



WASSAR Administrative Procedures



January 1, 2016

INTRODUCTION

The policies and procedures included or referenced in this manual apply to all Washington State Society of the Sons of the American Revolution (“WASSAR”) members unless specifically stated otherwise in each policy and/or procedure.

The purpose of this manual is to establish and maintain a uniform system for managing the affairs of the WASSAR, given that various chapters are located in geographically diverse, and in some cases remote, locations.

PART 1 Fees and Dues Table

	NSSAR Application Fee Note (6)	NSSAR Annual Dues	WASSAR Application Fee Note (6)	WASSAR Annual Dues	WASSAR Process Fee	Total Payable
Regular Membership (age 18 or older)	\$80	\$35	\$30	\$20	---	Note (1) Note (11)
Family Membership Note (3)	\$30	\$35	\$25	\$20	---	Note (1)
Son or Related Person in SAR (age 18-25) Note (7)	\$30	\$35	---	---	---	Note (1)
Junior Membership (age under 18) Note (2)	\$30	\$5	---	---	---	\$35
CAR Transfer Membership (age 18 - 22) Note (4)	---	\$35	---	\$20	---	\$50 Note (1)
Supplemental Lineage Application	\$60	---	\$10	---	---	\$70 Note (1)
Reinstatement of Membership	---	\$35	---	\$20	\$5	\$60 Note (1)
Memorial Membership	\$80	\$350 Note (10)	\$30	---	---	\$460 Note (1)
Record Copy * electronic copy # mail or fax copy	* \$10 # \$15	---	---	---	---	* \$10 # \$15
State Dual Membership Note (5)	---	---	---	\$20	---	\$20
NSSAR Life Membership Note (8)	---	---	---	\$20	---	\$20
WASSAR Life Membership (no longer available)	---	---	---	---	---	---
Emeritus Member (NSSAR dues paying regular member for 50 years)	---	---	---	---	---	---

Fees and Dues Table Notes

1. Two checks are necessary: One payable to the “NSSAR Treasurer General” and the other payable to the “WASSAR Treasurer” for applicable fees and dues.
2. Rules for Junior Memberships:
 - a. The National SAR fees and dues are \$85 if establishing a new lineage or the ancestor has not been documented or approved through the SAR, DAR, or CAR.
 - b. Fees and dues shown apply when using a lineage which has been accepted by the SAR or DAR.
 - c. The same fees and dues apply to a current active member of the CAR who is becoming a Junior member of the SAR and completing his SAR application, supplying his birth certificate and a copy of his Member of Good Standing card.
3. Rules for Family Memberships:
 - a. Reserved for two or more individuals.
 - b. Each individual application in the family is complete within itself.
 - c. All applications must be submitted together as a family.
 - d. All family applicants must have a common lineage to the same Revolutionary War ancestor.
 - e. The full “Regular Membership” fees and dues must be paid by the lead applicant in the family.
 - f. Each additional family application (18 or over) pays per the above table under Family Membership.
 - g. Each additional family application (under 18) pays per the above table under Junior Membership.
4. Applicant must present a valid CAR Transfer card, a birth certificate, a record copy of his CAR application and a new SAR application.
5. National SAR annual dues are collected by the member’s primary State SAR. The State Society Dual Member pays State dues. He has all the rights of a regular member and can hold offices in either or both of the State Societies at the same time, but cannot be a voting representative of both State Societies at the same Regional or National meeting.
6. Application fees are non-refundable.
7. A son, grandson, brother, nephew or grand-nephew of someone who is or was a member of the SAR, DAR or CAR, as long as you use the same lineage for your membership and reference the application of the member or former member. The applicant must be over 18 years of age and under 25 years of age.
8. The National SAR offers a Life Membership based on a rate that depends on age. Refer to the National SAR Life Membership application for cost.
9. When either the National SAR or WASSAR makes changes to the amount of dues and fees, the Secretary is authorized to update the Fees and Dues Table without further Board action.

10. A one-time fee replaces annual dues for a SAR Memorial Membership; there are no annual dues.

11. WASSAR splits the \$20 new member annual dues with the applicable chapter by deducting it from the chapter's annual dues payment.

12. A person who purchased a WASSAR life membership prior to January 15, 2005 who has not resigned or been suspended or expelled, and whose National SAR dues are not current, shall be designated a Life Member Non-Participating, and shall be entitled to attend meetings and electronically receive all communications to members.

PART 2 JOB DESCRIPTIONS

1. President.

- a. The President presides at all Member and Board meetings and prepares the meeting agenda. He will insure WASSAR Bylaws, other Board directives or policies, do not violate National SAR Bylaws. He directs the annual Nominating Committee to be activated. He submits to the Board, delegates for the annual National SAR Congresses for the Board's approval. He shall attend the National SAR Congress and if possible, the Vice President should attend. The President will attend a meeting of each WASSAR Chapter at least once yearly. He is authorized to sign WASSAR disbursement checks for financial obligations. He is the WASSAR representative at public meetings, interviews, etc.
- b. The President, not later than December 15 of each year, will appoint two members in good standing to audit the WASSAR financial records of the Treasurer and the transactions of the Endowment Fund. One of the two appointees should be an accountant, or have a strong accounting background. The Treasurer and Endowment Fund Director will be present at the time of the audit and neither as appointees. The auditor's report will be presented to the Board at the first regular board meeting after the January meeting.

2. Vice President.

- a. The Vice President assists the President in his duties, and performs other tasks assigned to him by the President. He is responsible for managing the Pacific District Conference when WASSAR hosts the event.
- b. He works with the Membership and Chapter Support Committees in forming new Chapters.

