

Policies and Procedures of the 11th Pennsylvania Regiment

Updated: 11/19/11

The Policy and Procedure Manual of the 11th Pennsylvania Regiment is a living document, and subject to revision by a majority vote of the Board. The Board may also call for a vote by the General Membership, and those motions so approved are also recorded in the Policy and Procedure Manual. The Policy and Procedure Manual will be approved by the Board on an annual basis, and distributed, in that approved form, by the first event after the March General Membership Meeting. New policies and procedures will be added as required, and communicated to the General Membership via e-mail and/or the Unit website. Revisions to the Policies and Procedures will be notated therein by the use of Bolding AND Italicizing of affected text. (Revised 03/27/10 Board Meeting)

All Policies and Procedures will be reviewed annually by the membership at the Membership meeting. New Policies and Procedures will be listed in the Minutes of each Board Meeting, and distributed to members through email and posted to the Unit website. Unit information will be distributed in a timely manner through the Unit website and email. Unit information may also be sent via USPS at the request of individuals without internet access.

New policies and procedures will be stored in a computer file and be updated as new procedures are voted on. The current version of the Unit's policies and procedures will be posted on the website. Old policies and procedures will be placed in computer archived files. (Norristown Board meeting 2005)

In the summer of 2007, the 11th Pennsylvania Regiment became the 11th Pennsylvania Regiment, Inc. As a result, the constitution that governed the Unit prior to incorporation was replaced with Articles of Incorporation and Bylaws.

Contained within the old constitution were the foundations and definitions necessary to the day-to-day functions of the Unit. Therefore, it is deemed important to incorporate these items into our Policies and Procedures to prevent them from being lost to posterity. These items are identified with (OC).

Mission Statement:

Philadelphia based reenactment unit dedicated to the preservation of history and the accurate interpretation of the military and civilian roles of men, women and children in 18th Century America for the education of the general public. (Revised 12/16/07)

The 11th Pennsylvania Regiment also has a French impression as the Regiment de Gatinois. This is to be an optional alternate impression for all post 1778 events. (Voted Annual Meeting 2006; revised 12/16/07)

General Membership

The 11th PA welcomes all individuals who share a serious interest in 18th century folk life. All persons regardless of age, ancestry, lifestyle, national origin, physical handicap, race or religion are eligible for membership in the 11th PA. Members of the 11th PA are identified in the document as "members." (OC)

All individuals considered members are required to pay annual dues. The sum of the dues is set by the Board of Directors at the beginning of each membership year. A membership year runs from April 1 of one year, until March 31 of the following year. All members participating in events of the 11th PA are insured for public liability. Insurance premiums are included in the annual dues. Therefore, the full amount of each year's annual dues is paid prior to participation in any unit event. (OC)

The 11th Pennsylvania Regiment will not participate in any political ventures ***and does not support political activities as a Unit.*** Individual members may participate in such events in the uniform of the 11th Pennsylvania Regiment, but not as official representatives of the Unit. The 11th Pennsylvania Regiment will pursue a militia impression for late war events beyond the existence date of the "Old 11th" in lieu of re-creating the "New 11th Pennsylvania Regiment". (Annual meeting, March 2002; ***revised 11/19/11***)

Female members of the 11th Pennsylvania Regiment are referred to as "Women of the Regiment", and are listed on the roll in such a place as deemed appropriate.

Prospective members, and friends and family of the members may also visit the regiment informally during an event, but such visits are to be brief. Guests may attend one event in period clothing or non-period clothing, prior to paying dues. Such individuals are considered guests of the Regiment, and must be registered with the Secretary prior to the event. These individuals are covered by our insurance during that event.

