

Alabama Society
of the
Sons of the American Revolution

Chapter President
Leadership Training Handbook



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Table of Contents

| <u>Topic:</u> | <u>Page</u> |
|--|-------------|
| Background History: | |
| History of the National Society SAR | 02 |
| Chapter Information: | |
| Forming a Chapter | 03 |
| Chapter Meetings | 04 |
| Minutes | 05 |
| Chapter Activities | 05 |
| Suggested Induction Ceremony for New Members No. 1 | 07 |
| Suggested Induction Ceremony for New Members No. 2 | 08 |
| Explanation of the SAR Badge..... | 08 |
| Wear of the SAR Badge..... | 09 |
| Conducting Meetings | 10 |
| Parliamentary Procedure | 10 |
| How Motions are Presented | 11 |
| Voting on a Motion | 12 |
| Hints to Inexperienced Chairmen..... | 13 |
| Secretaries' Helper CD | 15 |
| New Members: | |
| Steps to Becoming a Member of the SAR | 16 |
| Retention of Members | 18 |
| National Recognition: | |
| Americanism and President General's Cup Awards..... | 18 |
| Liberty Bell Americanism Award... .. | 19 |
| President's Cup Award | 19 |
| Scoring Sheet..... | 19 |
| USS Stark Memorial Award | 20 |
| Service to Veterans Medal... .. | 22 |
| US Flag: | |
| Admiral William R. Furlong Memorial Award..... | 23 |
| US Flag Code | 23 |

This handbook was recompiled and updated by Compatriot C. Bruce Pickette, using (with permission) the Chapter President Leadership Training Handbook (2008) of the North Carolina Society. The cooperation of the North Carolina Society is appreciated. Suggestions for changes should be sent to Compatriot Pickette at pickette@att.net.

THE HISTORY OF THE NATIONAL SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION

The basic tenets of the National Society of the Sons of the American Revolution are to perpetuate the people and events of the American Revolution, to maintain the institutions of American Freedom, and to promote fellowship among the descendants of Revolutionary War Patriots.

The growth of the SAR has been steady and for the past one hundred years the public spirited members have given generously of time, labor and means in promoting the objectives. The SAR is a story of work. One must be impressed by its splendid record of service.

The SAR is not only a genealogical institution but a Society of gentlemen who have dedicated their efforts to keep the standards of American Citizenship at a high level, to reinforce American Institutions, and to inculcate loyalty to American ideals.

The SAR membership rolls of the over 160,000 Compatriots echoes the names of fifteen Presidents of the United States; Giants in all fields of endeavor-government, military, finance, industry commerce, education; prominent men and inconspicuous men; station in life is never a factor for membership.

The SAR is a Society thoroughly American, thoroughly democratic, non-partisan, non-sectarian. The membership qualifications are good character and lineal descent from a Patriot of the American Revolution.

The SAR is justly proud of its achievements in the past 116 years. It has erected or promoted the erection of hundreds of monuments and tablets commemorating the people and events of the American Revolution. It has marked the graves of thousands of those who fought for American Independence. It has continually observed and conducted programs on the Patriotic Holidays: George Washington's Birthday, Patriot's Day, Flag Day, Fourth of July, Constitution Day, and the Surrender of Yorktown.

The National Society SAR was organized on April 30, 1889. An initial action of the Connecticut Society in 1890 was to promote the National observance of "Flag Day." In the early years the Society promoted the daily display of "The Stars and Stripes" on all public buildings, in courtrooms, and at every post office in the country.

The SAR was a main force in securing the enactment of laws prohibiting the desecration of the American Flag in most states. The SAR promoted legislation through the National Congress to secure appropriations for the beautiful John Paul Jones crypt at the United States Naval Academy in Annapolis and the Thomas Jefferson Memorial at the Tidal Basin in the Nation's Capitol.

