

- 1. The Mission of COUG is to authentically portray historical figures from the American Civil War era in order to educate the public and honor the service & sacrifice of the persons so portrayed; to aid and promote efforts to preserve the hallowed ground upon which the conflict was waged; and to communicate and celebrate the history of the period, thereby preserving our common heritage.**
2. As a Living History organization, routine functions consist of our full or probationary members appearing, singly or in groups, at various Living History events, spontaneously or planned, whose purpose is consistent with our mission. The Board Of Directors encourages, endorses, and approves any such appearances. Members are not required to obtain prior approval to appear at any such event/function if it fulfills any aspect of our official "Mission Statement". Full and probationary members in good standing are covered by our Liability Insurance policy when participating in these routine functions. If required by the organizers of an event, the policy number and/or a copy of the declarations page of our Liability Insurance policy can be obtained by contacting member Bill Vosseler by email at [oldpaphomas@yahoo.com](mailto:oldpaphomas@yahoo.com) or by calling him at 610.558.2163
- 3. The Annual Membership Fee ( Dues & Insurance ) for Active status members of COUG is \$40.00 Individual or \$50.00 Family.**
  - A.) Annual Membership Fee is due and payable on **January 1** of each calendar year. All checks should be made payable to: Confederation Of Union Generals, or COUG, and mailed to the COUG Treasurer: **Tony Rosati, 4 Alexander Drive, Monroe Township, NJ 08831**
  - B.) Members in arrears for more than two (2) months after payment is due, i.e. by **February 28th**, shall be notified via email or postal mail that they are delinquent in payment of annual Membership Fee.
  - C.) If payment is not received by **March 31st** of that calendar year, the member will be notified that he has been dropped from COUG membership. The former member will be deleted from the web site; and from all COUG Group email listings; and from notification or inclusion in any COUG events.
  - D.) A member who has been dropped from COUG membership for failure to pay the annual Membership Fee can reapply for membership into COUG by petitioning the Membership Committee for readmission into the organization. The Committee will rule on his readmission, and any conditions pertaining thereto.
  - E.) A member who is dropped from COUG for nonpayment of the annual Membership Fee relinquishes all "RIGHTS" to the historical figure he portrayed insofar as COUG is concerned. Those "rights" then become open to "assumption" by any subsequent COUG applicant who is accepted into COUG by the Membership Committee as that historical figure.
  - F.) Any member who suffers financial reversal, catastrophic illness, or such as to render payment of Membership Fee and participation in COUG impossible, may preserve his character "rights" and a form of exempted status, by petitioning the Membership Committee for special consideration and "hardship status" exemption.
  - G.) The Membership Committee can, given extenuating circumstances applied for under article F.) above, waive the Annual Membership Fee Requirement and place the member into a special "protected hardship status" subject to periodic review. ( Inactive member )
- 4. No Duplicate Historical Figures are permitted in COUG. ( "Rights" to the Character )**

Within COUG, a historical figure from the Civil War period, either military or civilian, can only be portrayed by a **single** member of the organization. For example, there cannot be two (2), or more, individual members who portray General George G. Meade, or any other historical persona already assumed by a member. This shall be known as the "No Duplicates" rule, or the Rights To The Character law. **However**, the member with these "rights" to the character can, if they are unable to portray their character at any given COUG event, **assign** those portrayal rights to another member if there is no objection by the President Of COUG. These "rights" exist for as long as the individual is a member in good standing of the organization.
- 5. A "Minimum Participation Rule" is applicable to all active status members.**

In order for COUG to be a viable Living History organization with credibility and reliability to organizers of Living History events, members are expected to be active participants in the group. Each members commitment to that requirement is assessed based on his participation in COUG functions that are considered "Primary" events. Within that category, some events are denoted as "maximum effort", or "Signature Events" events in which members are strongly encouraged to attend. An event attains the status of a Primary event through the designation of the Board Of Directors. Any member can approach the board to recognize an event as a Primary, Event, making his case for same. The board will evaluate the "case" presented and make a decision. If the decision is to recognize it as a new Primary event, the membership will be so advised and the event will be

designated as "Primary" on the **COUG Campaign calendar** for that year.

