

**THE NATIONAL SOCIETY  
OF THE  
SONS OF THE AMERICAN  
REVOLUTION**

**OFFICIAL HANDBOOK**



**Volume II:  
History, Organization and Protocol**

**1000 South Fourth Street  
Louisville, KY 40203  
PHONE: (502) 589-1776  
FAX: (502) 589-1671  
E-Mail: [nssar@sar.org](mailto:nssar@sar.org)  
Web Site: <http://www.sar.org>**

**Revised  
September 2012**

## PREFACE

The NSSAR Handbook, first published as a single volume in 1956, contains the official policies of the National Society of the Sons of the American Revolution. The NSSAR Handbook is revised annually as policies are changed or updated. At present, the NSSAR Handbook is divided into three volumes, titled as follows: Volume I “*Governing Documents;*” Volume II “*History, Organization and Protocol;*” and Volume III “*Insignia, Medals and Awards.*” The NSSAR Handbook could not have been realized without the assistance of the NSSAR officers, committee chairmen, many devoted compatriots and the headquarters staff.

The contents of this Handbook have been reviewed by the NSSAR Executive Committee and are approved as official policy of the National Society Sons of the American Revolution. Changes or updates to this volume of the NSSAR Handbook should be directed to the Chairman of the NSSAR Handbook Committee.

JOHN L. DODD, CHAIRMAN .....CALIFORNIA SOCIETY  
DAVIS LEE WRIGHT, VICE CHAIRMAN.....DELAWARE SOCIETY  
PETER M. KELTCH ..... OKLAHOMA SOCIETY

**VOLUME II**  
**TABLE OF CONTENTS**

<b>PREFACE</b> .....	ii
<b>TABLE OF CONTENTS</b> .....	iii
<b>HISTORY AND ORGANIZATION OF THE NATIONAL SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION</b> .....	1
ORGANIZATION DATES OF STATE SOCIETIES.....	4
<b>PRESIDENT GENERAL</b> .....	4
ROSTER OF PRESIDENTS GENERAL.....	5
INSTALLATION OF THE PRESIDENT GENERAL.....	7
PRESIDENT GENERAL ANNUAL REPORT .....	7
<b>VICE PRESIDENTS GENERAL</b> .....	9
<b>NATIONAL TRUSTEES</b> .....	11
<b>ANNUAL CONGRESS</b> .....	12
DELEGATES TO A CONGRESS .....	12
<b>GUIDELINES FOR NSSAR GENERAL OFFICER CANDIDATES</b> .....	12
<b>2012-2013 NATIONAL COMMITTEES</b> .....	14
EXECUTIVE COMMITTEE .....	14
STANDING COMMITTEES .....	14
NOMINATING COMMITTEES.....	16
SPECIAL ADVISORY COMMITTEES.....	16
PROGRAM COMMITTEES.....	16
<b>NATIONAL HEADQUARTERS</b> .....	22
SAR LIBRARY .....	22
THE GEORGE WASHINGTON ENDOWMENT FUND BOARD.....	23
THE SAR FOUNDATION.....	25
WILLS, TRUSTS AND BEQUESTS TO THE SAR.....	25
NATIONAL SOCIETY RESOLUTIONS .....	27
PUBLICITY.....	27
SAR COLOR GUARDS.....	27
GRAVE MARKERS FOR SAR MEMBERS .....	28
GRAVE MARKERS FOR REVOLUTIONARY WAR PATRIOTS .....	28
<b>MEMBERSHIP POLICIES</b> .....	29
NATIONAL FEES AND DUES.....	29
CATEGORIES OF MEMBERSHIP.....	29
APPLICATION FOR MEMBERSHIP.....	29
SUPPLEMENTAL MEMBERSHIP APPLICATIONS .....	30
MEMBERSHIP CERTIFICATE REPLACEMENT .....	30
TRANSFER OF STATE SOCIETY MEMBERSHIP.....	30
TRANSFER OF CHAPTER MEMBERSHIP .....	30
LIFE MEMBERSHIP .....	30
DUAL MEMBERSHIP .....	31

REINSTATEMENT OF MEMBERSHIP .....	31
CHILDREN OF THE AMERICAN REVOLUTION.....	31
<b>THE SAR MAGAZINE.....</b>	<b>32</b>
TIPS ON SUBMITTING EDITORIAL MATERIALS TO MAGAZINE .....	32
<b>ORGANIZATION OF STATE SOCIETIES .....</b>	<b>34</b>
STATE SOCIETY OFFICERS.....	34
ANNUAL REPORTS .....	35
SUGGESTED FORM FOR THE INSTALLATION OF CHAPTER OR STATE OFFICERS.....	36
<b>ORGANIZATION OF CHAPTERS .....</b>	<b>37</b>
CHAPTER OFFICERS.....	37
FORMING A CHAPTER .....	37
CHAPTER MEETINGS .....	37
MINUTES.....	39
CHAPTER ACTIVITIES .....	39
SUGGESTED INDUCTION CEREMONY NO. 1 FOR NEW MEMBERS.....	41
SUGGESTED INDUCTION CEREMONY NO. 2 FOR NEW MEMBERS.....	42
<b>NON-PROFIT COMPLIANCE POLICIES .....</b>	<b>44</b>
INTERNAL REVENUE SERVICE REQUIREMENTS.....	44
NSSAR CHIEF COMPLIANCE OFFICER.....	45
CODE OF BUSINESS ETHICS AND CONDUCT POLICY .....	46
CONFLICT OF INTEREST POLICY.....	48
CONFLICT OF INTEREST STATEMENT .....	51
RECORD RETENTION AND DESTRUCTION POLICY .....	52
WHISTLEBLOWER POLICY.....	54
<b>PROTOCOL.....</b>	<b>58</b>
REQUESTS FOR VISITS BY THE PRESIDENT GENERAL.....	60
PLEDGES AND SALUTES.....	61
SUGGESTED FUNERAL RITUAL FOR A DEPARTED COMPATRIOT.....	63
SUGGESTED MEMORIAL SERVICE FOR DEPARTED SAR COMPATRIOTS .....	64
REVOLUTIONARY WAR PATRIOT GRAVE MARKING CEREMONY SUGGESTIONS.....	65
FLAG PROTOCOL.....	66
RITUAL FOR DISPOSAL OF UNSERVICEABLE FLAGS.....	69
<b>REVISIONS TO THE SAR HANDBOOK.....</b>	<b>74</b>
REVISION HISTORY.....	74

## **HISTORY AND ORGANIZATION OF THE NATIONAL SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION**

On the 100th anniversary of George Washington's inauguration as the first President of the United States, the "National Society of the Sons of the American Revolution" was founded at Fraunces Tavern in New York City. The date was April 30, 1889. The organization was an outgrowth of the previously established "Society of Sons of the Revolutionary Sires," founded in 1876; and the Sons of the Revolution instituted in 1883; and the "Society of the Sons of the Revolution" organized in March 1889.

The newly organized National Society of the Sons of the American Revolution Society elected the Honorable Lucius P. Deming of New Haven, Connecticut, as President General.

Vice Presidents General were elected for 26 states and for the Society in France. In the course of the winter and spring, 15 new societies were organized. On January 17, 1890, the National Society was incorporated in the State of Connecticut. The first social meeting of the SAR was held at Delmonico's Restaurant in New York City on March 1, 1890, with 110 compatriots present from throughout the United States.

At the end of the first year, the membership of the SAR was 2,500 in 28 Societies. The first membership certificate, National Number 1 was assigned to William Osborne McDowell of the New Jersey Society. Annual dues were set at 25 cents.

The first SAR National Congress was held in Louisville, Kentucky, on May 30, 1890. A refined Constitution and other major issues were decided. Membership required lineal descent from a Revolutionary Patriot.

During the term of President General Edward S. Barrett of the Massachusetts, the French Society was formed in September 1897. In 1918 it became the custom, inaugurated by the French Society, of flying the American flag continuously over the grave of the Marquis de Lafayette in the Picpus Cemetery in Paris. During World War II, German forces respected the tradition and the American flag flew over Lafayette's grave every day. In May 1845 the French Society was reorganized and every year since has participated in a ceremony at the grave of Lafayette.

The original SAR organization was chartered in the State of Connecticut. A national charter was later secured from the United States Congress and signed by Compatriot President Theodore Roosevelt on June 9, 1906, constituting the National Society as a national organization, defining its duties and powers.

An early SAR resolution resulted in the United States Congress passing a law directing the War Department to collect and properly store Revolutionary War Records.

The Massachusetts Society initiated a program to suitably mark the graves of Patriots. In 1894, a marker was placed on the grave of Marquis General de Lafayette in Paris, France, and in 1896, a marker was also placed on Benjamin Franklin's grave in Philadelphia. The decade of 1900 to

1910 was a period when the SAR erected hundreds of tablets and monuments to commemorate the deeds and memories of Revolutionary War events and patriots. Many of these memorials were imposing tributes. Today, SAR members seek out Patriot graves to place the SAR marker. Other chapters and societies conduct wreath-laying ceremonies at Patriot graves.

In 1926, during the 37th SAR Annual Congress, an action was initiated to secure a national Headquarters in the nation's capital. Fifty-three years later our National Headquarters was moved to 1000 South Fourth Street, in Louisville, Kentucky. At the Trustees/Leadership meeting in the spring of 2008, the SAR voted to purchase a building in the museum district of Louisville to be the new headquarters and Center for Advancing America's Heritage (CAAH). The current headquarters building had grown too small with offices for headquarters personnel, limited space for the museum, the library limited in growth by size, and the SAR's entry into outreach education.

Harold Putnam and Harold Marshall wrote the Pledge of the Sons of the American Revolution that is said at the beginning of each meeting. It was first adopted by the California Society in 1939 and later adopted by the Trustees of the National Society at Washington, DC, in 1954.

Today, SAR membership rolls are approaching 200,000 Compatriots. Many men from all walks of life have joined the SAR, including the following United States Presidents: Rutherford B. Hayes, Benjamin Harrison, William McKinley, Theodore Roosevelt, William Howard Taft, Warren G. Harding, Calvin Coolidge, Herbert Clark Hoover, Franklin Delano Roosevelt, Harry S. Truman, Dwight David Eisenhower, Lyndon Baines Johnson, Gerald R. Ford, James E. Carter, Jr., George Herbert Walker Bush, and George Walker Bush. The 2008 Republican Party Presidential Nominee, John Sidney McCain, III, is also a recent Compatriot.

In addition to the U. S. Presidents, twenty known Medal of Honor recipients have been identified as SAR members. Five of the recipients include: Major Ira Hobart Evans (Founder of the Texas Society), Lt. Colonel Theodore Roosevelt (26th U. S. President), Brigadier General Theodore Roosevelt, Jr., General Douglas MacArthur, and Vice Admiral James B. Stockdale. Astronaut Alan B. Shepard, Jr., and numerous Senators and Congressmen have also been members. In addition, SAR rosters have also included such international members as Sir Winston Churchill of England and King Juan Carlos I of Spain.

Throughout the years the SAR has conducted a number of youth programs and awarded its medals to recognize conspicuous public service and achievement of young adults of high school and college age. The emphasis in recent times has been to make these presentations at the local level in an effort to let the public know about our organization and goals. Bronze Good Citizenship medals and JROTC medals are awarded in the high schools. Silver ROTC medals are awarded at the college level. Oration contests are conducted at the local level giving high school students the opportunity to present a prepared talk on a patriotic theme. The national competition concludes at Congress each year. National winners in the Eagle Scout Program and the Essay Contest are also recognized at Congress at the Youth Luncheon.

Recently, the American History Teacher of the Year Award program was created to recognize extraordinary educators at private, public, and parochial institutions for actively addressing the

history of the American Revolutionary era in their classes. This program is to recognize those who teach our children in middle or high school. The teacher selected for this award receives a trip to Freedoms Foundation Summer Teacher Graduate Workshop at Valley Forge, Pennsylvania. This award, valued at \$1,400.00, includes tuition, room, and board provided through the Freedoms Foundation.

The Sons of the American Revolution recognizes people in public service at the local and state level. In the past SAR has honored judges, fire department personnel, law enforcement personnel, U.S. Senators and Representatives, Presidents, Corporations, community councils, churches, and individuals from all walks of life with such awards at the Silver and Gold Good Citizenship Medals, SAR Distinguished Patriot Award and SAR Distinguished Community Service Award.

Compatriot members in colonial attire have performed civic services and in ceremonies since the beginning of the National Society. In the 1980s, State Societies began forming Color Guard units wearing Continental uniforms. In 1989 President General James R. Westlake called for a National Color Guard to be formed. Today, we see SAR Color Guard units across the country participating in parades on patriotic occasions, naturalization ceremonies, wreath laying and other commemorative services, and at burials of SAR members.

As the SAR prepares to go to press with this new edition of the SAR Handbook, the national organization is becoming more than just a genealogical society. Within the past couple of years the Society has employed an Educational Director to oversee the creation of educational outreach programs to communities and schools, and for the development of resource materials for Society members and other patrons to take back to their hometowns.

In October 2002, the National Society created an SAR Foundation. The Foundation has employed a Development Director who collaborates with the President General and Foundation Board of Directors to strengthen the fundraising arm which provides support for the mission of our Center for Advancing America's Heritage and other Society goals and endeavors. The Foundation has also employed a person skilled at writing proposals for grants that will provide funds to expand the Center and our educational outreach programs.

Today, there is growing interest in the history of the American Revolution. It should be remembered that the strength and power of this nation rests not so much in the material resources as in the spirit of the people. It was this spirit that inspired the creation of our Great Nation by our patriotic ancestors. The growth of the SAR has been steady and for the past 118 years the public spirited members have given generously of their time, labor, and means in promoting the objectives. The SAR is a story of work in progress. Let us continue this enthusiasm into the 22nd Century for the benefit of America's future generations.

## ORGANIZATION DATES OF STATE SOCIETIES

The membership of the Society is organized in state societies, and in most states there are local chapters. The various state societies were organized as follows:

Alabama .....	Feb. 10, 1889	Idaho .....	April 8, 1909
Alaska .....	Oct. 21, 1953	Indiana .....	Jan. 15, 1890
Arizona .....	June 13, 1896	Iowa .....	Sept. 5, 1893
Arkansas .....	Feb. 11, 1890	Kansas .....	March 31, 1892
California + .....	Oct. 22, 1875	Kentucky .....	April 8, 1889
Colorado .....	July 4, 1896	Louisiana .....	May 15, 1890
Connecticut .....	April 2, 1889	Maine .....	March 14, 1891
Delaware .....	Jan. 29, 1889	Maryland .....	April 20, 1889
D.C.....	July 25, 1890	Massachusetts .....	April 19, 1889
Florida .....	March 14, 1896	Mexico .....	Feb. 17, 2002
France .....	Sept. 16, 1897	Michigan .....	Jan. 18, 1890
Georgia .....	March 15, 1921	Minnesota .....	Dec. 26, 1889
Germany .....	July 2, 2001	Mississippi .....	May 10, 1909
Hawaii .....	June 17, 1895	Missouri .....	April 23, 1889
Nebraska .....	April 6, 1890	South Carolina .....	April 18, 1889
Nevada .....	Feb. 19, 1910	South Dakota * .....	April 24, 1899
New Hampshire .....	April 24, 1889	Switzerland .....	June 1, 1973
New Jersey .....	March 7, 1889	Tennessee .....	Dec. 2, 1889
New Mexico .....	Dec. 5, 1908	Texas .....	Dec. 8, 1896
New York.....	Feb. 11, 1890	United Kingdom .....	Feb. 20, 1982
North Carolina .....	March 31, 1911	Utah .....	Jan. 27, 1895
North Dakota *.....	Feb. 4, 1911	Vermont .....	April 2, 1889
Ohio .....	April 22, 1889	Virginia .....	July 7, 1890
Oklahoma .....	Feb. 22, 1905	Washington .....	June 17, 1895
Oregon .....	June 6, 1891	West Virginia.....	Feb. 22, 1911
Pennsylvania .....	Nov. 23, 1893	Wisconsin .....	Jan. 14, 1890
Rhode Island .....	Feb. 1, 1890	Wyoming .....	March 28, 1908

+ CASSAR was founded as an independent society prior to founding of the SAR.

\* At the request of the two state societies, North Dakota and South Dakota Societies have been combined into one Dakota Society, effective October 18, 1980.

At the 102<sup>nd</sup> Annual Congress in Norfolk, VA in June 1992, it was decided that the official two-letter designation for state names published by the U.S. Postal Service will be used in abbreviations of State Societies.

## PRESIDENT GENERAL

The President General is the chief executive officer of the National Society. He is the official spokesman and representative in its relation to other societies, organizations and the public. He presides at all meetings of the National Society, the National Board of Trustees, and the Executive Committee. He exercises general supervision over the activities and welfare of the Society, and he appoints designated chairmen and members to the national committees.



## ROSTER OF PRESIDENTS GENERAL

The National Society has named three Honorary Presidents General. All of these distinguished compatriots are from the California Society. Albert M. Winn served as the first President of The Sons of the Revolutionary Sires, 1876-1881. Colonel Adolphus Hubbard served as President of this Society, 1886-1892, and participated in the joining of the California Society and the National Society SAR in its earliest days. The third Honorary President General was Compatriot Harold L. Putnam so named in 1966 following 17 years of distinguished service as NSSAR Executive Secretary.