Millions of immigrants entered this country in the early years of this Twentieth Century. The SAR assisted these aliens in preparing for American citizenship by writing

a pamphlet on the United States and its institutions. This pamphlet later was translated into fifteen languages and adopted by the United States Government. Millions of copies were distributed to the new aliens.

Members of the Louisiana Society SAR searched and obtained the records of the Galvez Army from the Spanish Archives in Madrid. This made it possible for descendants of the men of this Revolutionary force to become members of the SAR, DAR, and SR.

The Society takes pride in the ancestry of its members. Of the 56 Signers of the Declaration of Independence, in 2008, 44 were represented by descendants in the SAR. The SAR rescued the graves of several Signers and marked them with appropriate memorials. The SAR's interest in collecting and publishing records of the Revolutionary War began with the First SAR Congress in Louisville, Kentucky, in 1890. A Resolution of this Congress asked for national legislation to have the records assembled, catalogued and made accessible to the public. The lobbying efforts of the SAR are responsible for the building of the National Archives in Washington. The SAR promoted Congressional action for the Pension Bureau to index the personnel records of the 62,000 Revolutionary War pensioners. The SAR took the initiative for the publication of the 57,000 soldiers and sailors of France who participated in the American Revolution and compiled a listing of the 2,112 French compatriots who died fighting in the American Revolution.

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, as does the Alabama Society. Following application to the state society, a charter may be issued by that body. 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 new chapter officers are duly installed by the President of the state society, 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. A suggested ritual is available upon request from National Headquarters.

CHAPTER MEETINGS

Experience has proven that the most successful chapters are those which 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.

Programs should be arranged by a program committee 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 lectern. The SAR flag and the state flag are placed at the left in the same relative position. The following agenda has been used by many chapters:

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.
4. Pledge to the SAR: **"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 name of the person who makes the motion and 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 awarding of bronze Good Citizenship Medals to a limited number of qualifying students. Rules governing the program should be approved by both the school authorities and the chapter.
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 or the state's ROTC/JROTC Recognition Chairman.
3. Arrange with local high schools for their participation in the Joseph S. Rumbaugh Historical 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 on the National website.

4. Consider the possibility of sponsoring a local Society of the Children of the American Revolution (C.A.R.). An organized C.A.R. chapter 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 law enforcement officers with the SAR Law Enforcement Commendation Medal when justified by their bravery, length of service or contribution to the community.

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. Many compatriots have served in the armed forces during World War I and II, Korea, Vietnam and Southwest Asia. These members may purchase the SAR War 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 NUMBER ONE

Chapter President states: 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 NUMBER TWO

Chapter President states: Compatriot _____, 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.

Continue with an explanation of the meaning of the SAR Badge as follows.

EXPLANATION OF THE SAR BADGE

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 first commandment, "You Shall Love Your Neighbor as Yourself." The vertical bar represents the second commandment: "You Shall Love Your God."

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 an 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 8 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 8 points that you see in this are a sign of the 8 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.

WEAR OF THE SAR BADGE

Current or former General Officers, National Trustees, and State Society or Chapter Presidents may wear the SAR Badge suspended from a neck ribbon. The badge, suspended from the neck ribbon, is intended for wear with a tie. Members may wear the SAR Badge on the left breast of a jacket from a chest ribbon. The badge should only be worn at functions of the National Society, State Society or Chapter or when representing the SAR. It may also be worn during the funeral of an SAR member or at the dedication of a grave marker for a deceased SAR member. Complete guidance on wear of the neck ribbon and other medals can be found in Volume III of the NSSAR Handbook.

CONDUCTING MEETINGS

Robert's Rules of Order: Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the

right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything! Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

PARLIAMENTARY PROCEDURE

What Is Parliamentary Procedure?

- It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

- Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

- Call to order.
- Roll call of members present.
- Reading of minutes of last meeting.
- Officers reports.
- Committee reports.
- Special orders --- Important business previously designated for consideration at this meeting.
- Unfinished business.
- New business.
- Announcements.
- Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue.