**The criterion used to classify an event as "Primary" are those in which:**

- a.) COUG is the sponsor and/or the "Main" attraction.
- b.) COUG is a substantial or the "centerpiece" attraction.
- c.) The event features COUG in a "**Meet The Generals**" scenario
- d.) COUG is prominently billed in the event advertising.
- e.) COUG receives a specific monetary payment to attend the event.

**Under those definitions, the following events are classified as "Primary", or "Signature" events, and are denoted in bold print and with an asterisk:**

- 1.) "Meet The Generals" at the **Lightner Farm**. \*
- 2.) "Meet The Generals" at **Old Bedford Village**. \*
- 3.) "Meet The Union Generals" at the **Gettysburg Anniversary Reenactment** site. \*
- 4.) "Meet The Generals" at the **Meade Society event at the Wax Museum**.
- 5.) "Meet The Generals" at a "**Western**" or "**Southern**" Theater event. \* ( To be determined year to year )
- 6.) "Meet The Generals" at **Fort Pocahontas**. \*
- 7.) "Meet The Generals" at **Army Heritage & Education Center in Carlisle**. \*
- 8.) "Meet The Generals" at **Scranton, Pa Sesquicentennial events between 2011 and 2015**. \*
- 9.) **The Remembrance Day Parade**. \*

**Primary events** depend on the attendance of COUG members in order to be successful; indeed, may depend on enough COUGers attending to even be held! **It follows from this that a Minimum Participation requirement at such Primary events is a necessary ingredient to our success. ( note: Primary events are determined and designated by the Board of Directors; this list may be added to each year based on suggestions made to the board by individual members where one of the latter makes a case for a particular event. )**

**The following specific Minimum Participation Rule (MinPart) applies:**

Each COUGer is expected to attend and participate in at least two (2) Primary events over the course of a Campaign. If he doesn't, he will be placed on "Inactive" member status. As long as he continues to pay his Membership Fee regularly, he can maintain that status and attend Winter Rendezvous and all events. If a similar record of non-attendance in at least two (2) primary events occurs in the next successive year, he will be dropped from the Membership rolls and denied reapplication for one (1) full year. After that period, he may re-apply if his character has NOT been assumed by another in the interim.

If the member fails Minimum Participation standards due to extended illness; hospitalization; military deployment, job requirements, job loss, or family illness or emergency, or economic distress, each of which will be decided on a case by case basis by the COUG Membership Committee, he will not be penalized. Indeed, he need merely apply to the Membership Committee for a MINPART WAIVER from the standard and a voluntary entry to Inactive Status due to the situation being experienced. Such application for cause would, too, if approved, exempt the member from any termination of membership.

In the event that a new, annual or a nonrecurring, Primary event is adapted into the COUG Campaign in any particular year, attendance and participation at such an event will count toward the minimum requirement of two (2) participations.

"Participation" is defined as completely attending and engaging in the full schedule of the planned events for the day. In the case of events spanning 2 or more days, the participation requirement is met by attending at least one day of the planned schedule. However, attendance is not satisfied by a mere appearance for short duration followed by an abrupt departure from the field. Also, attending multiple days of a multiple day event does not count as multiple events attended. A member will not lose attendance credit if he has to leave an event early due to an emergency or an illness.

If a member doesn't participate, as defined above, for two(2) successive years and does not file a MINPART WAIVER for the cause of his non-participation, he will be dropped from the Membership.

**6. The COUG HONOR CODE for the members is this:**

**A COUGer WILL NOT LIE, CHEAT, STEAL, OR TOLERATE THOSE WHO DO.**

## **7.) The CODE OF CONDUCT for members is this:**

- a.) Fighting, Profanity, drunkenness, alcohol or substance abuse, or any behavior that is conspicuous, disorderly, outrageous, illegal, or disruptive is strictly prohibited at any Living History event. Similarly, any lewd or bawdy behavior is strictly forbidden. These are **SERIOUS** conduct violations.
- b.) Behavior will be held to the rigid standards of the Civil War period, meaning politeness, deference, and caring and attention to members of the opposite sex in our own Group and to all members of the public, consistent with a Civil War period officer of breeding, education, and position..
- c.) Modern colloquialisms or figures of speech are strongly discouraged. Every COUGer will endeavor to speak and act in the manner of a "Gentleman" officer of the CW period.
- d.) During those hours that re-enactment/living history camps are open to the public, members will remain in period dress and deport themselves in period manner and conduct.
- e.) No conduct shall be tolerated that endangers the health of any member of the public, or any other COUGer.
- f.) The COUG chain of command is an honorary status, and professional courtesy and respect shall be given to all unit members and their families.
- g.) Federal, state, and local laws and event rules in effect will be obeyed by each member present at any event.
- h.) Each member shall strive to behave in an authentic, military manner, particularly in the presence of the public and members of other reenactment units. This includes paying appropriate respect to officers of superior rank, and observing rigorous military protocol during the course of a Living History event.
- i.) It is also a serious violation to undermine or discredit COUG or any COUG member.
- j.) COUG members acknowledge their support and loyalty to the COUG, its guiding principles and objectives, and pledge to support their fellow members, and promote the COUG, in good faith, whenever and wherever possible.