1889-1890	Lucius P. Deming .....	Connecticut
1890-1892	Dr. William S. Webb .....	New York & Vermont
1892-1897	General Horace Porter .....	New York
1897-1899	Edward S. Barrett.....	Massachusetts
1899-1900	Franklin Murphy .....	New Jersey
1900-1901	Joseph C. Breckinridge .....	Kentucky & D.C.
1901-1900	Walter S. Logan .....	New York
1902-1903	Gov. Edwin Warfield.....	Maryland
1903-1904	Gen. Edwin S. Greeley .....	Connecticut
1904-1905	James D. Hancock.....	Pennsylvania
1905-1906	Francis H. Appleton.....	Massachusetts
1906-1907	Cornelius C. Pugsley.....	New York
1907-1908	Nelson A. McClary .....	Illinois
1908-1909	Henry Stockbridge .....	Maryland
1909-1910	Morris B. Beardsley .....	Connecticut
1910-1911	William A. Marble.....	New York
1911-1912	Dr. Moses G. Parker .....	Massachusetts
1912-1913	James M. Richardson.....	Ohio
1913-1915	Rogers Clark Ballard Thruston .....	Kentucky
1915-1916	Newell B. Woodworth .....	New York
1916-1918	Elmer M. Wentworth .....	Iowa
1918-1919	Louis Annin Ames .....	New York
1919-1920	Chancellor L. Jenks.....	Illinois
1920-1921	J. Henry Preston.....	Maryland
1921-1922	Wallace McCamant.....	Oregon
1922-1923	Major Washington Irving Lincoln Adams .....	New Jersey
1923-1924	Arthur Preston Sumner .....	Rhode Island
1924-1925	Marvin Harrison Lewis .....	Kentucky
1925-1926	Judge Harvey Foote Remington .....	New York
1926-1927	Wilbert H. Barrett .....	Michigan
1927-1928	Ernest E. Rogers .....	Connecticut
1928-1929	Ganson Depew .....	New York
1929-1930	Howard Rowley .....	California
1930-1931	Judge Josiah A. Van Orsdel.....	D.C.
1931-1932	Benjamin Newhall Johnson (Died in office) .....	Massachusetts
	Judge Van Orsdel appointed.....	D.C.
1932-1933	Frederick W. Millspaugh .....	Tennessee
1933-1935	Arthur M. McGrillis.....	Rhode Island
1935-1936	Henry F. Baker.....	Maryland
1936-1940	Messmore Kendall .....	New York

1940-1941	Loren E. Souers.....	Ohio
1941-1942	G. Ridgely Sappington.....	Maryland
1942-1943	Sterling Fahn Mutz .....	Nebraska
1943-1946	Smith Lewis Multer .....	New Jersey
1946-1947	Allen L. Oliver.....	Missouri
1947-1948	A. Herbert Foreman .....	Virginia
1948-1949	Charles B. Shaler (Died in office).....	Pennsylvania
	Ben H. Powell appointed .....	Texas
1949-1950	John Welchel Finger .....	New York
1950-1952	Wallace C. Hall.....	Michigan
1952-1953	Ray O. Edwards .....	Florida
1953-1954	Arthur A. de la Houssaye.....	Louisiana
1954-1955	Milton M. Lory .....	Iowa
1955-1956	Edgar Williamson, Jr. ....	New Jersey
1956-1957	Eugene P. Carver, Jr. ....	Massachusetts
1957-1958	George E. Tarbox, Jr. ....	Colorado
1958-1959	Walter A. Wentworth.....	New York
1959-1960	Charles A. Jones .....	Ohio
1960-1961	Dr. Herschel S. Murphy.....	New Jersey
1961-1962	Horace Y. Kitchell .....	Mississippi
1962-1963	Charles A. Anderson, M.D. ....	Ohio
1963-1964	Robert L. Sonfield.....	Texas
1964-1965	Harry T. Burn.....	Tennessee
1965-1966	Howard E. Coe.....	Connecticut
1966-1967	Kenneth G. Smith, Sr.....	Pennsylvania
1967-1968	Len Young Smith.....	Illinois
1968-1969	Walter G. Sterling.....	Texas
1969-1970	James B. Gardiner.....	New York
1970-1971	Walter P. Martin .....	Rhode Island
1971-1972	Eugene C. McGuire .....	Ohio
1972-1973	Ryall S. Morgan.....	Alabama
1973-1974	Marion Crawmer.....	Michigan
1974-1975	M. Graham Clark, Ed.D. ....	Missouri
1975-1976	Robert D. Savage, Lt. Col. USA Ret. ....	Pennsylvania
1976-1977	Matthew B. Sellers.....	Florida
1977-1978	Wilson King Barnes.....	Maryland
1978-1980	Calvin Ellsworth Chunn, Ph.D. ....	California
1980-1981	Arthur Mansfield King.....	Kansas
1981-1982	Richard H. Thompson, Jr. ....	Florida
1982-1983	Howard L. Hamilton, Ph.D. ....	Virginia
1983-1984	Warren G. Hayes, Jr. ....	Pennsylvania
1984-1985	Carl F. Bessent.....	Maryland
1985-1986	Col. Benjamin H. Morris .....	Kentucky
1986-1987	Clovis H. Brakebill .....	Texas
1987-1988	Nolan W. Carson.....	Ohio
1988-1989	Charles F. Printz, Sr. ....	West Virginia
1989-1990	James R. Westlake .....	Georgia
1990-1991	Col. James R. Calhoun.....	New Mexico
1991-1992	George H. Brandau, M.D. ....	Texas
1992-1993	Paul H. Walker.....	Massachusetts
1993-1994	Col. Robert B. Vance, Sr. ....	Georgia

1994-1995	Col. Stewart Boone McCarty, Jr. ....	D.C.
1995-1996	William C. Gist Jr. D.M.D. ....	Kentucky
1996-1997	Reon G. Hillegass, Jr. ....	Virginia
1997-1998	Carl K. Hoffmann ....	Florida
1998-1999	Russell D. Page ....	Illinois
1999-2000	Howard F. Horne, Jr., Ph.D. ....	Delaware
2000-2001	Bruce B. Butler, D.D.S. ....	Louisiana
2001-2002	Larry. D. McClanahan ....	Tennessee
2002-2003	B. Rice Aston.....	Texas
2003-2004	Raymond G. Musgrave .....	West Virginia
2004-2005	Henry N. McCarl .....	Massachusetts
2005-2006	Roland G. Downing .....	Delaware
2006-2007	Nathan E. White.....	Texas
2007-2008	Bruce A. Wilcox .....	Virginia
2008-2009	David N. Appleby .....	Missouri
2009-2010	Edward F. Butler.....	Texas
2010-2011	J. David Sympson .....	Kentucky
2011-2012	Larry J. Magerkurth .....	California
2012-	Stephen A. Leishman.....	Delaware

Source: Vols. I, II, and III - *HISTORY OF THE NSSAR*.

## **INSTALLATION OF THE PRESIDENT GENERAL**

The newly elected President General of the National Society is installed at the final evening banquet of the Annual Congress. The impressive installation features the George Washington Ring Ceremony when the personal seal ring of the Father of Our Country, now the property of the National Society, is placed upon the finger of the incoming President General.

## **PRESIDENT GENERAL ANNUAL REPORT**

This report has been created to serve NSSAR as a historical and reference tool which is to be completed between the Spring Leadership meeting and the following Congress. It will be signed and bound and placed with the preceding President General's reports and is filed the Headquarters Library as an accessible source of information for the general membership. It will be presented to the new President General at his inauguration. It contains records of activities during each President General's term of office.

### **Purpose**

The purpose of the report is to furnish the National Society with an important summary of issues, reports, problems, solutions, and travels for each term of office. Recommendations for action items into the next administration should be included: Preparation and presentation of this report is now an official duty of each President General and is not an option. The President General's report will:

1. Provide a permanent record of the activities for the term of each President General.
2. Provide, assists, and prevents duplication of programs of earlier years.

3. Offers an accurate and historical account of the operations of the National Society.
4. Informs and prepares the new President General for better and more efficient service.
5. Serves as a valuable reference for future Presidents General and others.

The Report will be issued by the outgoing President General as a symbol of cooperation and the transfer of power.

### **Composition and Administration**

The entire report should not exceed 25 pages, with no minimum. It will be bound with other President General reports and made available to all compatriots as a permanent record. The George Washington Endowment Fund has agreed to finance the cost of its preparation. The executive director is responsible for overseeing the preparation, presentation and preservation each year. Copying requires the permission of the executive director. Supplemental and narrative reports are encouraged.

### **Guidelines for the President General Report**

The purpose of these guidelines is to provide uniformity and consistency for by each President General's report. The report will offer guidance and accessibility to future Presidents General and the Society as a whole. Each report should be prepared similarly and contain the same type information using the below format. Strict adherence through protocol and cooperation is essential. Narrative reporting when, necessary should be concise and specific. The executive director shall be responsible for notification, assistance, and presentation of the report on time. The report is due at the time of the new President General's inauguration. It is recommended that each new President General solicit the Executive Director for his assistance in preparing the report. The report should consist of the following items and separate sheets should be used as required:

1. Dates served as President General.
2. Personal data: Wife and family information may be placed in narrative form.
3. General Data: Succeeded P G John Doe.
4. A copy of Annual Budget, other pertinent data, etc. for the term served.
5. Offices Held: List the offices and years served.
6. NSSAR Executive Director during this period
7. Current Major Items of Business before Society.
8. Minor Issues for information.
9. Special Business Projects concluded.
10. Special Business Projects pending.
11. Unfinished Business.
12. Travel Highlights.
13. Pictures, graphs, illustrations, which expand on the above item, should be included.
14. Final or summary remarks and the signature of the President General.

## **VICE PRESIDENTS GENERAL**

Vice Presidents General are established as General Officers of this Society. They are nominated by the state societies within a district and elected by a majority vote of delegates at the Annual Congress of the National Society, where they are installed into office.

State presidents should recognize Vice Presidents General (VPG) within his district and provide every courtesy as a national officer. Protocol establishes the VPG as second in rank to the President General of the National Society in his respective district. The principal duties and responsibilities of the VPG are presented here as a guide to assist them in their performance.

No compatriot should accept the office unless he is willing to assume all the inherent responsibilities and duties. The office requires considerable time, effort, traveling and expense. The interest of the Society must take precedent over the personal aspirations of any member. The prime factor in selection of a nominee should be his SAR experience, knowledge, ability and previous performance. There is no budgeted expense allowance for the VPG.

Vice Presidents General should confine their duties to their district, except when requested by the President General, and concentrate on state and district concerns. Exceptions are:

- The VPG is concurrently a National Society chairman of a committee and required to coordinate a national program with all of the states.
- The VPG is under special instructions from the President General or Executive Committee.

A Vice President General:

1. Assists the President General in the affairs of the Society, performing any assigned or delegated task the President General may request.
2. Escorts the President General on official visits within the district of the Vice President General, except when the President General and VPG may make other arrangements.
3. Is knowledgeable of the Constitution and Bylaws of the National Society, the official handbook, national programs, administrative requirements and inner workings of the National Society and his District.
4. Attends all scheduled meetings of the National Society to include Fall and Spring Leadership Meetings and the National Congress.
5. Serves as an ex-officio member of the NSSAR Membership Committee.
6. Prepares and submits timely written reports as required by the Executive Director, normally two to three weeks prior to a Leadership Meeting and one month prior to a National Congress, or whenever requested by National staff. This facilitates publication and binding in time for distribution to members in attendance to Leadership Meetings and National Congresses. Copies of reports by the state society presidents to the Vice President General should be included in the report to the National Society.

7. Schedules and conducts a meeting of all state societies within the district at least once annually.
8. Visits each of the state societies within the district at least once annually during the term of office and attends the annual meeting of each state society except in the case of scheduling conflicts.
9. Assists the state societies in any areas of weakness or in response to any request for assistance, including disputes within the District, but always functioning within the knowledge and approval of any pertinent state society president.
10. Organizes and conducts district or state workshops. Indoctrinates newly elected state officers to ensure that they fully understand National Society procedures and programs. Suggested topics for discussion may include, but are not limited to, promotion of attendance at the NSSAR Congress and Leadership Meetings, protocol and parliamentary procedures, purposes and functions of national committees and programs, establishing speaker bureaus for schools, public functions and holidays, and reporting requirements of the state societies to the Vice President General and the National Society.
11. When informed of any visit by the President General within his district, assists the state society president with hosting and other arrangements for said visit and insures that protocol procedures and preparations are in place, but always in coordination with the state society.
12. Upon election to office, coordinates calendars of events with each state society president within the district, arranging an information stream through e-mail, web sites, or other means of correspondence including telephone, USPS, or facsimile.
13. Obtains copies of Constitutions and Bylaws plus rosters of officers for each state society in the district.
14. Is prepared to promote the programs and activities of the National Society. This includes, but is not limited to, the following:
  - American History Teacher Award
  - Americanism Poster Contest
  - Joseph S. Rumbaugh Historical Patriotic Oration Contest
  - George and Stella Knight Essay Contest
  - Eagle Scout Scholarship Program
  - JROTC Recognition Program
  - C.A.R. Recognition Program
  - Current Membership Activities Program
  - Changes to the Constitution and Bylaws
  - Information from Leadership Meetings and National Congresses
  - Committee programs that affect state societies and chapters
  - Instructions to state societies and chapters on any SAR matter that are not fully understood.
15. Each VPG should inform state societies of a planned visit and coordinates with the state president.

16. Is prepared to participate in certain SAR activities and ceremonies to include, but not limited to:
- Marking graves of Revolutionary War Patriots and deceased SAR members
  - Submitting articles and photos for publication in *THE SAR MAGAZINE*
  - Speaking at meetings of the state societies and chapters, the C.A.R., DAR, and other functions that promote the SAR.

## **NATIONAL TRUSTEES**

The Charter of the National Society SAR states that the property and affairs of the Society shall be managed by not less than forty (40) Trustees who shall be elected annually at such time as fixed by the Bylaws. The Constitution provides that the affairs of the National Society shall be administered by a Board of Trustees consisting of the General Officers, living Former Presidents General, one member from each state society and members of the Executive Committee not in the first three categories.

A Trustee is expected to assume all duties and responsibilities of the office, which requires considerable time and interest. The capabilities of a nominee and his availability to serve should be the prime factors in his election.

Each state society nominates a Trustee who is elected by the National Society at the Annual Congress. An Alternate Trustee also is nominated and elected in the same procedure. The Alternate Trustee functions in the absence of the Trustee.

A Trustee is junior in rank to national officers, and senior to state officers. There is no expense allowance for Trustees. A National Trustee represents his state society at the national level, but his representation should be with the advice and consent of the state president and the state society. It is normal procedure, but not required, that the immediate Former State President serve as National Trustee, and that the office is frequently rotated.

A Trustee:

1. Attends all of his state society's functions, including meetings of his state society's Board of Managers, and aids the state president in hosting national officers.
2. Attends district meetings.
3. Attends and represents his state society at all meetings of the Trustees.
4. Encourages his state society to recommend qualified compatriots for national committees. These recommendations should be submitted to the National Executive Director by May 1st, who will transmit them to the newly elected President General.
5. Forwards copies of all chapter and state society adopted resolutions to be considered by the next Annual Congress to the National Chairman of the Resolutions Committee.

6. Invites and encourages his state president to attend National Leadership Meetings so that they may collaborate upon the issues presented. Normally visitors are permitted to speak on an issue, but not to vote.
7. Maintains a close and constant relationship with the Vice President General of his district.
8. Obtains copies of the constitution and bylaws of the chapters within his state.
9. Serves as liaison between state society and the National Society.
10. Submits to the Board of Managers of his state society a detailed report of the business enacted and actions under consideration by the Board of Trustees.
11. Cooperates with the state officers, and especially his state president, in performance of his duties.

## **ANNUAL CONGRESS**

The yearly convention of the National Society is termed the Annual Congress. Since the Trustees are empowered to designate congress sites four or more years in the future, invitations by state societies must be submitted well in advance. A potential host society should recommend a locale in which there is an active chapter or SAR population. There must be adequate hotel facilities and accessibility by air, rail and highway. Further requirements are available from National Headquarters.

## **DELEGATES TO A CONGRESS**

All General Officers, former Presidents General and members of the Executive Committee are classified as National Delegates. The following are authorized as delegates from state societies: the Trustee of each state society; the President or a Vice President of each state society; one Delegate-at-Large from each state society; one delegate for every fifty members of the state society, and one for a fraction of twenty-five or over, such delegates to be elected or appointed by the state in such manner as its constitution or bylaws provide. Further details concerning delegates are contained in the bylaws.

## **GUIDELINES FOR NSSAR GENERAL OFFICER CANDIDATES**

The rules governing the nomination of candidates for General Officer can be found in Bylaw No. 18, Section 3. Other guidelines include the following:

1. All members of the NSSAR are expected to act as gentlemen.
2. All candidates and their supporters will conduct themselves in a gentlemanly manner at all times.
3. All candidates and their spokesmen will refrain from derogatory remarks about any opposing candidate at all times.



4. In the event of a floor nomination, it is the full responsibility of the involved candidates to require their supporters and spokesmen to refrain from any criticism of the opposing candidate.
5. If a supporter or spokesman speaks unkindly about the opposition, it will be construed that he speaks directly for the candidate he represents.
6. There will be no campaigning or announcements, including distribution of flyers, made by any prospective candidate or his representative until ten (10) days following the National Congress.
7. A forum for NSSAR General Officer and NSSAR Foundation board positions will be held prior to the day of the Fall Leadership Meeting. The chairman of the Nominating Committee will announce the location and time of this forum. Candidates or their spokesmen will be allotted a time segment of no more than five minutes for contested positions and 3 minutes for uncontested positions. A period of time for questions of no more than the specified time for presentations by each candidate or their spokesman will be permitted after each candidate or their spokesman speaks. Candidates may display flyers for distribution on tables in designated areas on Thursday and Friday nights prior to the Fall Leadership Meeting. Flyers will not be distributed on Saturday at the Leadership Meeting.
8. Each candidate will provide to the Chairman of the Nominating Committee a letter of intent to run for office and an affirmation of compliance with the NSSAR standards of conduct during the campaign period that will end at the Spring Trustees Meeting. This letter should be in the hands of the Chairman of the Nominating Committee by the Candidates Forum at the Fall Leadership Meeting or in no case later than December 31 following the Fall Leadership Meeting.
9. Each candidate will provide to the chairman of the Nominating Committee by December 31 following the Fall Leadership Meeting, a written and signed declaration that if elected he will serve. Non-receipt of this declaration by the designated deadline will cause the candidate to be dropped from consideration for the position for which he is a candidate.
10. NSSAR letterheads and/or logos will not be used by any candidate on his campaign literature.
11. At each congress, a table will be made available at the request of any candidate for National Office for the display and distribution of his campaign literature.
12. At no time will campaign literature be distributed in any of the meeting rooms at the National Congress.
13. Campaign materials will be distributed only from the candidate's tables at the National Congress which should be staffed at appropriate times.
14. Each candidate seeking National Office must be willing to make a commitment of both time and resources to do the job to the best of his ability. Only one candidate will be the winner in any given election. All losing candidates must accept the certified results of each election in a gentlemanly manner.
15. Any candidate or his supporters must follow these guidelines in good faith or may be subject to possible complaint and hearing by the NSSAR Ethics Committee in

compliance with Bylaw 18, Section 7, of the NSSAR Bylaws or any revision of the Bylaws as approved by the National Congress with respect to the duties and responsibilities of the Ethics Committee.

16. These guidelines will be given to each announced candidate for a National Office or NSSAR Foundation board as soon as his intentions are made known or at the latest by December 31<sup>P</sup> in the year prior to the National Congress at which the election will be held.
17. Candidates who are not nominated by the NSSAR Nominating Committee, but choose to run from the floor at the National Congress are expected to follow these guidelines as well as candidates who are nominated by the Nominating Committee. All candidates for contested positions should abide by these guidelines prior to the election at the National Congress.

## **2012-2013 NATIONAL COMMITTEES**

Much of the work of the Society is done by its committees. Soon after assuming office, the President General appoints chairmen and members of national committees. Their terms, with few exceptions, extend to the time of installation of the new President General. Recommendations for such posts should be sent to National Headquarters before the Annual Congress, and should include qualifications of the nominee.

Some committees, such as the Executive Committee and certain standing and special committees are established by the bylaws. The President General is empowered to appoint such other committees as he may deem to be necessary and proper.

The annual reports of committee chairmen are distributed in a bound volume to each delegate attending the Annual Congress. A complete listing of the above committee chairmen and members may be found on the SAR website. A list of the chairmen of the committees is published annually in the Summer Edition of *THE SAR MAGAZINE*.

### **EXECUTIVE COMMITTEE**

The Executive Committee of the National Society, whose duties, authority and responsibilities are specified in the bylaws, consists of the President General, the Secretary General, the Treasurer General, the Chancellor General and five additional members who are appointed by the President General at the Annual Congress and confirmed by the Board of Trustees. It is traditional, though not required, that the incoming President General appoint his immediate predecessor to the Executive Committee.

### **STANDING COMMITTEES**

#### ***Budget Committee***

The Budget Committee, as defined in Bylaw No. 18, Section 1(a), prepares the current budget and submits tentative budgets for several years in advance and reports to the Finance Committee, Executive Committee and President General through the Treasurer General.

### ***Ethics Committee***

The Ethics Committee, as defined in Bylaw No. 18, Section 1(b), shall have the responsibility and authority to investigate any violations of the protocols developed for the conduct of elections and operations of the Society. Their investigations may be instituted by written complaint or by information brought to the attention of the chairman or any member of this committee. The Ethics Committee may hold hearings and take testimony with relation to such complaints. At the conclusion of any investigation, the committee may recommend disciplinary or no action to the President General and the NSSAR Executive Committee.

