

South Carolina Ladies Auxiliary
A South Carolina Non-Profit Corporation
BY-LAWS as of June 2008

There were no changes in the bylaws at the June 2008 meeting; they are the same as the June 2006 bylaws.

Purpose of South Carolina Ladies Auxiliary:

The goals for which the South Carolina Ladies Auxiliary (SCLA) is organized are:

- 1) to provide information to the public on the lifestyles, fashions, and in general, the lives of Southern women during the period 1860-1865;
- 2) to engage in other activities related to educating the public concerning Southern History and Heritage.

The means of providing such information includes, but is not limited to, historical talks to groups, living histories, exhibits, parades, battle and medical reenactments, memorial ceremonies and balls.

This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the IRS, or corresponding section of any future federal tax code.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporations shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein.

Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

1. MEMBERSHIP

A. Eligibility

1. Membership is open to those of legal age who believe in the purpose of the SCLA and abide by the By-laws. [Legal age in this state is 18.]
2. Family members (including boys portraying civilians) under the age of 18 are allowed to participate without paying additional dues provided that a parent or legal guardian accompanies them. In the case of a guardian, a liability release form must be signed at every event attended by the minor. It is the responsibility of the parent to ensure both the child and the guardian have a copy of the properly executed form in their possession.

B. New Members

1. Applicants must attend one meeting before applying for membership.
2. Applicant must submit an Application and annual dues of \$30.00.
3. Applicant must obtain sponsorship from two SCLA members-in-good-standing, who will sign the application.
4. The applicant's petition for membership will be presented to the Board for approval.
5. New members must attend all parts of the Orientation Program within 3 months. If not, the board may vote not to accept their renewal application.
6. If the petition is not approved, the annual dues will be returned/refunded.

C. Renewing Members

1. To qualify for voting privileges at the SCLA Annual Meeting, members must participate in 2 (two) events per voting year in period dress, meeting the minimum authenticity requirements.

The list of events that qualify will be printed each year. Only events attended after dues have been paid will count.

2. To retain voting privileges, officers and members must not miss more than two consecutive months of scheduled activity.

D. Termination of Membership

1. The membership of a member shall terminate upon the occurrence of any of the following events:
 - a) Upon her notice of such termination delivered to the President or Secretary personally, by acknowledged fax or by mail, such membership to terminate upon the date of delivery of the notice.
 - b) Upon failure to renew her membership by paying dues and submitting a renewal application on or before their due date, such termination to be effective on the last day of the month in which the SCLA Annual Meeting is held. A member may avoid such termination by paying the amount of delinquent dues and submitting a renewal application prior to the termination date.
 - c) After providing the member with not less than fifteen days written notice, and an opportunity to be heard either orally or in writing, upon a determination by the Board of Directors that the member has engaged in conduct materially and seriously prejudicial to the interests or purposes of the corporation. Any person expelled from the corporation shall receive a refund of dues already paid for the current dues period.
2. All rights of a member in the corporation shall cease on termination of membership as herein provided.

E. Classes of Membership

1. Voting Members - Those members, at the time of Roll Call, who have met the requirements for voting at that meeting.
2. Members in Good Standing - Those members who have met the eligibility requirements and are current in their dues payments.
3. Members-at-large
(This is intended for those that do not live close enough to attend our meetings or orientation sessions. We hope to continue the high standard of authenticity that is required of our Voting Members.)
 - a. Applicant must obtain sponsorship from two SCLA members-in-good-standing, who will sign the application.
 - b. An approved application and the annual dues will be submitted to the Membership Chair, who will verify that all requirements are met.
 - c. The applicant's petition for membership will be presented to the Board for approval.
 - d. If the petition is not approved, the annual dues will be returned or refunded.
 - e. Annual dues will be \$15.00. Applicant may choose to join PSRS.
 - f. Members-at-large will not vote or count towards a quorum at any meeting.
 - g. Members-at-large do not count toward the CHT requirements of membership.

II. DUES

- A. Renewal dues are \$15.00 for the SCLA, payable on or before the Annual Meeting of each year. SCLA members will also pay the PSRS annual dues of \$15 at the time they pay their SCLA dues, for a total of \$30 to be submitted. Checks will be payable to the SCLA, and submitted to the Treasurer with a completed application.
- B. New Member dues received in the two months prior to the SCLA Annual Meeting will cover the remainder of that term, and the following term. New Member dues received in other months will be according to the chart shown in the Standing Rules.
- C. Fiscal year is from July 1 to June 30.

III. MEETINGS

- A. Regular meetings will be held monthly; time and place to be determined monthly. All members will be notified by mail or phone when possible.
- B. Board meetings may be held or called by a majority of board members or direction of the President.
- C. The parliamentary reference will be "Robert's Rules of Order, Newly Revised."
- D. Special meetings may be called by the President, or by the Board of Directors or upon the signed petition of ten Voting Members, submitted to the Secretary or President. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.
- E. The quorum necessary to conduct business at regular or special meetings is a majority of the Voting Members.
- F. The Annual Meeting will be held at the June meeting, unless otherwise directed by the Board of Directors, giving reasonable notice of change. The purpose of the Annual Meeting shall be for the election of Officers, reports of Officers and Committees and amendment of By-laws, and any other business that may arise.

