



The Society for Women and the Civil War

Membership Information

Mission Statement.

The society is an organization of ladies, gentlemen and youth which is dedicated to recognizing the efforts of women who lived through, or participated in the American Civil War, and to supporting those who research, reenact or otherwise honor these women of the past.

Contact Information.

Postal Address: Post Office Box 3117, Gettysburg, Pennsylvania 17325
Website: www.swcw.org
eMail Address: swcw1865@gmail.com If a communication is intended for a specific board member, regent team or committee, please indicate that addressing as an element of the message's subject line.

Organizational Structure.

SWCW is led by its **officers and a board of directors**. The members of the board of directors serve full terms of three-years, or for a lesser length of time if they are elected to fill the uncompleted term of a departing member. The board of directors' members are nominated from the dues-paid membership, based upon self-identification of interest and/or recruitment by the nominating committee of the board of directors. The nominating committee vets potential board member nominees for aspects such as current membership, ethics and potential for service, esp. in areas of need. The nominating committee reviews candidates for officer positions with particular care for competency in the responsibilities of those positions as well as for ethics, because, as the officers of the board of directors, they serve as the legal corporate officers of the organization.

The board of directors meets monthly by teleconference, and annually in person, just before the start of our annual conference. Should urgent issues arise between monthly meetings which exceed the purview of the executive committee, and require a vote by the board of directors, a vote via eMail may be conducted. Should that occur, a record of the inter-meeting vote is maintained and entered into the organizational archives.

Any member wishing to submit an item for discussion or decision at a monthly board meeting or the annual board meeting is welcomed to do that directly, through the SWCW eMail address, or via coordination with the member's serving regent.

Officers and board of directors members are identified on our website, at <http://www.swcw.org/board.html>, along with short biographies.

The officers and board of directors' members are assisted in their duties by **regents**, each of whom has responsibility for a designated geographic region. **Information regarding the regents program, with identification of the regents, may be found at <http://www.swcw.org/regents.html>.** Service by all organizational members on the regent team for the members' region is welcomed.

The following **standing committees** serve as the backbone of the society:

Author Support

Conference (ex-officio chaired by the society president)

Education (including Scholarships)

Communications (ex-officio chaired by the society secretary)

Executive (ex-officio chaired by the society president and composed of the officers of the board of directors)

Finance (ex-officio chaired by the society treasurer, with the president serving as an ex-officio member)

Historical Markers (including database of markers, memorials & monuments)

Logo Merchandise

Organizational Partnerships

Publicity (including conference support and outreach to other organizations)

Nominating

National Registry of Women's Service in the Civil War (NRWSCW)

Regents (ex-officio chaired by the society president)

Ad-hoc committees may be established by the society president to address a specific issue, usually for existence during a limited period of time.

Committees not specified by the bylaws as requiring a board member to serve as chair are open for chairing by members.

A detailed listing of committees, along with their mission statements, may be found on the website at <http://www.swcw.org/committees--publications.html>. Service on all committees by society members is both welcomed and encouraged.

The officers, board of directors' members, regents and committees may all be contacted via the organizational eMail address at swcw1865@gmail.com – please indicate in the subject line the entity which you wish to contact.

Again, members who are interesting in potentially serving as a member of the board of directors are encouraged to contact the nominating committee via the SWCW eMail address indicating “Nominating Committee” in the subject line. Anyone interested in serving as a regent or deputy regent, or in chairing or working on a committee or special project, is encouraged to contact the responsible committee or regional leadership team via the SWCW eMail address.

We Are an Organization of Volunteers.

Board of directors’ members, regent teams, committee chairs, publication editors and writers, the webmistress, media managers and other action officers do not receive any salaries or other remuneration for their efforts on behalf of the organization – all are strictly volunteers for whose quiet and generous service we are immensely grateful.

Bylaws and Policies

Our bylaws may be found on the members-only portal of our website. As required, revisions are nominated to the board of directors. Those approved by the board of directors are submitted to the current dues-paid membership for a vote for approval or rejection. Those approved by the dues-paid membership are adopted and published by the board of directors.

The board of directors has adopted policies for its internal guidance. These policies guide it regard to a number of issues and business practices, ranging from membership renewal to editing of publications to operating programs such as that of organizational partnership. They also contribute to our “organizational memory”. All policies are reviewed at the first board meeting for the calendar year. The policies are either renewed as they stand or revised as is necessary.