### ***Finance Committee***

The Finance Committee, as defined by Bylaw No. 18, Section 1(c), provides oversight on the financial operations of NSSAR. The Committee evaluates all financial proposals, existing financial programs and reports findings and recommendations to the President General and the Executive Committee.

### ***Handbook Committee***

The Handbook Committee, as defined in Bylaw No. 18, Section 1(d), reviews, revises and compiles the SAR Handbook in accordance with policies approved by the Executive Committee for implementation.

### ***Independent Audit Committee***

The Independent Audit Committee, as defined in Bylaw No. 18, Sec. 1(e), shall be the oversight Committee of the NSSAR in which all financial and accounting activities are subject to audit, review and monitoring. The primary duties of this Committee shall be to recommend, subject to ratification by the Trustees, and outside independent auditing firm composed of CPA's which will conduct the annual independent audit for the National Society and to review the findings of said audit; to provide and present to the Trustees the results of said annual audit; and, where appropriate, make recommendations for the approval of the Trustees; and to conduct specified quarterly meetings to review and evaluate the unaudited books of the Society.

### ***Investment Committee***

The Investment Committee, as defined in Bylaw No. 18, Section 1(f), serves as an advisory panel to the President General, Treasurer General, SAR Foundation, SAR Executive Committee, and NSSAR Finance Committee on matters concerning the investment of all NSSAR Endowment Funds.

### ***Museum Board***

The Museum Board, as defined in Bylaw No. 18, Section 1(g), monitors operations of the Museum at National Headquarters. It is responsible for acquiring and displaying Revolutionary War Period artifacts in the Museum and promotes docent program and visitations to National Headquarters. The Board also coordinates the loan of the National Society artifacts to other museums and the hosting of traveling exhibits in the National Society's Museum. The President General shall appoint four members of the Board to serve for a term of three years, such appointments to be made from a list of eight or more SAR members submitted to the President General by the Museum Board.

### ***Strategic Planning Committee***

The Strategic Planning Committee, as defined in Bylaw No. 18, Section 1(h), is responsible for reviewing NSSAR programs, evaluating National Society needs and making recommendations to the Executive Committee, Trustees, and Congress on its findings in the form of the NSSAR Strategic Plan. The Committee shall (i) prepare a one-year, five-year and ten-year plan, (ii) submit the plan to the President General and Executive Committee for review and approval prior to submission of the strategic plan by the Secretary General to the Board of Trustees for its final approval, and (iii) shall review the strategic plan during each fiscal year and advise the President General, Executive Director, Executive Committee and

Board of Trustees of its comments as appropriate.

## **NOMINATING COMMITTEE**

The Nominating Committee, as defined in Bylaw No. 19, interviews and considers candidates for NSSAR National Office and NSSAR Foundation Board and reports a slate of nominees at the Spring Leadership Meeting. Subject to the conditions set forth in Bylaw 19, Section 1(a), the Nominating Committee is composed of five (5) former Presidents General; four (4) State Society Presidents, as selected by the Council of State Presidents; and two (2) National Trustees, as appointed by the President General.

## **SPECIAL ADVISORY COMMITTEES**

### ***Council of Presidents General***

The Council of Presidents General, as defined in Bylaw No. 20, Section 1(a), is responsible for providing advice and counsel to the President General on NSSAR matters.

### ***Council of Vice Presidents General***

The Council of Vice Presidents General, as defined in Bylaw No. 20, Section 1(b), is composed of all incumbent Vice Presidents General. The President General appoints the Chairman and Vice Chairman. The function of the Council is to provide: a platform from which to advise the President General and Executive Committee; a structured means of transmitting information, data and concerns between the National Society and the leadership of the State Societies; a forum from which practices, programs and issues can be shared between leadership from different Districts; and orientation, including review of responsibilities, duties and protocol, to incoming Vice Presidents General prior to their installation.

### ***Council of State Presidents***

The Council of State Presidents, as defined in Bylaw No. 20, Section 1(c), is responsible for selecting four members of the National Nominating Committee from its membership of active State Society Presidents. The Council consists of the (1) current state president, (2) immediate past state president, and (3) the expected next President of each State Society (regardless of title used by the state society). The Chairman is the President of the host society for the previous Congress. The Council is advisory and hosts the annual State and Chapter Presidents seminar that is held during the Spring National Leadership Meeting. The main meeting of the Council is held annually at the National Congress. The Council elects the Secretary-Treasurer and Assistant Secretary-Treasurer each year at the National Congress.

### ***Facilities Committee***

The Facilities Committee, as defined in Bylaw No. 20, Section 1(d), identifies and provides guidance on the maintenance and renovation of existing NSSAR building facilities.

### ***Legal Advisory Committee***

The Legal Advisory Committee, as defined in Bylaw No. 20, Section 1(e), provides a forum for discussion of legal problems/issues affecting the Society as well as advising the Chancellor General and Bylaws Committee.

## **PROGRAM COMMITTEES**

### ***American History Teacher Award***

The American History Teacher Award Committee is responsible for the administration of the Tom & Betty Lawrence American History Teacher Award.

### ***Americanism Committee***

The Americanism Committee is responsible for organizing and directing the National Society's efforts to promote the principles of freedom and liberty for all Americans. The Committee disseminates NSSAR resolutions and information relating to the Declaration of Independence, Constitution and the Bill of Rights. It is also responsible for promoting the observance of National Allegiance Sunday and judges the Allene Wilson Groves, Liberty Bell, PG Activities, and PG Cup awards presented during the awards ceremony at the Annual National Congress.

### ***Bylaws and Resolutions Committee***

The Bylaws Committee reviews and analyzes proposed bylaw amendments and new bylaws for form, content, and possible conflicts with the Constitution or other bylaws. The Committee suggests revisions where appropriate, maintains a continuing survey of the bylaws to insure consistency with other bylaws and the Constitution, and makes recommendations to the Annual Congress concerning proposed amendments, new bylaws, bylaws that may conflict with other bylaws, and bylaws that have become obsolete.

### ***C.A.R. Committee***

The C.A.R. Committee maintains relations with N.S.C.A.R. and its officers. The Committee strives to insure that all organizational levels of SAR support N.S.C.A.R programs and promotes SAR membership by current and former C.A.R. members. It also encourages SAR attendance at N.S.C.A.R. functions.

### ***Chaplains Committee***

The Chaplains Committee considers and makes recommendations to the PG, the Executive Committee and the Chaplain General concerning all religious activities of SAR. The Committee plans the annual Memorial Service and communicates with wives of deceased members, maintains contact and follow-up with the progress of Compatriots suffering a serious illness or injury while attending a Leadership meeting or Annual Congress. The Committee also prepares the Memorial Resolution for deceased members and encourages the use of the SAR Memorial Certificate. It also recommends a nominee for Chaplain General.

### ***Color Guard Committee***

The Color Guard Committee is responsible for coordinating and providing guidance to district, state and chapter Color Guard units. The committee may be subdivided into geographic groups on the recommendation of the chairman. The NSSAR Color Guard Commander chairs the NSSAR Color Guard Committee. The Vice Commander and Adjutant(s) serve as vice chairmen. Additional information on the Color Guard may be found in the Color Guard Handbook, which is incorporated into the NSSAR Handbook by reference.

### ***Congress Planning Committee***

The Congress Planning Committee assists host State Societies in planning current and future Congresses. The Committee receives bids from Societies for hosting future Congresses, reviews guidelines and inspects Congress facilities, and makes recommendations on future Congresses to National Trustees and Congress delegates. The Committee is also responsible for registration credentials for each Congress.

### ***DAR Liaison Committee***

Establishes and maintains support through contact with DAR at all levels. Promotes mutual understanding, assists with common problems and cooperates with DAR whenever and wherever possible.

### ***Eagle Scout Committee (Arthur King)***

The Eagle Scout Committee administers the Arthur M. & Berdena King Eagle Scout Scholarship and the

Eagle Scout Awards Program. The Committee maintains continuing liaison with the leadership of Boy Scouts of America organization.

### ***Flag Committee***

The Flag Committee develops programs to encourage patriotic respect for the flag of the United States, including Flag Day Programs for the week ending June 14th each year. The Committee identifies resources on the history of the U.S. Flag for use by State Societies and Chapters. It also judges the competition for Furlong Award for presentation at the Annual Congress.

### ***Genealogy Committee***

The Genealogy Committee reviews genealogical procedures and applications for membership and establishes SAR policy to insure that there is reasonable evidence that applicants are eligible for membership. The Committee recommends methods of research for a prospect to follow where proof is missing on any essential fact. It also serves as a resource on genealogical sources and procedures.

### ***George Washington Endowment Funds Board***

The GWEF Board oversees the George Washington Endowment Fund, which provides financial support for unfunded and underfunded National Committee activities and projects. The composition of the Board is determined by the rules of the Endowment Fund.

### ***Government Relations***

The Government Relations Committee identifies SAR members employed at all levels of government and works to stimulate interest and involvement in Society activities. The Committee seeks appropriate and approved involvement by the Society with Committees organized by Congress or the Executive Branch. It also organizes visits with SAR members of Congress for membership.

### ***GWEFB Distribution Committee***

The GWEF Distribution Committee receives requests for GWEF funds from Committees and recommends the allocation of funds available subject to the approval of the President General.

### ***GWEFB Fund Raising Committee***

The GWEF Fund Raising Committee is charged with conducting fund raising activities to help raise money for the GWEF and in the recruitment of new George Washington Fellows. The Committee designates GWEF contacts at the State Society level and recognizes new George Washington Fellows.

### ***Historic Sites, Celebrations, and Reenactments***

The Historic Sites, Celebrations and Reenactments Committee works to preserve, mark and interpret historic sites and buildings, making recommendations to the National Society, State Societies and local Chapters as appropriate. It monitors special historic celebration events and encourages SAR participation.

### ***History Committee***

The History Committee directs historical programs of the National Society. The Committee maintains a bureau of competent historical writers and speakers. The Committee also reviews historical articles published in The SAR Magazine for historical accuracy.

### ***Hospitality & Music Committee***

The Hospitality and Music Committee explores and implements ways in which all SAR functions can be more hospitable to members and guests, especially new members and first-time meeting attendees. The Committee identifies music suitable for use in programs and ceremonies for SAR at all levels, including public appearances and identifies musical talent within our organization for possible use at meetings.

### ***Information Technology Committee***

The Information Technology Committee considers, plans, implements, assist and trains as needed to satisfy NSSAR needs related to information technology so as to provide and maintain efficient and cost effective internal and external information acquisition, processing and dissemination operations. The Committee coordinates with the SAR webmaster. It also selects the winner of the annual Robert B. Vance Award.

### ***Insurance Committee***

The Insurance Committee analyzes the insurance needs of the Society, examines existing coverage, and makes recommendations on coverage to the Society.

### ***Internal Audit***

The Internal Audit Committee works with the Budget and Finance Committees to identify any unauthorized or improper expenditures and to insure that there is an appropriate audit trail for all expenditures.

### ***Knight Essay Contest***

The Knight Essay Contest Committee administers the George S. & Stella M. Knight Essay Contest.

### ***Ladies' Auxiliary Liaison***

The Ladies' Auxiliary Committee serves as a liaison between the NSSAR and the NSSAR Ladies Auxiliary.

### ***Library and Archives Committee***

The Library and Archives Committee serves as an advisory body to the Librarian General. The Committee develops long-range plans for the library, recommends procedures and policies governing the library, recommends an operating budget for the library to the Budget Committee, and coordinates the development and approval of the current year's operational activities, including the acquisition of books, materials, and physical assets. The Committee also coordinates the collection and preservation of original material related to the history of the National Society or its members in a permanent archive.

### ***Magazine***

The Magazine Committee advises the SAR Magazine Editor on magazine content, recommends editorial material, and assists editor in locating writers for feature articles. The Committee also makes recommendations on advertising and distribution policies of the SAR Magazine.

### ***Master of Ceremonies Committee***

The Committee also provides guidance for selecting Masters of Ceremony to give dignity, elegance and wit to major events of Society's ceremonies. The Committee maintains a bureau of experienced Masters of Ceremonies and helps to train new ones.

### ***Medals and Awards Committee***

The Medals and Awards Committee considers proposals for new medals, certificates and other awards, including modifications to existing medals, certificates or awards. The Committee also has jurisdiction over SAR insignia and the copyrighted SAR logo. The Committee reviews recommendations for Gold Good Citizenship Medals and reports to the Executive Committee.

### ***Medical Committee***

The Medical Committee sponsors, recommends, and provides reports on health care issues related to SAR members.

### ***Members Services***

The Member Services Committee solicits and screens commercial affinity programs for SAR that yield revenue at no risk and make recommendations for approval by the Executive Committee. The committee also monitors the current programs and advertises these programs to the membership through the NSSAR website and other materials.

### ***Membership Committee***

The Membership Committee develops programs and strategies to promote new membership in the National Society. The Committee also examines ways to improve the recruitment and application process. It also works with other Committees to identify and recruit notable members.

### ***Merchandise Committee***

The Merchandise Committee monitors operations of the Merchandise Department, evaluating quality, price, and inventory in such a way as to benefit the Society. It promotes and publicizes merchandise offered and regularly monitors distribution of goods to other levels of the Society.

### ***Minuteman Award Committee***

The Minuteman Committee reviews applications for Minuteman Award and selects up to six recipients each year, announcing the selections to the National Trustees at the Spring Leadership Meeting.

### ***Newsletters and Publications Committee***

The Newsletters and Publications Committee creates, maintains and communicates to State Societies and Chapters programs for upgrading and improving newsletters and periodic publications. It periodically holds workshops at National Society meetings. The Committee judges the Bessent Awards, the Flathers Award, the Smallwood Award, and the Niebell Award.

### ***Operation Ancestor Search***

The NSSAR Operation Ancestor Search Committee is responsible for organizing and running genealogy assistance and training programs at military hospitals across the country. The Operation Ancestor Search program provides our nation's wounded armed service members with the knowledge and tools to conduct genealogy research into their family history.

### ***Patriot Index/Revolutionary War Graves Register***

The Patriot Index/Revolutionary War Graves Register Committee develops a strategy for gathering, assembling, producing and distributing updated versions of the SAR Patriot Index and the SAR Revolutionary War Graves Register.

### ***Patriotic Education Committee***

The Patriotic Education Committee is responsible for the development of programs to preserve the traditional teaching of U.S. History in textbooks and in the classroom as well as for providing guidance and counsel to the NSSAR Director of Education, State Societies and Chapters in the implementation of these programs.

### ***Patriotic Outreach***

The Patriotic Outreach Committee fosters cooperative arrangements with patriotic organizations such as The American Legion and patriotic programs such as Wreaths Across America, Blue Star Salute, etc.

### ***Premium Member Medals***

The Premium Member Medals Committee is tasked with producing high quality, premium items for sale to members. Profits from these items will eventually be donated to the Center for Advancing America's Heritage. Premium items under consideration are: a Tiffany-style original SAR Membership Medal in



precious metal, a watered silk Membership Medal ribbon, a President General blazer medal, SAR Cufflinks and SAR Tie Bar.

### ***Protocol Committee***

The Protocol Committee advises the Congress Planning Committee and others on issues relating to protocol. The Committee also maintains the latest rules on SAR protocol and works with the Handbook Committee to insure that they are published annually.

### ***Public Service and Heroism Committee***

The Public Service & Heroism Committee is responsible for promoting and conducting fire, safety and law enforcement programs designed to protect human life and property. The Committee is responsible for oversight of a commendation program designed to recognize those engaged in fire protection, public safety (including emergency medical personnel) and law enforcement work and who risk their lives to preserve and protect the general public.

### ***Publicity and Public Relations***

The Publicity and Public Relations Committee develops creative means of conveying the aims, purposes and benefits of the NSSAR to the American public (e.g. using billboards when not rented, Public Service Announcements, advertising exchanges, etc.). The Committee also develops and distributes press releases and audio/visual material that can be used by Chapters and State Societies.

### ***Registration, Education & Reporting***

The Registration, Education, & Reporting Committee reviews member registration procedures, annual report forms, and other society data collection forms and processes and makes recommendations to ensure the orderly and efficient transfer of registration information to and from the State and National Societies. The Committee is responsible for the development of, and updates to, the Annual Reconciliation Report. The Committee also trains Chapter and State Society officers in using the reporting tools of the society.

### ***Retention/Reinstatement***

The Retention/Reinstatement Committee develops new programs, processes and strategies to retain current members and re-recruit and reinstate lapsed members.

### ***ROTC/JROTC & Service Academies Liaison***

The ROTC/JROTC Committee has oversight of the Chapter and State Society level ROTC/JROTC programs. The Committee conducts the National Society's ROTC/JROTC program and selects the winner of the National Society's award to the most outstanding JROTC Cadet and the first runner-up. The committee also serves as liaison with the United States Service Academies.

### ***Rumbaugh Orations Contest***

The Rumbaugh Orations Contest Committee administers the Joseph S. Rumbaugh Historical Oration Contest.

### ***Spanish Patriots***

The Spanish Patriots Committee researches and documents the names and service of the Spanish soldiers who served in the Spanish Presidios, defended against British expansion in the territories surrounding the United States, and helped finance the American Revolutionary efforts.

### ***Veterans Committee***

The Veterans Committee encourages Chapters and State Societies to conduct formal veterans programs, making visitations to patients in VA hospitals, and rendering beneficial services to Veterans. The Committee judges USS Stark and Westmoreland Awards.

### ***Veterans Recognition Committee***

The Veterans Recognition Committee is responsible for promoting and conducting programs designed to recognize those Compatriots who have served in the U.S. Armed Forces or other military forces allied with the United States. The Committee is responsible for monitoring the requirements for presentation of the War Service Medal and Military Service Medal and for developing certificate recognition programs commemorate participation in specific armed conflicts.

### ***Youth Exchange Program***

The Youth Exchange Program Committee administers the SAR's youth exchange program with France and Europe.

### ***250th Anniversary of the American Revolutionary War Celebration Committee***

Work with the US Federal Government to promote the 250th Anniversary of the American Revolution. Design commemorative merchandise and member insignia for the anniversary. Publicize the anniversary using media, education and government contacts. Develop educational programs and booklets relating to the American Revolution. Encourage the International/European Societies to plan special congresses during the celebrations. Work with other SAR committees to coordinate celebration of the 250th Anniversary.

## **NATIONAL HEADQUARTERS**

The SAR National Headquarters is in Louisville, Kentucky at 1000 South Fourth Street, 40203, Telephone (502) 589-1776, FAX: (502) 589-1671. The building was purchased in 1978 and was formally dedicated to its new use in February 1979, when the National Trustees met in Louisville. It is of steel-reinforced fireproof concrete construction faced on three sides with smooth Indiana Bedford limestone. The two stories and basement contain approximately 14,000 square feet of floor space. Construction of the building was completed in 1954 by the Grand Lodge of Kentucky, F. & A.M., from which organization the NSSAR made the purchase.

### **SAR LIBRARY**

The SAR Genealogical Research Library is currently located at 809 West Main Street, Louisville, KY 40202. Specific information regarding library operations is available at: <http://library.sar.org>. The need to establish a Library for the National Society of the Sons of the American Revolution was recognized by the National Founders, who specified provisions in the Constitution for the acquisition and preservation of Revolutionary War records, documents, and relics.