Individual members can:

- Call to order.
- Second motions.
- Debate motions.
- Vote on motions.

There are four Basic Types of Motions:

- **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
- **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
- **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
- **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

HOW MOTIONS ARE PRESENTED

1. Obtaining the floor

- Wait until the last speaker has finished.
- Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
- Wait until the Chairman recognizes you.

2. Make Your Motion

- Speak in a clear and concise manner.
- Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".

- Avoid personalities and stay on your subject.
- 3. Wait for Someone to Second Your Motion
- 4. Another member will second your motion or the Chairman will call for a second.
- 5. If there is no second to your motion it is lost.
- 6. The Chairman States Your Motion
 - The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - The membership then either debates your motion, or may move directly to a vote.
 - Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
- 7. Expanding on Your Motion
 - The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - The mover is always allowed to speak first.
 - All comments and debate must be directed to the chairman.
 - Keep to the time limit for speaking that has been established.
 - The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
- 8. Putting the Question to the Membership
 - The Chairman asks, "Are you ready to vote on the question?"
 - If there is no more discussion, a vote is taken.
 - On a motion to move the previous question may be adapted.

VOTING ON A MOTION

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

- By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
- By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
- By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
- By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
- By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

- Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.

- Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

- Allow motions that are in order.
- Have members obtain the floor properly.
- Speak clearly and concisely.
- Obey the rules of debate.

Most importantly, *BE COURTEOUS*.

HINTS TO INEXPERIENCED CHAIRMEN

While in the chair, have beside you your Constitution, By-laws, and Rules of Order, which should be studied until you are perfectly familiar with them. You cannot tell the moment you may need this knowledge. If a member asks what motion to make in order to attain a certain object, you should be able to tell him at once. You should memorize the list of ordinary motions arranged in their order of precedence, and should be able to refer to the Table of Rules so quickly that there will be no delay in deciding all points contained in it. Become familiar with the first ten sections of these Rules; they are simple, and will enable you more quickly to master parliamentary law.

You should know all the business to come regularly before the meeting, and call for it in its regular order. Have with you a list of members of all committees, to guide you in nominating new committees.

When a motion is made, do not recognize any member or allow any one to speak until the motion is seconded and you have stated the question; or, in case of there being no second and no response to your call for a second, until you have announced that fact; except in case of a main motion before it is seconded or stated some one rises and says he rises to move a reconsideration, or to call up the motion to reconsider, or to move to take a question from the table. In any of these cases you should recognize the interrupting member as entitled to the floor. If you have made a mistake and assigned the floor to the wrong person, or recognized a motion that was not in order, correct the error as soon as your attention is called to it. So, when a vote is taken, announce the result and also what question, if any, is then pending, before recognizing any member that addresses the chair. Never wait for mere routine motions to be seconded, when you know no one objects to them.

If a member ignorantly makes an improper motion, do not rule it out of order, but courteously suggest the proper one. If it is moved "to lay the question on the table until 3 P.M.," as the motion is improper, ask if the intention is "to postpone the question to 3 P.M.;" if the answer is yes, then state that the question is on the postponement to that time. If it is moved simply "to postpone the question," without stating the time, do not rule it out of order, but ask the mover if he wishes "to postpone the question indefinitely"

(which kills it), or "to lay it on the table" (which enables it to be taken up at any other time); then state the question in accordance with the motion he intended to make. So, if after a report has been presented and read, a member moves that "it be received," ask him if he means to move "its adoption" (or "acceptance," which is the same thing), as the report has been already received. No vote should be taken on receiving a report, which merely brings it before the assembly, and allows it to be read, unless someone objects to its reception.

The chairman of a committee usually has the most to say in reference to questions before the committee; but the chairman of an ordinary deliberative assembly, especially a large one, should, of all the members, have the least to say upon the merits of pending questions.

Never interrupt members while speaking, simply because you know more about the matter than they do; never get excited; never be unjust to the most troublesome member, or take advantage of his ignorance of parliamentary law, even though a temporary good is accomplished thereby.