## **8.) Rules for an appropriate Historical Impression encompass the following:**

### **A. Uniform**

1. No anachronisms are to be worn; for example, no modern spectacles, shoes ( i.e. tasseled black loafers, sneakers etc.), baseball caps, wristwatches, ear rings, modern high school or college class rings, diamond or special stone rings, etc. (wedding rings are acceptable)
2. A COUGer's uniform should be as historically accurate as possible. There should be no obvious, strikingly out of place clothing or personal accouterments in evidence either on one's person or within sight at one's headquarters tent.

### **B. Presentation**

1. Presentations made as part of any "Meet The Generals" scenario are to be delivered in **1<sup>st</sup> person, not 3<sup>rd</sup> person.** ( meaning **I** did this or **I** thought that; **Not** he did this or he thought that; you **are** portraying the historical figure and must speak and act as if you are! )
2. Presentation rules are often guided by whether or not an event is date specific. This is known to have a limiting effect on some officers killed early in the war. It is also recognized to be counter-educational, counterproductive, and may even be cross purposeful to our "mission" in certain circumstances with the public. It is recognized that such "rules" may be historically "authentic", but can and should be waived in situations where a public interest would be frustrated if rigid adherence to such a standard was maintained, i.e. in refusing to answer such questions from the public. Under such a waiver, which can occur "on the spot" at an event, by acclamation of those present, the prematurely "dead", as it were, can be allowed to speak.
3. When answering public queries about one's character, a COUGers' response will be restrained to that which he either knows for certain his character believed, i.e. as derived from primary sources or secondary sources such as personal diaries, journals, biographies, post action reports made by that officer, etc, or that can be reasonably imputed to one's character from known facts or historical data that validate such responses. In other words, there must be reasonable provenance behind the opinions given or answers expressed in public by one's character. ( for example, to speak and act General Sherman as if he was an abolitionist himself and liked Abolitionists would be a clear distortion of the man. )

### **C. Other**

1. No cell phones should be used in sight of the public.
2. No modern cigarettes should be smoked in public view.
3. Any cell phone should be turned off before you address the public or are present while other COUGers do so.
4. If you must use your cell phone for an emergency call, proceed out of view of the public before doing so.

5. No out of century "artifacts" are to be exhibited in view of the public, such as: drinking from a Coke can or plastic water bottle; eating chips from a foil bag, etc.
6. Accouterments used around a camp such as drinking vessels, coffee mugs, etc are expected to be period correct.

#### D.) Camp

1. Tent and camp areas are to have any modern day conveniences concealed within a tent with flaps tied, and preferably covered with a period blanket. For example, coolers.

#### E.) Medals & Badges

1. The wearing of medals or badges will be governed by the type of event at which COUG is participating. These are defined as follows:
  1. For an event that is anchored to a "**TIME SPECIFIC DATE**", such as the **Gettysburg Anniversary Reenactment**, a COUGer is not permitted to wear any medal that did not exist at the time of that event. ( anachronistic medals & badges ) In the example, the battle having taken place on July 1, 2, & 3, 1863, no badge or medal that did not exist at that time can be worn on a COUGers' uniform.
  2. For an event that is NOT anchored to a time specific event, or "**NON DATE SPECIFIC**", such as the **Remembrance Day Parade**, which is not set to any specific year, ANY "reasonable" medal or badge can be worn by a COUGer on this occasion.
  3. A waiver of the No Anachronistic Medals and Badges policy can be effected for any Date Specific COUG event if a majority of COUGers present at the event agree that such a policy would enhance the educational experience of the attending public.
  4. The No Anachronistic Medals and Badges policy does not apply to any individual COUGers participation in any portion of any Living History event wherein his activity & engagement is under the auspices & direction of another Living History organization or the event organizers.