From 1889 until 1926 the Society acquired 225 books, which were kept by the Secretary General or Registrar General. On March 1, 1926, the Society established a Washington, DC, Registrar General's office at 609 Hill Building at 17th and I Streets N.W. This office contained the "permanent records of the Society membership and genealogical records and reference library." The 1927 Congress in Richmond, Virginia, approved plans to purchase the Sixteenth Street Headquarters Building. With that came the creation of the first Library Committee, and by 1933 the collection was up to 914 books. The collection continued to grow over the next few decades.

In 1978 the SAR purchased the current Headquarters building in Louisville, Kentucky. Over the next year the second floor of the building was redesigned to accommodate a fully functional Library. It officially opened its doors to the public on January 17, 1979, and included a professional staff. In 1988 a 544-square-foot book vault was added to the floor space of the Library, and the collection had grown to approximately 25,000 items. During this time the microfiche and microfilm holdings also grew. The library at SAR Headquarters in Louisville had outgrown its space by the early years of the 21st Century, and in October 2010 moved into a renovated building on West Main Street in Louisville's historic Museum District.

To date the library collection has grown to 58,000 items and includes family histories, state genealogy materials, federal censuses, Revolutionary War pension applications, and CD collections. The primary focal point of the collections is the Revolutionary War period, but the collection does include other materials of a genealogical nature. The SAR Library does not sell any of the books listed in its catalog, nor does it loan them out. The Library is a non-circulating, reference facility only.

The Library's growth depends upon cash gifts as well as donations of family genealogies, American Revolutionary War histories, county and state histories, and other books of genealogical content. Each book donated is given a bookplate with the name of the donor. Members, chapters and state societies are encouraged to provide memorial funds to purchase memorial books to honor deceased members. There is a small Library Endowment Fund and interest from the fund is used to buy books and microfilm.

The Library is open to the public for a nominal fee. Free use of the library is provided to members of C.A.R., Sons of the Revolution (SR), DAR, spouses of SAR members (WOSAR). Friends of the SAR Library (FOL) members are allowed to waive the \$5.00 daily fee by purchasing an annual \$25.00 membership.

## **THE GEORGE WASHINGTON ENDOWMENT FUND BOARD**

The Trustees established the George Washington Endowment Fund Board (GWEF Board) to:

1. Provide for adequate financial contributions in support of NSSAR unfunded and underfunded committees and special projects.
2. Provide for the equitable distribution of such funds.
3. Develop an approach similar to the United Appeals campaign to minimize the number of separate fund raising activities at the national level.

The George Washington Endowment Fund Board manages the George Washington Endowment Fund, which is a permanent fund at NSSAR. The GWEF Board is composed of seven members as follows. The GWEF Board Chairman and the Chairmen of the GWEF Distribution Committee and the GWEF Fund Raising Committee are members of the GWEF Board and are appointed annually by the President General. The other four GWEF Board members are elected by the George Washington Fellows. GWEF Board members are elected for four year terms. A new GWEF Board member is elected at each annual NSSAR Congress and one GWEF elected Board member rotates off the Board each year at the conclusion of his four year term. The

GWEF Board Vice-Chairman, who is one of the elected GWEF board members, is elected annually by the four non-appointed GWEF Board members.

The duties of the George Washington Endowment Fund Board are to promote contributions to the George Washington Fund Board and to administer the GWEF subject to the approval of the President General, the Executive Committee, the Board of Trustees, and the George Washington Fellows.

Two committees closely associated with the GWEF Board are the GWEF Distribution Committee and the GWEF Fund Raising Committee. The Chairmen of the GWEF Distribution Committee and the GWEF Fund Raising Committee are appointed annually by the President General and also sit on the GWEF Board. The GWEF Board Chairman is an ex-officio member of both the GWEF Distribution Committee and the GWEF Fund Raising Committee.

The George Washington Endowment Fund Distribution Committee will review all requests for funding and will allocate the distribution of available funds to NSSAR unfunded and underfunded committees and special projects with the approval of the GWEF Board and the President General. The GWEF Distribution Committee will consist of the Chairman and at least three members, all of whom are appointed annually by the President General. The Chairman of the GWEF Distribution Committee will contact all NSSAR committee chairmen annually to determine committee requirements for the upcoming year. Priority of fund allocations by the GWEF is: (1) NSSAR National Committees, (2) National Outreach Education Projects, and (3) Special State Projects. The GWEF Distribution Committee shall not allocate money to NSSAR committees for prizes nor to subsidize prizes.

The George Washington Endowment Fund Raising Committee will be responsible for planning and oversight of national fund raising activities. The GWEF Fund Raising Committee will consist of the Chairman and at least six members, all of whom are appointed annually by the President General.

All contributions to the George Washington Endowment Fund are added to the GWEF corpus which is a permanent fund that cannot be touched nor invaded. Eighty percent of the net annual earnings of the GWEF are made available each year to the GWEF Distribution Committee for allocation to NSSAR unfunded or underfunded committees and special projects. The remaining twenty percent of the earnings are retained in the corpus of the GWEF for continued growth of the GWEF. The GWEF is administered similar to other funds at NSSAR, except the GWEF is maintained as a separate fund, which may not be co-mingled with other NSSAR funds.

Contributions of \$1,000 or more qualify the donor to be enrolled as a *George Washington Fellow*. Contributions may be paid as \$1,000 gifts or as \$1,000 pledges payable within five (5) years with minimum annual payments of \$200. *George Washington Fellows* are recognized with a distinctive gold lapel pin and a *GW Fellow* certificate.

## **THE SAR FOUNDATION**

The SAR Foundation is a Supporting Organization qualifying for tax exemption under IRC 501(c)(3), by qualification and classification under 509(a)(3). A Supporting Organization is a subsidiary of its parent organization, in this case, the NSSAR. The NSSAR is a publicly supported tax-exempt organization under 501(c)(3) by qualification and classification under 509(a)(1). The supporting organization for the purposes of tax exemption is treated the same as its parent and is widely used by public charities for the following reasons: 1. Asset protection, as a separate entity, the assets may not be subject to the potential liabilities the NSSAR may face during construction and operating the Center for Advancing America's Heritage. 2. Public Support Test, as a public exempt organization, the NSSAR must pass the Public Support Test when filing its annual tax return. The public support test is defined as the exempt organization is limited no more than one third of its income may come from investments or unrelated business income. The SAR Foundation is not subject to the public support test and is designed to hold endowments and other large investment funds. Donors to the SAR Foundation still enjoy the same tax treatment as a public charity. The NSSAR is the 100% shareholder of the SAR Foundation and elects its Officers and Directors. A Board of Directors elected by the membership at the Annual Congress will operate the SAR Foundation. The President General, Secretary General and Treasurer General will serve in that same capacity on the Board and will serve during their terms in office to be succeeded by their successors annually. There will be six Directors serving three-year terms, two expiring each year. The Foundation By-Laws may only be amended by the membership during the NSSAR Congress.

## **WILLS, TRUSTS AND BEQUESTS TO THE SAR**

The main source of income for the National Society comes from membership dues plus one-half the income from the Permanent Fund. Members can supplement this income by contributions and bequests.

Bequests to the National Society serve as practical memorials to honor departed compatriots, friends or relatives. Such gifts enable the Society to implement its patriotic historical and educational programs further. Bequests should be made in proper legal form, worded at the suggestion of one's personal lawyer. For those who wish to remember the SAR in their wills with a minimum of inconvenience, the following language is suggested as being entirely adequate:

*"I hereby give, devise and bequeath the sum of ..... dollars (or property clearly described) to the National Society Sons of the American Revolution."*

The following methods are some of the ways to make gifts to the National Society:

1. By special gift under your will, by leaving outright a sum of money, specified securities, real property, or a fraction or percentage of your estate.
2. By gift or residue under your will, leaving all or a portion of your residuary estate to the Society.

3. By living trust, in which property may be placed in trust with income aid to you or to another person or persons for life, and then the income or the principal can go to the Society.
4. By life insurance, which may be put in trust and the income is paid after your death to your wife or to any other person for life, and then the income or principal may go to the Society.
5. By life insurance policies that may be made payable directly to the Society.

Another plan, which was approved by the National Trustees in their October 1981 meeting, was the creation of an SAR Memorial Fund to which donations may be made in memory of deceased loved ones. Only the income from such a fund is to be used and only on projects or programs approved by the Executive Committee and aimed at furthering the objectives for which the National Society was formed.

Donations to any of these plans are deductible on the donor's federal income tax returns, under applicable laws and regulations, as contributions to a tax-exempt organization.

NSSAR policy on gifts, 1991-92, offers the following items as guidelines and considerations on the subject of giving as it concerns both the donor and the National Society. It is necessary to protect the donor and the Society by clarifying the conditions of the gift.

1. The gift must not be conditional by the donor or the donor may sacrifice his or her tax deductibility.
2. The donor exercises no control over administration of the gift after the donation is made. Any control restricts the Society and threatens the donor's tax deduction. There is no restriction to accepting suggestions from the donor as long as the latter is unable to direct them.
3. The donor assesses the value of the gift when making a contribution. The National Society will issue a receipt for the gift for documentation to the donor, but does not place a current value at anytime as it is not an appraisal body. The donor or his appointed appraiser may or may not allow for special preparation of the gift and the subsequent reporting of it for tax purposes.

The National Society will acknowledge any gift promptly in writing according to the above guidelines. Further, the Society should provide follow-up recognition and some report of the gift through communication to the donor or heirs at a future date.

The National Society should avoid receiving controversial gifts or those that may result in future conflicts within the Society.

Gifts to be solicited by the National Society, which will require maintenance and repairs, should have a percentage added for this purpose to the original cost estimate before any contribution is solicited. This provision will help to meet future expenses in properly servicing the gift.

A schedule of allowances can be established in determining maintenance costs, transportation costs, insurance and in some cases liability, which is based on several factors regarding the life and care of the gift. For example, gifts up to \$100,000 might carry 20% (\$20,000), gifts \$100,000-\$200,000, 15% (\$30,000) and so on. This would not apply to all gifts as some require no maintenance or assumption of added costs to the society.

NSSAR does not recognize the work, design and preparation as a gift *per se* and does not issue estimates or statements covering the same.

## **NATIONAL SOCIETY RESOLUTIONS**

State societies, chapters and individual members may submit resolutions for national adoption. Such resolutions should be typewritten, and must be received at National Headquarters not less than sixty (60) days before the Annual Congress. If favorable action is taken at the Congress, resolutions become the official policy of the National Society. Therefore, it is imperative that they be compatible with the Society's stated purpose - patriotic, historical and educational. Resolutions must be non-partisan and non-political.

## **PUBLICITY**

Favorable publicity is a valuable asset for all levels of the SAR. It affects increased public awareness and understanding of the Society, and promotes membership.

Every chapter and state society should appoint a qualified member as Publicity Chairman whose primary function should be that of obtaining news media coverage. The Publicity Chairman:

1. Insures that only one member contacts the news media to avoid duplications and confusion.
2. Establishes a personal contact with the key persons at each newspaper, radio and television station.
3. Records information in a written form.
4. Complies with deadline times and dates.
5. Submits news releases in typewritten form.
6. Checks accuracy of all information (dates, times, locations) before release.
7. Acknowledges due credit.
8. Issues releases of pertinent information as briefly as possible.
9. Invites representatives of the news media to special events, but are not expected to pay reservation fees, meal charges or any such expenses.

## **SAR COLOR GUARDS**

The Color Guard in the Sons of the American Revolution serves as a means to involve our members in the activities of the Society, especially younger ones. They add a note of color and

bearing to our celebrations, both public and private, and attract the attention of the general public to the activities of the Society.

The Color Guard is used in ceremonies to open and close meetings of the SAR, DAR, C.A.R. and other organizations. They participate in parades, memorial services and grave markings. They bring favorable publicity to the SAR with their colorful flags, attractive uniforms and colonial style music. In addition, it is fun.

The Color Guard is organized on the state society and/or chapter level. The SAR National Color Guard consists of those uniformed SAR members who participate in the Color Guard at events of the National Society, but are themselves affiliates of a state or chapter color guard within the Society.

Proper attire consists of the standard male regimental uniform as worn by Revolutionary War soldiers. While blue and buff were the basic colors of the uniform, some states varied the facings and the cockades. Most color guards choose the uniform of a regiment from their own state or a state from which many of their ancestors came. Uniforms should be identical for color guards within state societies or at least within chapters.

Information on how to buy uniforms and equipment, organize a color guard, find parade invitations and various other details is available from the NSSAR Color Guard Committee, the chairman of which may be reached by writing to the SAR Headquarters in Louisville, Kentucky.

### **GRAVE MARKERS FOR SAR MEMBERS**

A beautiful marker designating SAR membership may be ordered from the National Society. This marker is listed in the NSSAR price list, which the merchandising department can describe in detail. The two types available are the lug type for placement on an existing monument and the stand-alone stake type. The SAR or family members should give the active member's full name and National number when ordering.

### **GRAVE MARKERS FOR REVOLUTIONARY WAR PATRIOTS**

Markers for Revolutionary War Patriots may also be ordered from the National Society by requesting an NSSAR form for this purpose. They are the same types as members' markers. Complete authentication of the Patriot and his grave will be asked for. The NSSAR Revolutionary Graves Committee maintains a listing of the located graves of Revolutionary Patriots which has been constructed from chapter, state, and national SAR research.

A government headstone marker for veteran graves may be obtained on the website contact at: <http://www.cem.va.gov/hmlaw.htm> or by writing to the following address, and asking for form VA 40-1330:

Department of Veterans Affairs  
Office of Memorial Programs  
810 Vermont Avenue, N.W.  
Washington, D.C. 20420



## MEMBERSHIP POLICIES

### NATIONAL FEES AND DUES

The fees and dues are determined by the delegates at an Annual Congress.

In computing the amount of dues to be paid by a State Society for any year, all members of such State Society, as shown by the records of the National Society, shall be counted, whose names have not, prior to January 1st of each year, been certified to the National Society to have been removed from the membership roster of such State Society.

New member annual dues for that calendar year in which their applications are approved by the National Society and is included in the application fee.

### CATEGORIES OF MEMBERSHIP

For all categories, the requirements for membership are the same and applications may be made on the same form. All applications are submitted through a State Society because membership in a State Society is mandatory. Details are covered in the "Requirements for Membership and for Applications" pamphlet (form 0910).

1. **Regular:** A member age 18 or older who pays annual dues. Only regular members may vote and hold office in the SAR and receive *The SAR Magazine* at no additional cost.
2. **Junior:** A member under age 18 who pays annual dues at a reduced rate. He is not eligible to vote or hold office and does not receive *The SAR Magazine*.
3. **Memorial:** A male who is a deceased close relative of an SAR member and whose application is based on (most of) the same lineage as that SAR member. There are no dues and a portion of the application fee goes to the Society's Permanent Fund.

The goal of the Junior Membership program is to allow and encourage States and Chapters to become more active in advancing America's heritage among youths, i.e., in sponsoring Children of the American Revolution (C.A.R.) chapters or establishing new and innovative youth programs.

### APPLICATION FOR MEMBERSHIP

Applications for membership must be made on the form authorized by the National Society. The form must be filed in duplicate with the state society and both copies must bear the signature of the applicant. Both the state registrar and state secretary must sign the form, after it is accepted by the state society. The original application (not a copy) must then be sent to National Headquarters for acceptance and registration by the National Society. The admission fee must accompany the application. Two members in good standing, whose signatures are clearly legible, must sponsor each applicant. The member's National SAR number must also be added to insure identification.

Applications must be listed on the standard transmittal form with full information, including name, address and amount of fee paid when they are submitted to National Headquarters. Transmittal forms for this purpose are supplied to state societies without charge by National Headquarters.

The Registrar General sends a notice of approval to the state society immediately upon acceptance. In addition, the National Society sends a formal notice of acceptance to the applicant. It is signed by the President General and welcomes the new member, inviting him to participate in the activities of the Society. It further advises him that a membership certificate will be issued and presented to him through his state society. Immediately following the registration of an applicant, his name is added to the mailing list so that he may receive *THE SAR MAGAZINE* and other material.

### **SUPPLEMENTAL MEMBERSHIP APPLICATIONS**

Members having more than one Revolutionary War Ancestor are urged to prepare and file supplemental applications, thereby establishing additional ancestral lines. Supplemental applications must be submitted in exactly the same way as original applications, but on supplemental application forms. Documents already on file as proof for original application need not be submitted again for those same generations on the supplemental application.

### **MEMBERSHIP CERTIFICATE REPLACEMENT**

Any member in good standing may purchase a replacement membership certificate from National Headquarters, in the event of loss, with prepayment of a nominal fee. A reasonable delay in receiving the replacement certificate can be expected until the state president and state secretary sign it.

### **TRANSFER OF STATE SOCIETY MEMBERSHIP**

A member in good standing may transfer to any other state society, subject to the acceptance of that body. Transfer forms are available from state societies or National Headquarters. The Transfer form is sent to National Headquarters for registration once it is signed by the secretary of the state society of current affiliation and the secretary of the state society to which transfer is desired.

### **TRANSFER OF CHAPTER MEMBERSHIP**

Chapter transfers within a state society must conform to the state's established procedure. No notification to the National Society is required.

### **LIFE MEMBERSHIP**

Members may purchase a life membership in the National Life Membership Plan rather than pay annual dues to the National Society.

A member must pay a fee based on his age to participate in the National Life Membership Plan. A check for the required fee, payable to the order of the *Treasurer General, NSSAR*, should be sent to the Executive Director, NSSAR together with a completed National Life Membership application form. The Executive Director will notify the applicant that he has been enrolled in the National Life Membership Plan after receiving his application and check in the proper amount, and will send a copy of such notification to the treasurer of the state society to which the member belongs.

The Fund will pay a member's national dues after enrollment, as long as he remains in good standing as a member of his state society. The Plan will pay NSSAR dues in the year following the year of acceptance of the member in The National Life Membership Plan.

### **DUAL MEMBERSHIP**

A compatriot may establish membership in more than one state society by applying to the additional state society for dual membership. He must be a full, dues-paying active member in his home state in order to hold a dual membership in other state societies, but will continue to pay his national, state and chapter dues in his home state. He will pay the state and chapter dues only as a dual member in other states, and will not be reported to the National Society as a member on their rosters. He is eligible to be a delegate from his dual state or home state, but not in both societies.

### **REINSTATEMENT OF MEMBERSHIP**

Former SAR members may reinstate directly into the state society of their choice, subject to the acceptance of that body. Application forms for reinstatement are available from the state societies and National Headquarters. The cost of such reinstatement will be set by the accepting state society. However, it should be noted that the fee immediately payable to the National Society by the state society must be equal to the annual membership dues set by the Annual Congress.

### **CHILDREN OF THE AMERICAN REVOLUTION**

The National Society of the Children of the American Revolution is an organization of persons through 21 years of age who are descendants of a patriot of the American Revolution.

Although organized by the Daughters of the American Revolution, it is an independent organization which looks to DAR, SAR and SR for its leadership and financial support. A member of the SAR may hold a "Senior" office in their chapter (society), state, regional or National Society.

C.A.R. needs adult leaders, financial support and members. Direct descendants of SAR and DAR members are eligible for membership.

Every SAR state society should have a C.A.R. chairman or liaison officer who focuses support and encouragement on this very worthwhile youth society. It is encouraged to award members of the C.A.R. and the SAR for outstanding work with the SAR/C.A.R. medals of appreciation.