Know all about parliamentary law, but do not try to show off your knowledge. Never be technical, or more strict than is absolutely necessary for the good of the meeting. Use your judgment; the assembly may be of such a nature through its ignorance of parliamentary usages and peaceable disposition, that a strict enforcement of the rules, instead of assisting, would greatly hinder business; but in large assemblies, where there is much work to be done, and especially where there is liability to trouble, the only safe course is to require a strict observance of the rules

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question." •**Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules) **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions

- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor •**Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment). **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred
- **Informal Consideration:** Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal. •**Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

THE SECRETARIES' HELPER

The Secretaries' Helper can be obtained from the National Society Merchandise department. It is a great resource for a variety of forms and information useful to the Chapter Officers.

The various materials on this CD are to be used to help a Chapter or State Society by providing as much digital information as we have available.

A directory of what is available on this CD is as follows:

1. Adobe Acrobat Reader Version 4 in a self installing format.
2. Compatriot Bristor's Application template software (also available from the
3. NSSAR Website).

4. [Official Certificate layouts](#) used for the various Awards available from the
5. [Merchandise Department](#)
6. [Chapter Registrar's Handbook](#) In a Microsoft Word format.
7. [Congress Delegate Form](#)
8. [Arthur M. King Eagle Scout Scholarship- Program materials](#)
9. [Example of an Officers Handbook](#) from the California Society, SAR
10. [Example of an Officers Handbook](#) from the Missouri Society, SAR 9.
11. [Fonts](#)
12. [Revolutionary Patriot Grave Marking information](#)
13. [New Chapter Institution Ceremony](#)
14. [JROTC Scholarship Program information](#)
15. [Life Membership Form](#)
16. [Medal Nomination Forms](#)
17. [Medals & Awards Specifications](#)
18. [Membership activity reporting forms](#)
19. [Misc. Applications Forms](#) (Reinstatement, Transfer, etc.)
20. [Misc. Forms](#)
21. [Compatriot Nielsen's Application Software](#)
22. [Official NSSAR Handbook](#) (1999 version)
23. [Officer "How To" information](#)
24. [Officer Report Forms](#)
25. [Order Forms](#) for various Merchandise items
26. [Official SAR Pamphlets](#)
27. [SAR Logos](#) and various other clip art
28. [Compatriot Segraves' Application Software](#)

This is an automated HTML code to allow for easy use of this CD ROM. It does require a web browser to access the various choices. If a browser is not installed on this system then please refer to the Readme.txt files for instructions.

STEPS TO BECOME A MEMBER OF THE SAR

The process of becoming a member of the Sons of the American Revolution requires a number of steps:

1. **Determine eligibility:** Advise the prospective member of the Qualifications for membership and the Acceptable Service an ancestor must have provided; definitions of both areas are found on the National website. The SAR does not restrict membership based on race, color, religion, national origin, or nation of citizenship or residency. Marriage (and its documentation) for the several generations going back to the Patriot Ancestor is desired, but is not a requirement. Legitimacy in any generation is not a requirement. Descendants of plural marriages are not excluded from SAR membership. Bloodline descent -- legitimate or illegitimate -- from a Patriot Ancestor is what is required and is what must be documented. An applicant must also have two members recommend him for membership.