Annual Dues and Membership Year.

SWCW’s membership year follows the calendar year, with annual dues paid in January of each year.

New members and former members returning to membership after a gap of at least one year and paying dues in the last quarter of a calendar year, will be credited for dues payment for not only that year of payment but for the following year.

Annual Individual Membership: \$25.00

Annual Individual Membership Plus One: \$40.00 *This is primarily intended to support family members and partners.*

Annual Student Membership: \$15.00

Annual Organizational Membership: \$55.00

Membership payment information may be found on the SWCW website at: <http://www.swcw.org/join-thesociety.html>. Dues may be paid at the site using PayPal, or may be paid by check mailed to the SWCW post office box address. If joining and paying by mail, to include from outside the US, please download and print out the membership application contained in our organizational brochure on our website at the “About the Society” tab and submit it with the check for dues payment.

SWCW's board of directors recognizes its fiscal responsibilities to the organization, to SWCW's mission fulfillment and to SWCW's members and carefully husbands the organization's funds entrusted to its management. Due to this stewardship, SWCW has been able to maintain its dues at the same low level for many years, while the annual dues for some peer organizations have reached amounts which are twice those for SWCW.

Organizational Brochure.

This is located on our website at the "About the Society" tab. It may be forwarded via eMail to interested persons or downloaded and printed for hard-copy distribution.

Website and Members-Only Web Portal.

Organizational information is posted on the society's website. The website's postings also include educational and reference materials for use by members and the public in service of the society's mission. Those outside the organization should contact it via eMail to request approval of release of the society's posted and/or published documents.

With payment of their annual dues, members have access to SWCW's members-only portal via the website, under the drop-down menu for "About the Society". The password is changed at the beginning of April each year and announced to the dues-paid membership. As other members submit their annual dues payments, they are notified of the new password.

Publications.

At Home and in the Field

Our quarterly journal, ***At Home and in the Field*** is posted on the website at the members-only portal. Submissions to the journal as proposed articles and contributions to columns are always welcomed. An eMail is sent to dues-paid members with an alert to the posting of each issue. A year's worth of back issues of the journal will be found posted at the SWCW website's members-only portal.

The Calling Card

Our monthly newsletter, ***The Calling Card***, is usually published on the 15th of the month and disseminated by eMail. Distribution of *TCC* is free and available to all who wish to receive it.

Members – individuals or organizational - and partner organizations are most welcome to submit items for consideration for inclusion in *TCC* via the SWCW eMail address. The deadline for submissions for *TCC* publication is the tenth of the month for which publication is requested.

Those who would like to request that they or others be placed upon the distribution list for *TCC* and general announcements may go to SWCW's home page, scroll to the bottom of the page and click the hot button to make this selection. Alternately, they should send to the SWCW eMail address the following information for the proposed recipient: first name/last name/eMail address. If there are multiple names, it would be helpful if they are submitted in an Excel document via eMail.

Issues published for the current and immediate past year are posted in archives on the open portion of the website. Once we enter a new year, the posted issues will roll over to the new year and new immediate past year.

Those interested in contributing to our publications as writers, editors, formatters, illustrators and researchers are always welcome.

Annual Conference.

A foundational element of SWCW's mission fulfillment has always been the hosting of its annual conference. The annual conference is held on the fourth weekend of July, usually beginning at mid-day on that Friday, and running through mid-day on that Sunday.

The conference is usually based at a hotel, academic institution or museum which offers accessible meeting spaces, in-house catering and lodging.

Conference sites are chosen several years in advance, based upon a variety of factors, to include the following: association with Civil War history; availability, reputability and quality of local resources, facilities and support; safety and accessibility; and variability of geographic locations to enable attendance opportunities for a wide demographic of members.

Preparations for each conference take one to two years of planning with "Calls for Papers" issued a year in advance of each conference. Each conference's year-round planning results in a great line-up of prominent speakers, addressing intriguing subjects, as well as exciting field trips. Everything is planned to also best meet the needs of attendees who may have mobility and other participation challenges.

For each conference, a highly-respected Civil War-focused organization or academic institution is invited to act as the event's co-sponsor. At least one other entity may be invited to serve as the event's contributing sponsor.

Information regarding each conference may be found on our website at the tab for "Annual Conference". Content usually includes a two-page brochure and linkage to registration.