The 24th CMR has extended to the 11th Pennsylvania Regiment, full membership to any full member in the 11th Pennsylvania Regiment in good standing. The 11th Pennsylvania Regiment in kind has reciprocated the offer. This was designed allow the Units to share invitations with one another. (Annual meeting: March 2004)

It is the responsibility of the individual members to provide their own clothing, accouterments and supplies. (Board Meeting: 02/01/09)

Duties and Responsibilities of the Members:

All members serve as representatives of the 11th PA in the presence of the public or sponsors. All members are to act in a safe, mature, responsible manner, and are to promote a positive image for the 11th PA in the presence of the public, at an event. Parents or appointed individuals are responsible for supervising and controlling young children to maintain the safety and decorum of the event. (OC)

~~All members 13 years of age or older have the right to bring forth motions regarding the operations and activities of the 11th PA. (OC) (Stricken: 02/01/09)~~

All members 16 years of age or older are eligible to vote. (OC) (Revised 12/16/07)

Members of the 11th Pennsylvania Regiment are responsible for the behavior of their guests.

All members of the Unit are responsible to sign in or answer roll call at each event.

Dues:

All individuals who pay dues are considered members, and entitled to all rights and privileges of membership. Membership dues for the 2010 season are **\$15.00** per person 16 years of age or older. **(Approved 11/19/11)**

Clothing and Accouterments:

Members of the 11th Pennsylvania Regiment will refrain from use of any visible non-period item/items at all Unit events during public hours.

The Board of Directors designates the summer/winter uniform of the cadre, in accordance with the documentation contained in the *Documented Uniforms of the 11th Pennsylvania Regiment, Inc.*, and any site required attire. (revised 03/08/08)

Included in the uniform options are three researched regimentals, including the description of Pvt. John McKie's uniform as listed in Tom McGuire's book, Battle of Paoli. (revised 03/08/08)

The knapsack description as researched by Michael White meets the standards for the 11th Pennsylvania Regiment, Inc. and can be included for use.

Any person registering as a member of the 11th Pennsylvania Regiment at any event will not be allowed to carry a functional pistol, or have a functional pistol in their possession at that event, and may not sign in with the 11th Pennsylvania Regiment, without the written permission of the Unit Commanding Officer and Unit Safety Officer and the site directors/coordinators. Verbal permission may be accepted, but must be witnessed by Commanding Officer and/or the Safety Officer. A "functional pistol" is defined as one that is capable of being loaded with powder and ball and fitted with flint to ignite the charge. Failure to comply will result in sanction. (04/03/05)

The QM tent belonging to the Unit will not be utilized as personal residence at any event. (11/02/08)

Food and Alcohol:

The 11th Pennsylvania Regiment expects all members to conduct themselves in a proper and fitting manner at all times. Unit members may consume alcoholic beverages, after "public time" has passed (assuming that it is allowed within the camp area by the site and event coordinators), however, members will not at any time become so intoxicated that they forget their manners or act with impropriety and impunity. Any member who does become so intoxicated as to lose control, will be conducted to their tent and counseled when sober. Repeated offenses will not be tolerated and are grounds for immediate dismissal. Members will not consume any alcohol prior to the adjournment of general membership meetings. (Revised 12/16/07)

A meal plan will be determined by MAL for each event. Unit members attending will be responsible to bring supplies in kind or monetary compensation as determined by the MAL. ~~Each event will have a meal plan posted on the Unit chat group and members will decide what they want to bring. Everyone attending and eating from the Unit table will bring money to cover expenses for food according to the following tier structure:~~ (revised 03/27/10 Board Meeting)

~~\$10 per person for the weekend~~

~~\$5 per person under 10 years of age~~

~~\$5 per person for the day~~

~~\$3 per person under 10 years of age for the day~~ (Revised 3/27/10 Board Meeting)

Monies collected will be divided by the MAL event coordinator in an equitable manner among those who brought food/supplies. Any additional money is to be deposited into the unit Treasury. (01/28/07; revised 12/16/07)

Unless otherwise specified, members are responsible for providing their own food and drink. Those who bring their own food for their own use are exempt from paying for meals. (Revised 12/16/07)

Participation in any unit meal plan shall be as an "opt in" system for meals. It is understood that unless a member notifies the MAL that they specifically wish to participate in a meal plan that they will not be partaking of the company table. Final authority to lay with Commander and MAL designee. (11/19/11 Board Meeting)