### 9. Procedures for conduct and/or impression violations & their enforcement.

- a.) **SERIOUS** conduct violations are to be reported immediately to the designated "General Officer Of The Day" at the event. That person will be responsible, in concert with other ranking officers present, for determining a course of action to be promptly taken. Such action may result in the offending COUG member being asked to leave the event. A **Post Action Report**, by the designated "General Officer Of The Day" who took action, will be filed with the President who will be responsible for any subsequent action against the member such as suspension and probation. The services of the Provost Marshal, if one is appointed for the event, will be employed to enforce discipline as required. ( *Note: If it is the designated "General Officer of The Day" who is committing the serious offense, the need for action will devolve to the Senior Ranking officer, by shoulder board rank, present at the event.* )
- b.) **Offenses that are not SERIOUS**, for example, minor breeches of etiquette, uniform, medals, appearance, camp impression, etc. will be brought directly to the attention of the offender by whoever observed it in an effort to correct the problem. This shall be done discreetly, out of sight and earshot of the attending public. If the infraction continues at subsequent events, and no resolution can be effected between the parties, a 3rd COUGer, will be asked to mediate a solution that settles the issue. If this fails to resolve it, an Infraction Report may be filed with the President requesting action to be taken but it must be co-signed by three (3) COUG members. The action to be taken will be determined by the President and the offender will be notified by the President as to what remedial action needs to be taken and what will be the consequences if it is not. Such consequences may result in suspension, probation, or both if noncompliance continues at subsequent events. **If the breach of etiquette is a flagrant & outrageous anachronism**, such as wearing sneakers with one's uniform, it will be reported immediately to the designated "General Officer of the day" at the event. That person will be responsible, in concert with other ranking officers present, for determining a course of action to be promptly taken. Such action may result in the offending COUG member being asked to leave the event if a correction cannot be effected. The services of the Provost Marshal, if one is appointed for the event, may be employed to enforce discipline as required. ( *Note: If it is the designated "General Officer of the day" who is committing the offense, the need for action will devolve to the next Senior Ranking officer present, by shoulder board rank, at the event.* )
- c.) A member can bring "charges" against another COUG member to the President for alleged infractions of **serious** misconduct, but they must be formal, in writing, and based on observed conduct, not innuendo, rumor, hearsay, etc. The President will take such a report very seriously and launch an investigation into the charges and render a decision on what, if any, discipline or remedial action will apply.

## 10.) Membership Ceiling:

- a) Membership in COUG will be limited to an Administrative Ceiling of **seventy-five (75) officers and NCO's**, including Full and Probationary Members. Within that number **50%** will be allowed as General officers, with the balance consisting of other Commissioned and Non-Commissioned officers.
- b) Membership in COUG will be limited to those at, or above, the rank of **Sergeant**.\*
- c) Exceptions to the above can be granted by the President as the situation warrants.

## 11.) Placing a "Claim" on a Historical Persona

- a) A Full Member or a Probationary member may place a "claim" on a specific Historical persona if that persona is not already being impressed by another COUGer either currently or by prior "claim" .
- b) He can do so by petitioning, in writing, the President of COUG and the Chairman of the Membership Committee requesting permission to portray that character at a point in the future. His petition will be reviewed by the President & the Chairman of the Membership Committee, consulting with other members of the Committee, and his request will either be approved or denied.
- c) **If his "claim" is approved, the member will have (2) two years to bring that persona to full impression at a COUG event.**
- d) If not accomplished within that (2) time frame, the persona claim is surrendered and can be "claimed" by any other member through a similar petition to the President & the MemmComm Chairman.
- e) If the member resigns from COUG, the persona claim is immediately released.
- f) Any other situations will be resolved by the President and the Chairman of the Membership Committee.