3. Secretary.

- a. The Secretary has charge of the WASSAR seal and the certificate of incorporation. He maintains files on all correspondence received and dispatched. He prepares outgoing correspondence for the name and signature of the President. He ensures the National SAR receives required reports in a timely manner and complies with their reporting procedures.
- b. The Secretary, under direction of the President, gives due notice to all elected officers of any orders, resolutions, and proceedings of WASASAR affecting them or pertaining to their respective duties. He assists the President in the preparation, publishing, and distribution of the agenda for each Board Meeting. He records minutes of all Board Meetings. He collects and records the current dues from WASSAR Chapters and forwards the money to the Treasurer. He is responsible for submitting the annual reconciliation report to the National SAR reflecting membership status. He submits information of interest to all members to the Editor of the Newsletter for publication. He performs such other duties as directed by the President or as required by the WASSAR, Pacific District SAR, and National SAR bylaws.
- c. The Secretary receives new member application packages from the WASSAR Registrar and returns one completely signed application to the Registrar to file. He mails the remainder of the application package to the National SAR. He attaches the National SAR Application Transmittal Form (Form 0921) with every application sent to National SAR.
- d. The Secretary, by January of each year, compiles and makes available to each member, a roster of active WASSAR members. The roster may also be published in the WASSAR newsletter. The Secretary will also publish a roster of WASSAR officers in January of each year. The roster of officers will have the same distribution as the member roster.
- e. Guidelines for State Rosters.
 - i. The Secretary is responsible for maintaining four rosters. These rosters shall be available on the WASSAR Website and to each chapter secretary upon request. The Secretary may appoint one or more "Assistant to the Secretary" to maintain these rosters. All information for the four rosters shall be received only from the Secretary. These Assistants shall maintain rosters of all active members of the WASSAR and, for a period of two years, those members who have died or have been dropped.
 - ii. One roster shall contain the National and State number of each WASSAR member, his full name, address, telephone number, e-mail address (if the member wishes), spouse name, his first approved patriot ancestor, and any additional information of importance, such as life membership, spouse's DAR membership, etc.

- iii. One roster shall contain the full name and National and State number of each WASSAR member who has approved supplemental patriot ancestors, his patriot ancestor(s) name, type of service, and state of service.
- iv. One roster shall contain the names of WASSAR officers and their appointments, and the names of WASSAR chapter officers and their appointments.
- v. One roster shall contain, for a period of two years, the names of all WASSAR members who have died, or who have been dropped from membership.

4. Treasurer.

- a. The Treasurer receives all WASSAR money and deposits it as directed by the Board. The endowment funds will be deposited as directed by the Endowment Fund Director. The Treasurer will present a current financial report at each Board Meeting. All disbursements will be by check, as requested by the Secretary or the President. The Treasurer and the President are the only members authorized to sign WASSAR checks. Neither the Treasurer nor the President is required to be bonded.
- b. The Treasurer is Chairman of the Budget Committee, consisting of the President, Vice President, Secretary, Endowment Fund Director, and Treasurer. This committee prepares a proposed budget for the year, to be presented to the Board of Directors at the Annual Meeting, or at the first Board meeting of the fiscal year. The proposed budget will be sent by letter or e-mail to all members of the Board 15 days prior to the Annual Meeting.
- c. The Treasurer is responsible to file federal Form 990 (Return of Organization Exempt from Income Tax) required by the US Internal Revenue Service, every year before the 15th day of the fifth month after the WASSAR fiscal year ends.

5. Registrar.

The Registrar receives membership applications, in duplicate, from each Chapter Genealogist. The Registrar reviews membership applications for conformance to National SAR requirements. When satisfied the application meets appropriate requirements, he submits a package to the WASSAR Secretary for further processing. The package will include the application in duplicate, one set of documentation, and the appropriate checks made out to the NSSAR Treasurer General and the WASSAR Treasurer. The Registrar receives one completely signed new application from the Secretary to file.

6. Historian.

The Historian is custodian of the WASSAR archives, responsible for preserving and maintaining all WASSAR hard copy documents and artifacts which have been

determined pertinent to the history of the WASSAR, including, but not limited to: Board of Directors meeting minutes, membership and officer rosters, bylaw amendments, correspondence, officer reports, SAR newsletters, patriot ancestor biographies, member deaths and obituaries, event participation photographs, submitted chapter records, SAR and DAR magazines, books, WASSAR awards, medals, and National SAR congress items.

7. Chaplain.

The Chaplain performs the invocation and benediction at Board of Directors meetings. He coordinates religious matters with Chaplains of the WASSAR Chapters. He expresses sympathy to family members of a deceased WASSAR Compatriot, either in person, or by letter or card.

8. Editor of the Newsletter.

- a. The President appoints the Editor of the newsletter, subject to the Board of Directors' approval.
- b. The Editor prepares a WASSAR publication twice a year and distributes it to the WASSAR membership in such a manner as financing will support. It is the form for disseminating information to the membership, especially when a Chapter does not have a newsletter.
- c. Newsletter content should be informative and have interest, covering past and future WASSAR activities and programs, all regular and special Board of Directors meetings, Board of Directors officer reports, Color Guard activities, chapter activities (submitted by Chapter Presidents, Chapter Historians, or Chapter Presidential appointees), important Pacific District SAR and National SAR activities, member submissions (historic events, patriot ancestor's interest and activities), guest submissions (DAR, CAR, Ladies Auxiliary), names of new members, and member deaths.
- d. Each issue will be submitted to the National SAR Newsletter Chairman to be considered for the SAR Jennings H. Flathers award.

9. Endowment Fund Director.

- a. The President, at the Board of Directors annual meeting, appoints the Endowment Fund Director, subject to the Board of Directors' approval. A non-member of the WASSAR may be appointed only with approval of the Board of Directors.
- b. The WASSAR Endowment Fund, established in March 2002, is to be used for expenditures authorized by the Board of Directors. The principle amount invested is untouchable and will not be withdrawn to meet financial obligations. Contributions to the fund should be made to the Treasurer. Contributions to this fund are tax deductible.