Pets

While dogs are discouraged in camp, if a member has coordinated with the site directors prior to the event to have a dog in camp, the member MUST keep the dog on a leash and under control AT ALL TIMES. The owner/member is responsible to clean up after the dog, keep it out from under the Unit fly and away from the company street. Exceptions may be coordinated with the MAL for the event in cases of weather concerns. (11/02/08 Board Meeting)

Applicant Members:

An applicant member not joining with an adult over the age of 21, must be 18 years of age or older. Minor children may join the Unit only as members of a family, and must be accompanied to events, and under the direct supervision of a participating adult family Unit member or other appointed adult Unit member who is authorized to act as a guardian for the minor. Individuals not in period clothing will not be allowed to "hang around" under the Unit dining fly or in the Unit camp during events to supervise participating minors. (Revised Norristown Board meeting 2005)

Two full members must recommend applicant members and sign the membership application form. One full member will be the applicant's sponsor, the other will act as MENTOR to the applicant and act as main POC for the new member. (revised 05/17/09) The membership application form must be ***received by the Secretary, dues paid, and*** approved by the Board prior to the applicant ~~falling out attending an event~~ with the Unit. (Revised 11/19/11)

No Applicant Member may attend any event without another full member in attendance, who agrees to be responsible for them. No Applicant Member may field without the direct supervision of a Full Member on the field.

Applicant Members receive ***access to*** a package of information that includes the ***Governing Documents Rules and Regulations*** of the 11th Pennsylvania Regiment: Bylaws of the 11th PA ~~(Revised 12/16/07)~~; Current Policy and Procedure Manual; ***Black Powder Safety Regulations; 11th PA Uniform Guidelines; Private's Test. It is incumbent on the applicant member(s) to familiarize themselves with these materials.*** (Annual Meeting March 2004, ***Revised 11/19/11***).

A copy of the Manual of Arms of 1764 can be requested from the Unit Commander. (Revised 12/16/07)

All Applicant Members are prohibited from carrying black powder onto the field and must fit the musket or rifle with a wooden flint when fielding, until such time as the Commander **and** Unit Safety Officer feel that the applicant has demonstrated proper safety technique both on and off the field.

Applicant Members can Drill in the use of the musket off the battlefield with black powder and real flints for training purposes, when properly supervised, and under the orders of a Field Officer. All muskets and rifles are required to be fitted with flash guards and hammer stalls according to Continental Line requirements.

A Private's Test must be accomplished before a member can field without a Full Member firing partner/supervisor. The test consists of marching & drill movements, the Von Steuben and '64 Manual of Arms for firing the musket, and an inspection of clothing. There is no time limit for accomplishing this test, however, no member may field solo until it has been completed, regardless of how long the member has been with the Unit or reenacting.

Applicant members are considered for full membership after one season. Members **with limited attendance in the previous season, or** joining late in the season (after August 11) may have to remain applicant members for more than one full season, if, in the opinion of the Board, they have not attended sufficient events for an informed decision to be made. Applicant members may complete the requirements for the rank of Private during their applicant period. **(Revised 11/19/11)**

Applicant members have full voting rights, but may not be considered for Field Officer or Board Member until they have held full member status for one full season.

The Board may confer full membership status on individuals it deems worthy prior to the completion of the applicant season in rare, unique, cases. Examples: An Applicant Member who is willing to hold a Board position, and no Full Members are available to do so, or a former member who rejoins after a lapse of membership.

Individuals coming to the 11th Pennsylvania Regiment from another Revolutionary War Reenactment Unit must receive a positive recommendation from that Unit. (Norristown Board meeting 2005)

Applicant members are considered to be on probationary status. If, at any time during the applicant status period, the majority of the board feels that the applicant is not suited for continued membership in the unit, their application can be terminated and their membership in the unit revoked with dues refunded.

Full Members:

A Full Member is one that has been approved by the Board as having successfully completed their applicant status.