*The intent of this rule is to allow members, Full & Probationary, to "protect" a desired persona; and to allow the time to develop it without the worry of a subsequent, competing claim to the character. It is recognized that it would be unfair for a Member to put a lot of resources, time, & energy into developing a historical persona only to see his object fail to a new applicant or to another member.*

## 12.) Vetting of Applicants for Persona Rank

- a) All applicants seeking to enroll at the rank of **Major or above** will have their qualifications and suitability for that rank evaluated by the Membership Committee and President Riley, and be subject to approval by same.
- b) At the discretion of the Membership Committee, new applicants, and especially those without prior experience, may be required to attend "Staff School" and for a period to be specified prior to the individuals acceptance as a probationary member.
- c) Those seeking to portray a "notable" officer, as determined by the Membership Committee, will be especially scrutinized on a wide range of criterion including, but not limited to, knowledge of the character assumed; public speaking skills; and compatibility to the physical characteristics of the persona chosen.
- d) Those seeking to portray a "notable" officer may require an extended preparation period to be determined by the Membership Committee prior to the individuals acceptance as a probationary member in that persona.
- e) Exceptions to the above can be granted by the President as the situation warrants.
- f) Based on this overall assessment, it will be decided whether the applicant will be accepted at that rank for the character applied for, whether generic or specific, or whether a lower rank for the character may be advised or even a suggestion for a different persona altogether, with recommendation given. The applicant may be advised his acceptance as a Probationary Member is contingent upon his acceptance of this evaluation. Finally, for any Probationary Member, the Membership Committee reserves the right, based on observations made and performance observed during his Probationary period, to re-evaluate and make a corrective decision to rank during or at the end of the candidate's Probationary Period.

## 13.) Request to change persona from a Full or Probationary Member

- a) A Full or Probationary Member seeking to change his persona to a different persona, whose new target rank is **Major or higher**, must obtain the approval of the Membership Committee and the President.
- b) Approval will be sought by petition, either via email or a letter, to the Chairman of the Membership Committee and the President.
- c) This petition shall include relevant details such as Persona sought; rank of new persona; reason for the change; desired time frame to effect the change; status of new uniform, if involved; and any other salient information. The Chairman of the Membership Committee will communicate the request to the other members of the committee.

- d) The Membership Committee will make an overall evaluation of the request in order to determine the member's credentials and suitability to the new persona, following criterion and assessment mechanisms as set forth for an applicant as shown above in Article 12, sections C, D, E, and F above.
- e) Following the completion of this evaluation, the member will be advised if his request has been Approved as submitted; Denied; or conditionally approved with conditions defined.
- f) Full Members already carrying a Brigadier General's grade need not petition to portray their character in Major General's rank if he earned that rank by promotion in the course of his career, either in the volunteer service or the regular army. It is further noted that no rank not actually achieved by one's specific historical character can be petitioned for.
- g) Exceptions to the above can be granted by the President as the situation warrants.

## **14. Procedures to apply for Membership in COUG**

**Preamble:** COUG is headquartered in Gettysburg, PA, and created as a "regional" Living History organization. **That region is defined as within a 250 mile radius of Gettysburg**, hereafter referred to as "In Region". Most members live "In Region", and COUG was created to meet the needs of those Members, and to focus upon and participate at "In Region" events. However, COUG recruits and welcomes potential members from outside that region, hereafter referred to as "Out Of Region", provided they understand that Minimum Participation rules, defined in Section 4.0 above, are purposely constructed to optimize attendance at "In Region" Living History events. Further, that evaluating "Out Of Region" candidates for membership encompasses different but necessary standards.

### **Overview: Becoming a Member of COUG is 4 step process:**

- I. Completing and filing an Application for membership. ( The Applicant Phase )
- II. A Candidate Phase that includes:
  - a.) Becoming a "Candidate for Membership" .
  - b.) Acquiring the necessary uniform and accouterments.
  - c.) Demonstrating knowledge of the historical figure or "generic" role.
- III. A Probationary Period wherein the candidates commitment to the COUG mission, and his adherence to its rules, are observed.
- IV. Approval -- an evaluation of the candidate and a decision to accept or not to accept his application.

### **These 4 steps are expanded as follows:**

#### **1.) Application**

A.) The person seeking to join COUG shall fill out an Application Form and return it to the Chairman of the COUG Membership Committee. This form, and the rules of COUG, can be obtained in one of two ways. By contacting an existing COUG member --- who will have physical copies of the form & COUG rules --- and will transmit them to the applicant for completion and email return to the **Chairman of the Membership Committee** at [gburgbuford@comcast.net](mailto:gburgbuford@comcast.net) or by accessing the COUG website at [www.uniongenerals.org](http://www.uniongenerals.org) and completing an On-Line version of the Application Form. If the form is physically mailed back to the Chairman, it should be dated, signed and returned, with a photo of the applicant in uniform, if available, to the Chairman at the following address:

**Mike Smith, 55 Hunters Trail, Gettysburg, PA 17325**

B.) The Membership Committee will review the application **and either accept or not accept** the APPLICANT for advancement to step 2 (Candidate Phase). This will be done within 2 weeks of receipt of the application.

