

Operational Procedures  
4<sup>th</sup> Texas Volunteer Infantry Regiment  
Co. E – The Lone Star Guards  
December 10, 2018

## Article 1 – Purpose

### Section A

Set forth are the goals and expectations of the historic re-enactment group known as the 4<sup>th</sup> Texas Volunteer Infantry, Co. E, The Lone Star Guards. It is our goal through living history to portray the life and times of the American fighting men of the War for Southern Independence; otherwise known as the American Civil War.

We endeavor to do this by recreating the typical roles of the military volunteers of the state of Texas, who fought with the Army of Northern Virginia. We will hopefully preserve for posterity, through the education of the spectator public, a more accurate presentation of the history of the Southern Confederacy and the people who fought in that uniquely American conflict during the years 1861 – 1865.

### Section B

In order to present a clear picture of that time we will strive to keep a high level of authenticity in all equipment used or worn on the field or in camp. Regulations for authenticity will be specified elsewhere later in these procedures. Military drill, encampments and living history scenarios will as accurately as possible re-create the military life of the Southern Soldier. This is done in order to present a historically accurate presentation for the education of the public and each other. All members will be expected to portray roles that are authentic and appropriate to that era.

## Article II – Military Organization

### Section A - Age Requirements

No person under the age of sixteen years shall be allowed to handle weapons or black powder. At certain small closed events any recruit between the ages of 12 and 16 may drill and experience military camp life. Use of “Quaker” guns is required of these ages. A musician’s corps of youths under 16 is encouraged.

### Section B Impression

The Confederate Infantry section is presently organized as an average company of the Fourth Texas Regiment. This as a member of the Army of Northern Virginia during the mid-war 1863-1864 period, as part of Longstreet’s Corps, Hood’s Division, Texas Brigade. We are the Confederate re-enacting unit that is a subdivision of the chartered non-profit organization known as the Multi-Lakes Association for Civil War Studies (MLACWS).

## Section C – Military Rank Structure

Present command requirements necessitate one Captain, one First Sergeant, one Corporal, and one Adjutant. Additional brevet positions may be created and filled by the commanding officer at events as the need arises. If any of the previously named officers are absent from an event, all succeeding officers are breveted up one rank. Advance notice of absence should be given to the command staff in order for the breveted officers to better prepare for the event and to allow them to wear their breveted rank if they so desire. Additional rank structure can be added amending these operating procedures as membership numbers increase. When a permanent second officer is required by the infantry, the post of Adjutant and Lieutenant shall be combined into one.

## Section D – Duties

Whereas it is said “Rank has its privileges”, it must also be acknowledged that “Rank has its duties”. With this in mind, and to give the Command Staff responsibilities to match their elected rank, the duties of the Military officers are as follows:

### Captain:

- He will have overall command of the military
- He has the ability to brevet soldiers to positions of rank as needed.
- He will lead his command in battle.
- He will ensure the troops are properly drilled.
- He will supervise the non-commissioned officers.
- He will represent the 4<sup>th</sup> Texas while interacting with senior Battalion officers and cooperating with other company commanders.
- He will accept the delegation of duties not provided for in these procedures as the need arises.
- He is responsible for knowing the School of the Soldier, School of the Company and School of the Battalion.
- He will take notes at all meetings for the Military

### First Sergeant:

- He will record the attendance of soldiers at living history events.
- He is responsible for taking roll call each morning and reporting it to the Captain.
- He is the Inspector who will promote safety and authenticity in the ranks and around military camp.
- He will post guard details as needed.
- He is second in line of command and shall command the company when the Captain is unable to do so.
- He will make sure that all other NCO's are carrying out their responsibilities.
- He will teach the lower grade NCO's their responsibilities.
- He is responsible for knowing the School of the Soldier and the School of the Company.

### Corporal:

- He is the Quarter Master for the Company who maintains Company Equipment
- He will keep records of all loaned items.
- He is third in command and will take charge of the Company when the duty falls to him.
- He shall make sure that the men in ranks are properly attired and equipped for battle, drill or Dress Parades; taking into account the weather, heat or cold.
- He is responsible for keeping the lines of the company in good order.
- He shall make sure the men in the ranks observe good order and quiet in the ranks when in Company formation
- He is responsible for knowing the School of the Soldier and the School of the Company.

### Adjutant

- He is the commanding officer's helper, and shall take on the responsibilities that he may ask of him.
- He will be responsible for making sure the military is registered for voted in events.
- He will be the contact person when dealing with business concerning all other branches of the organization.
- He will be in overall charge of public relations for the military; assisted by the remaining command staff upon his request.
- He is responsible for Chairing Military meetings, assisted by the Commanding Officer upon his (Adjutant's) request.
- He is fourth in the chain of command and shall be breveted accordingly (subject to change when Adjutant is elevated to Lieutenant status).
- He is responsible for knowing the School of the Soldier and the School of the Company

### Section E – Responsibilities of Privates

General Robert E. Lee always counted on his Texas Brigade during the War Between the States. His Texans were known to be reliable, valiant, and honorable both on the battlefield and in camp. As part of a first-person impression, privates should be all of these things and more. He must be able to handle his weapon properly and safely. He must know the safety rules which must be enforced at all times for the welfare of all, both participants and public. He must abide by the Operating Procedures of the 4<sup>th</sup> Texas and the bylaws of the Corporation known as MLACWS. He must obey all reasonable orders given to him by the Command Staff. It is the responsibility of each individual member to provide for his own uniform, rifle accouterments and black powder whenever possible.