IV. BY-LAWS/STANDING RULES

A. BY-LAWS

- 1. Any issues not covered by these By-laws that need immediate action will be addressed by the Board of Directors.
- 2. If necessary, the SCLA By-laws will be amended at the Annual Meeting. Changes may be passed with a two-thirds vote.
- 3. Proposed amendments will be submitted in writing to the By-laws chairman at or before the May meeting.
- 4. Proposed amendments will be given to members (in writing) or email at least two weeks prior to the vote.
- 5. Proposed amendments may be accepted from the floor if
 - a) a quorum is present, b) a written copy of the amendment is given to the board at the time of the proposal, and c) the proposal is made in the form of a motion.
- 6. A majority vote by a quorum at a regular meeting can schedule an interim review and vote on the By-Laws, provided members are given two weeks written notice prior to any vote on changes.

B. STANDING RULES

May be voted on at a regular meeting without prior notice by majority vote.

- C. **The By-laws and Standing Rules** may be re-numbered as necessary following the approval of amendments, provided it does not change the intent or meaning of any of its provisions.

V. VOTING

- A. Voting rights for the Annual Meeting are extended when the following requirements are met:
 - 1. Dues for the concluding term and the upcoming term have been paid; and
 - 2. no more than two consecutive months of scheduled activities have been missed.
- B. Voting privileges on matters other than Elections and By-laws are extended when:
 - 1. There are no outstanding financial obligations, and
 - 2. no more than two consecutive months of scheduled activities have been missed.
- C. Voting for Officers will be by secret ballot, unless there is only one nominee for each office. Then the vote may be by voice, mail, email, or show of hands, as approved by majority vote. Others votes may be by show of hands unless otherwise requested by a Voting Member.
- D. No voting by proxy will be allowed. Mail-in ballots may be used for voting if approved by a majority. The procedure in Robert's Rules of Order will be used as a guide.

VI. ELECTIONS

- A. Elections of Officers will be held at the Annual Meeting. Duties will be transferred to the new Officers by the next meeting. Previous officers will serve in an advisory capacity as needed during the following term.
- B. A slate of Officers will be proposed by the Nominating Committee at the meeting in May or by mail, giving at least two weeks notice prior to the election date. Nominations will be accepted from the floor at the time of the election, provided a mail-in ballot is not being used.
- C. A vote-by-mail may be approved by a majority, providing there is sufficient time for it to be conducted (write-in candidates are allowed).
- D. All members nominated for office must have agreed to serve. They need not be present at the time of the election.

VII. BOARD OF DIRECTORS

- A. **Executive Officers** - President, Vice President, Secretary, Treasurer; elected annually.
- B. **The Immediate Past President** serves one year as consultant; no vote.
- C. **Elected Officers will serve** for one year or until their successors are elected or appointed.
- D. **The officers of the SCLA shall constitute the Executive Board.**
- E. **The Executive Board shall have general supervision** of the affairs of the SCLA between its business meetings, fix the hour and place of meetings, make recommendations to the SCLA, and shall perform such other duties as are specified in the Executive Manual. The Board shall be subject to the orders of the SCLA, and none of its acts shall conflict with the action taken by the SCLA.

VIII. REQUIREMENTS FOR BOARD OF DIRECTORS

- A. **GENERAL DUTIES (all members of the Board):**
 - 1. President and Vice-President must have been a Member in Good Standing of SCLA for at least one year; Treasurer and Secretary must have been a Member in Good Standing for at least 6 months.
 - 2. Comply with the regulations of SCLA.
 - 3. Attend 75 % of regular SCLA meetings.
 - 4. Become familiar with, and execute, the duties of her position.
 - 5. Keep the President informed of the activities and correspondence performed on behalf of the SCLA.
 - 6. Officers may hold only three consecutive terms in any one office. After a break of one term (may hold another office during the break), they may run again for the previous office.
 - 7. In the event a position on the Board becomes vacant, the Board of Directors will meet and choose an individual to assume the duties for the rest of the term. If the Office is that of President, the Vice President will automatically become President; the Office of Vice President will be filled by the Board.
 - 8. All Board Members serve on the Finance & Budget Committee and the By-Laws Committee.
 - 9. A member may hold one or two positions on the Board, except that the elected President cannot hold any other Board position.
 - 10. Each member of the Board is entitled to only one vote, even if more than one position is held.
 - 11. There will not be less than three members on the Board.
- B. **SPECIFIC DUTIES:**
 - 1. The duties of the Officers are defined in the Executive Manual.
 - 2. The Executive Manual will be a part of the Standing Rules, and may be amended by the membership at any business meeting without notice. These Guidelines may be suspended with the majority approval of the Board between meetings, with such action reported to the membership at the next meeting.
- C. **DUTIES OF PREVIOUS OFFICERS:**

1. Immediate past President; term of office is one year.
2. All other officers serve a term as a consultant to their previous position as needed.
3. They will be looked upon for advice and may be invited to all applicable Board of Directors meetings and Standing Committee meetings during their term. No voting privileges granted with the title of Previous Officer.