Any member that allows their membership to lapse, by not renewing their dues by March 31 following the annual meeting, shall be notified. Failure to respond by April 30 will result in their being ~~then~~ dropped from the roster and membership of the 11th PA. That individual may then reapply as an applicant member, and follow all procedures outlined in the P&P to become a full member. The board of the 11th may in special circumstances waive this procedure by a majority vote. (Annapolis 2006, Board Mtg 2/26/11)

Membership Meetings and Event Planning

The Board of Directors will meet prior to the General Membership Meeting to develop a clear agenda for the meeting. Possible events for that season will be discussed, and a set number of events required for Board eligibility will be established. ~~The roster of possible events will be mailed to the general membership prior to the General Membership Meeting.~~ **(Revised 11/19/11)**

The Board shall meet in a face to face meeting during the January/February timeframe to prepare and facilitate the plan for the Annual General Membership Meeting. (Norristown Board meeting 04/03/05)

Agenda items requiring a vote of the General Membership, not including officer's election to the Board, will be provided to the Membership prior to the General Membership Meeting.

Proxy voting will not be used in the 11th PA at any meeting for any reason. (Annapolis board meeting 2006)

As of the Date of Incorporation (June 22, 2007), our Bylaws define a quorum as ¼ of the membership. (12/16/07)

Blank ballots for Board positions will be made up prior to the Annual meeting. If a position receives more than one nominee, the nominee's names will be posted and a ballot (write in) vote will be taken. After all ballots have been returned, ballots will be counted by the current President and two other Unit members. (1/28/07; revised 03/10/07)

All Board meetings will be conducted according to Robert's Rule of Order. (Annapolis board meeting 2006)

The Board will notify the Membership of the possible events for the upcoming season, no less than two weeks prior to the General Membership Meeting. ~~Members may preregister for these events, with the Secretary.~~ (Revised 3/27/10)

~~Neither add-on nor individual events count toward Board or Cadre consideration.~~ **(Revised 11/19/11)**

Definitions: *(Revised 11/19/11 Board Meeting)*

~~Official event—any event that requires registration as a unit, may require coverage by unit insurance, and has been specified by the Board as counting toward Cadre participation.~~

~~Unofficial event—any event that requires registration as a unit, may require coverage by unit insurance, and does not count toward Cadre participation.~~

~~Add-on event—any event added to the calendar of official and unofficial events and requiring registration as a unit and coverage by unit insurance.~~

~~Individual Event—any event where a unit member self-registers and does not require coverage by unit insurance.~~

Core Event - event automatically added to the calendar as determined by the Board.

Non-Unit Event - any event where a unit member self-registers and is not covered by unit insurance.

~~Events are to be limited to those carried as official or unofficial events. No add-on events without prior approval of the board.~~
(Revised 11/19/11)

The Board will consider the registrations of members to determine the ~~official and unofficial~~ events for the upcoming season. ~~The number of these events will be no more than Nine (9) Official, and Eleven (11) unofficial.~~ These events will be announced within one week of the General Membership Meeting. (Revised 11/19/11 Board Meeting)

11th Pennsylvania calendar to move to 15 events for the year. Membership to vote on final list outside of the Board core event list. Additional events slots may be determined as needed by the Board based on annual programming options. (Revised 11/19/11)

The Board will annually determine a list of core events to be automatically placed on the calendar not to exceed 33.3% of the total events. (Revised 11/19/11)

Board Meetings will be announced via e-mail, or by USPS for those members who cannot use this medium. All members are welcome at Board Meetings. Members who wish to add to the agenda of a Board meeting must do so two weeks prior to the meeting.

Board of Directors

Internet/telephone/letter meetings can supplement Board Meetings, but may not replace Board Meetings.

