimed at any individuals. Barrels are to be elevated at least ten (10) degrees above individual's heads when firing.
  - B. ARTILLERY: Troops are not advanced forward of artillery pieces when said pieces are firing or programmed to "fire." (See NWTa Reg. #02-06).
  - C. BAYONETS: Bayonets are not to be fixed except within those regiments programmed to "close." (See NWTa Reg. #02-07). Regiments not programmed for hand-to-hand combat will not close.
- 3) CONCLUSION:** After conclusion of battle, but prior to dismissal, each regimental commander will:
- 1) "Poise Firelock."
  - 2) "Half Cock Firelock" and see that pans are brushed.
  - 3) "Shoulder Firelock."
  - 4) "Secure Firelock."
  - 5) "Shoulder Firelock" and dismiss.

**NWTa Reg. #02-06: BATTLE PREPARATION AND CONDUCT, ARTILLERY AND MORTAR:**

The aim of this regulation is to establish minimum standards of safety.

- 1) BATTLE ORIENTATION:** All Gun Section leaders will attend the battle conference held each day. They will obtain the number of rounds to be fired, and the battle scenario showing the sequence of the rounds to be fired. The commanders of the Infantry Regiments participating should have the same information provided.
- 2) FIRING:** Gun crews will insure that no infantry units are forward of their positions previous to firing. Troops a sufficient distance forward of the weapon are not a consideration.
- 3) GENERAL:** The dictates of NWTa Reg. #02-04 will be complied with.

**NWTa Reg. #02-07: HAND-TO-HAND COMBAT, INFANTRY:**

The aim of this regulation is to establish minimum standards of safety.

- 1) CLOSE COMBAT:** Bayonet fighting in close combat by individuals or by regiments is prohibited unless such combat has been rehearsed and agreed to by both participating parties, and approved by the Safety Officers as part of the battle script or demonstration.
- 2) BAYONETS:** Bayonets will only be fixed in regiments with prior approval of Safety Officers before each battle.
- 3) TOMAHAWKS, KNIVES AND AXES:** These weapons will not be drawn in combat. Simulated weapons of this type (rubber heads or blades) may be used if all parties, including the Safety Officers, agree.
- 4) SWORDS, HALBERDS, PIKES AND SPONTOONS:** Swords may be drawn by officers and non-commissioned officers for command and ceremonial purposes only. Swords, halberds, pikes and spontoons may not be used in the course of hand-to-hand combat without prior approval of Safety Officers.

**NWTa Reg. #02-08: HAND-TO-HAND COMBAT, JOINT INFANTRY AND ARTILLERY:** The aim of this regulation is to establish minimum standards of safety.

- 1) CLOSE COMBAT:** Paragraph 1, NWTa Reg. #02-07 applies.
- 2) SECURING:** When a weapon has been cleared after a final "Cease Fire," the gun muzzle shall be depressed, and/or the water bucket shall be hung from the barrel as a sign that the piece shall not fire again. If the gun is to be overrun, one member of the gun crew shall die next to the ammunition box to insure that it remains secure. If the gun crew intends to engage in hand-to-hand combat, they must fix bayonets at this time.
- 3) BAYONETS:** Paragraph 2, NWTa Reg. #02-07 applies.

- 4) **TOMAHAWKS, KNIVES AND AXES:** Paragraph 3, NWTa Reg. #02-07 applies.
- 5) **SWORDS, HALBERDS, PIKES AND SPONTOONS:** Paragraph 4, NWTa Reg. #02-07 applies.

**NWTa Reg. #02-09: DEMONSTRATIONS, PREPARATION AND CONDUCT, INFANTRY:**

The aim of this regulation is to establish minimum standards of safety.

