**Yankee Division Historical Re-Enactment Group**

**“Organizational Operations”**

**Scope:** This document serves at the operating procedure for the YD-HRG. It acts as the sub-list of by-laws. All Articles, Instructions and guidelines in this “Organizational Operations” are pursuant to the YDHRG By-Laws and are required to be followed by all members of the YD-HRG. (*Updated by G. Devlin 01/17/2025*)

***ARTICLE***

***I. Commissioned Officer’s***

1. Requirements:
a. is at least 21 years of age.
b. Be an active and current paid member for at least 1 Year.
c. Be an active and current member of the YDHRG with leadership experience.

d. MUST be capable of Military Drill and Ceremony, Perform, Direct and Educate to include Manual of arms, Tent pitching and Military Customs and Courtesies of the period.

1. Term of Office:
a. The appointed term is 2 Years, during the appointment of the serving Unit Commander.
a. Responsible for the operation, information, organization and supporting the Company commander “Unit Commander”.

b. Using good sound judgment to delegate duties to responsible subordinates for proper execution.

c. Assist Company Commander, generates accurate authenticity & good order amongst the membership.
d. Maintain a professional attitude in the performance of his/her duties.

e. All Officers are required to follow and obey the direction of the Company Commander “Unit Commander” and / or the E-Board as they may direct.

f. Failure to obey a senior officer or Officer in charge and / or the E-Board, will result in either removal of commission (return to PFC Status) granted by the E-Board or removal from the YDHRG.

**II. *Document Release:***

1. All Organizational Documents held by outgoing Officers are to be returned to the Company Commander and/or E-Board, in case of death, removal from office by election, vote by the Board or voluntary retirement. These are to be returned within 30 days of leaving office.

**III. *Release of all Assets:***

1. All 26YD-HRG Assets held by outgoing Officers are to be returned to the E-Board, in case of death, removal from office, vote by the E-Board or voluntary retirement.
2. These are to be returned within 30 days of leaving office.

**IV. *Unit By-Laws:***

* 1. A copy of current unit by-laws (if these differ from the 26YD-HRG By-Laws) will be submitted along with an up to date roster by January 1st of each year.
	2. The unit will be responsible for keeping a record, log and agenda of its own activities and submitting that record to the E-Board at every E-Board Meeting.

**VI. *Other Societies:***

1. The 26YD-HRG may recognize any society or organization, upon review, after said society has provided the 26YD-HRG with a copy of their By-Laws, Safety & Authenticity Regulations, and contact information for their officers, with the approval by the 26YD-HRG. Any of these entities participating at 26YD-HRG sponsored events will abide by the 26YD-HRG By-Laws and Safety & Authenticity Regulations, and visa verse.
2. 26YD-HRG Sponsored Events.
a. Anyone who wishes to sponsor a 26YD-HRG event must submit a written proposal to the President no later than 90 days prior to the scheduled date.
b**.** After all expenses, the profits generated from the gate receipts will be deposited into the 26YD-HRG membership bank account. The sponsors must submit a financial statement with receipts within 30 days after the event to the President.
C. 26YD-HRG sponsored events are required to post signs with the 26YD-HRG name at the entrance to the event site.

**VII. *Dissolution of the Organization***:

1. Ninety (90) days prior to the effective date of dissolution, the membership must be notified of the 26YD-HRG E-Board of intent.
2. Prior to dissolution, all outstanding bills must be paid in full.
3. All Board Members, the Treasurer, the Secretary must be present at one last meeting to vote for the dissolution, and the Treasurer, Secretary and Officers must vote as well. This vote must be unanimous on the dissolution, and this dissolution must be signed by ALL Board members and the above listed Officers, and notarized.
4. The remaining assets must be liquidated or transferred to another approved non-profit corporation prior to the final dissolution.

**26th Yankee Division Historical Re-enactment Group updates are effective 1/17/2025**