The 11th Pennsylvania Regiment will maintain active insurance coverage. Our insurance policy period is November 22 of one year, until November 22 of the next year. (Revised 12/16/07)

An internet discussion board (11thparegtbrass via Yahoo groups) has been set up for the Board members, for the purpose of establishing surveys and conducting time sensitive business at the discretion of the President. These meetings are excluded from the required board meetings. (Norristown Board meeting 04/03/05)

Eligibility

Members of the Board are to have served as members in good standing in the previous year, and are to have attended a minimum of five (5) Unit events in that year. (OC)

Nomination Process for the Board of Directors

Full Members wishing to self-nominate for upcoming Board positions submit their intentions to run for office in writing by either USPS or E-mail to the Unit Secretary no later than Jan 31st. Nominations for Board positions will still be accepted from the floor of the Annual Meeting. (Manahawkin board meeting 2006; revised 02/01/09)

During the first membership meeting of the year the President accepts nominations from the floor of qualified candidates. (OC)

Any voting member can nominate a candidate for any or all of the following offices: President, Vice-President, Secretary, Treasurer, Commander and Member-at-large. Nominations are to be seconded by another voting member, and accepted by the nominee. (OC) (Revised 12/16/07)

If more than one candidate is nominated for the same office, a ballot election by the membership is held. (OC)

Duties and Responsibilities of the Members of the Board of Directors

The following duties are in addition to those defined in the bylaws of the 11th Pennsylvania Regiment, Inc. (02/01/09)

The Board determines a fair and appropriate amount for annual dues prior to the March annual meeting. (OC)

The Board presents a schedule of events for consideration by the membership. The Board sets the schedule of events based on membership response. (OC) (Revised 12/16/07)

~~The Board commissions the Commander, and other field officers annually. The Board determines the officers to be commissioned. The Board submits a list of eligible members for the cadre. The Unit commissions the Commander annually. The Commander determines the officers to be commissioned from the Board submitted list. (Revised 11/19/11)~~

Approves minimum qualifications all field officers. (OC)

Adopts and publishes Policy/Procedure Guidelines and regulations for the 11th PA. (OC)

Approves all expenditures of the 11th PA. (OC)

President

The President and Tax Liaison will maintain the 501(c)(3) status of the 11th Pennsylvania Regiment (annual meeting March 2004)

The Tax Liaison and President will file the Income taxes for the 11th Pennsylvania Regiment. (Annual meeting March 2004)

President will insure that proper insurance coverage is maintained at all times.

The President or Secretary will insure that all secondary insured are added when requested by the site. (2005 Pre-General Meeting Internet Board Meeting)

The Treasurer or the President will send the check to the insurance company.

The Vice President

The Vice President shall act in all cases for and as the President in the latter's absence or incapacity, and shall perform such other duties as he may be required to do from time to time. (Revised 12/16/07)

The Secretary

The Secretary will record all policies and procedures, review them on an annual basis, and prepare a report of those to be amended or deleted to the Vice –President for review by the Board, prior to the March General Membership Meeting. (Revised 12/16/07)

The Secretary will insure that information is posted to the web to recap previous events and to establish clothing/historical/event guidelines for the education of the membership. The primary way that upcoming event information will be disseminated to the membership will be via the Unit Website. (Revised 12/16/07)

The Secretary will maintain a mailing list reflecting active and inactive members.

The Secretary will be responsible for maintaining an accurate membership roster. This roster is to be updated as often as necessary.

The Secretary will insure that the Declaration page is maintained, and sent to each site as required.

The President or Secretary will insure that all secondary insured are added when requested by the site. (2005 Pre-General Meeting Internet Board Meeting)

The Commander and the Secretary will coordinate registration for events. (12/16/07)

The Treasurer

The President and Treasurer will maintain a bank account for the Regiment.

The Treasurer or the President will send the check to the insurance company.

Officers of the Board

The following positions are created as authorized in the bylaws of the 11th Pennsylvania Regiment, Inc. (02/01/09)

The Commanding Officer

Is the official representative of the 11th PA at all BAR and Continental Line Functions. (OC)

Serves as a voting member on the Board. (OC)

Maintains an archive of all BAR and Continental Line correspondence and information. (OC)

Serves as senior safety officer and senior drill instructor. (OC)

Serves as military representative on the Board. (OC)

Designs and presents procedures for the field officers. (OC)

The Commanding Officer appoints the cadre. (OC)

The Commander and the Secretary will coordinate registration for events. (12/16/07)