- 1) **GENERAL:** Demonstrations are any activity in which firearms are to be discharged, such as duels and executions.
- 2) **PREPARATION:** Commander(s) (NCOIC) will conduct a safety inspection of weapons and ammunition in accordance with NWTa Reg. 02-05, Paragraph 1, A, (1) through (6).
- 3) **CONDUCT:**
  - A. Commander will insure that sufficient crowd control measures are employed to maintain clear avenues of fire.
  - B. Firelocks will not be aimed at any individual. Barrels are to be elevated at least ten (10) degrees above individual's head when firing.
  - C. No hand weapons, such as bayonets or tomahawks, will be used except in accordance with NWTa Reg. #02-07.
- 4) **CONCLUSION:** Commander(s) (NCOIC) will conduct a safety inspection of weapons after the conclusion of the demonstration, in accordance with NWTa Reg. #02-05, Paragraph 3.

**NWTa Reg. #02-10: GENERAL CAMP SAFETY:**

The aim of this regulation is to establish minimum standards of safety.

- 1) **GENERAL:**
  - A. **WATER:** A container of water, for extinguishing fires, will be maintained near fire pits and in plain view of participants.
  - B. **TOOLS:** Axes will be equipped with a leather sheath and stored lying down. Shovels will be stored lying down with the blade face-toward the ground. Picks shall be stored disassembled, if possible.
  - C. **FIRST AID BOX:** A First Aid kit to handle minor injuries should be maintained by each regiment.
  - D. **FIRE EXTINGUISHER:** It is recommended that a hand-pump chemical fire extinguisher, charged with an element to fight tent fires, be present within each regiment.
- 2) **FIRE PITS AND FIRES:**
  - A. Fire pits will not be constructed any closer than eight (8) feet from any structure. As a minimum standard, the distance from the spectator rope to the fire pit should be eight (8) feet.
  - B. **Fire pits may be either dug into the ground or on the surface at the discretion of the Event Sponsor and Host Unit.<sup>91</sup>**
    - 1. **If dug into the ground,** a fire pit of six (6) inches depth is recommended. Sod is to be stored, **and at the direction of the Event Sponsor, either replaced in or placed alongside the fire pit** at the conclusion of the event.
    - 2. **If the fire area is not dug into the ground, but placed on the surface, the Event Sponsor shall provide enough material (such as brick, rock, sod) to safely surround the fire area to a recommended height of at least six (6) inches.**
- 3) **LANTHORNS AND CANDLES:** Wooden lanterns should be equipped with a metal shield between the candle base and the lantern body, to prevent low-burning candles from firing the wood. Lanterns used inside tents must be firmly attached to ten poles. Candles used in tents must be sconced and securely fastened to tent poles.
- 4) **HORSES:** Horses or people mounted on horses will not be permitted within the confines of the NWTa camp, its streets, or public access aisles which are less than thirty (30) feet wide, or in battles or other demonstration areas during NWTa occupation of such areas. This regulation is not intended to prohibit a sponsoring organization from providing horse-drawn wagon, carriage, buggy or sleigh rides around the outer perimeter of the NWTa reenactment

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<sup>91</sup> 5 Nov. 2011, entire reg. reorganized and section B revised

and camp area, or where the public access aisle between NWTAs camp and/or demonstration areas is at least thirty (30) feet wide. This regulation also is not intended to prohibit mounted, sworn police officers on official duty from riding horses in the public access areas described above in this paragraph.<sup>92</sup>

**5) ROPE LINES:**<sup>93</sup>

- A. Rope lines, at any event hosted solely by the NWTAs, shall be in place around every camp during the period of authenticity, so as to prevent spectators from gaining access to any military camp, with the exceptions of Baldwin's Regiment and the Philadelphia Dept. Continental Corps Invalids area.
- B. The following exceptions may be granted, with approval of the sponsor and host unit:
  - 1. A unit (or units) may take down the rope in front and/or back of its camp(s) for the purpose of either running occasional camp tours or providing a camp open to the public during the day as long as the following guidelines are met:
    - a. The unit is in a separate camp or ropelines are maintained between it and neighboring camps.
    - b. At least two members of the unit are present to supervise and interact with spectators with the rope line down.
    - c. Care is taken to provide a path through the camp, with a minimum of obstacles such as fly ropes, etc.