- c. The Endowment Fund Director ensures compliance with the WASSAR Investment Guidelines. He ensures the Treasurer makes disbursements of the funds as directed by the Board of Directors. He submits a current report at each Board meeting showing the financial status of the Endowment Fund, including contributions, investment returns and disbursements. Chapters, or members in need of financial assistance related to their WASSAR duties, may apply in writing to the Endowment Fund Director, stating their situation and funds required. The Director will investigate the request and submit his recommendation to the Board for their action on the matter at the next following Board meeting.

PART 3

Investment Guidelines

1. Allowable Assets

- a. Cash Equivalents
- b. Treasury Bills
- c. Money Market Funds
- d. Commercial Paper
- e. Banker's Acceptances
- f. Certificates of Deposit

2. Fixed-Income Securities

- a. U.S. Government and Agency Securities
- b. Corporate Notes and Bonds
- c. Mortgage Backed Bonds
- d. Preferred Stock

3. Equity Securities

- a. Common Stocks
- b. Convertible Notes and Bonds
- c. Convertible Preferred Stocks
- d. American Depository Receipts (ADRs) of non-US companies
- e. Stocks of non-US companies (ordinary shares)
- f. REITS

4. Mutual Funds that invest in securities as allowed in this statement. Any selected Mutual Funds shall be pooled investment vehicles, such as a publicly traded open or closed end mutual fund, providing daily asset valuations. The following criteria will be used for the selection and retention of any pooled common investment vehicles:

- a. The fund will have an investment track record of no less than three years.
- b. The fund's average annualized returns net of fund level expenses, over a three-year

- time period or more, will be no less than 20% below the average returns for equivalent pooled-investment vehicles sharing the same investment objective.
- c. The fund will incur investment risk no more than 20% above that incurred by publicly traded funds with the same investment objective, as measured by the fund's standard deviation.

The Advisor will periodically review the performance of each Mutual fund, not less than annually. Each fund's total returns will be compared against the average returns for equivalent pooled-investment vehicles sharing the same investment objectives for the previous one, three, five and ten-year periods.

In the event any selected fund underperforms the applicable averages for a period of three years, the selected fund will be placed on probation for the subsequent 12 months. If over this period the fund's average return for the applicable three-year period remains below that earned by the average equivalent pooled investment vehicle sharing the same investment objective, the Advisor will make a determination as to whether the fund continues to be a prudent and appropriate investment.

The relative risk of the selected investment vehicle will also be reviewed periodically, but not less than annually, as measured by the fund's standard deviation, over the most recent one, three, five and 10-year periods. The fund's relative risk is to be calculated by independent fund evaluation services such as Lipper Analytical Services, Inc. or Morningstar, Inc.

In the event the level of risk assumed by the fund exceeds that incurred by the average for equivalent pooled-investment vehicles sharing the same investment objectives by more than 20% over the previous three-year period, the Advisor will make a determination as to whether the fund continues to be a prudent and appropriate investment.

Stock Exchanges

To ensure marketability and liquidity, investment advisors will execute equity transactions through established exchanges such as: New York Stock Exchange; American Stock Exchange; and NASDAQ over-the-counter market. In the event an Investment Manager determines there is a benefit or a need to execute transactions in exchanges, other than those listed in this statement, written approval is required from the Board of Management.

Prohibited Assets

Prohibited investments include, but are not limited to, the following:

- a. Real Estate Properties
- b. Hedge Funds
- c. Private Placements
- d. Venture-Capital Investments
- e. Limited Partnerships

Restrictions on specific prohibited assets may be removed by approval of the Board of Directors. For direct real estate investments the value of the investment fund should exceed \$2,000,000. For hedge funds, private placements, venture capital and limited partnerships the value of the investment fund should exceed \$3,500,000.

Prohibited Transactions

Prohibited transactions include, but are not limited to the following:

- a. Short Selling
- b. Margin Transactions
- c. Uncovered Options, Commodities and Futures Contracts

Asset Allocation Guidelines

Investment of WASSAR assets, other than those being held in reserve for disbursement, shall be in accordance with the following asset-allocation guidelines:

Asset Class	Minimum	Maximum	Preferred
US Stocks (funds)	40%	70%	50%
Foreign Stocks	0%	25%	15%
Real Estate	0%	0%	0%
Venture Capital	0%	0%	0%
Fixed Income	10%	40%	30%
Cash and Equivalents	5%	15%	5%

The Board of Directors may employ investments or investment managers whose investment disciplines require investment outside the established asset allocation guidelines. However, taken as a component of the aggregate Fund, such disciplines must fit within the overall asset allocation guidelines established in this statement. Such

investments or investment managers will be controlled by written direction from the Board of Directors regarding specific objectives and guidelines.

In the event that the above aggregate asset-allocation guidelines are violated, for reasons including but not limited to market-price fluctuations, the Board of Directors, through the investment advisor, will instruct the Investment Manager(s) to bring the portfolio(s) into compliance with these guidelines as promptly and prudently as possible. In the event that any individual Investment Manager's portfolio is in violation with its specific guidelines, for reasons including but not limited to market-price fluctuations, the Board of Directors expects the Investment Manager will bring the portfolio into compliance with these guidelines as promptly and prudently as possible without instruction from the Board of Directors.

Diversification and Asset Class Selection

In order to achieve a prudent level of portfolio diversification the fund should invest in at least three broad asset classes, including Equities, Fixed Income and Cash. Additionally, the securities of any one issuer, other than the US Government's, should not exceed 5% of the total fund, and no more than 20% of the total fund should be invested in any one industry.

Disposition of Gifts

Gifts other than cash will be liquidated and combined with other invested funds, unless an exception is granted in writing.