### Section F – Military Elections

Nominations are to be coordinated through a Nominations Chairman. He will be appointed by the Adjutant and will take nominations at the close of the re-enactment season. Elections will take place at the November meeting and will be determined by secret written ballot. A majority of the votes cast is necessary to win. In case of multiple candidates with no majority, the top two vote getters in the first election will be re-entered in a run-off election in order to achieve the required majority. Absentee ballots are acceptable but only for the specific offices noted on the ballot.

## Section G – Wearing of Rank

All non-commissioned officers may wear rank stripes at their own discretion, provided that they are individually hand stitched directly to the sleeve and are black in color. When in Dress Uniform at cotillions or balls, ceremonial uniforms of varying rank may be worn without prejudice by any soldier. However, all rights and privileges attending rank are only accorded to those of elected officer positions.

## Section H – Galvanizing as Federal

It is the intent of this organization to encourage, but not require, its members to obtain a secondary Federal impression. It has become clear in recent years that the growing lack of Federal troops attending some Southern events creates a need for more Federal re-enactors. To prevent ourselves from being excluded from large events where Confederate participation is likely to be restricted, we request our members to be open to the flexibility of portraying Union troops. This portrayal would be a unit decision made before attendance at the event. We would then brigade with a local Michigan unit with whom we are welcome. We will use the name “16th Michigan Company B” on the field at such events.

## Article III – Membership

### Section A – Active Military

Active membership is defined as 1) An individual at least 16 years of age, unless a youth in the musicians corps. These youths neither carry weapons nor have voting privileges. 2) Having attended at least two (2) voted 4<sup>th</sup> Texas events in the past 365 days. 3) Attendance means the individual must be properly attired and be a participant in the military camp, drill or battle activities as his officers deem appropriate. 4) Attendance means present for at least a 24 hour period to count as an event. 5) Individual must be a member of MLACWS. 6) Meeting these qualifications gives one the right to vote in military matters.

### Section B – Affiliations

The military organization known as the 4<sup>th</sup> Texas, Co. E is affiliated with, and shall cooperate and work with, its brothers and sisters in the other branches of the Multi-Lakes Association for Civil War Studies. The 4<sup>th</sup> Texas will abide by and be obedient to all MLACWS bylaws and rules We will do everything in our power to coordinate our activities especially with our civilian branch, as this promotes this hobby as a family activity and accentuates our living history impressions by adding dimensions that the military are unable to. Cooperation with local Federal units and/or Confederate Battalions is encouraged whenever the membership deems it appropriate. A special relationship also exists between this regiment and the fully independent Bledsoe’s Battery Missouri Light Artillery.

### Section C – Events

The command staff of the military shall meet over the winter months to design a proposed tentative schedule of military living history events. These events will be discussed and voted on by the military membership as the official list of 4<sup>th</sup> Texas events that are used to determine Active Membership as defined in Article III Section A.

## Article IV – Amending these Operating Procedures.

### Section A

Operating procedures for the 4<sup>th</sup> Texas, Lone Star Guards, can be amended at any meeting of the military provided it is a voted event or Corporate membership meeting. All members must be notified of the proposed amendment by its insertion in the newsletter or by email for the Active Members reading prior to that event or meeting where it is to be voted on. A quorum of fifty percent of the Active Membership must be present to validate the amending process and then a two-thirds vote of those in attendance is necessary to pass the amendment. Any amendment must still be subject to, and not in disagreement with, the MLACWS bylaws. Voting is by secret written ballot only and absentee ballots are acceptable for those who qualify as active members and specifically address the proposed amendment.

## Article V – Financial

### Section A – Stewardship of financial transactions

All monies owned by the shall be entrusted to the stewardship of the MLACWS Treasurer. All military financial transactions (income and expenditures) shall pass through the MLACWS Treasurer.

The military expects the following actions of the MLACWS Treasurer:

1. Incoming funds will be promptly deposited in a financial institution.
2. Payment to individuals or external parties will be made when directed by the Captain or Adjutant.
3. Receipts will be collected and stored as practical.
4. Income/Expense reports will be published periodically (typically monthly).

### Section B – Approval to disburse funds

The Captain or Adjutant will ensure the military has approved of any expenditure before directing the MLACWS Treasurer to spend military funds.

These are the methods by which the military approves spending its funds:

1. The command staff is permitted a budget of up to \$100 per calendar month to spend at its discretion, without further Active Membership vote. Multiple expenditures may be made in a single month, but the total for the month will not exceed \$100. Budgeted money does not “carry over” from month-to-month.
2. Single expenditures up to \$500 may be approved by a majority vote (over 50%) of Active Military physically present at an official military Event or at the military portion of a MLACWS meeting. Advance notice is not required, but a minimum of 33% of the Active Military must be present. “Absentee Votes” are not permitted for this.

3. Single expenditures of any amount, up to the entire military-owned bank balance, can be approved by a majority vote (over 50%) of the Active Military. This may be gathered in a verbal vote at an official military event or military portion of a MLACWS meeting, plus any documented 'absentee votes' (ie, email agreement).