**6) MEDIA/PHOTOGRAPHY:** No member of the media and no spectator shall be permitted on a battlefield or behind any rope line. Media representatives or others requesting special consideration may be placed in a special position behind the battlefield rope line.<sup>94</sup>

**7) WEAPONS FIRING:** Unscheduled weapons discharges need the permission of the host unit and least one of the following NWTAs officers: Safety Officers, Commander or Deputy Commander.<sup>95</sup>

**NWTA Reg. #02-11: ARTILLERY DEMONSTRATIONS:**

The aim of this regulation is to establish minimum standards of safety.

**1) PARTICIPATION:** Member units of the NWTAs and those Applicant Units which have satisfactorily shown their competence and safety in the handling of their pieces shall be permitted to participate in matches, demonstrations and skirmishes.<sup>96</sup>

**2) ELIGIBILITY:** Replicas of Revolutionary War Period Artillery pieces may be fired. Such replicas must be full scale, of correct documented shape, size, color, and must not be antedated past the year of 1783. Small scale or model cannons are not to be fired at any time during a scheduled event. The piece and its crew must pass the inspection specified in Paragraph 3. No person will be permitted to serve as a member of a gun crew unless he is a member of that crew, or a certified member of another registered crew.

**3) INSPECTION:**

- A. All artillery pieces must be registered with the NWTAs and approved in order to participate in any match or demonstration. Registration of an artillery piece shall consist of a complete inspection as here-in provided of the gun, necessary tools, projectiles, powder charges, and the gun crew and its drill. All equipment, ammunition, crews, and guns must be reinspected within one year of previous inspection date, or if alterations, modifications, update, or rebuilds are carried out before the one year limit is reached. Reinspection will occur upon the changing of ownership of a piece. The NWTAs shall maintain records of inspection dates, status of registered pieces, status of crew

<sup>92</sup> 9 Nov. 1991, entire regulation

<sup>93</sup> 7 March 1998, entire regulation; 7 Nov. 1998, revised

<sup>94</sup> 6 March 1999

<sup>95</sup> 6 March 1999; 4 Nov. 2006, revised

<sup>96</sup> 4 Nov. 2006, removed reference to Assoc. Members

certifications, and shall present such information to the Board of Directors each year. All crew drill must conform to the Uniform Drill in section #6.<sup>97</sup>

- B. All tubes/barrels must show witnessed proof that a Test Fire of the tube was performed prior to its use. Such a Test Fire shall consist of loading the barrel with double the maximum charge fired. A signed statement of the test will be included with the paperwork for each gun in the NWTAs files, and must include the signature of an adult witness, other than the guns owner.<sup>98</sup>
- C. Carriages that show excessive wear, rotting, weak or broken wheels, excessive rust or corrosion of tube or ironwork, neglect of ore, totally incorrect configuration of construction or historical accuracy, will not be certified.<sup>99</sup>
- D. Inspections will be carried out by the NWTAs Artillery Safety Commission in the presence of the gun owner and its crew. Documentation of the gun shall be needed to settle any disputes in authenticity, such documentation appearing either in the "General Impression Form" or under a separate heading.<sup>100</sup>

