

NAME TEL. NO.

ADDRESS AGE

THE ASSABET VILLAGE MINUTEMEN

PURPOSE: To encourage all townspeople to be useful, responsible, and patriotic citizens by giving an accurate and detailed impression of our history by gathering information and participating in events which help in promoting and developing our heritage through the use of dress and accoutrements of colonial period.

"1975-76"

The bicentennial of our country will be the biggest event of our time ~~for~~ all minutemen companies. Greatly needed are fifiers and drummers as well as musketeers to help us properly celebrate the 200th birthday of our country. Be a participant; not a spectator!

If you have any questions pertaining to any aspect of our minutemen company, please feel free to ask any of us here, or call:

CAPTAIN BILL BOOTHROYD897-9501

LIEUTENANT LARRY HUHTAMAKI897-8252

I. NAME

The name of this organization shall be "Assabet Village Minutemen".

II. PURPOSE

To encourage all townspeople to be useful, responsible and patriotic citizens by giving an accurate and detailed impression of our history by gathering information and participating in events which help in promoting and developing our heritage through the use of dress and accoutrements of the colonial period.

III. MEMBERSHIP

Sec. 1 Active members in this organization shall be limited to males who have attained the age of 16, shall be citizens of the U.S., and shall be residents of the Town of Maynard.

Sec. 2 Associate members shall be designated as those not residing in Maynard or Maynard residents under the age of 16. Associate members shall have all rights and privileges of Active members except those of voting and holding office.

Sec. 3 All applications for membership shall be presented at a regular meeting; elections to membership shall be held at the next regular meeting, and shall require a majority vote of those active members present.

Sec. 4 Any member reported as having acted contrary to the By-Laws, rules, practices, purpose or in any manner detrimental to this organization may be expelled from membership by a two-thirds vote by secret ballot of the membership present at a regular or special meeting. Prior to this action, all members shall receive written notification from the Sergeant Adjutant of the issue at least one week prior to such action. Said person shall be allowed to justify his action prior to any vote.

IV. MEETINGS

Sec. 1 The organization shall have its annual meeting on the 1st Monday of October of each year, and a special meeting of the members may be called at any time by the Captain, Executive Staff or by petition of ten (10) active members in good standing.

Sec. 2 A quorum at a regular or special meeting of the members shall be eight (8) active members in good standing.

Sec. 3 Regular meetings shall be determined for the year at the Annual Meeting by a majority vote.

Sec. 4 Special activities shall be presented by the Executive Staff at a regular or special meeting and decided by majority vote.

V. DUES

Sec. 1 Membership dues shall be \$6.00 per annum payable on October 1. Any member in arrears as of April 1 of the following year shall be dropped from the rolls. Dues shall accompany all applications. Dues accompanying applications received after April 1 shall be \$3.00.

Sec. 2 Any member who has attained the age of 70 years shall not be required to pay dues.

Sec. 3 Any member who as of Oct. 1 is a member of the Active Armed Service of the United States shall be exempt from payment of dues for the current year.

VI. OFFICERS

Sec. 1 There shall be the following officers:

One Captain
One Lieutenant
One Sergeant Adjutant
One Sergeant Paymaster
One Drill Sergeant
One Corporal Quartermaster
One Corporal Historian

Sec. 2 Election of Officers

- a. The Nominating Committee shall submit at the annual meeting a list of candidates for the various offices. Other nominations may be made at that meeting by any Active Member.
- b. All officers shall be elected at the annual meeting by secret ballot. The term of office shall be twelve (12) months.

Sec. 3 In the event there is a vacancy in any of the aforesaid offices during any part of the calendar year (the corporation year will be the calendar year), the Executive Staff shall nominate a replacement(s) and the majority of those present at a regular meeting may fill such vacancy until the next annual meeting. Nominations may also be accepted from the floor.

Sec. 4 Duties of Officers

- a. Captain

It shall be the duty of the Captain to preside at all meetings, both of the Company and of the Executive Staff. He shall appoint the chairmen of all standing committees and shall assist in the selection of committee members. He shall be responsible for the proper functioning of all committees. He shall also be the Field Commander in charge of all marching units.

- b. Lieutenant

It shall be the duty of the Lieutenant to act as temporary Captain in the absence of the Captain.

- c. Sergeant Adjutant

It shall be the duty of the Sgt. Adjutant to notify all members of drills and/or meetings at least five days in advance, and to record and keep permanent minutes of all meetings and drills. He shall handle all correspondence except that of the Sgt. Paymaster. He shall maintain a current listing of all Members, Officers and committees. He shall act as temporary Captain in the absence of both the Captain and the Lieutenant.

d. Sergeant Paymaster

The Sgt. Paymaster shall deposit all funds in a Bank or Trust Company, approved by the Executive Staff. He shall render a report of current receipts and expenditures and available balance at each regular meeting and a report of general financial condition at the annual meeting. The Sgt. Paymaster shall pay all expenditures through the Corporation's checking account. Such checking account shall be cosigned by the Captain and the Sgt. Paymaster. All expenditures must be approved by the membership or by the Executive Staff. The Executive Staff may not authorize expenditures greater than \$25.00.

e. Drill Sergeant

The Drill Sgt. will conduct all drill exercises. The Drill Sgt. will familiarize himself with colonial drill practices.

f. Corporal Quartermaster

The Cpl. Quartermaster will have charge of all Company equipment.

g. Corporal Historian

The Cpl. Historian will be responsible for maintaining historical data, and will be the chairman of the Historical Research Committee.

VII. EXECUTIVE STAFF

Sec. 1 The Executive Staff shall consist of all duly elected officers.

Sec. 2 It shall be the duty of the Executive Staff to prepare an agenda for all activities of the organization, and to act in behalf of the organization in an emergency. The Executive Staff also may establish standing committees as the need arises.

Sec. 3 If any Officer shall miss three (3) consecutive meetings, his position shall be reviewed by the Executive Staff and they will make a recommendation to the membership at a regular meeting. A two-thirds vote by Active Members present will determine the Officer's status.

VIII. COMMITTEES

Sec. 1 Standing Committees

- a. The Historical Research Committee shall be responsible for the accumulation and recording of all pertinent data.
- b. The Safety Committee shall consist of the Safety Officer as Chairman, the Armorer and any other Active Members as may be deemed necessary. They shall establish, maintain and enforce all safety rules and regulations of the organization.
- c. Other Standing Committees may be established as the need arises.

Sec. 2 Special Committees

- a. A Nominating Committee consisting of three (3) Active Members appointed by the Captain at a June meeting.
- b. Other special committees may be established by the Captain as the need arises.

IX. AMENDMENTS

These by-laws may be amended by a two-thirds vote of those voting at any regular meeting, provided notice of the proposed amendment is given in writing to all Active Members at least one month in advance of voting.

X. PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Revised shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

PREPARED BY THE BY-LAWS
COMMITTEE:

Howard E. Schreiber

Howard E. Schreiber
Chairman

Garrett A. Pillivant

Garrett A. Pillivant

Mark L. Waldron

Mark L. Waldron