IX. COMMITTEES:

- A. The functions of the committees and the duties of the Chairs are defined in the Executive Manual.
- B. All committee chairmen will submit written reports on the status of their committee when requested by a Board Member.

X. TREASURY FUNDS

- A. Will be collected from annual dues, donations, Ways and Means projects, etc.
- B. Will be used for operational expenses, and for Heritage and Preservation projects as approved by Members.
- C. Regular, recurring and operational expenses may be authorized by the officers, with a report to the Board each monthly meeting.
- D. Special or non-recurring expenses under \$75 may be authorized by majority vote of the board members.
- E. Special or non-recurring expenses over \$75 may be approved by majority vote of the members.
- F. In no event will funds be spent or obligated that would put the SCLA in debt.
- G. Any fund-raisers for a purpose other than the benefit of the SCLA will be handled in the following manner. Donations of money and/or goods will be counted and verified by the Treasurer and the Committee Chairman handling the fund-raiser. The Treasurer and Chairman will complete the provided accounting form and file this form and all receipts with the Treasurer's books for audit. The Chairman will handle the disbursement of the funds.

XI. DISSOLUTION

In the event of dissolution of the SC Ladies Auxiliary, all assets are to be donated or sold, and the money received donated to a qualified non-profit historical cause chosen by a majority vote of the membership.

XII. NAME

The 10th SCLA may conduct its affairs "doing Business as" the "South Carolina Ladies Auxiliary" (SCLA). All references to 10th SCLA and SCLA will be treated as meaning the same thing.

STANDING RULES - Attachment "A"
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I. MEETINGS

- A. The location of each meeting will be determined by the President or Vice President/Program Chair at the prior month's meeting.
- B. Meetings will be held at the type of facility necessary for the program: a restaurant, meeting hall, a residence, at an event, etc.

II. HONORARY MEMBERSHIP

(Honorary Memberships have been removed. June 2003)

III. HOSPITALITY

There is a limit of \$25 (as funds are available) to send flowers, etc. to members who are hospitalized. There is a \$25 limit (as funds are available) for flowers, memorials, etc., in the event of death of an immediate family member living in the same household as the SCLA member. Cards may be sent to anyone, for any occasion.

IV. EXECUTIVE MANUAL

The purpose of the Executive Manual is to help Officers and Chairman to accomplish the duties of their positions. It is included in these Standing Rules as a separate Attachment (D).

V. CONFEDERATE HERITAGE TRUST, INC. (CHT)

The procedures that the SCLA will use in its affiliation with CHT are included in these Standing Rules as a separate Attachment (C).

VI. ORIENTATION PROGRAM

The Orientation Program is covered in the Executive Manual (Attachment F).

VII. NEWSLETTER

1. The name of the newsletter of SCLA is The Ladies Chronicle (TLC).
- B. Subscriptions to our Newsletter may be accepted at an annual fee of \$10.00, or \$1.00 per issue for the remainder of a partial term. When the newsletter is delivered electronically via email or posted to a website, subscriptions will not be accepted.
3. A Complimentary Copy of the TLC may be sent to a prospective member prior to their attending a meeting.
- D. Newsletters may be exchanged with other groups with similar interests at no charge.

VIII. PALMETTO SOLDIERS RELIEF SOCIETY (PSRS)

The procedures that the SCLA will use in its affiliation with PSRS are included in these Standing Rules as a separate Attachment (E).

IX. SCLA NEW MEMBER PRO-RATED DUES CHART

Amount to collect with application	Month	# of months covered	PSRS annual dues	SCLA pro rated dues
30	JUNE	12	\$15.00	15
29	JULY	11	\$15.00	14
28	AUGUST	10	\$15.00	13
26	SEPTEMBER	9	\$15.00	11
25	OCTOBER	8	\$15.00	10
24	NOVEMBER	7	\$15.00	9
23	DECEMBER	6	\$15.00	8
21	JANUARY	5	\$15.00	6
20	FEBRUARY	4	\$15.00	5

19	MARCH	3	\$15.00	4
30	APRIL	14	\$15.00	15
30	MAY	13	\$15.00	15

PARLIAMENTARIAN NOTES - Attachment "B"
(from Robert's Rules of Order, Newly Revised, 9th Edition)

The basic requirement for approval of an action or choice, except where a rule provides otherwise, is majority vote. The term "majority vote" when used without qualification, means more than half of the votes cast by members legally entitled to vote, excluding blanks and abstentions, at a properly called meeting at which a quorum is present.

When the term "two-thirds vote" is used unqualified, it means at least 2/3 of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting, at which a quorum is present.