**4) TOOLS AND APPENDAGES:** Each artillery piece will be furnished with the following required tools and appendages:

- A. SPONGE BUCKET:** This bucket may be of either leather or wooden construction. It must be large enough to contain a sufficient supply of water to allow for double sponging during the shots of the demonstrations, and have enough left to flood the bore. Leaks must not be so great as to inhibit this volume of water. Tin, Brass, or Copper may be used only if constructed in a historically correct fashion.
- B. SPONGE (Bore Mop):** This sponge must be built around a wooden head that is firmly attached to the shaft. It may have a rammer or worm on its opposite end. Tacks holding on the cover must be of non-ferrous material. The cover may be of carpet, lambs wool, or other absorbent material that will cause a tight fit, match the shape of the chamber, and be absorbent enough to carry water to the full extent of the bore. A white canvas cover must be tied over the sponge when not in use. It must be clean (as clean as possible) before each demonstration.
- C. RAMMER:** The rammer may be on its own shaft, or be part of a sponge-rammer appendage. It may also be included on the wad hook appendage. Its head must be at least 75% of the bore diameter and be firmly affixed to the shaft. No non-ferrous nails or metal parts may protrude from the surface of the wood. Cracks in the wood may not be open more than 1/32 inch.
- D. VENT PICK (Priming wire):** The vent prick must be of non-ferrous metal and must pass the full length of the vent without resistance. It must be able to reach the bottom of the bore. Spare vent pricks must be on hand.
- E. SWAB HOOK (Worm):** The worm will measure at least 75% of the bore diameter. The tangs must be of sufficient strength that it may be bounced off the bottom of the bore without compressing the twist. (This test may be conducted by bouncing off a stone or concrete surface outside the bore to prevent wear to the chamber). The ends of the tang are to be sharpened to snag cartridge fragments. The hooks (tangs) must be secured to a metal ferrule which will firmly affix the head to the shaft. The wad hook may share a shaft with the rammer or the sponge.
- F. LINSTOCK:** The linstock must be of sufficient length to allow the gunner to stand outside the wheels while firing.
- G. THUMBSTALL:** The thumbstall must be pliable to seal off all rushing air during ramming and be thick enough to protect the vent tender from heat.
- H. LEATHER GAUNTLETS:** These must be worn by the man who charges the piece (on the hand that holds the charge) and the man who rams the charge (both hands). These must be heavy-duty welders-type gauntlets with a cuff to extend past the wrist.

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<sup>97</sup> 6 March 1993

<sup>98</sup> 6 March 1993

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- I. GUNNER'S HAVERSACK OR PASS BOX:** This haversack must be of leather and be large enough to enclose the entire cartridge inside it without exposing it in any way. It may be a musket cartridge box without the block, providing the flap secures the cartridge.
- J. MATROSS BOX (Ammunition box):** This box may be separate, or part of the set built for the gun. It must be of sturdy construction. It must have a lid that closes down tightly with a hasp, and must have a canvas cover to protrude past the crack between the lid and the sides by at least two (2) inches. In the case of a box with a metallic cover, the seal must be very good between the lid and sides; no gaps of more than 1/32 inch. The lid must have a chain that allows the lid to open less than 90 degrees such that the lid will fall closed when the matross releases it. There must be no holes or cracks in the box that light can pass through. Any such gaps must be caulked. The box must have a padlock to secure the lid after battle or demonstration.
- K.** Any tools or appendages must be of documented 18th Century design. Other desirable tools and appendages not listed above may be used. These might include ladles, portfires, spikes, quadrants, forked levers, searchers, handspikes, bricoles and drag ropes, gimlets, sighting devices, fuse cutters, fuse hammers, etc.<sup>101</sup>

## 5) CREWS:

- A. A full crew for NWTAA Artillery pieces shall include the following functions:
  - 1) THE SERGEANT: Directs the crew and oversees the drill.
  - 2) A GUNNER: Tends the linstock and fires the piece.
  - 3) THE BOMBARDIER: Tends the vent and primes the piece.
  - 4) A GUNNER: Sponges the piece and rams the piece. He may also search the piece at the Commander's discretion.
  - 5) A GUNNER: Handles the cartridge or shot, and charges the piece. Also at the discretion of the Commander he may search the piece.
  - 6) A MATROSS (Powder Monkey): Carries the haversack to deliver the cartridge
  - 7) A MATROSS (Powder Monkey): Tends the ammunition chest.
  - 8 & Higher) OTHER MATROSSES: Stand at the drag ropes, point the piece, handle the water bucket, tend the extra linstock, and all the other full range of crew duties not listed.