The Commander is to coordinate with the Unit Safety Officer and junior officers to determine who is cleared to carry black powder on the field at every event. (Annapolis board meeting 2006)

The Field Commander of the Event shall be responsible for attendance of all personnel; military and civilian, being taken, daily. Roll call may be formal or informal, taken by the Field Commander, or delegated to another Officer. It may also be part of a public program. That Field Commander will be responsible placing the attendance with the secretary, through whatever means are agreeable to both, including USPS. In the case of Civilian events, a volunteer will take roll, and be responsible for placing the attendance with the secretary, through whatever means are agreeable to both, including USPS.

Members-at-Large (MAL)

The number of MALs will be either two (2) or four (4) ~~limited to four (4)~~. (Revised 03/27/10 Board Meeting)

MALs will decide among themselves who will be in charge/point person. (Annual meeting: March 2004)

At the beginning of the season, the MAL's must evaluate the approved calendar, determine which events require an MAL, and then divide the events evenly between the MAL staff. (01/28/07 board meeting)

MALs must notify president of all event planning meetings and must report to the President after all such meetings. (Annapolis board meeting 2006)

The MAL will act as event coordinators and are responsible for:

- Acting as a liaison between members and/or the site prior to the event

- Establishing the meal system for the event

- Coordinating Unit equipment for the event with the Quartermaster

- Obtaining and distributing any additions to the Safety Manual

Field Officers and Runners

The entire pool approved by the Board for Cadre is made available to the Commander to be used on an event by event basis, and that the Commander has the right to promote any Private to Lance Corporal on an event by event basis. The rank of Lance Corporal is defined as a temporary elevation of rank from the rank of Private, with all duties and responsibilities of Corporal without the benefits of the rank of full Corporal. A Lance Corporal may not hold the rank of Corporal outside of or as a representative of the 11th Pennsylvania to other units. (Annapolis board meeting 2006; Revised 12/16/07)

The Field Officers of the 11th Pennsylvania Regiment shall be fluent in the 1764 Manual of Arms

The Regiment de Gatinois may elect their own Commander, independent of the Commander of the 11th PA Regiment. (Added 10/10/09 Board Meeting)

Nomination Process For Field Officers:

Individuals wishing to serve as Field Officers or Runners submit their names and the office they are requesting, in writing to the Board of Directors for nomination approval by January 31 of the year in which they desire to be considered. (OC) (revised 11/02/08 Board Meeting)

The Board will determine minimum qualifications for each candidate. (OC)

If there is more than one qualified candidate for the position of Commander, a ballot election of the membership is held at the March annual meeting. (OC)

The Commander appoints the Cadre. (OC)

Qualifications for the Cadre

Captain

Candidates for the office of Captain are to have served as members in good standing in the previous year, and are to have attended a majority of the official events in that year, and are committed to attend a majority of the official events in the upcoming year. (OC) (Revised 12/16/07)

Is well versed in the Manual of Arms of 1764, Von Steuben's Manual, and Light Infantry Tactics, camp activities, and safety procedures as determined by the Board. (OC) (Revised 12/16/07)

Has served in the 11th PA as either an officer or noncommissioned officer. (OC)

Has demonstrated the ability to work well with others. (OC)

Lieutenant

Candidates for the office of Lieutenant are to have served as members in good standing in the previous year, and are to have attended a majority of the official events in that year, and are committed to attend a majority of the official events in the upcoming year. (OC)

Is well versed in the Manual of Arms of 1764, Von Steuben's Manual, Light Infantry Tactics, and tactics specific to the platoon to be led, camp activities, and safety procedures as determined by the Captain. (OC) (Revised 12/16/07)

Has served in the 11th PA as either an officer or noncommissioned officer. (OC)

Has demonstrated the ability to work well with others. (OC)

Sergeant

Candidates for the office of Sergeant are to have served as members in good standing in the previous year, and are to have attended a majority of the official events in that year, and is committed to attend a majority of the official events in the upcoming year. (OC)