2. **Find a Helper:** Have the applicant contact the chapter or state registrar, and email or call or write him for assistance in get started with defining their lineage from a patriot ancestor and collecting the documentation required for an SAR application.
3. **Collect and organize the documentation:** Have the applicant see the “Preparation and Documentation of SAR Applications” on the ALSSAR website. He should begin tracing lineage back to the patriot ancestor by obtaining the SAR application form at: <http://www.sar.org/sites/default/files/docs/nssar-forms/SAR-APP-2009-06-25.pdf> and Form 0912, the instructions for completing the application, at: <http://www.sar.org/sites/default/files/docs/nssar-forms/Form-0912-2008-09-25.pdf>. Alternately, the applicant can be instructed to go to www.sar.org, click on Membership, then click on Application Form; or click on NSSAR Forms, and obtain Form 0912. If the applicant has a relative in the SAR, DAR, C.A.R., or a similar lineage organization he may be able to save himself a great deal of effort by submitting their established lineage and documentation for the part of his lineage where his ancestors are the same as his relative's. If the applicant knows that an ancestor was cited in an SAR application or knows the name and SAR number of a relative, a "record" copy of that application (marked up by the staff genealogist) can be obtained for a modest fee. The list of “Suggested Websites for On-Line Genealogical Research for other helpful information is also available on the ALSSAR website, which may help document lineage.
4. **Complete the formal application:** The formal application should be completed using one of the application software programs for SAR applications. These programs are available online at SAR.org.
5. **Write checks for your application and dues fees:** The fee and dues structure can be found on our state website page.
Submit the completed application form: The completed application and all documentation should be submitted from your sponsor to the state registrar who will in turn forward the application and documentation to NSSAR Headquarters in Louisville.
6. **Wait:** The hardest part now begins...Wait! The approval process normally takes a few months. You will be notified if additional documentation is needed at either the State or National level.
8. **Share the pleasure:** Once you have been approved share your pride with your family and if your local Chapter or State Society has an induction ceremony invite your family and friends to witness it.
9. **Serve your ancestry and community:** Now that you know roots and your ancestry take pride in that fact. Show that pride through personal efforts and SAR activities. Help to promote what many of our Forefathers gave their life to build!

What Can You Tell a Prospective Member About Where He Should Start?

Begin by determining which branch of your family tree leads you by bloodline (not through adopted children) to a Patriot Ancestor; this means that you don't need to know an entire family tree, just a single line back.

Be brave! Even though this branch of your family tree may be seven to ten generations long and you are not sure that you have a patriot ancestor, there are large databases of ancestral chains and records showing links between generations (birth certificates, wills, etc.). Many genealogical societies, Web sites, and lineage organizations provide assistance with family history searches. The SAR has many

volunteer helpers to guide prospective members in their development of a lineage to a patriot ancestor. In many cases a quick scan of some of the resources on this site or a linked site could reveal a likely ancestor, promising leads, or suggestions of good references in libraries located near the prospective member.

You will notice to the right various links to some items that can help you get started with your application or your research.

The SAR application requires listing your lineage and must be accompanied by copies of the documents that support this lineage; this means finding documents linking parents to children through seven to nine generations or more. It may seem rather overwhelming to begin with, however, the task can be simple if someone in your family has already done some of the research.

RETENTION OF MEMBERS

Retention of members is a problem for many chapters. Other state societies have the same problem so the problem is not unique to Alabama. While that is somewhat of a comfort, it should not be accepted as such. Some members are ‘certificate’ members – those who join to get a certificate to hang on the wall and then drop after a year or two. That may be so, but that reason should not be accepted either. While there is little that can be done to keep a member who takes this position, a concerted effort to get new members intimately involved in chapter activities should be made. Members that have a sense of ownership or partnership in the chapter do not drop out for lack of interest. There are many things that can be done depending on your chapter’s unique needs and activities. While the chapter’s registrar is helping with the application, the prospective members should be encouraged to attend any and all chapter function: meetings, parades, color guard events, veteran support events, JROTC medal presentations, etc. This encouragement should come not just from the registrar but from the chapter officers – President, VP, Secretary, etc. This will let the prospective member know that he is a valued person in the chapter. Then, when their application is approved, they are already a part of the chapter and more likely to stay with the chapter and be an active member who will make the chapter a better organization. (*Source: Florida Patriot; with appreciation.*)

AMERICANISM AND PRESIDENT GENERAL’S CUP AWARDS

The President General's Streamer Award recognizes chapters and state societies for their efforts to achieve the administrative goals of the SAR and who contribute to the success of the NSSAR. The Americanism Award (the Liberty Bell Award for chapters) recognizes chapters that participate in outreach education efforts and who acknowledge community leaders for their efforts to perpetuate the goals of the SAR. These awards are presented to chapters based on these membership size groups: 1 to 49; 50 to 99; 100 to 199; and 200 or more members.