- 2/3 vote required for adopting any motion that:
- a) suspends or modifies a rule of order previously adopted
 - b) prevents the introduction of a question for consideration
 - c) closes, limits, or extends the limits of debate
 - d) closes nominations or the polls, or otherwise limits the freedom of nominating or voting
 - e) takes away membership or office

Plurality vote largest number of votes received by any one candidate or proposition; never elects to office if it not also a majority. § 43. page 395-399

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General consent or unanimous consent can pass a motion (it does not mean that all are in favor, only that the opposition feels its side is too small and acquiesces).
 § 4, page 52

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Quorum of Members: Majority of Voting Members
 see SCLA By-laws III.

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While a motion is open to debate, there are three important cases where the floor should be assigned to a person who may not have been the first to rise and address the chair (but who did so before anyone had actually been recognized). The cases are as follows:

- 1) If the member who made the motion claims the floor and has not already spoken on the question, he is entitled to be recognized in preference to other members.
- 2) No one is entitled to the floor a second time in debate on the same motion on the same day as long as any other member who has not spoken on this motion desires the floor.
- 3) In cases where the chair knows that persons seeking the floor have opposite opinions on the question (and the member to be recognized in not determined by (1) or (2) above), the chair should let the floor alternate, in so far as possible, between those favoring and those opposing the measure. § 3, p 30

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Although the presiding officer has the responsibility of enforcing the rules, any member who believes he has noticed a case where the chair is failing to do so, can, at the time the breach occurs, call attention to it by making a Point of Order (23); the effect is to require the chair to make a ruling on the question involved.

§6, p 70

A Point of Order: takes precedence over any pending question (of no matter how high a rank) out of which it arises - but it does so only at the time the breach of order occurs. §6, p 73

Before rendering his decision, the chair can consult the parliamentarian, if there is one. The chair can also request the advice of experienced members but no one has the right to express such opinions in the meeting unless requested to do so by the chair. When the chair is in doubt as to how to rule on an important point, he can submit it to the assembly for decision... §6, p 252

CONFEDERATE HERITAGE TRUST, INC. - Attachment C
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The procedures that the SCLA will use in its affiliation with CHT are included stated in these Standing Rules. The CHT has its own set of By-laws and Guidelines.

- A. The SCLA will be a constituent organization of the CHT.
- B. The SCLA will comply with the by-laws of the CHT.
- C. Membership
 - 1. All Members in Good Standing of the SCLA are members-at-large of the CHT.
 - 2. No dues are assessed by the CHT.
 - 3. Members-at-large may attend meetings as per the CHT By-laws.
- D. Directors
 - 1. The number of Directors and length of term to the CHT will be determined by the CHT by-laws.
 - 2. The directors are to be taken from the SCLA Members-at-large in CHT.
 - 3. The SCLA President will be the Director, or she may appoint a designee. When SCLA is entitled to more than one Director, the Board will make nominations and the SCLA membership will vote their approval.
 - 4. Directors may be removed at any time, by majority vote. Directors may resign by giving notice to the Executive Board of the CHT or SCLA. Unexpired terms of office will be filled by appointment of the SCLA Board
- E. Responsibilities of the Directors
 - 1. Furnish a copy of the CHT Minutes, Financial Reports and By-laws to the SCLA President, to be filed in our permanent records.
 - 2. Keep a copy of current CHT By-laws available for review by members-at-large.
 - 3. Attend CHT regular, special and annual meetings, or send an alternate.
 - 4. Notify the SCLA members and/or President of CHT meetings as stated in the CHT by-laws.
 - 5. Carry instruction, suggestions or comments, etc., from the SCLA to the CHT.
 - 6. Report to the SCLA on the activities of CHT. Request feed back and/or majority opinion when necessary.

SCLA EXECUTIVE MANUAL - Attachment D

The purpose of this Executive Manual is to help Officers and Chairmen to accomplish the duties of their positions.

As per the SCLA By-laws:

- a) the Executive Manual will be a part of the Standing Rules, and may be amended by the membership at any business meeting without notice. These guidelines may be suspended with the majority approval of the Board between meetings, with such action reported to the membership at the next meeting.
- b) The officers of the SCLA shall constitute the Executive Board.
- c) The Executive Board shall have general supervision of the affairs of the SCLA between its business meetings, fix the hour and place of meetings, make recommendations to the SCLA, and shall perform such other duties as are specified in the Executive Manual. The Board shall be subject to the orders of the SCLA, and none of its acts shall conflict with the action taken by the SCLA.

A. GENERAL DUTIES (all members of the Board):

1. President and Vice-President must have been a Member in Good Standing of SCLA for at least one year; Treasurer and Secretary must have been a Member in Good Standing for at least 6 months.
2. Comply with the regulations of SCLA.
3. Attend 75 % of regular SCLA meetings.
4. Become familiar with, and execute, the duties of her position.
5. Keep the President informed of the activities and correspondence performed on behalf of the SCLA.
6. Officers may hold only three consecutive terms in any one office. After a break of one fiscal year (may hold another office during the break), they may run again for the previous office.
7. In the event a position on the Board becomes vacant, the Board of Directors will meet and choose an individual to assume the duties for the rest of the term. If the Office is that of President, the Vice President will automatically become President; the Office of Vice President will be filled by the Board.
8. All Board Members serve on the Finance & Budget Committee and the By-Laws Committee.