## **THE SAR MAGAZINE**

Prior to 1906 the SAR joined with five other patriotic organizations in a monthly magazine, "The Spirit of '76". Since that year there has been a quarterly publication of the Society. ***THE SAR MAGAZINE*** is the official organ of the National Society, serving as a bond of communication between the individual compatriot and the National Society.

The magazine is sent without charge to all members and is available to others for a fee. Chapters and State Societies are urged to donate paid subscriptions to DAR chapters, public and school libraries and to historical and genealogical societies. Chapter, state and national news and American historical essays are included. A Compatriot who reads the magazine regularly will be an informed member. A change of address should be reported immediately to SAR National Headquarters. Please include your national number.

State societies are encouraged to appoint an SAR Magazine Chairman. All members are urged to assist in obtaining advertising for ***THE SAR MAGAZINE***. Rate cards are available from National Headquarters.

### **TIPS ON SUBMITTING EDITORIAL MATERIALS TO MAGAZINE**

Utilize a cardboard "stiffener" when mailing photographs. Include self-addressed envelope if you wish it returned.

The Editor is interested in obtaining feature articles of patriotic, historical and educational significance prepared by compatriots. Original manuscripts are encouraged, but a general description of proposed content should first be submitted for consideration. In general, articles should be in a maximum range of 750 to 1,000 words. All authors of feature articles will receive bylines and a brief biography.

State and chapter news items should be clear and concise. They should be typewritten and double spaced, with one-inch margins and numbered pages. Spelling should be correct, especially names, titles and places. State societies and chapters are encouraged to place ***THE SAR MAGAZINE*** on their newsletter mailing lists.

A major objective of the magazine is to provide a forum where state societies and chapters can share successful experiences with their counterparts across the country. Articles detailing unique programs in such areas as historical restoration, membership campaigns, fly-the-flag, fund raising or joint activities with other patriotic groups are requested.

Photographs (**preferably digital**) should indicate activity, such as one person pinning a medal on another for example, rather than two people looking at the photographer. Select one person (or

item) as a focal point in a group shot and encourage the others to look at that spot, not at the camera.

Avoid selecting busy backgrounds for photographs and take the time to remove such items as soiled dishes and cocktail glasses.

While professional photography is desirable, many amateurs and hobbyists do an excellent job. Color pictures are preferred in at least 4" by 5" size. Polaroid pictures are not acceptable for magazine reproduction.

Identify subjects in the picture (from left to right) on a separate caption sheet. Do not write on either side of photograph or staple it to the caption.

All material for editorial publication should be forwarded to Stephen M. Vest, Editor, ***THE SAR MAGAZINE***, P. O. Box 559, Frankfort, KY 40601.

Matters concerning advertising, address changes, officer changes, and "In Memoriam" should be addressed to National Headquarters, 1000 South Fourth Street, Louisville, Kentucky 40203.

## **ORGANIZATION OF STATE SOCIETIES**

### **STATE SOCIETY OFFICERS**

Each state society elects a president, vice president, secretary, treasurer, registrar and chaplain from its active membership. Additional officers, such as chancellor, surgeon, genealogist, historian and sergeant-at-arms, may be elected at the discretion of the membership, if provision for such offices is contained in the constitution of the state society. In addition to the elected officers, each state society shall nominate a national trustee and an alternate trustee who shall be elected by the Annual Congress of the National Society. The names of the National Trustee and Alternate Trustee nominated by the state society are sent to the National Headquarters at least 30 days prior to the convening of the Annual Congress.

The duties of state officers are usually similar to those of their national counterparts, whose duties and responsibilities are described in the national bylaws, except that their work is limited to the state society and that they are elected or appointed in accordance with state society bylaws.

The President of a state society fulfills the customary duties of the office and maintains general supervision over the affairs of the state society.

The Secretary has charge of the records of the state society, gives notice of all meetings and keeps an accurate written record of the proceedings of such meetings. He signs all application papers. A corresponding secretary may be elected to receive and acknowledge correspondence. If a corresponding secretary is not elected, the Secretary, or a professional office secretary, should perform the functions of a corresponding secretary.

The Treasurer has custody of the funds of the state society and is responsible for the collection and transmittal of membership dues to the National Society, as specified in the bylaws of the National Society.

The offices of the Secretary and Treasurer, especially in small state societies, may be combined and held by one compatriot, at the discretion of the membership.

The Registrar examines all applications for membership and approves them, if found acceptable, before submitting them to National Headquarters for final approval and registration. The registrar retains a duplicate copy of each application for the archives of his state society.

The Chancellor, who in all instances shall be an attorney-at-law admitted to practice in the state society's jurisdiction, gives opinions on legal matters affecting the society when such questions are referred to him by the proper officers. The Unauthorized Practice of Law (UPL) statutes found in each state and the District of Columbia mandate the above requirement that the Chancellor be an attorney-at-law. State societies are encouraged to review their jurisdiction's UPL statute.

The Chaplain, preferably an ordained clergyman, gives the invocation and benediction at state society meetings and ceremonies, and furnishes the membership with spiritual guidance. He conducts any religious service that is relative to state functions.

## **ANNUAL REPORTS**

Each state society is required to submit an annual report to the National Society. This report will comply with direction furnished by National Headquarters.

Forms for preparation of the annual reports are forwarded to the secretary of each state society by National Headquarters.

Each state society must:

1. Notify National Headquarters promptly of the election and appointment of all officers and nominees for the Board of Trustees and an Alternate Trustee, and delegates.
2. Notify National Headquarters promptly of all deaths of members and those dropped from the rolls for non-payment of dues.
3. Pay to the Treasurer General, as of January 1st of each year, the annual dues for such society, based on the current annual dues times the number of members carried on the rolls of such society as of that date.

## SUGGESTED FORM FOR THE INSTALLATION OF CHAPTER OR STATE OFFICERS

**Installing Officer:** Please escort the designated officers of the \_\_\_\_\_ Chapter/Society to their proper places.

**Escort:** (after placing officers) Mr. \_\_\_\_\_ (use official title of the Installing Officer), I take great pleasure in presenting to you the newly elected officers of the \_\_\_\_\_ Chapter/Society.

**Installing Officer:** Gentlemen, having been duly elected to office in the \_\_\_\_\_ Chapter/Society, Sons of the American Revolution, do you promise and swear to support and defend the Constitution of the United States of America and the Constitution and Bylaws of the National Society, Sons of the American Revolution; and do you further promise and swear that you will faithfully discharge the duties of your office to the best of your knowledge and ability, and that you will, at all times, conduct yourself in a manner worthy of our Society, so help you God?

**Response:** I do.

**Installing Officer:** President-elect \_\_\_\_\_ it is now my privilege to present you with this gavel, as a symbol of the authority now vested in you. Wield it, always, with dignity and honor.

**Installing Officer:** Compatriots of the \_\_\_\_\_ Chapter/Society, I have officially installed these new officers, duly elected by you.

May I now remind you of your obligation to them? Assist, support and encourage them in the discharge of their duties, thus furthering the principles and purposes of the Sons of the American Revolution.



## **ORGANIZATION OF CHAPTERS**

### **CHAPTER OFFICERS**

The duties of chapter officers closely parallel those of their national and state counterparts, except that their work is limited to the chapter. They are elected or appointed in accordance with chapter bylaws.

### **FORMING A CHAPTER**

The local chapter is the most important link between the individual compatriot and the state and national societies. It is through the local chapter that the work of the National Society is performed at the community level. Membership growth should be emphasized continually. New chapters should be organized whenever possible. The information presented here is designed as a guide for those compatriots who undertake the formation of a local chapter.

Obtain a list of those compatriots residing in a designated area and call them together for a pre-organization meeting. Invite local members of DAR who indicate an interest in being of assistance, especially in recruiting new SAR members.

When a sufficient number of members desire to form a chapter, as specified by the state society bylaws, they may apply for a charter to the secretary of the state society. (Application forms for new chapters may be obtained from the National Headquarters.) Most state societies require a minimum of 15 members, but if there are several prospective eligible candidates for membership, a dispensation may be granted for a lesser number.

Following application to the state society, the state society may issue a charter. If desired, the charter may be kept open for a reasonable period of time to permit prospective members to file their applications and sign as "charter members."

An organization meeting should be held after notification of the issuance of a state society charter, at which time the President of the state society duly installs the new chapter officers, and the charter is formally presented. The ceremonies should be accompanied by a dinner if possible, to which members and guests are invited. The institution of a new chapter is an important event. It is essential that ceremonies be conducted with dignity and impressiveness.

### **CHAPTER MEETINGS**

Experience has proven that the most successful chapters are those that meet on a regular schedule. Monthly meetings are recommended, at a convenient location with adequate parking space. Many chapters do not meet during July and August because of member vacations. Attendance at meetings is reflective of the type of programs offered. It is often not necessary to transact all of the business of the chapter at the regular meetings. An executive committee consisting of the chapter officers and two or three compatriots from the general membership can manage normal affairs ably.

Reports by the President, Secretary, Treasurer and Registrar should be furnished at reasonable intervals. Action affecting chapter policy and projects should be submitted to the membership for a majority decision. The chapter president should appoint a membership committee to stimulate chapter growth, with duties to contact and assist eligible prospective members to join.

A program committee should arrange programs to insure interesting and constructive meetings, thus resulting in a greater attendance. Publicity for the chapter is of vital importance, and it should be sought for every SAR meeting and event. Special attention should be accorded the manner in which chapter meetings are conducted. Regardless of the purpose for which it is called, every meeting should be characterized by adherence to a uniform and proper procedure.

A United States Flag should be displayed to the right of the presiding officer or principal lecturer. The SAR flag and the state flag are placed at the left in the same relative position.

Many chapters have used the following agenda:

1. Call to order by the presiding officer. A gavel should always be used.
2. Invocation by the Chaplain or by a compatriot designated by the presiding officer.
3. Pledge of Allegiance to the Flag of the United States of America.

NOTE: In the case of foreign societies and chapters, it is appropriate that the members make their pledge to their own national flags in accordance with the custom of the country involved. Likewise, societies in foreign lands may choose not to use the SAR Pledge.

4. SAR Pledge: **"We descendants of the heroes of the American Revolution who, by their sacrifices, established the United States of America, reaffirm our faith in the principles of liberty and our Constitutional Republic, and solemnly pledge ourselves to defend them against every foe."**
5. Reading and approval of the minutes of the previous meeting.
6. Officers' reports.
7. Committee reports.
8. Introduction of new members and guests.
9. Unfinished business.
10. New business and correspondence.
11. Introduction of the speaker or program.
12. Presiding officer's remarks and thanks to speaker or program principal.
13. Motion to adjourn.
14. (Optional, and frequently used) Before adjourning, the presiding officer may ask the members to rise and repeat in unison: **"Until we meet again, let us remember our obligations to our forefathers who gave us our Constitution, the Bill of Rights, an independent Supreme Court and a nation of free men."**
15. Benediction by the Chaplain or a designee.
16. Adjournment.

## **MINUTES**

The minutes of a meeting should contain:

1. Kind of meeting (regular or special).
2. Name of chapter or state society.
3. Date and place of meeting.
4. Presence of President and Secretary; if absent, their substitutes.
5. Minutes of previous meeting were approved, approved as corrected, or dispensed with the reading.
6. Hours of meeting and adjournment.
7. Number present (to comply with requirement of a quorum).
8. All main motions (except those withdrawn), points of order and appeal, and all other motions not lost or withdrawn.

Minutes should be a record of what is done and not contain discussion or a record of what is said. The names of the person who makes the motion and the person who seconds it are recorded. The action taken on a motion is recorded.

## **CHAPTER ACTIVITIES**

An active chapter should have interesting and productive activities. Some recommended projects are:

1. Arrange with local school authorities for the annual rewarding of bronze Good Citizenship Medals to a limited number of qualifying students. Both the school authorities and the chapter should approve rules governing the program.
2. Arrange with local high school and/or college ROTC officials for the awarding of ROTC Medals. This SAR program has the full support and approval of the Department of Defense. Further details are available from National Headquarters.
3. Arrange with local high schools for their participation in the Joseph S. Rumbaugh Historical Patriotic oration Contest. The National Association of Secondary School Principals has placed this contest on the Approved List of National Contests and Activities. Contact the state society for details. Copies of contest rules are available without cost from National Headquarters.
4. Consider the possibility of sponsoring a local Society of the Children of the American Revolution (C.A.R.). An organized C.A.R. Society always needs SAR support.
5. Provide framed facsimiles of the basic documents (Bill of Rights and the Declaration of Independence) for local government buildings, bus, train and airport waiting rooms, schools, libraries, courtrooms, fraternal lodges, police and fire stations and banks. The words, "Presented by \_\_\_ Chapter of the Sons of the American Revolution" should be written in small text at the bottom before framing. It should be positioned so that it will not conflict with the body of these documents. These

facsimile documents are available on order from National Headquarters and will fit in standard 18" x 24" frames.

6. Support the program for placing and dedicating SAR bronze markers at the graves of compatriots and/or Revolutionary veterans.
7. Furnish capable and interesting speakers to schools, organizations, public meetings, graduations, forums, and to radio and television stations, especially on patriotic holidays and anniversaries.
8. Participate in new citizenship swearing-in ceremonies. SAR representatives should congratulate the new citizens and, if permitted by the presiding judge, publicly address them. Some chapters present the new citizens with miniature U. S. flags or other patriotic mementos.
9. Sponsor or participate in celebrations of historic events and national holidays, especially Washington's Birthday, American History Month, Patriots Day, Veterans Day, Flag Day, Independence Day and Constitution Week. A luncheon or dinner is particularly recommended, together with an interesting speaker and/or appropriate entertainment. Chapters frequently cooperate with local DAR chapters in joint meetings on some of these special occasions. Participate in the National Society Historic Celebrations Award Program.
10. Take part in the volunteer services programs at local veteran hospitals, clinics and/or retirement Homes. Participate in the National Society USS Stark Memorial Award and the General William C. Westmoreland Award Programs.
11. Honor public safety officers with appropriate public safety award when justified.
12. Award the SAR Medal of Appreciation to a member of the DAR who has furnished outstanding assistance to a particular SAR chapter, especially in obtaining new members. The presentation, with adequate ceremonies, may be effected at an SAR or DAR event.
13. Take particular interest in the local schools, especially the textbooks issued or recommended, instructional personnel and program employed.
14. Encourage the awarding of the SAR War Service Medals and the SAR Military Service Medals. Many compatriots qualify for one or the other medal. These members may purchase the SAR War Service or SAR Military Service Medal from National Headquarters. It is recommended that the chapter formally present the medal at a meeting or fitting ceremony.
15. Participate in the National Society SAR Eagle Scout Scholarship and Awards Program. Prepare and distribute certificates of recognition to local Scout Troops and to the current class of Eagle Scouts who passed the Board of Review between July 1 and the next June 30 of each year. Provide applications to each Eagle Scout, as defined above.
16. Arrange with local high school authorities for the participation by students who are in their junior or senior grades in the George S. and Stella M. Knight Essay Contest.
17. Promote "Honor the Flag" activities in support of the Admiral William B. Furlong Memorial Award Program.

## SUGGESTED INDUCTION CEREMONY FOR NEW MEMBERS NO. ONE

**Chapter President:** Compatriot \_\_\_\_\_, do you, as a Descendant of one of the Patriots and Heroes of the American Revolution, reaffirm your ancestor's faith in the principles of Liberty and our Constitutional Republic? (Response)

And, will you pledge to support The National Society, Sons of The American Revolution? (Response)

I now take great pleasure in presenting your Membership Certificate.

Compatriot \_\_\_\_\_ sponsored you into our Society. I would like to ask that he come forward and place the SAR Rosette in the lapel of your coat.

This Rosette is the official Recognition Emblem of the Sons of the American Revolution. Its blue and buff colors represent the colors in the uniform worn by General George Washington. Wear it proudly.

Compatriot \_\_\_\_\_ we welcome you to the \_\_\_\_\_ Chapter. We ask that you work with us to fulfill the purposes and objectives of the Sons of the American Revolution.

At this time we would like to invite you to address our members present with whatever thoughts you may have. (Give him time.)

Will all members please come forward and welcome our new Compatriot into the \_\_\_\_\_ Chapter?

Remember that the SAR is a non-political organization. Chapters and state societies must never endorse or recommend any candidate for public office, nor may meetings include the discussion of merits or demerits of such candidates. The merit of any public question involving the social, economic, moral or physical welfare of the people may be fairly and intelligently studied and discussed at a meeting for the enlightenment of those attending. SAR may take a position on any bill or measure which may be submitted to a vote of the elected representatives of the people or to the vote of the people.

## SUGGESTED INDUCTION CEREMONY FOR NEW MEMBERS NO. TWO

### **Chapter president reads:**

Mr. \_\_\_\_\_, do you as a descendant of one of the patriots and heroes of the American Revolution, reaffirm your ancestors faith in the principles of liberty and our Constitution" (Response) and Will you pledge to support the National and State Society as well as your chapter of the Sons of the American Revolution? (Response)

I now take great pleasure in presenting to you this membership certificate. Compatriot \_\_\_\_\_ we welcome you to the \_\_\_\_\_ Chapter. We ask that you help us to preserve and enrich our American Heritage by supporting our patriotic, historical and educational objectives with your time, talent and treasure.

### **Chapter President Continues:**

Membership in the Sons of the American Revolution entitles you to wear the medal of the SAR. I now take great pride in describing the symbolism behind the Cross of Malta. The cross is composed of a horizontal and vertical bar. The horizontal bar represents the greatest and first commandment, "You shall love the Lord your God with all your heart, and with all your soul, and with all your mind." The vertical bar represents the second commandment, "You shall love your neighbor as yourself." Let us focus on the intersection of the bars to remind us the love of God and neighbor are in fact one and the same love.

There are four limbs of the cross. The limbs remind us of the four cardinal virtues. The first virtue is prudence, learned by studying the past in order to regulate the present and plan for the future. Prudence allows one to understand the fallacy in allowing a lesser evil to avoid a greater evil, because the accumulation of lesser evils will eventually exceed the hypothetical greater evil. The second virtue is justice. There is an art and science in being just. The art comes from the recognition of the true worth of fellow man. The science involves the concept of impartiality and always begs the question: Is it fair to all concerned? True justice is underscored by integrity of life. The third virtue is temperance or moderation in all of our actions, including the senses, especially the sensual desires. The fourth virtue is fortitude, with magnanimity and courage to serve God.

There are eight points of the Maltese Cross. Each point represents one of the beatitudes recounted for the Knight of Malta by the initiator who would proclaim the following annunciation: "This cross was given white to us as a sign of purity, which you must carry in your heart as you wear it externally, without spot or blemish. The eight points that you see in this are signs of the eight beatitudes that you must always have within you, and they are:

1. To have spiritual contentment.
2. To live without malice.
3. To weep over your sins.
4. To humble yourself at insults.
5. To love justice.

6. To be merciful.
7. To be sincere and open hearted.
8. To suffer persecution.

All these virtues you must engrave upon your heart for conservation and preservation of your soul, and for that reason I command you to wear it openly sewn on your clothing on the left hand side of the heart and never abandon it."

Lastly, our medal has the bust of George Washington at the intersection of the two bars of the cross. This reminds us of our great leader at the time of the American Revolution. Surrounding his bust are the words of *libertas and patria* reminding us of our Declaration of Independence and Constitution.

**Chapter President concludes,**

Compatriot \_\_\_\_\_ sponsored you into our society. He will place the (rosette or miniature Maltese Cross if member has purchased it) in the lapel of your coat. This rosette or Cross of Malta is our membership badge. Wear it proudly. Compatriot \_\_\_\_\_ we welcome you to \_\_\_\_\_ Chapter and ask you to take a seat among your fellow compatriots.