PART 4 Assistants to Officers and Chairmen

Officers, chairmen, and others may delegate portions of their WASSAR duties to other members and non-members as they deem appropriate, while retaining full responsibility for the performance of all duties so delegated; provided, this provision shall not be construed to permit proxy voting by assistants.

PART 5 Meeting Definitions

1 Electronic meeting is a meeting in which the majority of attendees is, or is expected to, participate by electronic communications media by which all attending members may simultaneously communicate with each other and participate during the meeting.

2. Physical meeting is a meeting in which all attendees are physically present in the same physical location.
3. Hybrid meeting is a meeting in which at least one attendee is participating without being in the same physical location as the chair and in which at least two attendees are in the same physical location.
4. Members refer to those entitled to attend a meeting, either physically or electronically, regardless of whether they are entitled to vote at the meeting.
5. Voters refer to members attending a meeting at which they also have a right to vote.
6. Attend means to participate in a meeting either by being in person physically or by participating electronically. There shall be no distinction in calculating a quorum or votes between those attending by either means. All participating are considered to be attending.
7. Chair refers to the person presiding and conducting a meeting.
8. Communication Coordinator is the person appointed by the chair to arrange for, manage, and monitor the equipment and facilities necessary for electronic meetings.
9. Electronic communication includes, but is not limited to; telephone conference calls, Internet video conferencing, Internet conference meetings and chat rooms; provided that, except for TTY communications, it shall not include any method which requires the relay of communications through another person. All must be able to communicate simultaneously.
10. Calls to Meetings. Unless otherwise stated in the call for a meeting, all meetings shall be considered hybrid meetings (thus permitting electronic communication). The call for a meeting may specify and limit the meeting to a physical meeting (thus prohibiting electronic participation) ONLY if 30 days' notice is given to all members AND less than one-third of the potential voters, no less than ten days before the meeting, object to it being limited to a physical meeting. After that 10-day deadline, a physical meeting may not be re-designated as a hybrid or electronic meeting.

PART 6 COMMITTEES

1. Budget Committee.

The Budget Committee consists of the WASSAR Treasurer, the President, Vice President, Endowment Fund Director, and the Secretary, with the Treasurer serving as Chairman. This committee prepares the annual budget for action by the Board of Directors.

2. Financial Review Committee.

The President appoints the Financial Review Committee, subject to the Board of Directors' approval. This committee consists of three persons, of which the Treasurer and Endowment Fund Director shall not be members, to annually review the financial books. This review shall also be done when the Treasurer leaves office between elections.

3. Nominating Committee.

The President appoints the Nominating Committee consisting of two Directors named by the Board, one of whom is named as the Chairman, plus one representative from each Chapter named by the Chapter. The Nominating Committee complies with WASSAR Bylaw Article 6. The Committee presents a slate of nominees, all of whom have agreed to serve in the positions for which they are nominated, first to the Board of Directors, and then to the WASSAR general membership at its annual membership meeting. The Chairman, or other Committee member, will place in nomination the names of the nominees for the offices to be filled by election for the following year, and deliver a copy of the Committee Report to the Secretary.

4. SAR Pacific District Conference Planning Committee.

- a. The WASSAR Vice President is chairman of the SAR Pacific District Conference Planning Committee.
- b. Any SAR Pacific District conference, hosted by the WASSAR, will be held in April of the year WASSAR hosts the conference.
- c. The WASSAR President shall be a member of this committee.
- d. The Chairman will ask a chapter closest to the location of the place selected to hold the conference, to host the conference, and that chapter's President, or his appointee, will be a member of this committee.
- e. The WASSAR Secretary shall be the secretary of the SAR Pacific District in the years the SAR Pacific District Vice President General is from Washington, and will be a member of this committee.
- f. The WASSAR Treasurer shall be the treasurer of the SAR Pacific District in the year the conference is held in Washington, and will be a member of this committee.
- g. The WASSAR Color Guard Commander shall be the Color Guard Commander for the SAR Pacific District in the year the conference is held in Washington, and will be a member of this committee.
- h. The Chairman shall submit to the Board of Directors a final report of the SAR Pacific District conference within 30 days of the end of said conference.

5. Color Guard Committee.

- a. The President appoints the WASSAR Color Guard Commander, subject to the Board of Directors' approval.
- b. The Color Guard Commander is chairman of the Color Guard Committee, and also commands the Color Guard whenever assembled for events or activities. He writes and disseminates the WASSAR Color Guard Standing Operating Procedure. The Color Guard Commander may appoint one or more Vice Commanders. Chapter Color Guard Captains are appointed by Chapter Presidents.
- c. The Color Guard Committee consists of the Chapter Color Guard Captains, and compatriots selected by the Color Guard Commander and approved by the President. Members of this Committee may be uniformed, but are not required to be uniformed. The purpose of the Color Guard Committee is to promote, publicize, and support Color Guard events and activities.
- d. The WASSAR and Chapter Color Guard consists of compatriots who come to SAR meetings and events properly uniformed as either Continental Soldiers or Militiamen, or attired as Revolutionary-era clergyman. All color guardsmen in Washington are considered to be members of the WASSAR Color Guard, and may serve at Chapter, State, District and National events.
- e. The WASSAR Color Guard is an historically correct ceremonial and living history group whose purpose is to teach the American people the history and ideals of the American Revolution. These men seek to promote the SAR objectives of history, patriotism and education. The WASSAR Color Guard is available for parades, ceremonial functions, living history events, school lectures, and other patriotic events.
- f. The WASSAR and Chapter Color Guard operate in accordance with the National SAR Color Guard Handbook and the WASSAR Color Guard Standing Operating Procedure (SOP). This SOP details certain procedures to help organize, coordinate, and assist Color Guard members perform at public events, and will be in accord with the National SAR Color Guard Handbook.
- g. General Duties of the Color Guard Commander.
 - i. The Color Guard Commander is Custodian of all WASSAR colors, flags, banners, bunting, drapes, and other accoutrements that may be received by or assigned to the Color Guard. He maintains a written inventory of these items and their storage location, and presents this inventory to the WASSAR Board of Directors at the annual meeting. He will cause the collection of colors, flags, banners, bunting, drapes and accoutrements to be maintained in excellent condition and available for public display.
 - ii. He manages and submits the budget for color guard flags, banners, equipment, their maintenance and recruiting materials. This includes donations of such color guard items and monies as may be received in due course.