Is well versed in the Manual of Arms of 1764, Von Steuben's Manual, Light Infantry Tactics, and tactics specific to the platoon to be led, camp activities, and safety procedures as determined by the Captain and Lieutenant. (OC) (Revised 12/16/07)

Have rotated through the position of Corporal while a member of the 11th PA. (OC)

Have an understanding of field tactics as determined by the Commissioned Officers. (OC)

Corporal

Individuals can be appointed to the position of Corporal by the Commissioned Officers provided they have passed the Private's Test. (OC)

Are well versed in the Manual of Arms of 1764, Von Steuben's Manual, Light Infantry Tactics, and tactics specific to the platoon to be led, camp activities, and safety procedures as determined by the Captain and Lieutenant. (OC) (Revised 12/16/07)

Are well versed in the care and firing of the musket in a safe manner as determined by the Sergeant. (OC)

Ensign

The Ensign will be appointed by the Commander from those men who volunteer. The Ensign will not hold Field Rank. The individual holding this position must be at least 18 years of age and must appear in a regimental of the 11th Pennsylvania and be wearing the scarlet sash of an officer about his waist. The individual must carry themselves in a manner befitting an officer and they must be alert to the handling and saluting of the standard as the situation dictates. (Annapolis board meeting 2006; revised 01/28/07 board meeting)

Adjutant (Staff Officer) (Stricken 03/27/10 Board Meeting)

~~A Staff Corp position outside the chain of command named "Adjutant". The Adjutant will manage the day to day administrative military duties of the Regiment at events. This position may be appointed as needed by the Commander. (1/28/07 Board meeting; Revised 12/16/07)~~

~~The Adjutant will:~~

- ~~Maintain the roster of attendees at an event~~
- ~~Insuring the registration of all guests~~
- ~~Complete and File any paperwork related to the event while on site~~
- ~~Handle all on-site collection of meal fees~~
- ~~Assign camp duties as requested by the cook, under the direction of the commander~~

Runners (11/02/08 Board Meeting)

Youth members over the age of 10 who are ineligible to field with a weapon. The Board of Directors and the Unit Commander will also take merit and level of maturity into consideration.

The Board will determine the eligibility for each candidate and will submit a list of approved candidates to the Unit Commander. The Unit Commander appoints the Cadre.

The Expectations for Runners are as follows:

1. Runners will be expected to be alert and aware of their surroundings at all times taking proper care to ensure the position they are in is not in any line of fire or in any position that the Unit or another Unit is looking to occupy.
2. Runners will first be attentive to where the Officers and NCO's of the 11th Pennsylvania Regiment are and what they are doing should they require a Runner's assistance. They will also take note of and be attentive to the Battalion/Division Commander, to be additional eyes and ears for orders coming down the Chain of Command.
3. Runners will spend time in research and study when not at an event to familiarize themselves with the other Mid-Atlantic Commanders and what they look like to assist in their duties/identification of the Chain of Command. This can be done via the Internet and using the Continental Line's website.
4. Position of runner will be determined by the Commander. ~~Requests to serve as Runner for a particular event should be made to the Commander or Officer in Charge of the 11th Pennsylvania Regt. for that event via email in the week preceding the event and NOT on the spot at the event. This allows the Runner to prepare for their duties and the Officer to plan how the Runner will be utilized. (Revised 03/27/10 Board Meeting)~~
5. There is no guarantee that a Runner will be used at any given event, regardless of posting to that position. There will be events in which a Runner may not be needed or where the scenario, safety issues and/or site restrictions will not allow the position to be used. The Commander/Officer in Charge will endeavor to determine whether or not a Runner may field prior to posting a Runner to the event, however, situations/scenarios/availability of the post are subject to change without warning.