# NON-PROFIT COMPLIANCE POLICIES

## INTERNAL REVENUE SERVICE REQUIREMENTS

The IRS requires that all subordinate organizations (in the case of the NSSAR, state societies and chapters and a few other related entities) obtain a 9-digit tax identification number. That number must be linked to the NSSAR's group exemption number (0690) meaning that the subordinate organization carries the rights and obligations of an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. All state societies and chapters should have one of these numbers, and if not, they should contact the Director of Finance at NSSAR headquarters to find out how to obtain such a number.

The National Society of the Sons of the American Revolution files IRS form 990 (Return of Organization Exempt from Income Tax) every year. The information in this report applies only to the operations of the National Society. Financial and other data pertaining to the state societies and chapters is not included in this return. Each subordinate must file its own form 990.

Generally, a subordinate who has averaged less than \$50,000 in gross receipts over the current and previous two years can file form 990-N, an electronic post card. This is an Internet based filing and there is no option for filing a paper report. The report can be filed by visiting the IRS web site at [www.irs.gov](http://www.irs.gov) and clicking on the "Charities & Non-Profits" link.

Here is the data that the IRS will require to file the 990-N:

- Organization's name (should always be the National Society of the Sons of the American Revolution)
- Any other names your organization uses (should be the State Society or Chapter name)
- Organization's mailing address
- Organization's website address (if applicable)
- Organization's tax identification number
- Name and address of a principal officer of the organization
- Organization's annual tax period
- A statement that the organization's annual gross receipts are still normally \$50,000 or less
- If applicable, indicate if the organization is ceasing to exist

The IRS refers to "tax" periods for all organizations, although non-profits do not normally pay federal income tax, unless they have unrelated business income. The 990 must be filed by the 15th day of the fifth month after the close of the tax period.

Each subordinate should maintain accurate financial records in order to file the 990. It is recommended that each subordinate have one person who keeps track of receipts and disbursements, either with a checkbook, a spreadsheet or any one of the numerous computer programs available to help small businesses keep their books. At the close of the tax period, that person should total all of the receipts of the subordinate and keep that information available for at least 7 years, in case of a possible audit.

According to the IRS, "to determine if an organization's gross receipts are normally \$50,000 or less, apply the following test. An organization's gross receipts normally are considered to be \$50,000 or less if the organization is:

1. Up to a year old and has received, or donors have pledged to give, \$75,000 or less during its first tax year;



2. Between 1 and 3 years old and averaged \$60,000 or less in gross receipts during each of its first 2 years; or
3. Three years old or more and averaged \$50,000 or less in gross receipts for the immediately preceding 3 tax years (including the year in which the return would be filed).”

Most NSSAR members pay chapter, state and national dues. When calculating gross receipts, the subordinate should only count the dues kept by that subordinate. For example, national dues forwarded on to the National Society by the state society should not be included in gross receipts when applying the gross receipts test above. The amount of these dues should also not be included on the subordinate’s form 990 either.

The IRS includes a list of items that should be considered when calculating gross receipts in their publication “Instructions for Form 990 and 990-EZ”. This document can be found on the internet at [www.irs.gov](http://www.irs.gov). Some of the items an SAR subordinate might have in gross receipts are:

- Contributions, gifts and grants
- Program service revenue
- Membership dues and assessments
- Interest on savings and temporary cash investments
- Dividends and interest from securities
- Gross amount from sales of securities and other assets
- Gross sales of inventory

The IRS states that organizations failing to meet their filing requirements for three consecutive years will have their filing status revoked. So, it is important that each active SAR subordinate meet its filing requirements each year.

Subordinates that do not meet the tests for filing form 990-N must file either form 990-EZ or form 990. It is recommended that a professional experienced in preparing such a return complete this filing.

### **NSSAR CHIEF COMPLIANCE OFFICER**

NSSAR Chief Compliance Officer has oversight authority of the NSSAR and SAR Foundation to ensure compliance with the Sarbanes-Oxley Act as it applies to Tax Exempt Organizations.

NSSAR Chief Compliance Officer reports to the President General in his position as President of NSSAR and Chief Executive of the SAR Foundation.

If for any reason the Chief Compliance Officer is unable to serve, the Deputy Compliance Officer shall perform his duties.

#### **Duties and Responsibilities**

1. Documents formal certification of the internal controls, procedures and processes of NSSAR and the SAR Foundation to ensure they are in compliance with the Sarbanes-Oxley Act.
2. Works with the Independent Audit Committee, providing assistance to the Chairman of the Committee.
3. Coordinates with the Inspector General, the Chancellor General and the Treasurer General as needed.

4. Coordinates NSSAR compliance efforts with respect to legislative and regulatory developments affecting NSSAR governance.
5. Keeps Management, the Executive Committee (EXCOM), and the Board of Trustees informed about governance law, trends, issues, and best practices.
6. Reports to EXCOM all material developments and concerns regarding governance practices, issues and requirements, whether raised internally or externally.
7. Investigates reported violations at the request of the Ethics Committee or President General.

## **CODE OF BUSINESS ETHICS AND CONDUCT POLICY**

### **SECTION 1. GENERAL**

NSSAR is a not-for-profit corporation chartered by an Act of the United States Congress on June 9, 1906. The purposes and objects of NSSAR are declared to be patriotic, historical, and educational, and shall include those intended or designed to perpetuate the memory of the men who, by their services or sacrifices during the war of the American Revolution, achieved the independence of the American people; to unite and promote among their descendants; to inspire them and the community at large with a more profound reverence for the principles of the Government founded by our forefathers; to encourage historical research in relation to the American Revolution; to acquire and preserve the records of the individual services of the patriots of the war, as well as documents, relics, and landmarks; to mark the scenes of the Revolution by appropriate memorials; to celebrate the anniversaries of the prominent events of the war and of the Revolutionary period; to foster true patriotism; to maintain and extend the institutions of American freedom, and to carry out the purposes expressed in the preamble to the Constitution of our country and the injunctions of Washington in his farewell address to the American people.

In an effort to maintain the high standard of conduct expected and deserved by our Forefathers, our Members, and the American public NSSAR operates under the Code of Business Ethics and Conduct outlined below.

### **SECTION 2. COMPLIANCE REQUIREMENTS**

All members, employees, and volunteers are required to comply with applicable federal, state, and local laws and regulations and with NSSAR bylaws and policies.

### **SECTION 3. PROHIBITED ACTIONS**

No member, employee, or volunteer shall engage in the following actions:

- Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services or property of NSSAR, except in conformance with NSSAR policy.

- Accept or seek on behalf of any other person, any financial advantage or gain of other than nominal value offered as a result of the member's, employee's, or volunteer's affiliation with NSSAR.
- Publicly use any NSSAR affiliation in connection with promotion of partisan politics, religious matters or positions on any issue not in conformity with the official position of NSSAR.
- Disclose any confidential NSSAR information that is available solely as a result of the member's, employee's or volunteer's affiliation with NSSAR to any person not authorized to receive information, or use to the disadvantage of NSSAR any such confidential information, without the express authorization of NSSAR.
- Knowingly take any action or make any statement intended to influence the conduct of NSSAR in such a way as to confer any financial benefit on any person, corporation or entity in which the individual has a significant interest or affiliation.
- Operate or act in a manner that creates a conflict or appears to create a conflict with the interests of NSSAR and any organization in which the individual has a personal, business or financial interest.
- Retaliate against any member, employee or volunteer who seeks advice from, raises a concern with or makes a complaint about fraud, waste, abuse, policy violations, discrimination, illegal conduct, unethical conduct, unsafe conduct or any other misconduct by the organization, its members, employees or volunteers.
- Operate or act in any manner that is contrary to the best interest of NSSAR.

#### **SECTION 4. REPORTING RESPONSIBILITY**

Each member, employee, volunteer and other stakeholder of NSSAR has an obligation to report in accordance with this Code of Business Ethics and Conduct Policy violations and suspected violations of this Policy.

#### **SECTION 5. HANDLING OF REPORTED VIOLATIONS**

Violations of this Policy shall be referred to the Ethics Committee for investigation in accordance with NSSAR Bylaw 18, Section 1(b). The investigation may be instituted by a written complaint or by information brought to the attention of the Chairman or a member of the committee. The committee may request the NSSAR Inspector General or NSSAR Chief Compliance Officer investigate the alleged violation. At the conclusion of the investigation, the committee may hold hearings and take testimony as provided in Robert's Rules of Order.

At the conclusion of the hearing and investigation, the committee may take such action as it deems necessary, or it may recommend disciplinary action to the President General and the Executive Committee. In the event of a recommendation for disciplinary action by the President General and the Executive Committee, the Executive Committee shall review the findings of the Ethics Committee and take appropriate action or no action as the case requires.

The alleged violator may appeal the action taken by the Executive Committee in accordance with NSSAR Bylaw 17, Section 3 by filing notice within thirty (30) days demanding a hearing on the alleged violations before the Executive Committee at a date, time and place which shall be set by

the Executive Committee. The alleged violator shall have a further right to appeal any action taken by the Executive Committee to the Board of Trustees at its next regular meeting. Executive Committee action other than expulsion shall be confirmed by a majority vote of the members of the Board of Trustees present. If the action being sought against the alleged violator is expulsion from NSSAR, a two-thirds (2/3) vote of the members of the Board of Trustees present and voting shall be necessary to expel.

Such alleged violator shall have a further right to appeal any action taken by the Board of Trustees to the immediately following Annual Congress. Board of Trustees action other than expulsion shall be confirmed by a majority vote of the delegates at said Annual Congress present and voting. If the action being sought against the alleged violator is expulsion from NSSAR, a two-thirds vote of the delegates at said Annual Congress present and voting shall be necessary to expel.

## **CONFLICT OF INTEREST/CODE OF ORGANIZATIONAL CONDUCT**

### **SECTION 1. PURPOSE**

The National Society of the Sons of the American Revolution (known hereafter as NSSAR) is a not for profit, tax-exempt organization. Maintenance of its tax-exempt status is important for both continued financial stability, public and member support. Therefore, the Internal Revenue Service, as well as other regulatory agencies, tax officials and other stakeholders view the policy and operations of the SAR as a public trust, which is subject to scrutiny by and accountable to such authorities as well as its constituents.

Consequently, there does exist between the NSSAR and its officers, trustees, committee chairmen, senior staff and the general public a fiduciary duty that carries with it a broad and clear duty to fidelity and loyalty. The officers, trustees and senior staff have the responsibility to administer the affairs in an honest and prudent manner, exercising the best skill, abilities and judgment for the sole benefit of the NSSAR. Those persons who serve in leadership capacities shall exercise good faith in all matters and transactions, and shall refrain from practices that allow personal gain or benefit due to knowledge or influence. The interest of the SAR shall be the priority in all decision and actions.

### **SECTION 2. PERSONS CONCERNED**

This code and statement is intended for all general officers, trustees, committee chairmen, senior staff and others as so determined by the trustees of the NSSAR. All persons who may influence decisions of the NSSAR may be added at any time.

### **SECTION 3. AREAS OF POTENTIAL CONFLICT**

Conflicts may arise in relations to officers, trustees, and senior staff with any of the following third parties:

1. Persons and firms supplying goods and services to the NSSAR.

2. Persons and firms from whom the NSSAR leases property or equipment.
3. Persons and firms with whom the NSSAR is maintaining or plans to maintain a business relationship that involves the sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting the NSSAR.
6. Agencies, organizations, and associations that affect the operations of the NSSAR.
7. Family members, close associates and other employees.

#### **SECTION 4. NATURE OF CONFLICT OF INTEREST**

A conflicting interest may be defined as an interest, direct or indirect, with any person or firms mentioned in Section 3. Such interest may arise from the following activities:

1. Owning stock or holding debt or other proprietary interest in a third party dealing with NSSAR.
2. Holding office, serving on the board, participation in management, or being otherwise employed or previously employed with any third party who conducts business or intends to conduct business with the NSSAR.
3. Receiving remuneration for services with respect to individual transactions involving the NSSAR.
4. Using the time, personnel, equipment, good will or other resources of the NSSAR for activities other than approved activities, programs, and functions.
5. Receiving personal gifts, professional opportunities or loans from third-party vendors conducting business or intending to conduct business with the NSSAR. Receipt of any gift of cash is prohibited. Gifts with a value of less than \$25 (twenty-five dollars) may be accepted only if the acceptance avoids a discourtesy.

#### **SECTION 5. INTERPRETATION OF POLICY**

The areas of conflicting interest listed in Sections 3 and 4 are examples of potential conflicts and may be expanded as situations dictate. All persons who serve in leadership and critical areas of the NSSAR shall use best judgment to determine any possible conflicts. The Chancellor General of the SAR shall be consulted on any question of this policy.

Persons in leadership positions of the NSSAR shall disclose any potential conflict before transactions are consummated. The leadership shall scrutinize all transactions and disclose any activities that are, or have the appearance of, a conflict to the trustees immediately upon knowledge of such activities.

This policy, once enacted, shall be mandatory for all affected members. Any change of the policy will require a two-thirds affirmative vote of the Executive Committee and a two-thirds affirmative vote of the Trustees of the NSSAR. Such vote will occur at a called meeting of the Executive Committee and Trustees.

## **SECTION 6. DISCLOSURE POLICY AND PROCEDURE**

Transactions with parties with whom a conflicting interest exists may only be undertaken when all four (4) stipulations are met:

The conflict of interest is fully disclosed.

The person with the conflict refrains from discussion and approval of such transaction.

A competitive bid or comparable valuation exists.

The leadership, executive committee, board of trustees, or duly constituted committee determines that the transaction serves the best interest of the NSSAR.

Disclosure shall be made to the President General (Executive Director/Chief Operating Officer if the President General is the person in conflict) and the Chancellor General, who shall bring the matter to the Board of Trustees for discussion and resolution. Disclosures that involve Executive Committee members shall be made to the President General and Chancellor General.

The duly constituted committee shall determine whether a conflict exists. Further, the constituted body shall determine in a fair, just, and reasonable manner if the approval of such transaction with the disclosed conflict best serves the interest and mission of the NSSAR.

All officers, trustees, committee chairmen, senior staff, must sign a NSSAR Conflict of Interest Statement each year and others as so determined by the trustees of the NSSAR.

**CONFLICT OF INTEREST STATEMENT**

For Officers, Trustees, Committee Chairmen, Executive Committee Members, Investment Committee Members, Senior Staff.

No NSSAR Officer, Trustee, Committee Chairman, Executive Committee Members, Investment Committee Member, or Senior Staff shall derive any personal profit or gain, directly or indirectly, by reason of his/her participation with NSSAR. Each individual shall disclose to NSSAR any personal interest which he/she may have in any matter pending before NSSAR and shall refrain from participation in any decision on such matter.

Any NSSAR Officer, Trustee, Committee Chairman, Executive Committee Member, Investment Committee Member, or Senior Staff who is an officer, board member, a committee member or staff member of a service or vendor organization shall identify his/her affiliation with such agency or agencies; further, in connection with any policy committee or Board of Trustees action specifically directed to that agency, he/she shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full Board of Trustees.

Any NSSAR Officer, Trustee, Committee Chairman, Executive Committee Member, Investment Committee Member, or Senior Staff shall refrain from obtaining any list of NSSAR members for personal or private solicitation purposes at any time during the term of his/her affiliation.

At this time, I am a Board member, a committee member, or an employee of the following organizations that may pose a potential conflict under Section 3 of NSSAR Conflict of Interest/Code of Organizational Conduct Policy:

- 1.
- 2.
- 3.
- 4.

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with NSSAR which has resulted or could result in personal benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with NSSAR.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with NSSAR.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

## **NSSAR RECORDS RETENTION AND DESTRUCTION POLICY**

### **SECTION 1. PURPOSE OF RECORDS**

The National Society of The Sons of The American must maintain books and records to show that it complies with tax rules. The organization must be able to document the sources of receipts and expenditures reported on Form 990, *Return of Organization Exempt from Income Tax* or Form 990-EZ, *Short Form Return of Organization Exempt from Income Tax*, and Form 990-T, *Exempt Organization Business Income Tax Return*.

If NSSAR does not keep required records, it may not be able to show that it qualifies for tax-exempt status. Thus, the NSSAR may lose its tax-exempt status. In addition, NSSAR may not be able to complete its return accurately and may be subject to penalties. When good recordkeeping systems are in place, NSSAR can evaluate the success of its programs, monitor its budget, and prepare its financial statements and returns.

### **SECTION 2. RECORDS TO BE KEPT**

Except in a few cases, the law does not require a special kind of record. NSSAR should choose any recordkeeping system, suited to its activities, that clearly shows the organization's income and expenses. NSSAR activities should determine the type of records that should be kept for federal tax purposes. NSSAR should set up a recordkeeping system using an accounting method that is appropriate for proper monitoring and reporting of its financial activities for the tax year. Since NSSAR has more than one program, it should ensure that the records appropriately identify the income and expense items that are attributable to each program.

### **SECTION 3. PERIOD OF RETENTION**

NSSAR must keep records for federal tax purposes for as long as they maybe needed to document evidence of compliance with provisions of the Code. NSSAR must keep records that support an item of income or deduction on a return until the statute of limitations for that return runs. After the statute of limitations has run NSSAR can no longer amend its return and the IRS can no longer assess additional tax. Generally, the statute of limitations runs three years after the date the return is due or filed, whichever is later. NSSAR may be required to retain records longer for other legal purposes, including state or local tax purposes.

NSSAR record retention periods vary depending on the types of records and returns.

**Permanent Records** - Some records should be kept permanently. These include, the application for recognition of tax-exempt status, the determination letter recognizing tax-exempt status, and organizing documents, such as articles of incorporation and by-laws, with amendments, as well as board minutes.

**Employment Tax Records** - NSSAR must keep employment tax records for at least four years after the date the tax becomes due or is paid, whichever is later.



**Records for Non-Tax Purposes** – When records are no longer needed for tax purposes, NSSAR should keep them until they are no longer needed for non-tax purposes. For example, a grantor, insurance company, creditor, or state agency may require that records be kept longer than IRS requires.

#### **SECTION 4. NSSAR POLICY RETENTION**

The following table provides the minimum requirements for determining NSSAR document retention policy:

<b>Type of Document</b>	<b>Minimum Requirement</b>
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicated deposit slips	2 years
Employment applications	3 years
Expenses Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of product, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minutes books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 Years

## **SECTION 5. ELECTRONIC AND VOICEMAIL**

The NSSAR Financial Director should follow the above guidance in Section 1 thru Section 4 in determining the electronic and voicemail that should be retained and the length to be retained.

## **SECTION 6. SIGN-IN AND TELEPHONE LOGS**

The NSSAR Financial Director should follow the above Guidance in Section 1 through Section 4 in determining the sign-in and telephone logs that should be retained and the length to be retained

## **SECTION 7. RECORD DESTRUCTION**

All records (manual, electronic, voicemail, and sign-in and telephone logs) should be destroyed with six month of retention date unless there is a reason to remain longer.

The destruction of each record should be performed by two employees from the Financial Division and must be documented. Documentation of the records destroyed must include the date destroyed, description of the record destroyed and the name of the person/persons destroying the record.

Destruction of documents will be suspended when NSSAR is notified of an investigation by a regulatory authority.