- iii. He compiles and disseminates the official Calendar of Events for the WASSAR Color Guard for approval by the WASSAR President. He is alert to additional opportunities for participation in State and community events as they occur. He assists and supports all Chapter Color Guard events and activities whenever possible.
- iv. He maintains the annual service record of attendance on the National SAR Color Guard Reporting Form for each Color Guard member's participation at official State events. Members are responsible for reporting their service to the Color Guard Commander. Chapter Color Guard Captains maintain their own Chapter members' service records.
- v. He prepares a semi-annual and an annual report of activities for submission to meetings of the Board of Directors. Chapter Color Guardsmen and individuals performing ceremonial duty in period uniform are requested to frequently report their activities for inclusion in these committee reports.
- h. Color Guard Medals will be awarded to members who meet the criteria established in the National SAR Color Guard Handbook. The WASSAR will employ the Events System; for example, National SAR states, *"To earn a SAR Bronze Color Guard Medal, a Color Guardsman must participate in at least 50% of the scheduled Color Guard activities for his State and/or Chapter in each of three years, which do not need to be continuous. A year shall be any period of twelve consecutive months."* Color Guard Committee members will be awarded an appropriate certificate of service for each year of honorable service, awarded by the Color Guard Commander.
- i. Color Guard funds appropriated by the Board of Directors, and those funds collected by the Color Guard itself, may be used for Color Guard needs when approved by a majority vote of the Chairman (Commander) and the Chapter Color Guard Captains. Voting may be done by telephone or e-mail message with approval requiring a majority vote. All Captains must be contacted and their vote received by the Chairman within five days of the date of the telephone message or e-mail message.

6. Veterans Services Committee.

- a. The President appoints the Veterans Services Committee Chairman, subject to the Board of Directors' approval.
- b. This Committee coordinates and fosters support of veterans at the Chapter and WASSAR level, and encourages members to donate their time in visits to Veterans Affairs facilities or other approved Veterans Affairs volunteer service activities.
- c. Committee members are appointed by their respective Chapter President. Each Chapter will provide a member to serve on the committee.

- d. The Veterans Services Committee is responsible to encourage chapters to support veterans and their families. Support includes:
 - i. Visits to veterans in hospitals or nursing homes.
 - ii. Providing an outing for a veteran confined for reasons of health.
 - iii. Serving as a volunteer or providing material support to veteran's facilities.
 - iv. Providing support to families at the time of the death of a veteran by attending or participating in the veteran's funeral.
 - v. Identifying WASSAR members who are military veterans, and providing recognition to these members for their service by awarding the SAR War Service Medal or the SAR Military Service Medal to members who qualify.
 - vi. Support of and participation in the SAR Operation Ancestor Search program in coordination with local military medical facilities.
- e. *USS Stark Memorial Award*. The Veterans Services Committee administers WASSAR participation in the National SAR *USS Stark Memorial Award Competition*. To this end, the Committee:
 - i. Helps chapters understand the rules for the *USS Stark Memorial Award*.
 - ii. Encourages chapters to complete and submit a *USS Stark Memorial Award* score sheet to the Committee by January 15 for the previous reporting year.
 - iii. Encourages chapters to keep track of the cumulative contributions of each member to recognize those who qualify for the SAR Service to Veterans Medal requiring 5,000 *USS Stark* points.
 - iv. Submits entries to the National SAR in its Annual *USS Stark Memorial Award* competition for the WASSAR and the best chapter in each of the size categories established by the National SAR. The current member-size categories for chapters are: 10 to 49, 50 to 99, 100 to 199, and over 200. The current deadline for entry in the National SAR Competition is February 1.

7. Flag Respect and Recognition Committee.

- a. The President appoints the Flag Respect and Recognition Committee Chairman, subject to the Board of Directors' approval. All chapter flag coordinators and chairmen are members of the committee.

- b. The Committee is responsible for encouraging chapters to promote appreciation and respect for the flag of the United States. In particular, it encourages chapters to promote proper flag etiquette, to educate their members and the public about the history and symbolism of the flag of the United States, to promote Flag Day programs, and to recognize citizens and organizations who fly the flag, with a National SAR Flag Certificate. A Chapter or the WASSAR may present a flag certificate.
- c. The National SAR Flag Certificate is presented to individuals, companies, and government agencies that fly the flag of the United States for patriotic purposes only. It is not to be given to any commercial enterprise that obviously flies the flag for advertising purposes.
- d. The Flag Committee will submit an entry to the WASSAR for the National SAR Admiral William R. Furlong Memorial Award and Streamers on or before April 15. This award is presented annually at the National SAR Congress to state societies fulfilling the qualifications during the previous year. To qualify, each state society, and the majority of its chapters, must present during the previous year at least one National SAR Flag Certificate to a person or organization who qualifies.