LIEUTENANT: Stands to the rear of #1 and oversees the drill. He may shout the commands instead of the sergeant, or have the sergeant parrot his commands, or stand silent... as the crew wishes. His primary responsibility is as safety authority. He begins the drill by ordering "LOAD," and gives the command to fire.

CAPTAIN: Commands two or more batteries. His option is to shout the commands, with the individual crew officers parroting his commands, or allow for independent fire, as he chooses. His primary function is to coordinate the fire with the program in a safe manner, allowing therefore the lieutenants the freedom to concentrate on their respective crew's safety. Honorary and Temporary rank of MAJOR and COLONEL may be issued for the event that needs supervision of large elements of artillery, such as "Wings" of five or more guns and "Battalions" of two or more wings. Such rank will be for the use of the artillerymen only, and only for the specific event that such large numbers of artillery occur. The Artillery Community may elect to recognize their Artillery Safety Officer as Major within their own program, but not as a rank over the infantry or cavalry or navy.
- B. The minimum crew for NWTAA Artillery pieces are as follows:
  - 1) MORTARS (includes 4.5 inch, 12 pound siege and coehorn) shall be two men: one performs tasks #1, #2, and #3, the second man performing tasks #4, #5, and #6.
  - 2) SWIVEL GUN shall be three men: one performing tasks #1 and #3, the second performing tasks #2, #5, and #6 and the third man performing task #4.
  - 3) FIELD PIECE, GALLOPER, GRASSHOPPER, SIEGE GUN, NAVAL GUN OR GARRISON PIECE shall be either four or five men. In a five-man crew, one man performs task

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<sup>101</sup> 6 March 1993

#1, the second man performs tasks #2 and #3, the third man performs task #4, a fourth man performs task #5 and the fifth man performs tasks #6 and #7. In a four-man crew, one man may perform tasks #1, #2 and #3. All other positions are manned as in the five man crew.

- 4) HOWITZER, 3.6 inch, 12 pound shall be either three or four men. In a four--man crew one man performs tasks #1, #2, and #3; the second man performs task #4; the third man performs task #5; and the fourth man performs tasks #6 and #7. In a three-man crew, tasks #5, #6 and #7 may be combined. All other positions are manned as in the four-man crew.

C. Gun crews may be expanded to divide combined tasks depending on manpower available and the discretion of the gun commander and the artillery safety officer at an event, but they may not be reduced below the minimum requirements.

**6) THE UNIFORM DRILL:** The crews will follow this program for the service of their pieces.

A. The drill begins with the Sergeant ordering every man to his respective positions (as shown below). He may elect to position them quietly, or command "Stations!" and then "Attention!"

B. Next, when the officer (or Sergeant of the crew if there is no Lieutenant) is ready, and sees that his crew is in position, he will command "HAVE A CARE!" This is the signal for the commencement of the following drill. The commands for this drill may be shouted by the officer or sergeant, as the crews have elected.<sup>102</sup>

C. The stations the men must be in are these: (Crew stations 1 through 5 must be manned by properly trained individuals with a minimum of 14 years of age. Stations 6 through 8 may be manned by individuals at the discretion of the commander).<sup>103</sup>

#1: At the trails, beside and to the left of the tiller. For mortars, behind and to the left of the bed. For Gallopers, to the left and beside the left horse shaft.

#2: Stands to the left of the vent and back far enough to clear the wheel by stepping sideways. He may face the Sergeant or face the enemy at the crew's option.

#3: Stands to the right of the vent facing the enemy and far enough back to clear the wheel by stepping sideways.