B. SPECIFIC DUTIES of OFFICERS:

1. PRESIDENT:

- a) Manages overall development and progress of the SCLA.
- b) Presides over SCLA meetings.
- c) Chief liaison between SCLA and other reenacting, living history, and community organizations.
- d) Ex-officio member of all standing committees (except Nominating Committee), and attends such meetings as deemed necessary.
- e) Forms committees and appoints committee chairmen as necessary.

2. VICE PRESIDENT:

- a) Oversees the SCLA, presides over SCLA meetings in the absence of the President.
- b) Chairs the By-Laws Committee.
- c) Chairs the Program Committee.
- d) Chairs the Membership Committee.

3. SECRETARY:

- a) Oversees the SCLA in the absence of the President and Vice President.
- b) Maintains membership and event roster and attendance, and provides officers with a current listing. Verifies only eligible members vote.
- c) Responsible to notify members of the date, time and location of the next meeting (by newsletter or phone).
- d) Keeps minutes and/or records of SCLA meetings.
- e) Co-Chairs the Nominating Committee.

4. TREASURER:

- a) Oversees the SCLA in the absence of the President, Vice President, and Secretary.
- b) Collects, protects, and distributes any funds of the SCLA.
- c) Keeps books open for review by officers. Produces a written financial report for each regular meeting.
- d) Responsible for collecting dues for the SCLA; receiving applications and forwarding information to Secretary.
- e) Chairs the Finance & Budget Committee.
- f) Collects PSRS applications and dues from SCLA members, verifies that they are eligible to join PSRS, signs the application, and forwards them to the PSRS Board.

C. COMMITTEES:

All committee chairmen will submit written reports on the status of their committee when requested by a Board Member. Chairs may appoint committee members as needed.

1. STANDING Committees:

a. BY-LAWS:

- 1) Chaired by Vice President.
- 2) Prepare and update By-laws, Standing Rules, and Executive Manual as needed.
- 3) Members include the Board of Directors.

b. PROGRAM COORDINATOR:

- 1) Chaired by Vice President.
- 2) Assist the President in planning monthly programs, as needed. Arrange for monthly meeting facilities.

c. MEMBERSHIP COMMITTEE:

- 1) Chaired by the Vice President.
- 2) Coordinates any recruiting activities, brochures and handouts.
- 3) Responsible for visitors and prospects until they enroll for Orientation. At that time, the Mentor Committee will coordinate required activities.

d. NOMINATING COMMITTEE:

- 1) Co-Chaired by committee members.
- 2) One committee member to be Secretary; one committee member to be elected by the membership.
- 3) Prepare slate of officers (President, Vice President, Secretary, and Treasurer) to present to members at the May meeting (or mail/email slate two weeks prior to Annual Meeting).

e. EDITOR:

- 1) Editor is appointed or approved by the Board.
- 2) Prepare and mail a monthly newsletter as time and funds allow.
- 3) Prepare and distribute handouts.

f. FINANCE & BUDGET COMMITTEE:

- 1) Chaired by the Treasurer.
- 2) Members include the Board of Directors.
- 3) Duties shall be to review the Treasurer's books when needed, review spending tendencies, and plan future expenditures. Plan fundraisers if necessary, and turn over to Ways and Means Committee to oversee.
- 4) Prepare a budget.
- 5) Arrange for audit of books at end of fiscal year, and whenever there is a change of Treasurer.
- 6) Any checking, savings, or charge account for the SCLA funds, must be accessible by the Treasurer and at least one other officer.

g. EVENTS COMMITTEE:

- 1) Chairman is appointed by the President.
- 2) Coordinates all event participation for the SCLA with other reenactment groups.

h. EDUCATIONAL COMMITTEE:

- 1) Chairman is appointed by the President.
- 2) Provides educational information and plans training activities for members of SCLA.
- 3) Coordinates SCLA participation in living histories in local schools.

i. WAYS & MEANS COMMITTEE:

- 1) Chairman is appointed by the President.
- 2) Administers fund-raising projects that have been approved by the membership.
- 3) Appoints Committees for each event or project as needed.

j. MENTOR COMMITTEE:

- 1) Chairman is appointed by the President.
- 2) Duties to include Applicant packets and Mentor Program.
- 3) Appoints members to serve as Mentors.
- 4) Coordinates and plans activities for Applicants to complete the Orientation Program.

k. HOSPITALITY:

- 1) Chairman is appointed by the President.
- 2) Greets newcomers and guests at meetings.
- 3) Coordinates the hospitality and welfare correspondence and activities of the SCLA as authorized in the Standing Rules.
- 4) Arranges for name tags to be at meetings, and other events as necessary.

l. ARCHIVES:

- 1) Chairman is appointed by the President.
- 2) Collects and assembles memorabilia and photos pertaining to the SCLA.
- 3) Arranges for archives to be displayed at the request of the Board.