8. National Congress Planning Committee.

- a. The President appoints the National Congress Planning Committee Chairman, subject to the Board of Directors' approval.
- b. Purpose: **To be developed**

9. Membership and Chapter Support Committee.

The President appoints the Membership and Chapter Support Committee Chairman, subject to the Board of Directors' approval. The committee is responsible to form new chapters and to help them get chartered and sustain growth. Duties include:

- a. Assisting chapters having difficulties remaining viable.
- b. Distributing National SAR Membership Committee work projects for programs to recruit new members, and to increase retention of existing members by reducing "drops and resignations" and publicizing the results for WASSAR officers and members. Each year the committee sets specific goals to realize these objectives.
- c. Overseeing the DAR/SAR Award program. This program directly supports the National SAR DAR/SAR Award which provides \$500 to the DAR Society recruiting the most members to the SAR. Recruiting is tracked at the national level by "DAR Finder Forms" attached to new member applications arriving at National SAR headquarters. The WASSAR encourages this program by providing the DAR Finder Form and by awarding certificates to the top three Washington DAR Chapters recruiting new members and giving honorable mention to all Washington DAR Chapters recruiting new SAR members. The

committee insures forms are made available to the Washington DAR, and on receipt of the report from the Registrar, prepares the certificates and informs the President of the contest results.

10. Eagle Scout (Arthur King) Recognition and Essay Contest Committee.

- a. The President appoints the Eagle Scout (Arthur King) Recognition and Essay Contest Committee Chairman, subject to the Board of Directors' approval.
- b. This Committee administers the Eagle Scout Scholarship, the Eagle Scout Awards Program, and the Robert E. Burt Boy Scout Volunteer Award, and maintains continuing liaison with the leadership of the Boy Scouts of America organization.
- c. This Committee has general oversight of the WASSAR program, and reports to the Board. The Chairman may select, from the general membership, additional members necessary to assist in fulfilling his responsibilities.
- d. Chapter Presidents will appoint one member of his chapter to be the local Committee Chairman to handle BSA Council and troop activities in accordance with the guidelines, practices and procedures outlined in the National SAR "Eagle Scout Recognition and Scholarship Program Administrative Guide." The Chapter committee chairman will work with fellow Chapter committee chairmen in situations and circumstances that are beneficial to the success of the WASSAR SAR Program. The Chapter committee chairman shall report to the Chapter President and to the WASSAR committee chairman the Chapter's activities and outcomes.

11. George S. and Stella M. Knight Essay Contest Committee.

The President appoints the SAR George S. and Stella M. Knight Essay Contest Committee Chairman, subject to the Board of Directors' approval. All chapter coordinators and chairman for this contest are members of the committee. The duties of this committee are to:

- a. Write the rules for the WASSAR Contest.
- b. Establish a point of contact with each WASSAR Chapter.
- c. Encourage chapter coordinators to establish contact with local educators to support the contest.
- d. Submit a yearly budget request to support the Knight Essay contest.
- e. Each year, devise what the committee deems to be the best way to administer the Knight Essay Contest for the WASSAR.
- f. Set deadlines for submission of essays and ensure the chapters have all the information they need to support these deadlines.

- g. Provide information to applicants at all stages of the process.
- h. Serve as liaison between the WASSAR and the National SAR Knight Essay Contest Subcommittee.
- i. Receive and acknowledge receipt of chapter entrants.
- j. Ensure award materials are available for presentations.
- k. Ensure awards are reported to the WASSAR Historian.
- l. Submit relevant content to the Webmaster for inclusion on the WASSAR webpage.
- m. Report quarterly to the Board of Directors on the status of the Knight Essay Contest.

12. Daughters of the American Revolution (DAR) Liaison Committee.

- a. The President appoints the DAR Liaison Committee Chairman, subject to the Board of Directors' approval. The duties of this committee are to:
 - b. Foster a harmonious working relationship between the WASSAR and the membership of the Washington Society DAR, support DAR activities as appropriate, arrange joint recruiting workshops, and encourage WASSAR chapters to interact in the same way with the DAR.
 - c. Encourage Color Guard Members to participate in presenting colors at State DAR conferences.
 - d. Work with the WASSAR Membership and Chapter Support Committee to promote and recruit new members via the DAR/SAR Award program.
 - e. Report results of committee activities quarterly to the Board of Directors.

13. Children of the American Revolution (CAR) Liaison Committee.

- a. The President appoints the CAR Liaison Committee Chairman subject to the Board of Directors' approval. All WASSAR members who are also members of the CAR Senior State Board shall be members of this committee, together with any others appointed by the WASSAR President with the approval of the Board of Directors. The chairman serves as the CAR liaison officer with duties as outlined in the National SAR Handbook and under the guidance of the National SAR CAR Relations Committee and the requirements of the National SAR CAR Activity Award Application.
- b. The purpose of the committee is to establish and develop communication and relationship between members of the CAR and members of the SAR. Joint SAR/ CAR activities will expose CAR members to the SAR and *vice versa*.

The CAR provides a source of future SAR members already familiar with the work of the SAR. The committee encourages:

- i. Male CAR members to join the SAR after their eighteenth birthday.
- ii. SAR members to enroll their eligible relatives in the CAR
- iii. SAR chapters and members to promote and support the work of the CAR through (a) Providing financial assistance to the CAR and (b) Compatriots serving as senior leaders in the CAR
- iv. Joint SAR/ CAR activities.
- v. SAR speakers to speak at CAR functions, and CAR speakers to speak at SAR functions.

14. ROTC/JROTC Recognition Committee.

- a. The President appoints the ROTC/JROTC Recognition Program Committee Chairman, subject to the Board of Directors' approval. Duties of this committee are to:
 - i. Develop and maintain a current roster of all ROTC/JROTC units in Washington.
 - ii. Encourage chapters to participate in the National SAR ROTC Award Program with the ROTC Units they support.
 - iii. Serve as liaison between the WASSAR and the National SAR regarding ROTC/JROTC interests.
 - iv. Write rules for the WASSAR Recognition Program. Be responsible for relevant content on the WASSAR Webpage.
 - v. Follow the guidance provided by the National ROTC Subcommittee concerning the SAR Outstanding Cadet Program.
 - vi. Develop and promote positions to support Department of Defense service requirements of the ROTC Program.
 - vii. Report quarterly to the Board of Directors on the status of the ROTC/JROTC Recognition Program and provide budget requests to the Treasurer.

b. JROTC Enhanced Essay Contest.