#4: Stands to the right of the muzzle facing the enemy. The option to stand inside the wheel or outside the wheel is determined by the crew or by gun size. With mortars, there may not be sufficient room for this man to stand with #3 in position, so #3 should ease back far enough for #4 not to be in front of the muzzle.

#5: Stands to the left of the muzzle facing the enemy, either inside or outside the wheel, as with #4 and for mortars asking #2 to ease back to allow him room.

#6 & #7: Stand at the rear behind the ammunition box.

#8 & Higher: Will stand at the drag ropes, or other positions as assigned, but must not infringe upon those listed above.

D. When the crewmen take stations, they will have these items:

#1: A stop watch for miss fire procedure.

#2: The linstock, a snuffer for same, and a flame in a lanthorn at the rear for relighting the match.

#3: A vent prick and spare vent prick, a cartridge box for priming cartridges or priming quills, a gauntlet on the hand that serves the vent.

#4: The wad hook, a gauntlet on each hand, a full sponge bucket at his side.

#5: The sponge, and a gauntlet on at least his left hand.

#6: The gunner's haversack, or pass box.

#7: The key to the ammunition box locks.

E. The typical commands are as follows:<sup>104</sup>

a. "SEARCH PIECE!" #4 inserts the wad hook into the bore, shoving same all the way to the bottom of the bore, and twisting it such as to check for debris and extract any

<sup>102</sup> 6 March 1993

<sup>103</sup> 6 March 1993

<sup>104</sup> 6 March 1993

- which may be in the bore. This is to be done twice to insure that no debris is remaining in the bore. #5 holds the sponge.
- b. "TEND VENT!" #3 inserts the vent prick into the vent to clean it.
  - c. "SPONGE PIECE!" #3 firmly thumbs the vent. #4 inspects the sponge to insure that it has no foreign matter clinging to it. He dips the sponge into the water bucket, shakes off excess water, and inserts sponge into the bore, twisting it as it travels all the way to the bottom of the bore. When the sponge reaches the bottom, it is turned at least one full turn. He then extracts the sponge, twisting it in the opposite direction than when it was inserted. He repeats this operation a second time.
  - d. "TEND VENT!" This should be done a second time here to insure that moist material has not been pushed in through the vent during the sponging operation. A pipe cleaner may be used here. This operation is to prevent wet priming powder!
  - e. "HANDLE CARTRIDGE!" The cartridge is removed from the ammunition chest by #7, who checks the cartridge for defects, closes the lid and hasp, and hands the cartridge to #6 who places it in the haversack or pass box, if not already placed in a pass box by #7. #6 then carries the cartridge forward to #5. #2 will turn facing the cartridge with the linstock held below the trails, or next to the mortar bed, or swivel gun mount (to prevent the fire from possibly coming into contact with the cartridge should #6 stumble). #6 shakes out the cartridge into the hand of #5 who has turned to face #6 either over the wheel or outside the wheel. #6 now returns to the rear, #5 faces the enemy, protecting the cartridge as much as possible.
  - f. "CHARGE PIECE!" #5 grasps the barrel with his right hand to ground himself, and inserts the cartridge with his left hand, being careful not to damage the cartridge in any way. #4 has the rammer head resting firmly against the face of the muzzle, but not obstructing the bore. This rammer has been in this position since the sponging operation as a signal by #4 that he is ready to ram.
  - g. "RAM DOWN CARTRIDGE!" #5 steps outside the wheel (if applicable) or takes distance from the muzzle of swivel or mortar of not less than four feet #3 thumbs the vent. #4 inserts the rammer into the bore and briskly shoves the cartridge home, seeing to it that the cartridge is firmly pressed into the chamber. He quickly removes the rammer and steps outside the wheel, or takes his distance as with #5. When ramming, #4 will not hold the rammer with both hands. He will slide his left arm along the top of the tube, holding the rammer with his straight right arm, and his hand at the 3 o'clock side of the shaft, with his thumb not closed around the shaft. The motion of the rammer is accomplished by the movement of the body backwards, with the face of #4 facing the enemy, and not the vent. For mortars it is necessary to not expose any part of the body to the front of the muzzle. #5 is holding the wad hook. During the exchanging of the tools and the holding of same, the gunners will insure that they not touch the ground, where they might pick up foreign matter.
  - h. "PRICK AND PRIME!" #2 checks his match to see that it is hot, with any ash flicked away. He moves clear of the wheel or otherwise far enough from the piece to have the arm and the linstock fully extended when the match ignites the prime. #3 shoves the vent prick into the touch hole until it tears into the cartridge. He must not put a finger through the loop of the prick, or have his hand above it in any way, but rather to hold it with thumb and forefinger. He must be able to tell if the cartridge is seated correctly by the feel of the bore, and will direct the Sergeant to ram again if the cartridge is not seated. Next #3 either inserts a priming quill or bites open a priming cartridge which has been kept in his cartridge box, and sprinkles an amount of priming powder into the vent enough to fill its entire volume, and leave a small pile above the vent for the linstock to ignite easily. He holds either his hat over the vent, or holds a gauntleted hand cupped around it to protect the prime from a spark or breeze, and signals the Sergeant that the gun is ready by raising his other hand (right if he faces the enemy, left if he faces the Sergeant). #2 may either face the Sergeant or the enemy, linstock elevated by the hand farthest from the gun in either case, as a signal that he is ready to ignite the prime.