## **WHISTLEBLOWER POLICY**

### **SECTION 1. GENERAL**

NSSAR Code of Organization Conduct (hereinafter referred to as the Code) requires officers, trustees, committee chairmen and senior staff to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The same high standards are expected of all members, employees and volunteers. Officers, trustees, committee chairmen, senior staff, committee members, and employees are representatives of NSSAR and must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

The objectives of the NSSAR Whistleblower Policy are to establish policies and procedures for:

- The submission of concerns regarding questionable accounting or audit matters by officers, trustees, committee chairmen, committee members, senior staff, employees, and other stakeholders of NSSAR, on a confidential and anonymous basis.
- The receipt, retention, and treatment of complaints received by NSSAR regarding accounting, internal controls, or auditing matters.

- The protection of officers, trustees, committee chairmen, committee members, senior staff, employees, and other stakeholders reporting concerns from retaliatory actions.

## **SECTION 2. REPORTING RESPONSIBILITY**

Each officer, trustee, committee chairman, committee member, senior staff, employee and other stakeholder of NSSAR has an obligation to report in accordance with this Whistleblower Policy (a) questionable or improper accounting or auditing matters, and (b) violations and suspected violations of NSSAR Organization's Code (hereinafter collectively referred to as Concerns).

## **SECTION 3. AUTHORITY OF NSSAR INSPECTOR GENERAL**

The NSSAR Inspector General is appointed by the President General for a three year term. The NSSAR Chief Compliance Officer is appointed by the President General and his term will end simultaneously with the term of the President General. All reported Concerns will be forwarded to the NSSAR Inspector General in accordance with the procedures set forth herein. The NSSAR Inspector General shall be responsible for investigating, and making appropriate recommendations to the NSSAR Chancellor General and the NSSAR Executive Committee. If the NSSAR Inspector General is the subject of the Concern, the NSSAR Chief Compliance Officer will receive the reported Concerns, and be responsible for investigating, and making appropriate recommendations to the NSSAR Chancellor General and the NSSAR Executive Committee.

## **SECTION 4. NO RETALIATION**

This Whistleblower Policy is intended to encourage and enable officers, trustees, committee chairmen, committee members, senior staff, employees and other stakeholders to raise Concerns within NSSAR for investigation and appropriate action. With this goal in mind, no officer, trustee, committee chairman, committee member, senior staff, employee or other stakeholder who, in good faith, reports a Concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, a NSSAR member or employee who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including referral to the NSSAR Ethics Committee for possible action or termination of employment.

## **SECTION 5. REPORTING CONCERNS**

### **Employees**

Employees should first discuss their Concern with their immediate supervisor. If, after speaking with his or her supervisor, the individual continues to have reasonable grounds to believe the Concern is valid, the individual should report the Concern to the Executive Director. In addition, if the individual is uncomfortable speaking with his or her supervisor, or the supervisor is a subject of the Concern, the individual should report his or her Concern directly to the Executive Director.

If the individual is uncomfortable speaking with his or her supervisor, or the Executive Director, the individual should report his or her Concern directly to the NSSAR Inspector General.

If the Concern was reported verbally to the Executive Director, the reporting individual, with assistance from the Executive Director shall reduce the Concern to writing. The Executive Director is required to promptly report the Concern to the NSSAR Inspector General, who has specific and exclusive responsibility to investigate all Concerns. If the Executive Director, for any reason, does not promptly forward the Concern to the NSSAR Inspector General, the reporting individual should directly report the Concern to the NSSAR Inspector General. Contact information for the NSSAR Inspector General may be obtained from the NSSAR website. Concerns may also be submitted anonymously. Such anonymous Concerns should be in writing and sent directly to the NSSAR Inspector General.

### **NSSAR Members and Other Stakeholders**

NSSAR members and other stakeholders should submit Concerns in writing directly to the NSSAR Inspector General. Contact information for the NSSAR Inspector General may be obtained from the NSSAR website.

### **NSSAR Web Based Hotline**

Concerns can be submitted to the NSSAR Inspector General through the Web Based Hotline, which is included on the NSSAR Members Only website. An online form has been created for reporting Concerns directly to the NSSAR Inspector General.

### **Acting in Good Faith**

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the NSSAR Code of Organizational Conduct. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including referral to the NSSAR Ethics Committee for possible action or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

## **SECTION 6. HANDLING OF REPORTED VIOLATIONS**

The NSSAR Inspector General shall address all reported Concerns. The NSSAR Inspector General shall immediately notify the NSSAR Chancellor General and the President General of any such reported Concern. The NSSAR Inspector General will notify the sender and acknowledge receipt of the Concern within seven business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted Concerns.

The NSSAR Inspector General will promptly investigate all reports, and appropriate corrective action will be recommended to the NSSAR Chancellor General and the Executive Committee, if

warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the Concern.

The NSSAR Inspector General, with the concurrence of the Executive Committee, has the authority to obtain resources deemed necessary to conduct a full and complete investigation of the allegations.

## **SECTION 7. CONFIDENTIALITY**

Reports of Concerns and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Disclosure of reports of Concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including referral to the NSSAR Ethics Committee for possible action or termination of employment. Such conduct may also give rise to other action, including civil lawsuits.

## PROTOCOL

Observance of established rules of protocol will increase the prestige and dignity at SAR functions. The basic principles of protocol are to: (1) observe the rules of ranking of office; (2) practice courtesy; and (3) use good judgment.

**President General:** The President General is the ranking officer of the National Society and is guest of honor guest at **all** SAR functions. The State Society President is the highest-ranking officer in his State Society and should be accorded such recognition. **In his State** he outranks a Vice President General. The Chapter President is the ranking officer, in his Chapter.

**President General Title:** All former presidents general retain their title for life, and will be addressed as President General. They should identify their years of office when writing or signing. It is proper when writing about them to identify them as (for example) former President General Jones (1994-95) using small “f” with former.

**\*\*\*Vice President General: In his own district:** *The Vice President General is second only to the President General in the ranking of national officers and shall precede the Secretary General office as shown in the (below) “Ranking of National Officers.” At National Society Meetings: The Vice Presidents General follow all nationally nominated, and elected, officers in ranking. Outside his own district: The Vice President General office is considered a regional office, since the holder of this office is nominated for office by his own district and primarily serves his own district in meetings of the national society. At meetings outside his own district, it is up to the presiding officer to determine how, or if, Vice Presidents General are recognized. The Vice President General does not succeed to the office of President General, should the President General be unable to perform the duties of his office.*

**Sequence of Seniority:** The sequence of seniority is National Society, State Society and Chapter.

**Ranking of National Society Officers:** The following may be used as a guide for State Societies and Chapters: President General, \*\*\*, Secretary General, Treasurer General, Chancellor General, Genealogist General, Registrar General, Historian General, Librarian General, Surgeon General, and Chaplain General.

**Ranking of State and Chapter Officers:** The ranking of State and Chapter officers is the responsibility of the State and Chapter.

**Ranking at SAR Functions:** When National Society officers and State Presidents and/or officers of other organizations are present at SAR functions, the office held and the organizational date of the respective society may determine their ranking. The following may be used as a guide of precedence for a possible State Society function:  
State Society President, President General, Governor of State (or his representative), United States Senator, United States Congressman, Mayor of City, former Presidents General, National SAR Officers in order of seniority, visiting State Society Presidents, active Host State Society

Officers, Former National Society Officers, National Presidents of other organizations, State Presidents of other societies.

**Seating at National Society functions:** the President General, as presiding officer, occupies the place at the center. The order of precedence is as follows: The place on the right of the President General is the next highest seat. The place on the left is the next highest seat, and on down the line alternating right to left.

The order for presentation used at a National Congress is as follows. Head table dignitaries and their spouse or guest are announced and presented beginning with the vice presidents general, general officers, former presidents general beginning with the most recent to the most senior and ending with the president general. The 15 Vice Presidents General are more or less in geographic order beginning with New England and ending with the International District.

VPG New England District  
VPG North Atlantic District  
VPG Mid-Atlantic District  
VPG South Atlantic District  
VPG Southern District  
VPG Central District  
VPG Great Lakes District  
VPG North Central District  
VPG South Central District  
VPG Rocky Mountain District  
VPG Intermountain District  
VPG Western District  
VPG Pacific District  
VPG European District  
VPG International District  
Chaplain General  
Surgeon General  
Librarian General  
Historian General  
Registrar General  
Genealogist General  
Chancellor General  
Treasurer General  
Secretary General  
President General (Most Recent)  
President General  
President General (Most Senior)  
President General Elect (Only at the Installation Banquet)  
President General (Current)

**Seating at State Society functions:** The State Society President, as presiding officer, occupies the center place. The highest, ranking officer present is on the right. The next officer is on the

left, following the precedence. At luncheons and banquets, the number of people attending should determine the size of the head table in a reasonable ratio to the assemblage. If ladies are included at the head table, the ladies and gentlemen should be alternated in seating. If possible a lady should not be seated in the last chair at either end of the table. A reserved front table can serve for a minister, musician, and lower ranking officer.

**Greetings and Recognition:** The highest-ranking guest should be introduced for any greeting, with others greeted in order of precedence. It is wise to limit the number and duration of greetings as it is unfair to the speaker(s) and the audience to have numerous lengthy greetings. In most cases a quick recognition will suffice. When introducing the head table, or other special reserved tables, announcement should be made to withhold applause until all are introduced.

### **REQUESTS FOR VISITS BY THE PRESIDENT GENERAL**

Traditionally, the President General travels throughout the nation, visiting districts, state societies and chapters. Since invitations to the President General are numerous, they should be tendered well in advance of the date and should include alternate dates, if possible.

1. **Visit requests:** Requests should be made as soon as possible after his election. His schedule is normally set by September.

2. **Invitation letter:** A letter of invitation should be sent to the President General, or his official coordinator, if one has been appointed, with a copy to the Executive Director.

3. **Coordinating the visit:** The President General should attempt to visit each of the Districts of the National Society during his term of office. Vice Presidents General of contiguous districts should confer and coordinate their invitations to the President General to allow the best coverage and minimize travel.

4. **Arrangements:** The President General and his wife, if she accompanies him, are always guests of the inviting state society or chapter, which will arrange for hotel and other accommodations which should be the expense of the host organization. Meals are also the responsibility of the host.

5. **Appointment of Aide/Host:** The President of the state society or chapter inviting the President General for a visit should appoint an aide/host to meet the President General on his arrival. The aide/host should assist him during his visit.

6. **Notification:** The President General should be informed in writing of the arrangements made for him. Such notification should be explicit in regard to the expected participation by the President General in the program and if he is to speak, how long, and other relevant details.

**Note:** Normally, the President General is the guest of honor and will be the principal speaker at the function. The type and purpose of the function is the responsibility of the host state society or chapter. At a dinner meeting with black tie for the officers and head table guests,



formal dress may be optional for other members and guests, enhancing the dignity and importance of the occasion.

**7. Receiving line:** In a receiving line, the presiding officer and his wife should be at the head of the line with the President General, and wife, next to him, so that he may introduce the guests to the President General. The remainder of the receiving line should be in the order of precedence given above.

**8. Respecting the office:** The President General and his wife are to be escorted to the head table last, with everyone standing in respect to the office. The presiding officer stands in his position, then sits, and nods for everyone to be seated. The presiding officer should be brief in introducing or thanking other guests or participants, in the program, when the President General is present. Remember that the President General is the ranking guest and should not be slighted in any way.

**9. PG and former PG badge of office:** The President General, during his term of office, and while acting in that capacity on official and ceremonial occasions, shall wear the distinctive badge of his office. It is suspended from a neck ribbon. In formal dress he shall wear a sash of the Society colors, three and one-half inches in width, extending from the right shoulder to the left hip. The former Presidents General, in formal dress, may wear a sash of the Society colors three and one-half inches wide, extending from the right shoulder to the left hip.

**10. Officer badge of office:** The Secretary General, Treasurer General, Chancellor General, Genealogist General, Registrar General, Historian General, Librarian General, Surgeon General, Chaplain General, and active and Former Vice Presidents General, in formal dress, may wear a sash of the Society colors two and one-half inches wide, extending from the right shoulder to the left hip.

## PLEDGES AND SALUTES

1. The SAR is not a military organization, but for obvious reasons, relies upon the military for guidance in such matters.

2. Hand salutes should be rendered 6 paces before and after as the U.S. Flag passes in a parade. Indoors, it is sometimes less confusing to render the salute when the colors enter the room and held until posted. Everyone should salute, either hand over heart or military salute, as appropriate for the individual. Salutes are not appropriate for the SAR Flag or the SAR Pledge.

3. During the playing of the National Anthem when the flag is displayed, all present except those in uniform should stand at attention facing the flag with the right hand over the heart. Persons not in uniform should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Former military personnel may use the hand salute. Persons in uniform should render the military salute at the first note of the anthem and retain that position until the last note. When the flag is not displayed, those present should face toward the music and act in the same manner they would if the flag were displayed.

4. Taps and the firing of salutes are considered a salute to the fallen. Color guards go to "present arms" as part of the salute. At a military funeral the U.S. Flag is folded at the conclusion of Taps. The "present arms" could be held until the flag is presented to the family.

5. The SAR Pledge - The hands should be at the side for the SAR Pledge, or left hand at the side and the right hand holding written copy of the Pledge. The hand over the heart should be reserved for the United States Flag--advancing of the colors, the Pledge of Allegiance, the National Anthem, and the retiring of the colors. Many members, especially new members, read the pledge. Holding the pledge in one hand while the other hand is over the heart is awkward.

The SAR Pledge is not a pledge to the organization, but to liberty and our constitutional republic. Nonmembers who wish to make this pledge should be permitted and even encouraged to do so, and those who do not should stand respectfully with their hands at their sides.

6. Wearing of Rosettes:

- a. Rosettes are not appropriate on formal attire;
- b. At most one rosette should be worn on a suit or sport coat;
- c. A rosette should not be worn when a neck ribbon is worn.

7. Opening and closing rituals - Not all elements of opening and closing rituals are required or even possible at every meeting. Many state societies and most chapters do not sing the National Anthem or recite the American's Creed. For clarification, if there is confusion regarding the spelling of the creed, in *The American's Creed and its Meaning* by Matthew Page Andrews published in 1919 it is given as American's, not Americans' or without the 's'.

Chapters often do not have a color guard to advance or retire the colors, and may further curtail the closing ritual if the meeting facility is closing. The following order may be used as guidelines, with the presiding officer having the option to drop elements that do not fit or add elements that may be appropriate in the particular situation. The recommended order would be:

Opening

Call to order

Invocation (follow own faith in position of hands)

Advance the colors (hand over heart or salute) (*Only if a color guard participates*)

Pledge of Allegiance (hand over heart or salute)

National Anthem (hand over heart or salute) (*Optional*)

SAR Pledge

Other Pledges such as the American's Creed (*Optional*)

Posting of the Colors (hand over heart or salute) (*Only if a color guard participates*)

Meeting

Closing

Motion to adjourn the meeting

SAR Recessional

Benediction

Retire the colors (hand over heart or salute) (*Only if a color guard participates*)

Declaration of adjournment

## SUGGESTED FUNERAL RITUAL FOR A DEPARTED COMPATRIOT

The President enters the room, followed by the Color Guard, bearing the American Flag and the Society Flag. The Color Guard is posted, with the American Flag borne at the head of the casket, and the Society Flag at the foot. The President then retires, and returns, leading the members, two by two, who form a semi-circle in front of the casket.

**President:** Compatriots, we have suffered the loss of a loyal and valued member. We are gathered to pay our tribute to his memory, and to express our grief at his passing from our ranks, and to dedicate ourselves anew to the continuance of the service to the country which he in his lifetime so well performed. Let us here resolve that we are pledged again to cherish, maintain and extend the institutions of American freedom, to foster true patriotism, and love of country, and to aid in securing for mankind the blessings of liberty. Our Chaplain will now lead us in prayer.

**Chaplain:** Our heavenly Father, we thank Thee for our Country, for its glorious past and its promising future, and for the lives of those who have loved this land and have served it. We commend to Thee the soul of our departed Compatriot, who in his lifetime gave to his native land the testimony of his sincere patriotism. Amen.

**President:** It is now our will that our deceased Compatriot may continue to wear the insignia of our order. (The Secretary places on the coat of the deceased the ribbon of the Society.)

**Secretary:** We leave with you the symbol of our Order. (NOTE: The placing of the insignia is optional and should depend upon the desires of the next of kin.)

**President:** It is now our will that our departed Compatriot carry with him a symbol of our mourning. (An officer places a flower in the casket of the deceased.)

**Secretary:** This is a tribute from those who mourn you.

**President:** It is finally our will that the Flag our Compatriot loved be placed upon his casket.

(An officer places a small U. S. Flag on the casket.)

**Officer:** Here we place a Flag of our beloved country.

**Chaplain:** Almighty God, who art the only Source of health and healing, the Spirit of calm and the central Peace of the universe, grant to us, Thy children, such a consciousness of Thy indwelling presence, as may give us utter confidence in Thee. And all those dear to us, we entrust to Thy never failing care and love, for this life and the life to come. May the peace of God, which passeth all understanding, keep your hearts and minds in the knowledge and love of God, and of His Son, Jesus Christ our Lord; and the blessing of God Almighty, the Father, the Son and the Holy Ghost, be amongst you, and remain with you, always. Amen.

If the decedent saw active military service, "Taps" are now sounded by the bugler. The Compatriots then reverently file past the casket, and follow the President out, the Color Guard remaining until all are gone, and then lowering (retrieving) colors and filing out.

NOTE: For compatriots who do not profess the Christian faith, the foregoing suggested ritual and the following memorial service suggestions may quite properly be altered to conform to the applicable customs of the faith of the deceased.

## SUGGESTED MEMORIAL SERVICE FOR DEPARTED SAR COMPATRIOTS

**President:** Compatriots, we meet at this time to commemorate our fellow members who have answered the last call since our last Society meeting. The Chaplain will preside.

**Chaplain:** Mr. President, Compatriots, I am at your service and shall endeavor to perform this solemn duty in the spirit of true Christian Faith. Mr. President, to whom should we look for help in life's battles?

**President:** "Our help is in the name of the Lord, who made heaven and earth."

**Chaplain:** Mr. Vice-President, what assurances have we of a prolonged stay among the scenes and activities of this life?

**1st V. P.:** "For we are strangers before Thee and sojourners, as were all our fathers; our days on the earth are as a shadow, and there is none abiding."

**Chaplain:** Mr. Vice-President, do you have a message of condolence?

**2nd V. P.:** The Holy Bible tells us: "Like as a father pitieth his children, so the Lord pitieth them that fear Him. For He knoweth our frame; He remembereth that we are dust."

**Chaplain:** And I, too, have a message of inspiration for all Compatriots and their families that should inspire us now, at this solemn moment, and all through life. This message is from Christ, the Head of the Church, who said: "I am the resurrection and the life; he that believeth in me, though he were dead, yet shall he live; and whosoever believeth in me shall never die." Compatriots, let us so live that when that last summons comes for us, we may depart this life  
(Reading of names with Chapter)\_\_\_\_\_

Let us pray: Our gracious heavenly Father, in silent reverence we recognize the truth of Thine inspired words; "I am the resurrection and the life: He that believeth in me, though he were dead, yet shall he live. As Compatriots answer the last summons from Thee, we ask that Thou wilt look with mercy upon their families, and with Thine own tenderness console and comfort them. And now, our Heavenly Father, bless our country with freedom, peace and righteousness. Through Thy favor may we all meet at last before Thy throne in Glory. All this we pray through Jesus Christ our Lord. Amen."