m. LIBRARIAN/RESOURCES:

- 1) Chairman is appointed by the President.
- 2) Collects and assembles the reading material belonging to the group.
- 3) Arranges for materials to be available for members to review and check out.
- 4) Directs members to other resources.

n. QUARTER MISTRESS:

- 1) Chairman is appointed by the President.
- 2) Maintains a list of SCLA property and its location.
- 3) This committee is not required to keep physical custody of property.
- 4) All members should notify the Quartermaster when SCLA property changes hands or location.

o. PSRS UNIT REP

- 1) The SCLA President will be the Unit Rep, or she may appoint a designee.
- 2) Will attend PSRS Board meetings or see that someone attends in her place, and bring a report back to the members.
- 3) Acts as a liaison and carries instructions, suggestions or comments, etc., from the SCLA to the PSRS.
- 4) Notifies the members of PSRS meetings and events.

p. REGISTERED AGENT

- 1) Will be appointed by the Executive Board, to remain in effect until the Board appoints a new Registered Agent. Any change in the name or contact information must be furnished to the SC Secretary of State via the appropriate forms and fees.
- 2) Keeps the Corporate Records, and maintains the Corporate and Non-profit Tax Exemptions filings, as required.

- 3) Will receive correspondence from the State of SC regarding the tax exemption and corporate status, and keep the Executive Board informed of any changes.

2. SPECIAL Committees:

Chairmen are appointed by the President as needed for (including but not limited to) such things as Awards, Field Trips, Handbook, Historian, Public Relations, Publicity, specific reenacting events or living histories.

PALMETTO SOLDIERS RELIEF SOCIETY - Attachment E
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The procedures that the SCLA will use in its affiliation with PSRS are included stated in these Standing Rules, Attachment E. The PSRS has its own set of By-laws and Guidelines.

History:

The PSRS requires its constituent units to be affiliated with the Palmetto Battalion. The SCLA became a unit of the PSRS when the 10th SCVI was in the Battalion. Later, when the 10th SC left the Battalion, the SCLA was “grandmothered” into the PSRS. As long as the SCLA has dues-paying members in the PSRS each year, the SCLA may continue to be part of the PSRS, regardless of the affiliation of any military unit.

Eligibility and Dues:

SCLA Members in Good Standing will join the PSRS. PSRS dues must be paid to SCLA at the time of joining or renewing in the SCLA. They should be given to the SCLA’s Treasurer for verification of eligibility and signature.

Rights and responsibilities:

PSRS members are entitled to receive the PSRS newsletter, Confederate Ladies Album (CLA), and the PSRS Handbook, and other handouts. Certain events are free or reduced price for PSRS members. The members of SCLA who join the PSRS are entitled to have a Unit Representative on the PSRS Council as determined in the SCLA Executive Manual. Members must abide by the PSRS bylaws.

ORIENTATION PROGRAM - Attachment F

The Orientation Program is added to the Standing Rules and consists of Attachment “F”.

- 1) Orientation Session #1 - explanations of SCLA handouts, and coverage of items listed in the Orientation Outline.
- 2) Orientation Session #2 - fabric night (in store or at house of committee member) & discussion of clothing & accessories.
- 3) Questions can be handled by any one of the committee.

These Sessions can be conducted at Sewing Circles, Fabric Nights, or scheduled as needed. Individual sessions may be needed when we only have one new member; they may be conducted by the chair or any member of the committee.

The Mentor Chair will report to the Secretary at each meeting which applicants have met all of the requirements and are now Eligible to petition for membership.

One major duty of the Mentor Committee is to keep the Orientation Outline updated, adding new information as acquired.

The actual Orientation Outline to be used will be approved by the Board of Directors. Changes and updates can and should be suggested by the members.

Because of its length and changing nature, interim changes will not be distributed to existing members, but will be available for review if requested.

.....
 Date Form Started: _____ Name of Applicant: _____

Progression Chart for Applicants

Date: Initials*

- Meeting attended
- Application and Annual Dues (\$30) Submitted
- Executive Board reviews application with Sponsors; and then votes.
- If vote is not favorable, the Board will return the Annual Dues check to the Applicant.
- If vote is favorable, Applicant is announced as full member, with voting privileges at regular meetings.
- Session #1 attended (Handouts, discussion, FAQ, etc.)
- SCLA Authenticity Guidelines delivered and explained.
- Session #2 attended (Fabric Night)
- Enrollment Requirements met

-Two Events attended in period dress; eligible to vote at next SCLA Annual Meeting and on By-laws.

Event:

Event:

Optional: Three PSRS events attended in period dress eligible to vote in PSRS Annual Meeting

Date: _____ Event: _____

Date: _____ Event: _____

Date: _____ Event: _____

.....

Sample: Interim Review

Date: Member:

Interim review (documentation or photo attached)

Mentor giving the review:

Subject(s) of the review:

* Initials of Board Members signing off the requirements.

I. Planning Your First Outfits - Topics to be discussed

A. Fabric Selection

Pre-wash! Remember: You will have to launder the finished garment using instructions of all attached pieces and trims.