These awards began in 1978 (last revised in 2010) for chapters or state societies to compete by accumulating points awarded for various program activities. The reporting period for this competition is January 1st through December 31st.

- A Microsoft Excel Spreadsheet is available on the National website that serves as the single score sheet for the Americanism and President General’s contests.
- Data entry is done on a series of tabs that are specific to activities and programs. Required data consists of names, places and dates of activities.
- Points are automatically calculated by the score sheet.
- Chapter score sheets are turned into the state Americanism Chairman in January,
- All chapter entries and the state entry are then turned into the national committee for adjudication.
- The state Americanism Chairman then tabulates the winners of the various state Americanism awards for presentation at the Annual State Meeting each year.

LIBERTY BELL AMERICANISM AWARD

This award is presented to the Chapter which conducted outstanding programs or activities during the course of the year that created, supported or promoted a better understanding in its own community of such SAR resolutions and of the fundamental American traditions which governed their formulation and adoption.

PRESIDENT GENERAL’S CUP

The President General's Cup recognizes the chapter that best achieves the goals of both the President General's and Americanism Awards. This award is for chapters of 1-80 members and 81 or more members.

SCORING SHEET

The scoring sheet can be found on the National website. There are sixteen categories in which points may be earned:

| | |
|---|--------------|
| Publicity from Print Media | Points _____ |
| Publicity through Public Broadcast Media | Points _____ |
| SAR Speakers Bureau | Points _____ |
| Multimedia Distribution | Points _____ |
| Support of the CAR and DAR | Points _____ |
| Youth Programs | Points _____ |
| Public Service Programs | Points _____ |
| Granting of Scholarships | Points _____ |
| Veterans Support | Points _____ |
| Special Observances and Ceremonies | Points _____ |
| Revolutionary War Era Grave Markings | Points _____ |
| SAR Compatriot Grave Marking | Points _____ |
| SAR Medals & Certificates Awarded to Non-Members | Points _____ |
| SAR Medals & Certificates Awarded to SAR Members | Points _____ |
| National Society Service | Points _____ |
| Membership, Reinstatements, Dues, Secretarial Returns, etc. | Points _____ |
| Attendance at State, District, and National Meetings | Points _____ |
| Contributions to the SAR | Points _____ |

USS STARK MEMORIAL AWARD

The NSSAR authorized, in 1988 (revised 2003), the USS Stark Memorial Award to memorialize those brave men and women who continue to stand at the forefront to preserve the freedoms our patriotic ancestors fought so long and hard to achieve. Its purpose is to recognize outstanding chapters and the most outstanding state society within the National Society of the Sons of the American Revolution for their participation in Veterans Committee activities.

The reporting period for the Award competition is January 1 through December 31 of the previous year. Chapter activities are to be recorded by the Chapter's Veterans Committee Chairman and reported to State Veterans Committee Chairman by January 15. The State Chairman files a report to the State Society President by February 1, submits the STARK form to the NSSAR Veterans Committee Chairman and Executive Director not later than February 1. This form must be completed for this competition. Supporting documentation may be asked for, if needed.

Awards will recognize the most active state societies and/or most active chapters. First place awards for Chapter will be offered by membership size: 1 to 49, 50 to 99, 100 to 199, over 200, and one first place award for a State Society. An USS Stark Streamer is awarded to the winner of each Chapter and State categories.