- i. "TAKE AIM!" The Officer or Sergeant goes through an aiming routine, but is actually checking the range for safety violations and being sure the range is clear.
  - j. "FIRE!" This command is given either by the Sergeant or the Officer, as elected by the crew, or if volley fire is commanded by the Captain, he will give the command. Generally this command is transmitted by the Lieutenant to the Sergeant by bringing his arm first to a horizontal position to his side, then dropping his arm down vertically, but it may also be transmitted verbally. #2 swings the linstock in a wide arc to fan the flame and fires the gun by placing the flame to the prime. #3 has quickly removed his hand or hat from the vent and stepped outside the wheel, directly behind #4.
- F. The conditions of artillery fire are as follows:
- a. All crew members will carry out their duties in a slow deliberate pace. Any moving around will be done at a "walk," especially #6.
  - b. The Sergeant or Lieutenant will regulate the rate and correctness of his own individual crew as it serves the piece. Any improper movements or unsafe conditions shall compel him to halt the drill and correct the problem. Should either notice a problem with another crew, they must inform the Captain or Artillery Safety Officer immediately.
  - c. The bore will be swabbed twice after each shot with a sponge wetted each time.
  - d. The vent will be pricked prior to sponging and tended prior to ramming. The vent will be thumbed tightly during the sponging and ramming operation. #4 and #5 are taking this opportunity to exchange wad hook and sponge.
  - e. #4 and #5 must be most careful not to allow their bodies ever to be placed in front of the bore during loading, and especially firing sequences. On small guns where room between the wheel and the carriage cheek is limited, the #4 and #5 man must stand outside the wheel when firing. Even with larger guns, these two must stand in line, if not behind the axeltree, to avoid excess noise damage to ears.
  - f. No crew member or other person may pass in front of the bore during loading or firing. The minimum "safe" distance for the enemy to approach the loaded muzzle is 50 feet.<sup>105</sup>
  - g. The signal that a gun has been secured shall be that the sponge rammer be left in the barrel, and the sponge bucket be hung by the bail on the barrel.<sup>106</sup>
  - h. A "secure" gun has been searched, double sponged, and flooded with the remaining water in the bucket, and the above visual signal displayed.<sup>107</sup>
  - i. No crewman shall be permitted to leave the crew position before the gun is secure. Only if agreed to by the Safety Officers will gun crew members, not essential to the securing process, be permitted to "die" in battle.