Suitable prints & plaids

Advantages of solids

Size of repeat in prints & plaids

Yardage needed

Price range

Where to shop

Content vs. period look

"Breatheability"

Natural vs. synthetic fibers

"Wearability" at an event

Metallic threads in fabric

B. Trim

Pre-wash!

Fabric content

Piping cord: small size, pre-wash

How they attached trim; why

Location of trim on skirt

How we can attach trim; why

Location of trim on bodice

Where to find ideas: Godey's

Self-trim: ruffles, bands, ruching

Ribbon, gimp, tatting, lace

Eyelet used only on underpinnings

Netting, beads, sequins

Fabric flowers & cockades

Buttons, tassels

C. Buttonholes

Handmade vs. machine made

D. Buttons and Hook & Eyes

1. Size

¼" to ½" when used to close bodice

up to 1" or more when used as decoration

2. Material

metals, glass, ivory, pearl, jet, mother of pearl, bone, wood, tortoise shell, ceramic, fabric covered, crochet- covered

1. Where & when to use

4. Alternatives: individual hooks & eyes; hook & eye tape

E. Collars

1. Color if sewn in: same as blouse or bodice

2. Removable: usually white, occasionally black; can also make a self-fabric collar to be removable

3. Size: depends on age of wearer; ½" to 2" is middle of the road

4. Options

a) Make the bodice without any collar.

b) Make removable collars, one white and one bodice fabric.

- c) Wear the bodice plain or with either collar for 3 different looks.
- d) For a more formal look, the bodice without any collar can be worn with a fichu or berth.

F. Accessory Color

For hats, hair nets, reticules, gloves, shoes, shawls, stomachers and especially the trim (buttons, fringe, gimp, tatting) on the garments:

Choose 1 color to start and make everything coordinate with it.
Black, brown, white, beige, gray, navy, etc.

G. Patterns

- 1. Brand names Period vs. modern
- 2. Where to buy or order
- 3. How to draft patterns; what to use
- 4. Group may own patterns; members may be willing to loan
- 5. How to choose (Anne's pattern books; catalogs)
- 6. Making a "sloper" bodice from scrap or lining material; why

II. Suggested first outfit (Day Dress or Work Dress):
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A. SKIRT

5 yards or more of fabric, at least 45" wide. Measure off the yardage and square both ends. Pleat or gather the yardage into a waistband about two inches larger than your waist size. Closure should be in center front, left side or somewhere between those two points. A pocket may be attached at the opening. Sew the two raw edges together for the seam.

Hem is hand or machine sewn. Decide if this will be worn with or without a hoop. It is almost impossible to use a skirt made for a hoop without the hoop. It will be too long.

The skirt may be closed with buttons or hooks. Many ladies use safety pins, especially when they have not completed their underpinning wardrobe. There may also be differences in your waist size when wearing winter undergarments.

There are other methods for making a skirt. This is the quickest and simplest for your first one.

B. TOP (Blouse or Bodice):

A fitted bodice should not be started until you have a corset. The position of the darts will not be the same as when wearing a modern bra. The Garibaldi blouse or a basic top without darts is easiest and quickest for your first top. 3 yards (45" wide) is usually enough.

All tops should be made of scrap material the first time. Use an old sheet or skirt. Make adjustments to the pattern as needed. The areas to pay attention to on this loose blouse will be the neck, sleeve length, cuff, and length of the shirt (you want it to stay tucked in). Remember, the arm hole seam (armseye/armsceye) will be several inches down on your shoulder. The shoulder seam will be slanted off the back of your shoulder instead of running straight across.

If you modify the armhole to be larger, you will need more fabric in the sleeve to go around this new, larger opening.

The collar choices are the small (1" or less) stand up collar or a small (no more than 2") peter pan collar. The armseye/armsceye should be piped with very narrow piping made from the exact same fabric as the top.

Eight to 12 buttons (¼” to ½”) down the front closure; one button or hook & eye on each cuff. Hook & eye tape may be used to close the front, with optional decorative buttons. The color of the buttons should be a match to one of the main colors in the fabric, or your accessory color.

Originally, all tops were lined. Even loose blouses had fitted shells to wear underneath. Typically, all of our fitted bodices must be lined to hold their shape. Wear a chemise or corset cover to conceal your undergarments when wearing light colored tops.

C. TRIM:

For your first outfit, we suggest that you keep it as plain as possible. When you wear it the first time, you may find that some alterations are needed (such as the hem, waist or front closures, or armseye/armseyce). These can be fixed, but trim gets in the way. After you have worn the outfit and made alterations, you can choose your trim. This also lets you finish the outfit more quickly, and you can spread out the cost and labor over time.

After you have been to an event, you will have a better idea of what impression you would like to portray. A plain dress would have always been appropriate, even before the war. Fancier dresses would not have been in use in many circumstances in late war.

Originally, trim was basted onto the dress by hand after the outfit was completed. It would also be removed when the outfit was completely laundered (most outfits were spot-washed). Heirloom lace and other handmade trims would be basted on and removed frequently; all family members may have had use of the same trim.