### **If the Committee accepts the APPLICANT for membership:**

- 1) The Membership Committee Chairman will notify the Treasurer of the acceptance of the applicant's application.
- 2) The Treasurer will notify the applicant that his Membership Fee ( Dues & Insurance) is to be mailed to the Treasurer at the following address: Tony Rosati, 4 Alexander Drive, Monroe Township, NJ 08831.
- 3) The check or money order for the Membership Fee will be made payable to "**COUG**" or "**The Confederation Of Union Generals**". ( not Tony Rosati)
- 4) When the check is received, the Treasurer will notify the Membership Committee Chairman that the Membership Fee has been paid.
- 5) The Membership Committee Chairman will announce the new member to the entire COUG organization and the applicant will begin his Probationary Period on the date of that announcement.

- 6) Once an application has been accepted, the Applicant has **30 days** in which to forward his Membership Fee to the Treasurer. If payment is not received in that time frame, the accepted application is rejected and the applicant is notified by the Membership Chairman.
- 7) The Membership Fee is non-refundable and unrelated to whether the Probationary Member **is or is not** accepted subsequently as a full member of COUG at the end of his Probationary Period.
- 8) The applicant cannot participate in any COUG event until his Membership Fee is remitted to the Treasurer.

**If the Committee rejects the APPLICANT for membership, he will be so notified by the Membership Committee Chairman.**

**In the case of an accepted applicant who pays his Membership Fee within 30 days and is announced to the COUG fraternity as a Probationary Member, he will advance to the Vetting phase of the membership process, and will become a **CANDIDATE** for membership.**

## **2. ) Candidate (Vetting) Phase**

- A.) The CANDIDATE will acquire, if he does not already possess, the necessary uniform and accouterments of the historical figure or generic role he is adopting. The Candidate will be guided by US. Army Uniform Regulations existing in 1862 for uniform appearance & accouterment. However, deviation from standard for those officers of Brigadier Generals' rank and higher who, by photograph, diary, museum piece, or primary/secondary sources can be seen to effect a particular hat, or uniquely decorated or altered frock, or other uniform accouterment. Within reason, all efforts shall be made to present a close facsimile to the field presentation of the Officer portrayed. This includes facial hair. Note: the more famous and noteworthy the officer, the more important his effort must be. ( for example, a clean shaven General Meade would be an unacceptable portrayal )
- B.) The candidate, as observed by other members, demonstrates knowledge of his adapted historical figure or, in the case of a "generic" role, shows a knowledge and familiarity of the duties and responsibilities of that position. This demonstration can be presented in an interaction with members of the public; with other members; or in "in character" presentations made at COUG events.

## **3. ) Probation Period**

- A.) The probationary period will be a minimum of one (1) to a maximum of two (2) years.
- B) "Out Of Region" candidates **must attend** at least four (4) "In Region" **Primary** COUG Events so they can be observed/evaluated by COUG members; they can take up to 2 years to fulfill this requirement. "In Region" candidates are **required** to attend a minimum of two ( 2 ) **Primary** COUG events within one (1) year, and as many other events as possible. The sooner the attendance requirement is fulfilled by a candidate, the sooner his probation can conclude and his candidacy evaluated for full membership. ( Note: it behooves any candidate to attend as many events and interact with as many fellow COUGers as possible during his probation period.)
- C.) Over the course of the Probationary Period, any flagrant conduct violation report received regarding the Candidate may result in the Membership Committee taking immediate action to terminate the Candidate from the Vetting Phase and thus abort the entire process. If so, the candidate will be notified immediately.
- D.) Each candidate will be appointed a **mentor** who will accumulate observations, comments, etc. from other members, after each event attended by the candidate. This information will be reviewed and summarized by the mentor and communicated back to the Candidate.
- E.) At the mid-point of the Probationary Period, the candidate's mentor will send him an appraisal of his historical impression, using the feedback reports of members, and will include suggestions for improvement, if any. This report must be based on the candidates' attendance of at least two (2) events.
- F.) At the conclusion of the Probation Period, the Membership Committee will survey the membership for their comments on the Candidates' performance as his Historical figure or in his generic role. The report and recommendation of the candidate's mentor will also be obtained.
- G.) If a candidate does **not** meet the **Minimum Participation rule** during the Probation Period, then he will **not** pass probation and will **not** become a member of COUG. It is during this time that he needs to be observed by other members; hence, participation by the candidate is very important.