The President appoints the JROTC Enhanced Essay Contest Chairman, subject to the Board of Directors' approval. Responsibilities include:

- i. Writing the rules for the WASSAR JROTC Enhanced Essay Contest.

- ii. Working with the ROTC/JROTC Recognition Program Chairman to advertise the JROTC Enhanced Essay Contest.
- iii. Submitting relevant content to the Webmaster for inclusion on the WASSAR Webpage.
- iv. Requesting chapters to inform the JROTC Enhanced Essay Contest Chairman of their Chapter winner by April 1. Forward the papers of the WASSAR first place winner to the National SAR ROTC/JROTC Committee by May 1.
- v. Encourage chapters to participate in the National JROTC Enhanced Essay Contest with the JROTC Units they support.
- vi. Serve as liaison between the WASSAR and the National SAR ROTC/JROTC Subcommittee regarding this contest.
- vii. Report quarterly to the Board of Directors on the status of the JROTC Enhanced Essay Contest and to provide budget requests to the Treasurer.

15. Medals and Awards Committee.

The President appoints the Medals and Awards Committee Chairman, and members of this committee, subject to the Board of Directors' approval. The Committee is composed of not less than three, nor more than five, members with no chapter having more than one member. All State-level awards, except those specifically awarded under the purview of the WASSAR President, shall first be approved by this committee. The committee may, from time to time, develop and recommend for approval by the Board of Directors, SAR awards, including medals, pins and certificates with the criteria for each award. The committee goals are to:

- a. Have an effective system to recognize and reward members for their service to the WASSAR, and to encourage members to step forward and volunteer their services.
- b. Be fair and objective in recommending awards, and for the membership to see it this way.
- c. Follow the criteria in the National SAR Handbook, Volume V in awarding medals and certificates.
- d. The procedures to be followed:
 - i. Any WASSAR member may nominate an individual for a WASSAR state-level award.

- ii. Nomination for an award is to be submitted in writing (paper or electronic) to the Committee Chairman. The nomination is to include a citation detailing what the individual did to justify the award. The citation will accompany the award when presented.
- iii. The Committee evaluates the nominee to determine if the recommended award meets the criteria outline in the National SAR Handbook, Volume V, or the approved criteria for a WASSAR state award.
- iv. The Committee determines, by majority vote, if the recommended award should be approved, changed to another medal or award, or request additional information or justification from the individual recommending the medal or award. If the award is for a member of the Committee, that Committee member must excuse himself from the deliberations and the vote.
- v. The Committee sends the nomination, and the Committee's recommended action, to the President.
- vi. For awards requiring WASSAR approval (identified in the National SAR Handbook, Volume V), the President sends the Medals and Awards Committee's recommendation to the Board of Directors for approval. If the award is for a member of the Board of Directors, that member must excuse himself from the deliberations and the vote.
- vii. The President notifies the Medals and Awards Committee, the Secretary, and the Treasurer, of the Board's decision. The President will then notify the individual who made the original nomination, of the Board of Directors' decision
- viii.
- ix. The Treasurer obtains the award with WASSAR funds.
 - 1. The President signs the certificate and, if necessary, obtains signatures of other officers.
 - 2. The Secretary, or his designated representative, photocopies, or electronically scans the certificate and sends the copy to the Historian for the archives. The Secretary, or his designated representative, also notifies the appropriate National SAR office to update the national database to record the award.
 - 3. The President, or an individual designated by him, presents the award to the recipient in an appropriate ceremony.

16. Joseph Rumbaugh Historical Oration Contest Committee.

- a. The President appoints the Joseph Rumbaugh Historical Oration Contest Committee Chairman, subject to the Board of Directors' approval. All chapter chairmen of this contest are members of this committee.

- b. The Chairman administers the Rumbaugh Historical Oration Contest for the WASSAR according to National SAR guidelines. He provides chapter Chairmen all assistance possible with current guidance to conduct a chapter Rumbaugh Historical Oration Contest and encourages chapters to conduct this contest, and select chapter contestants for the WASSAR Rumbaugh Historical Oration Contest.
- c. The Chairman ensures adequate time and space is reserved at the April Annual Membership Meeting to conduct the WASSAR Rumbaugh Historical Oration Contest; that judges and timekeepers are designated and briefed, and prize money and awards are on hand.
- d. The Chairman ensures, with Board of Directors' approval, the WASSAR Rumbaugh Historical Oration Contest winner, and required escort, attend the National SAR Congress to represent the WASSAR by making all logistical arrangements, i.e. transportation, hotel, meals, per diem, etc.
- e. The Chairman provides an account to the Treasurer of all costs incurred during the contest for reimbursement/payment and inclusion in his report to the Board of Directors, 30 days after completion of the final event.

PART 7

WASSAR Website

1. The President appoints the WASSAR Webmaster, subject to the Board of Directors' approval.
2. The WASSAR Website, herein called the Website, is supervised by the WASSAR Webmaster. He is responsible to maintain the domain names and maintain and monitor the Website for accuracy and appropriateness. He reports regularly to the Board of Directors on the Website status.
3. Each chapter should have a webmaster to maintain the chapter's own website and/or the portions of the Website devoted to the respective chapter. Chapter webmasters are ex-officio assistants to the WASSAR Webmaster to assist him in his duties, and will have editing rights to the Website.
4. The Website will operate within the following guidelines:
 - a. The public portion of the Website is available and searchable by anyone in the world with Internet access, not all of whom have innocent intent. Care must be given in what information is made available to the general public.
 - b. The members-only portions of the Website should be used to maximize communication with and among WASSAR members.