## 7) AMMUNITION:

- A. Only commercially produced BLACK POWDER can be considered for use in artillery pieces. Two types of Black Powder may be used. Artillery powder in the FFa granulation may be used in pieces with four (4) inches or smaller bores. Granulation Fa can be used in guns with a four (4) inch or greater bores. Fg may be used in guns of all calibers. FFg or FFFFg may be used in priming.
- B. Cartridges are to be made double wrapped from broiler weight or extra heavy duty weight aluminum foil. Cartridges should have additional protection within the Matross Box. If such protection is not built into the box, then the cartridges must be placed either in paper tubes with lids, or paper cups, or some other enclosure.
- C. Powder loads for cartridges will follow this formula:
  - a. BLANKS

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<sup>105</sup> 4 Nov. 2006, revised

<sup>106</sup> 8 March 1997

<sup>107</sup> 6 March 1993

For bores smaller than three (3) inches diameter, two (2) ounces Fg per each inch of bore. For bores larger than three (3) inches diameter, three (3) ounces Fg per each inch of bore.

- b. Cartridge diameter will be taken by measuring the bore diameter and dividing that figure into 15 parts. Shot or cartridge must not exceed 14 of those parts. Shot and cartridge must not be smaller than 12 of those parts.
- c. Wadding in any form is not permitted. Corn starch may be used in mortars, howitzers or field pieces to increase powder economy. Corn starch proportion must not exceed 50% of the total load.
- d. Only the cartridges needed for one battle may be taken onto the field in the ammunition chest intended for that battle. Additional cartridges must be left under guard in the artillery park in a suitable magazine.
- e. Priming quills must be made from paper drinking straws. Plastic straws are not to be used. Priming must be done either from quills, cartridges, or fuse. Under no condition is a powder horn used in priming.

**8) TIME LIMITS:** Blank fire must not exceed one shot every minute. The time interval indicates the time that must elapse from the time the gun is fired until the time the next cartridge is inserted.

**9) ARTILLERY FIRE REGULATIONS:** Artillery pieces will be fired in the following manner:

- A. The interval between guns must be at least 25 feet.
- B. Ammunition chests must be at least 25 feet behind the gun, and must not be opened except for the removal of cartridges. The hasp must be closed down between box openings.
- C. Muskets must not be fired within 25 feet of the gun position, including the position of the ammunition chest.

**10) DISABLED GUNS:**

- A. Loaded pieces that cannot be unloaded by discharge will have the vent flooded with water or an attempt may be made to blow the cartridge out of the barrel with a Carbon Dioxide fire extinguisher through the vent.
- B. Any misfire that occurs must be announced to the Gun Commander, and an interval of three minutes must pass before an attempt is made to re-prime the piece.<sup>108</sup>
- C. Cartridges must not be pulled from the tube by a wad hook unless the bore is flooded.

**11) ARTILLERY SAFETY COMMISSION:** For each event season there will be an Artillery Safety Officer appointed by the NWTA Commander with the approval of the Board of Directors. An Artillery Safety Commission should be formed consisting of the NWTA Safety Officer, the Artillery Safety Officer, and two other persons from units not fielding any type of artillery piece.

A. Their duties shall be as follows:

- 1. The Artillery Safety Officer shall head the Commission.
- 2. To conduct a condition inspection of the guns each year as stated in the Artillery Regulations.
- 3. To keep and maintain the inspection, documentation and safety record.
- 4. To periodically check artillery units to see that they are maintaining gun logs and personal training logs through the IG department.
- 5. The Artillery Safety Commission be required to file a report at each and every board meeting.
- 6. That the Artillery Safety Commission be empowered to settle all disputes on condition, documentation and safety.
- 7. Final decisions of disputes may be appealed to the Board of Directors.<sup>109</sup>

- B. Supervise all aspects of the Artillery program.
- C. Act as senior Artillery Officer at events.
- D. Supervise the Artillery park.

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