#### **4.) Acceptance ( or non acceptance)**

- A.) At the conclusion of the Candidates' Probationary Period, if it has not been prematurely aborted for cause, the Membership Committee will evaluate all information and recommendations received about the CANDIDATE.
- B.) From that data, the Membership Committee will vote to either **accept** or **not to accept** the CANDIDATE.
- C.) The Membership Committee will advise the CANDIDATE, and all COUG members, of the decision reached.
- D.) At the discretion of the Membership Committee, a candidate may be rejected for membership before the end of the probationary period.

### **15. Voting Rules and Procedures at COUG Business meetings.**

1. The Board Of Directors of COUG has the duty of establishing or changing policies, rules, and procedures; proposing and/or approving programs, events, and other initiatives; and transacting all the regular business of the organization.
2. The Board of Directors consists of the following: President, Vice President; Treasurer, Secretary; Chairman of the Membership Committee and all its members; the Event Coordinator; and any other Committee Chairman or office subsequently appointed by the President.
3. A majority of the membership of the Board Of Directors shall constitute a **quorum** for any Business Meeting called by the President. However, that majority must include, at a minimum, the **President of COUG**, for any vote to occur unless, due to illness or incapacity, the President waives this right.
4. A **simple majority** vote is required to pass any motion brought to a vote at any Business meeting, or any other scheduled meeting where a quorum is obtained. A quorum of the membership, or of the Board Of Directors, is defined as a simple majority of members.
5. **At least one (1) week prior to the scheduled business meeting**, each Board member shall receive a copy of the agenda items to be debated and possibly voted upon.
6. **No absentee ballots** will be sent to board members unable to attend the business meeting. However, a Board Member who is **unable** to attend the business meeting, hereafter called an **Absentee Board Member**, can appoint a proxy – via an email message --- who will vote on their behalf at the meeting. The Absentee Board Member shall notify the proxy of his position on each agenda item to be discussed and/or voted upon. If he wishes, the Absentee Board Member may instruct the proxy to read his comments on the proposed rule or agenda item into the record during the debate phase of the rule or item under consideration.
7. The proxy will present his authorization to vote for the Absentee Board Member at the opening of the business meeting. A proxy **can** act for an unlimited number of Absentee Board Members.
8. If the Absentee Board Member fails to appoint a proxy, he will have no voice during the debate or vote on any business item that occurs at the meeting.
9. The proxy is empowered to vote on behalf of the absentee board member in **all** matters or motions that come to a floor vote, **whether they were known or not known before the start of the meeting**, whether they were or were not part of the previously disseminated agenda, including any agenda items changed during the debate phase, or any new motions or issues that arise over the course of the meeting.
10. The Meeting will be run by the President of COUG, although he may, at his discretion, appoint a Chairman to act in that capacity for all or any part of the business meeting.
11. For each motion brought to a floor vote, each Board member is entitled to one vote, his own, plus as many documented proxies of Absentee Board Members as he presents to the President, or the appointed Meeting Chairman, before the start of the meeting.
12. A Parliamentarian may be appointed to assist and support the President, or his appointed Meeting Chairman, in running the business meeting in accordance with Roberts Rules of Order. This may include maintaining order, imposing time limits on floor debate on motions, calling and executing voting and tallies, and announcing results, as assisted by the Assistant Parliamentarian, and as requested by the President, or the appointed Meeting Chairman.

13. Before the start of the meeting, the President, or his appointed Meeting Chairman, will agree on the scope of the role to be played by the Parliamentarian, and his Assistant, at the meeting.
14. The degree to which Roberts Rules Of Order will be either loosely or strictly applied shall be agreed beforehand between the President & the Parliamentarian.
15. **Business meetings are open to all Membership Fee paying members of the organization who, although they may express opinions on matters under discussion, shall not have voting privileges.**

**REVD 02/01/12**