- c. Personal contact information such as telephone numbers and email addresses are not to be posted on the public portion of the Website without written permission of the individual concerned. This also applies to the newsletter which is posted on the public portion of the Website.
- d. Passwords to the Website should not be shared with anyone without appropriate access rights. The Webmaster will require passwords to be changed at least every six months.
- e. Chapter minutes and newsletters containing personal or sensitive information are not to be posted on the members-only portions of the Website. Discussions and correspondence between Board of Directors members outside of Board of Directors meetings need not be posted on the public portion of the Website.
- f. If a chapter chooses to maintain a website separate from the WASSAR Website, that website will not be searchable from within the WASSAR Website. The chapter website should have a clear and prominent link to the WASSAR Website and the WASSAR Website will have a link to the chapter website.
- g. If chapters or individual members maintain Facebook or other social media sites for SAR activities, these sites are beyond the control of the WASSAR, and the WASSAR is not responsible for postings on these sites. These sites should specifically state they are not official WASSAR sites and they should refer to the official WASSAR Website.

PART 8

Member Transfers

1. When one or more members of another SAR State society desire to transfer into the WASSAR, the following shall happen:
 - a. The WASSAR Secretary shall check with the chapter to which the transferee(s) wish to belong to see if they are acceptable to that chapter.
 - b. If the transferee(s) are members in good standing of their home society, and are acceptable to the chapter they wish to transfer into, they shall be accepted.
 - c. If there is any question as to the status or acceptability of the prospective transferee(s), the WASSAR Secretary shall consult with the WASSAR President. If both agree on accepting the transferee(s), that shall end the matter.
2. The President or Secretary may refer the matter to the WASSAR Board of Directors. After all the facts are presented to the Board, the decision of the Board is final.

3. The WASSAR will pay the national fee for a record copy of a compatriot transferring into WASSAR from another State Society.

PART 9 Member Suspensions

The WASSAR has authority to suspend or expel any member of the WASSAR for behavior or actions detrimental to the WASSAR. The subject member will be given a two-week notice in writing of the proposed action by the Board of Directors. The member has a right to appeal to the Board. The final decision by the Board, to become effective, must be approved by two-thirds of the Board members present, and only if a quorum is present.

PART 10 Youth Activities Monetary Awards

The WASSAR provides monetary awards to winners of various SAR Youth Award programs based on the following principles and Table:

- a. Provide larger monetary awards for those programs in which the WASSAR is particularly interested.
- b. Set monetary awards at an amount that will encourage Washington teachers and students to learn more about the Revolutionary War period.
- c. When an award amount is changed, the Secretary is authorized to change the below Table without further Board action.

Award	National SAR			WASSAR Award
	First	Second	Third	
Joseph Rumbaugh Historical Oration Contest	\$4,000	\$2,000	\$1,000	\$500
George S. & Stella Knight Essay Contest	\$5,000	\$2,500	\$1,000	\$500
Enhanced JROTC Essay Program	\$2,000	\$1,000	\$500	\$500
Arthur & Bernadena King Eagle Scout Scholarship	\$10,000	\$6,000	\$4,000	\$500
Americanism Middle School Brochure Contest	\$200	\$150	\$100	
Americanism Elementary School Poster Contest	Cash Award	Cash Award	Cash Award	\$50
Tom & Betty Lawrence American History Teacher Contest	Seminar w/value \$1,400	N/A	N/A	

PART 11 Chapter Guidance

1. Each Chapter will submit a written report to the WASSAR Secretary by January 15 naming all Chapter Officers for that year. Each Chapter will promptly inform the Secretary of the change of address or death of Chapter members.
2. Each Chapter determines its own annual Chapter dues.
3. The Chapter Treasurer will collect from their members the National SAR and WASSAR annual dues as stated in the Fees and Dues Table, and submit those dues to the Secretary no later than November 30 along with a roster of members paying said dues, and a Chapter check made payable to the WASSAR Treasurer.
4. The Chapter Treasurer will report a member as “Dropped for non-payment of annual dues” when a member is delinquent in payment of annual dues on January 1.
5. Each Chapter writes its own bylaws, assisted by the Membership and Chapter Support Committee. Chapter bylaws will remain consistent with the policies and procedures of the WASSAR and the National SAR.
6. A member will be assigned to a Chapter nearest his residence, or to a Chapter he requested in writing. There is no member-at-large category.
7. New Chapter Formation: When ten or more members of the WASSAR reside in the same locality and decide to organize a new Chapter, they will present a written request to the Board of Directors for a Charter. Awarding the Charter to the new Chapter will be at a special ceremony as outlined in the National SAR bylaws.

PART 12

National Congress Delegates

1. The following are authorized as WASSAR Delegates to the National Congress:
 - a. WASSAR National Trustee.
 - b. WASSAR President (or Vice President).
 - c. One Delegate-at-Large.
 - d. One Delegate for each 50 members and one Delegate for each fraction of 25 members or over.
2. The President approves the Delegates submitted by the Chapters, and the Secretary notifies the National SAR Secretary General of the names of the WASSAR Delegates who will attend the Congress no later than 30 days prior to the date of the Congress.
3. The Secretary provides each Delegate with his credentials before the Congress convenes.

PART 13 AMENDMENTS

A policy and procedures manual is intended to be a vital and living document. To be useful, it should be reviewed and updated from time to time to insure that it continues to reflect best practices for the organization. Because it is not considered a binding organizational document, it may be amended at any time upon the simple approval or ratification of the Board of Directors.

If you have questions about any of these policies or procedures, please contact the current officers and/or directors of SAR.