Unit Flag

A flag design including a Native American walking through the woods has been created to serve as the official flag of the 11th Pennsylvania Regiment. This flag is based on the Gostelowe return of 1778 and as further described in "Standards and Colors of the American Revolution", by Edward W. Richardson. (Unit Meeting 2004; Revised 01/28/07)

Field Officers and Cadre

The Board of Directors Commissions of One Commander at the rank of Captain, one Lt., two Sgts., and two corporals, and an ensign. These positions to be filled by the commander as needed. (revised 12/07 Board Meeting)

Due to a shortage of available corporals to serve from time to time, the board has voted to use as an additional pool, any elected board member may serve in this capacity in time of need. (2005)

The Board of Directors will accept as fit for command those individuals recommended by the Field Commander.

The Board of Directors shall add to the Cadre the position of Honorary Chaplain. (03/27/10 Board Meeting)

The Commander shall add to the Cadre the position of Quartermaster (02/26/11 Board Meeting)

Annual Issues and Concerns

Matching violet wool, authorized for the Gatinois habit and waistcoat, is stored and maintained by Justin Blocksom. This wool is available for purchase from the Unit by any Unit member wanting to make a Gatinois habit or waistcoat. (1/28/07 board meeting; revised 2/1/09)

A "Clothing and Research Committee" has been formed for the purpose of gathering accurate information and resources for the kits of the 11th Pennsylvania and the Regiment de Gatinois. This committee will also recommend to the Board set standards, guidelines, and sources for both kits as needed. The committee members are: Justin Blocksom (chairman), Les Ford, John Curtis, Sue Hueskin, James Bell, Christian Klemp, Laurie Petit, ~~Charles Wetherbee~~, Lauren Seyler, and Michael White. (1/28/07 board meeting; revised 3/19/11 Annual Meeting)

Two first aid kits are maintained by the Unit. One kit will remain with the Safety officer, or his designated representative, for use in camp. The other will be housed by the Commanding Officer, transported to sites by the Commanding Officer, or his designated representative, and assigned to a fielding NCO to carry for field use. Safety Officer will coordinate with the Secretary to make sure that both first aid kits are fully stocked at all times. (Internet Vote 12/07; revised 02/01/09)

Establishment of a Board-controlled Electronic Chat Site (03/27/10 Board Meeting)

The Unit shall establish a chat group called 11thPA-Inc for the purpose of communicating official 11th PA information and event information.

The list owner will be the current President.

The moderators will be the current Vice President, Commander, and Secretary.

Members will be members in good standing of the Unit.

No one may be added to the chat group prior to the receipt of a completed application containing two (2) sponsor's signatures, and one year's dues. (Revised by electronic vote_07/14/10)

Although the board owns and moderates the list, the primary moderator of the list is the Secretary. The Secretary will be the sole point of contact for adding/removing members from the list, with board concurrence. In as much that the Secretary will be the primary moderator of the list, it shall also fall upon the Secretary to make sure that posts to the list fall under the rules set forth in the Policies and Procedures as voted by the board on 3/27/2010, in so much that this chat group is for official regimental business. Off-topic and non-unit related discussions should not be posted to this list. (Revised by electronic vote 07/14/10)

Election of the Annual Board of Directors

Elections held at the Annual Meeting (**03/19/11**) of the 11th Pennsylvania Regiment for Board of Directors saw the following appointments for 2011:

President – **James Bell**

Vice President – **Michael White**

Secretary – **Maryanne Corcoran**

Treasurer – **Justin Blocksom**

Commanding Officer – **Christian Klemp**

Members at Large (MAL) – **Sean Corcoran, Jobie Ford, Lauren Seyler, Jan White**

Appointment of the Cadre

The Commanding Officer has appointed (**03/19/11**) the following personnel to the Cadre for the 2011 reenacting season:

Sergeants – **Owen Hutchens, Michael White**

Corporals – **Owen Hutchens, Keith Stratton**

Safety Officer – **Michael White**

Quartermaster – Les Ford

Trailer Mileage Reimbursement (Approved by electronic vote 05/26/10)

The member who is pulling the trailer shall be reimbursed at the rate of \$.25 (cents) per mile US funds for the round trip. Mileage to be officially based on Google® driving directions distances from the residence to the event and return. In addition, should the cost of fuel rise the Board may increase the amount per mile to compensate for the increased cost of fuel.