The USS Stark awards are presented by the National Society at an Annual Congress for the most complete Veterans program. The local chapter or Society presents the Service to Veterans Medal. The Service to Veterans Medal may be presented at anytime that the local chapter or Society approves the Medal. Activities should conform to the chartered purposes and to the type of activity suggested in the SAR Handbook. Rules and requirements for these awards are as follows:

1. Chapter member(s) appointed to Veterans Adm. Council or equivalent organizations (Count one time per year per member)+ 25 points
Ex: Compatriot John was appointed to the Local VA Volunteers Committee.
2. Each HOUR served in VA Volunteer Service capacity (Verified by local VA Hospital Report) (per hour) + 10 points
Ex: Compatriot John volunteers for 2 hours, twice a month at the local VA Nursing Home. Total 4 hour a month x 10 pts per hour =40 pts month
3. Each SAR member visiting a confined Veteran in a VA Hospital, Nursing home or at his home. (Each Veteran Visited -- max 3 visits per hour) + 05 points
Ex: Compatriot Dan visits Jack (disabled veteran) at home twice a month. Total 2 visits per month x 5 pts per visit = 10 pts month
4. Each MILE TRAVELED round trip to visit a Veteran in a VA Hospital, Nursing home or his home.
Per Mile (Personal Mileage is excluded, 100 miles max per round trip) + 01 points
Ex: Dan goes to visit Jack's home twice a month equals 40 miles & the trips twice to volunteer at the VA Nursing home equals 30 miles. Total 70 miles per month x 1 pts per mile = 70 pts month.
5. Each patched or crocheted or handmade lap robe donated to Veteran in VA Hospital or nursing home (per item) + 10 points

Ex: Compatriot John's wife makes 2 lap robes a month. Total 2 robes per month x 10 pts per robe = 20 pts month.

6. Each GIFT donated to Veteran in VA Hospital or nursing home. (Personal care items, playing cards, combs, puzzles, etc...) (per item) + 01 points

Ex: Compatriot Mark donates 5 sample bars of soap, shampoo, etc., that he receives from the motel while attending an out of town SAR event. Total 5 items a month x 1 pt per item = 5 pts month

7. Each pair of crutch pads, ditty bag or x-ray chart holder made and donated to a Veteran in a VA Hospital (per item) + 05 points

8. Each dollar donated to VAVS or Veteran Projects (per dollar, max \$1500) . + 01 points

Ex: Compatriot John donates 5 dollars per month to the local VAVS Total 5 dollars a month x 1 pt per dollar = 5 pts month

9. Each PUBLICATION donated to a VA Library, reading room. (Magazine, paperback books, etc...) (per item) + 01 points

Ex: Compatriot John donates 5 old magazines or books that he receives per month.

Total 5 publications a month x 1 pt per item = 5 pts month

10. Each VETERAN OUTING or Party that includes Veteran patients.

01 – 10 veterans + 10 points

11 – 25 veterans + 15 points

26 – 50 veterans + 20 points

51+ veterans + 25 points

Ex: Compatriot John takes Jack and Richard (both veterans) out to lunch and for a car ride once a month. Totals 10 pts for the outing + number of mile x 1pt (ex. 10 miles),

Total 10 + 10 = 20 pts month

11. (A.) Special Observance (Chapter sponsoring event and in charge of event with other veteran's organizations attending - Non SAR Meetings), Only Chapters can count this event. This doesn't count toward Individual points. Chapter meetings on Special Observance dates do not constitute a special observance and may not be counted.

(Other organizations or public must be invited to count as special observance)

Washington's Birthday + 50 points

Patriot's Day + 50 points

Memorial Day program + 50 points

Flag Day + 50 points

Fourth of July + 50 points

Constitution Day + 50 points

Veteran's Day + 50 points

Yorktown Day + 50 points

Revolutionary era historic site initially marked + 50 points

Other historic or patriotic observances + 50 points

(Not listed above; e.g., Kings Mt., Cowpens, etc)

(B.) Attendance at Special Observance (per member) + 5 points

12. Special Observance (Chapter member attending in cooperation with other veteran's organizations - Non SAR Meetings) Mileage does not count.