## REVOLUTIONARY WAR PATRIOT GRAVE MARKING CEREMONY

1. SAR Official: Welcome and Greetings
2. Presentation of the Colors: SAR Color Guard, Military Unit, ROTC, Scouts or other appropriate group.
3. Invocation
4. Pledge of Allegiance to the flag
5. SAR Pledge by SAR Members
6. Introduction of the assembly to the Society of the Sons of the American Revolution.
7. Life of Patriot and his/her revolutionary patriot service
8. Decoration of the grave with wreath or other floral arrangement
9. Introduction of descendants of Patriot in attendance or identify those that could not be at the service
10. Dedication of the Marker

**Leader:** If the past is indeed prologue, then a glimpse into the past can provide a source of wisdom and inspiration for the future. As we honor this patriot today, let us be mindful of his/her service to our nation, and let us rededicate ourselves to the principles for which he/she held sacred.

**Chaplain:** As we gather, O God, for this dedication today, we ask your blessing upon each of us. We thank you for this occasion as we honor the memory of \_\_; we esteem his/her patriotism and courage, his/her faith and loyalty, and his/her willingness to sacrifice to make our world a better place. We thank you, too, for America and all patriots who have given us the liberties and privileges that we enjoy. May we be willing to serve you and our nation even as did. May the ideals that we remember from the past sustain us today and safeguard us tomorrow. Amen

**Leader:** We, the members of the \_\_\_ Chapter, \_\_\_\_\_ State Society, Society of the Sons of the American Revolution dedicate this marker to the glory of God and in recognition of the memory of \_\_\_\_\_, a patriot of the American Revolution.

**Speaker:** (Appropriate 10-15 minutes for eulogy of the Revolutionary War Patriot or a patriotic speech.)

**Chaplain:** Almighty God, as we go from here, may this marker remind all who pass by of the devotion and dedication of all who have made our nation great. May all be humbled and encouraged by this marker to esteem and perpetuate these virtues with our lives. May the peace of God, which surpasses all, guard our hearts and minds in the ties of friendship and unity of love. Amen.

Comments by any of the Patriot's descendants

SAR Recessional by SAR members

(Use of musical instruments, bands or choirs in the ceremonies is always encouraged.)

## FLAG PROTOCOL

The proper care and use of the Flag of the United States of America is the responsibility of every member of the Sons of the American Revolution, and every citizen of the United States of America.

The following information on flag protocol is taken from the United States Code, as revised by the First Session of the 99<sup>th</sup> Congress in 1985:

All present except those in uniform should stand at attention facing the American Flag with the right hand over the heart during the rendition of the National Anthem when the flag is displayed. Men not in uniform should remove their headdress with their right hand and hold it at the left shoulder, and hand being over the heart. Persons in uniform should render the military salute at the first note of the anthem and retain the position until the last note. When the Flag is not displayed, those present should face the music and act in the same manner they would if the Flag were displayed there.

The Pledge of Allegiance to the Flag, "**I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.**" should be rendered by standing at attention facing the Flag with the right hand over the heart. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand over the heart. Persons in uniform should remain silent, face the Flag, and render the military salute.

**Display of the Flag:** It is the universal custom to display the American Flag only from sunrise to sunset on stationary flagstaffs in the open. The Flag should be hoisted briskly and lowered ceremoniously.

1. The Flag should be either on the Flag's own right when carried in a procession with another flag or flags, or in front of the center of the line if there is a line of other flags.
2. The Flag should not be displayed on a float in a parade except from a staff.
3. No other flag or pennant should be placed above or to the right of the Flag of the United States of America, if it is on the same level, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the Flag during church services for naval personnel.
4. The Flag of the United States of America should be on the right when it is displayed with another flag against a wall from crossed staffs. The Flag's own right and its staff should be in front of the staff of the other flag. The Flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states or localities or pennants of societies are grouped and displayed from staffs.
5. The union (blue field) should be uppermost and to the Flag's own right (to the observer's left) when displayed either horizontally or vertically against a wall. The Flag should be displayed in the same way when displayed in a window, with the union or blue field to the left of the observer in the street.

6. When the Flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street, or to the east in a north and south street.
7. If the Flag is displayed flat when used on a speaker's platform, it should be displayed above and behind the speaker. The Flag of the United States of America should hold the position of superior prominence when displayed from a staff in a church or public auditorium, in advance of the audience and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.
8. The Flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as a covering for a statue or monument.
9. When the Flag is flown at half-staff, it should be hoisted first to the peak for an instant and then lowered to the half-staff position. The Flag should be raised again to the peak before it is lowered for the day. The Flag should be displayed on Memorial Day at half-staff until noon only, and then raised to the top of the staff.
10. When the Flag is used to cover a casket, it should be placed so that the union is at the head and over the left shoulder.
11. The Flag should not be lowered into the grave or allowed to touch the ground.

**Respect for the Flag:** No disrespect should be shown to the Flag of the United States of America. The Flag should not be dipped to any person or thing. Regimental colors, state flags, and organizational or institutional flags are to be dipped as a mark of honor. The Flag should never be displayed with the union down, except as a signal of the dire distress in instances of extreme danger to life or property. The Flag should never touch anything beneath it, such as the ground, the floor, water or merchandise. The Flag should never be carried flat or horizontally, but always aloft and free.

Bunting of blue, white and red is arranged always with the blue above, the white in the middle, and the red below. It should be used for covering a speaker's desk, draping in front of the platform, and for decoration in general.

The Flag should never be used for advertising purposes in any manner whatsoever.

No part of the Flag should ever be used as a custom or athletic uniform. However, a Flag patch may be affixed to the uniform of military personnel, firemen and members of patriotic organizations. The Flag represents a country and is considered a living thing. The lapel Flag is a replica and should be worn on the left lapel near the heart.

When the Flag is in such condition that it is no longer a fitting emblem for display, it should be destroyed in a dignified way, preferably by burning.

**Hoisting, lowering or passing of the Flag:** All persons present except those in uniform should face the Flag and stand at attention with the right hand over the heart during the ceremony of hoisting or lowering the Flag, or when the Flag is passing in a parade or in review. Those present

in uniform should render the military salute. Men should remove their headdress with their right hand when not in uniform, and hold it at the left shoulder over the heart. Non-citizens should stand at attention. The salute to the Flag in a moving column should be rendered at the moment the Flag passes in review.

The wording of the pledge varies slightly from the original, which was drawn up in 1892. The pledge received official recognition by Congress in an Act of June 1942. The phrase *under God* was added to the pledge by a Congressional Act of June 1954.

**Ritual for Disposal of Unserviceable Flags:** This ritual is conducted normally as part of Flag Day observances, for the dignified disposal of U.S. Flags which are so soiled, faded, tattered or torn as to be inappropriate for further display.

The ceremony should take place out of doors at night, but can take place during daylight hours. Compatriots and guests are to be assembled in parallel lines about 20-25 feet apart. (See diagram below.) Participating officers, color guard, flag disposal detail, Bugler and firing squad are to take designated positions, highlighted by prearranged, appropriate lighting. A low-burning, grated fire and open-faced kerosene containers (one on each side of the fire, if two are needed) should be in place prior to the commencement of the ceremony.

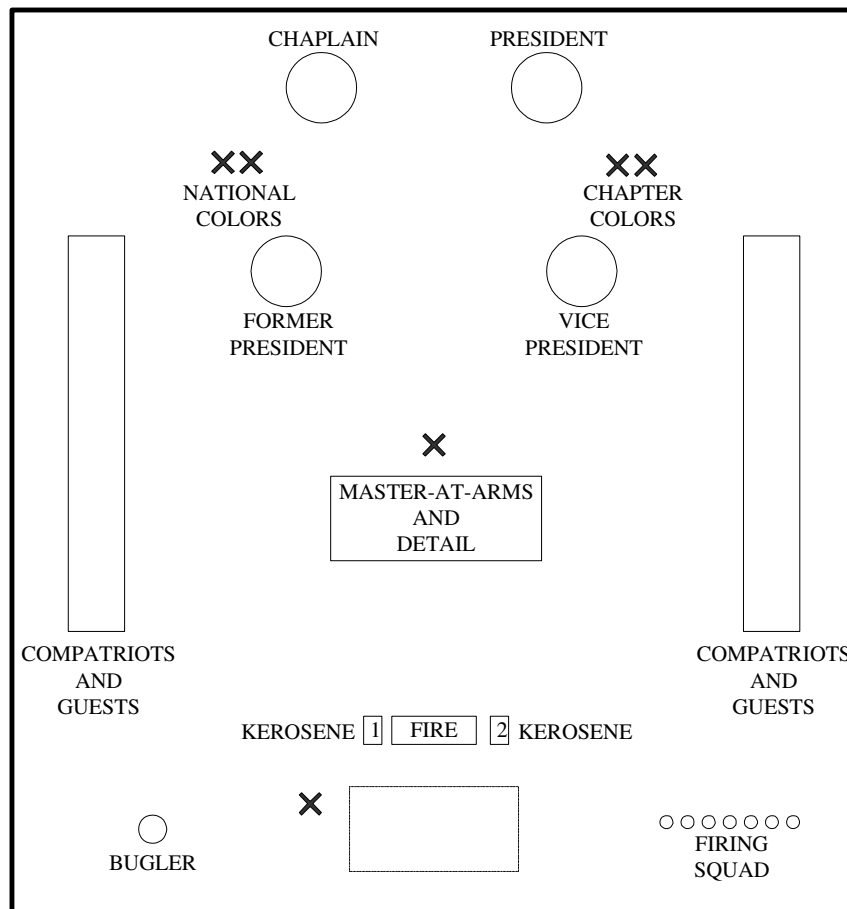


## RITUAL FOR DISPOSAL OF UNSERVICEABLE FLAGS

This ceremony is normally a part of Flag Day observances, providing for the dignified disposal of U.S. Flags which are so soiled, faded, tattered or torn as to be inappropriate for further display.

The ceremony should take place out of doors at night for the greatest effect, but can be conducted during daylight hours as well. Compatriots and guests should assemble in parallel lines about 20-25 feet apart. (See diagram below.) Participating officers, color guard, Flag disposal detail, bugler and firing squad take designated positions, highlighted by prearranged appropriate lighting. A low-burning, grated fire and open-faced kerosene containers (one on each side of the fire, if two are needed) should be in place prior to the commencement of the ceremony.

### Ceremony Placement Diagram



The President faces the Master-at-Arms at the commencement of the ceremony. The assembly, in general, is standing “At Ease.”

**President:** “Master-at-Arms, Report!”

**Master-at-Arms:** “Compatriot President, we have a number of unserviceable Flags of our great Nation for inspection and appropriate disposal.”

**President:** “Former President \_\_\_\_\_ and Vice President \_\_\_\_\_, please conduct an inspection of the Flags presented for disposal.”

The former President (FP) and Vice President (VP) close one another, turn and march together toward the Flag Disposal Detail, halting two paces before the Master-at-Arms (MAA). The MAA calls his Detail to attention as the FP and the VP close the Detail. The MAA advances one pace once the FP and the VP are in place and faces the FP.

**Master-at-Arms:** “Former President \_\_\_\_\_, we present these unserviceable Flags for your inspection.”

**Former President:** “Master-at-Arms, are these unserviceable Flags in their present condition as a result of usual service as the Emblem of our Great Nation?”

**Master-at-Arms:** “These Flags have become soiled, faded, tattered or torn while marking the graves of our beloved, departed Compatriots and of our honored veterans, men and women of all Branches of our Military Services, the dead of all our Nation’s wars!”

The FP can then inspect the Flags to his satisfaction, returning to his position before the MAA. (The MAA should accompany the FP on his inspection.)

**Former President:** “Thank you, Master-at-Arms.”

The FP turns to the VP.

**Former President:** “Vice President \_\_\_\_\_, conduct your inspection.”

**Master-at-Arms:** “Vice President \_\_\_\_\_, we present these unserviceable Flags, which have been inspected by Former President, for your additional inspection.”

**Vice President:** “Master-at-Arms, have any of these Flags served purposes other than those you mentioned to Former President \_\_\_\_\_?”

**Master-at-Arms:** “Some of these Flags have been flown proudly from flagstaffs before the homes of our individual citizens in remembrance of our several National Holidays and from public and commercial flagpoles as a constant reminder of the greatness of these United States of America!”

The VP can then inspect the Flags to his satisfaction, returning to his position before the MAA. (The MAA should accompany the VP on his inspection.)

**Vice President:** “Thank you, Master-at-Arms.”

Following the questioning of the MAA and cursory inspections of the Flags by the FP and VP, the FP and VP about face, cross over and march to stand before the President.

**President:** “Have the two of you conducted inspections of the unserviceable Flags?”

**Former President and Vice President:** “We have!”

**President:** “Vice President \_\_\_\_\_, what are your findings and what do you recommend?”

**Vice President:** “Compatriot President, I find that these Flags have become unserviceable as a result of proud and worthy service. I recommend they be honorably retired from further service and appropriately destroyed.”

**President:** “Thank you, Vice President \_\_\_\_\_. Former President \_\_\_\_\_, what are your findings and what do you recommend?”

**Former President:** “Compatriot President, I find that these Flags have become unserviceable . . . soiled, faded, tattered or torn as a result of their use in paying honor and tribute to our departed Compatriots and deceased Military veterans. I too recommend that they be destroyed with solemn dignity.”

**President:** “Thank you, former President \_\_\_\_\_. You two may return to your initial stations.”

The FP and VP about face, cross over and return to their respective initial stations. Once they are in place, the President addresses the assemblage.

**President:** “My fellow Compatriots and friends. We have had presented here these Flags of our great Nation . . . Flags which have previously provided proud and worthy service . . . Flags which have paid tribute to our honored dead. They have been inspected and found to be no longer serviceable. It has been recommended that they be appropriately destroyed with solemn dignity. This, we shall do.

“As you all well know, the American Flag comes in all sizes, from the extremely small to the magnificently large; and, is made from many types of fabric, from the cheapest of gauze to the finest of silk. Yet, despite its size, material or intrinsic value, the true, priceless worth of our great Flag is that it serves as the visible symbol of the ideal aspirations of the American People . . . Freedom, Liberty, Justice within a Nation of the People, by the People and for the People.

“In retiring these no longer serviceable Symbols of our wonderful Nation, let us replace them in their duties with new, fresh, bright Flags of equal size and kind. May the replacements amplify our pride in the showing and flying of our beautiful National Colors!

“Master-at-Arms, assemble the Color Guard on your Detail, proceed to the burn site and destroy these Flags by burning.

“Compatriots and friends, stand at attention!”

The Flag Disposal Detail about faces. The Color Guard forms on the Detail. Preceded by the Color Guard, the Detail marches down center to the burn site. National Colors cross over and take position on the right of the fire, facing the President. Chapter Colors take position on the left of the fire. The Detail forms up behind the fire, which is burning low.

**President:** “The Chaplain will offer prayer.”

**Chaplain:** “Our Dear Heavenly Father, Commander over all, we ask that you bless and consecrate this special occasion.

We thank Thee for our Country and the many ideals for which it stands and for our Flag which visibly symbolizes these American aspirations.

To clean and purging flame we commit these Flags . . . Flags no longer serviceable due to their previous, long, honorable and worthy service. As they give up their substance to the fire, may your Spirit touch all of us, renewing and strengthening our dedication and devotion to our great United States of America.

Amen.”

**President:** “Hand Salute!”

Color Guards present arms. Chapter Colors are dipped. All Officers, guests and Compatriots, except those on the Flag Disposal Detail, salute. Members of the Flag Disposal Detail dip the unserviceable Flags in kerosene and place them on a rack over the fire. The Bugler sounds “To the Colors.”

**President:** (At the conclusion of “To the Colors”) “Two!”

(If the situation is correct, neighbors aware of what you plan to do, and if a Firing Squad as well as a Bugler is available, the Firing Squad followed by the Bugler sounding “Taps” could replace “To the Colors” in the ceremony.)

Following “Two!” the Color Guard resumes its station. Members of the Flag Disposal Detail resume formation behind the fire.

The Color Guard advances up center and places Colors. With Colors in place the President closes the ceremony.

**President:** “My fellow Compatriots and friends. This completes our ceremony. Thank you all very much for sharing in this special Flag Day event!”

**Notes:**

1. Should the Chapter find itself with insufficient personnel or materiel support to meet the proposed needs for conducting such a ceremony, modify the ceremony as necessary and improvise or substitute as appropriate. Be flexible! You can still conduct a most meaningful and solemn ceremony. Suggestions: Borrow a chaplain from some veteran organization or church. Use Boy Scouts in your Color Guard and/or Flag Disposal Detail. Use taped music/loudspeaker instead of a Bugler.
2. Invite the public and other organizations who conduct such ceremonies (Boy Scouts, veteran organizations, Elks clubs, National Guard and Reserve Units) to attend your ceremony and be supportive of other organizations when they conduct similar ceremonies. Suggestion: Work with your United Veterans Council or other local activities-coordinating organizations to set up a rotation for the annual conduct of such ceremonies. The SAR may conduct the ceremony one year and then support the American Legion, Boy Scouts, Elks, etc. when it is their turn to conduct the ceremony.

## REVISIONS TO THE SAR HANDBOOK

The SAR Handbook is revised annually – typically after the Annual Congress – to reflect recent content changes in each respective Volume. The Executive Committee reviews and approves these changes at the Fall Leadership Meeting and authorizes the publication of the revised NSSAR Handbook. The NSSAR Handbook is available electronically (<http://www.sar.org>) and through NSSAR Merchandise.

Changes to the SAR Constitution and Bylaws must be processed according the amendment provisions contained within those documents. Changes to existing SAR Medals or Awards are generally processed and approved by the responsible Program Committee; New SAR Medals or Awards must be processed through the Medals and Awards Committee’s procedures. Changes to administrative procedures (dates, forms, etc.) must be submitted to the Handbook Committee from the Chairman of the responsible SAR Committee.

The SAR Handbook Committee welcomes all other suggestions from the membership as we look for ways to continuously improve the SAR Handbook.

### REVISION HISTORY

<b>Date</b>	<b>Description</b>
01 Oct 2008	Rebaselined existing edition of the Handbook.
31 Dec 2008	Revised alternate induction ceremony to correctly quote Biblical reference; added official NSSAR Whistleblower Policy.
09 Aug 2009	Updated roster of Presidents General; updated section on IRS regulations; updated sections on committees and sub-committees; updated George Washington Endowment Fund Board description.
27 Sep 2010	Updated roster of Presidents General; deleted language about the Torchlighter Program, which was merged into other recognition programs (Spring 2010, Executive Committee); changed “Pledge to the SAR” to “SAR Pledge” (Spring 2010, Handbook Committee); updated list of SAR Committees (Congress 2010); updated NSSAR Whistleblower Policy (Congress 2010).
04 Mar 2012	Updated roster of Presidents General; removed reference to New Chapter Installation Ritual (Executive Director); updated dollar figures in tax filing section to comport to new IRS rules; removed references to “Youth Registrant” membership program (Congress 2011); corrected typographical error in IRS Requirements (Finance Director); updated Protocol section (Protocol Committee).
27 Sep 2012	Reorganized volume; changed typeface size; made typographical and grammatical edits; updated roster of Presidents General; included 2012-2013 Committee authority statements (Handbook Committee); revised SAR Library section (Handbook Committee); added NSSAR Chief Compliance Officer description, Code of Business Ethics and Conduct Policy, Conflict of Interest/Code of Organization Conduct, Conflict of Interest Statement, NSSAR Records Retention and destruction Policy (Congress 2012, Executive Committee); updated Whistleblower Policy (Congress 2012, Executive Committee).