Conference attendance is open to all – regardless of membership status.

Registration may be made via the "Annual Conference" tab. Attendees can use PayPal for on-line payment of registration. Alternatively, they may print out the registration form, fill it out and mail it with a check for registration payment to the SWCW address provided on the form. When submitting their registrations, current dues-paid members can claim their current membership status for eligibility for the conference membership rate. Entities which are organizational members of SWCW may designate two of their members as "staff members" to benefit from the membership rate for registration.

For each conference, attendees make their own lodging reservations directly with the hotel selected as the conference's base hotel. This may be done on-line at the hotel's website for our discounted rate or by calling the hotel's reservations telephone number. Attendees should identify themselves as making a hotel room reservation for an attendee at the Society for Women and the Civil War conference. Attendees are urged to make reservations for their hotel rooms as soon as they register for conference attendance. For each event, in order for our attendees to receive a hotel room discount, we must contract with the base hotel for filling a specific number of discounted rooms, and so we carefully project the expected number of rooms needed, while not "over-estimating". While we have, fortunately, not ever experienced this challenge,

should an insufficient number of attendees reserve rooms to fill our contracted quantity, SWCW would be required to pay for those rooms, even if they are not occupied by attendees. SWCW monitors the discount reservation fulfillment status vs. the quantity of existing and anticipated conference registrations. This supports SWCW's negotiations, if necessary, and, if possible, to obtain additional discounted rooms for attendees. If an attendee is unable to obtain a room discounted at the SWCW conference rate, the attendee should contact SWCW via eMail as soon as is practicable. If SWCW is unable to assist attendees by obtaining more rooms at a conference discount rates, attendees may wish to make a reservation using another rate available to them, such as those available to AAA or military members, or to hotel loyalty program members. *With that said, we repeat our strong recommendation that it is always wise to make reservations as soon as is possible.*

Most attendees wear SWCW logo polo shirts or other light-weight shirts with shorts, capris or jeans/cargo pants and sturdy footwear for conference activities held during the day. For evening activities, most continue to wear similar garments, while some choose to wear business casual clothing. The custom of casual clothing allows for comfort and ease during activities which are usually conducted in warm weather. A light-weight sweater or jacket is also recommended for wear in some air-conditioned facilities.

Organizational Partnerships.

SWCW has established working partnerships with prestigious organizations which share key elements of our mission set. SWCW's Organizational Partnership Committee is charged with vetting organizations proposed for partner relationships and reaching out to them to formalize those relationships. As these relationships are established, the new partnerships are announced in *The Calling Card* and the organizations are listed on a dedicated page on the SWCW website. Information regarding the activities of our partners is posted monthly in *The Calling Card*. **Organizational partners do not pay any dues to SWCW. These organizations only pay annual dues to SWCW if they also become organizational members of SWCW. Organizational membership is not a requirement for organizational partnership.**

SWCW Logo Clothing & Logo Items.

While we have a number of SWCW logo items available for purchase, three of the most popular items are our polo shirts, enameled logo membership pins and ball caps. The high-quality polo shirts are navy blue, with our logo and organization name embroidered in color on the left side. Polo shirts are available in men's, women's and youth sizes. Members usually wear them at annual conferences as well as for other appropriate occasions. Based upon member input, we also select additional items for sale. Working with our primary vendor, we host on-line pop-up sales, occurring one-to-two times each year. Pop-up sales are announced to the dues-paid membership. At conferences, we always have an extended selection of clothing and memorabilia available for purchase. Membership pins are only available for purchase at conferences or via correspondence with SWCW.

Purchase of SWCW clothing, membership pins and logo merchandise is limited to SWCW members.

Social Media.

Our Facebook page is located at <https://www.facebook.com/groups/119919288020176> .

Archives.

The society's archives contain minutes of past board meetings; records of the adoption of policies; records of service of officers, board members, regents, committee members and persons performing special actions; membership lists; information regarding past conferences and conference planning; conference presentations; financial records; actions and projects; records of interaction with other organizations; and past issues of publications. Upon request and provision of the date of the issue, the archivist can pull back issues of our publications for members; however, unfortunately, she is not able to do deep-dive searches by topic.

SWCW does not sell, or otherwise make available, membership information, membership lists, or distribution lists to any individual member, organizational member, organizational partner or entity outside the organization.