D. HEAD COVERING:

The simplest is the basic style (parted in the middle) and a hair net. The net may be filled out with a hairpiece when necessary. The average cost of a cotton crocheted hair net is \$10. Several ladies in the group have extras that may be borrowed for a first event.

When purchasing your first hair net, it should be either your accessory color or a color that closely matches your hair. This will help hide the subtle difference between your hair and your hairpiece.

A work outfit may use a straw hat or bonnet just about any time of year (they were frequently homemade). A sunbonnet or prairie bonnet may be made from your accessory color. A ribbon or feather to match the dress might be used. Do not make a hat out of the same fabric as the dress.

A day dress may have a decorated straw or felt hat or bonnet. Again, it should coordinate with the dress, not match it. Only the extremely, wasteful rich would have a bonnet that would go with only one outfit.

Hat pins were used for hats and bonnets. They came in all lengths, to best suit your hat and hair. Using two hat pins was not uncommon; one of them should be plain. Remember to wear this accessory in keeping with your impression. A work dress calls for a plain pin; a tea or promenade outfit could use very elaborate pins.

E. ACCESSORIES:

A belt or stomacher is never necessary for an outfit. You will have a better idea of what you want after you have worn the outfit to an event.

Jewelry is optional. One plain wedding ring would be most appropriate. If a pin is used, make it round or oval (no larger than 2 ½”), and wear it over your top button. Earrings will be wires (fishhook or kidney) with small dangles. Try not to buy any new pieces until you have talked to some ladies or done some research. You may want to make your own.

Ladies frequently used small shawls or berthas, even in warm weather. It is not necessary for us, but if you desire, choose something small and lightweight in your accessory color or a quiet pattern that contains a lot of your accessory color. (You will want to use it with more than one outfit.) Remember, lace is not appropriate with every outfit.

F. COLD WEATHER:

A work dress would look fine with a knitted or crocheted afghan (folded in a triangle) draped across your shoulders. Do not use polyester, acrylic or nylon yarn. Beware of modern motifs. A wool blanket would look appropriate in a working scenario (no blanket binding).

A cloak or cape should be lower than your hips, but at least a foot above the ground. This is to keep the wind from blowing under a short cape and to keep a long cape from dragging the ground. Spray any outer covering with a fabric protector/rain repellent such as Scotch Guard. Hoods may be attached to the cape or cloak, or worn separately. See the available patterns.

The best way to keep warm without spending a lot of money is to wear modern cold weather undergarments. A longer sleeve undershirt and thermal long pants can be worn under your pantalets. Don't forget to wear wool socks. Try on your shoes with the thicker socks to make sure they can be worn. (I found that I need a different pair of shoes in the winter.)

III. What to wear under your First outfits

A. Under all outfits

1. explain each layer they wore & why:

chemise	split drawers	modesty petticoat
undersleeves vs. chemise	corset	corded petticoat
proper uses of a white blouse (chemisette)	corset cover	stockings
		garters
2. modern temporary substitutes:
Nightgowns, white sundresses, pajama bottoms, leggings, knee socks, tights
3. where to locate:
thrift stores, garage sales, department stores

B. If it is a work outfit, add: extra petticoat or corded petticoat

C. If it is a hoop outfit, add: hoop slip with bones & over-the-hoop petticoat

The over-the-hoop slip may be used as the extra petticoat under a work outfit if it is not too long. Try them on together ahead of time to make sure the slip doesn't show.

D. Suggestions to keep these multiple waistbands from being too bulky:

1. Wear a corset - it also helps reduce back fatigue.
2. Put a yoked (fitted) waist on the split drawers.
3. Pleat the fabric to a waistband on all petticoats.

IV. Accessorizing Your First Outfits

(More information is available on these subjects. Check with someone before you make any purchases. Some modern items can be used, as can some family heirlooms.)

Jewelry
Shoes
Capes, Cloaks, Shawls
Berthas, Fichus
Collars, Cuffs, Undersleeves

V. From the Neck Up

(More information is available on these subjects. Check with someone before you make any purchases.)

Hats & Bonnets
Head Coverings for At-Home
Head Coverings for Balls & Evening Affairs
When to wear Hair Nets
Hair styles

VI. Checking your “look”

A. Natural Waistline:

To wear your hoop skirt properly, it must be at your natural waistline. Your natural waistline is not where your jeans fit. Stand facing a mirror while unclothed. The place that is the smallest between your bust and your hips is usually the natural waistline. It will probably feel higher than you are accustomed, but it should give the right look. If you have doubts, ask a friend to help you try on the skirt and hoop and compare your look to that in period photographs.

B. Photographs:

Look at photographs of yourself in each of your outfits to check your overall look. Making a black and white photocopy of those pictures will make them easier to compare with period photographs. Ask yourself and your friends if your clothing has the same lines, if your hat or bonnet is worn correctly, does your hairstyle and jewelry have the right proportions? Do these pictures convey the look that you intended for the impression you were portraying?