(per Member Attending) + 05 points

Ex: Compatriot John was able to attend the July 4th. & the Veteran's Day parades supported by the local American Legion post, but John did not have an active part. Each worth 5 pts x 2 events = 10 pts year

13. (A.) Initial Revolutionary Grave Dedication (Per Grave, max 200 pts)+ 50 Points

Only Chapters can count this Credit, this doesn't count toward Individual points.

Exception is listed in Ex.2 (marking service consisting minimally of a SAR emblem/stone marker being placed, appropriate ceremony (as listed in National Handbook) with Master

of Ceremonies, Chaplain, a Compatriot in uniform, descendant(s) invited and other Compatriots)

Ex: Compatriot John's local chapter sponsored the Marking of 2 Revolutionary Patriot Veterans Graves. Each worth 50 pts x 2 events = 100 pts yr

Ex2: Compatriot Robert obtains an NSSAR Grave Marker and places it on his own Patriot ancestor's grave and the Primary chapter is not involved. Each worth 50 pts x 1 marking=50 pts yr.

(B.) Attendance at Revolutionary Grave marking (per member) + 5 points
Ex: Compatriot John was able to attend each of the 2 Grave Dedications sponsored by a SAR/DAR/C.A.R. Chapter. Each worth 5 pts x 2 markings = 10 pts year Mileage does not count.

(C.) Flag placement on a Veterans Grave (per grave, max. 200 pts) + 01 points

(D.) Patriot Grave Registry donation to NSSAR (per grave, max 40 pts) + 5 points
(Location and documentation of new Patriot Grave Information donated to the National Graves Registry Committee)

Ex: Compatriot John was able to locate two Patriot graves in a local cemetery. He sent the location of the graves and documentation of Revolutionary service to the Chairman of the Patriot Graves Registry Committee.

(E.) Participation in a Veteran's Funeral Reading, or Dedication + 20 points
Pallbearer + 20 points
Attendance + 05 points
Mileage (max. 50 Miles per funeral) + 50 points
(Visit to the Funeral home counts if you cannot attend the Funeral, but you cannot count both.)

14. Used Clothing – Men's & Women's + ref list

15. All used big-ticket items such as TV's, Computer's, VCR's, Radio's etc. points are to equal 1/3 of the original purchase price (Points =1/3 Original Item Cost) +1/3 cost
Ex: Compatriot John donates an old color TV to the local Veteran's Hospital. The cost of the TV when new was \$300. Mark can count 1/3 of the cost, which equals 100 pts.

SERVICE TO VETERANS MEDAL

In 2002 the NSSAR authorized the creation of the Service to Veterans Medal to be presented to the individual Compatriot that has supported the Veterans program and able to document 5000 points. An individual may count points for the last five years, but only the points that pertain to the current calendar year may be reported on the USS Stark Memorial Competition for the current year.



1. This medal will only be awarded to SAR members.
2. This medal will be awarded when a Compatriot has contributed 5,000 Stark points (these points can be a combination of time given, clothing and/or money donated, or other items based on the USS Stark Award score sheet).
3. Each individual is responsible for recording his personal point accumulation.
4. The chapter Veteran's Committee Chairman must verify these points.
5. Points will be retroactive for previous Veterans activities, if points awarded are duly documented.

6. For multiples of 3,000 point a bronze oak leaf cluster will be awarded.
7. After 5 bronze oak leaf clusters have been presented; a silver oak leaf cluster will be presented to replace the 5 previous bronze clusters.
8. A certificate of accomplishment will accompany the medal and each cluster.
9. The chapter or state may present this award.
10. The cost of the award will be paid by the awarding organization.

ADMIRAL WILLIAM R. FURLONG MEMORIAL AWARD (FLAG CERTIFICATES)

This award is presented annually at the SAR Congress to the state societies which have fulfilled 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 NSSAR Flag Certificate to a person or organization who qualifies.

Each chapter is encouraged to identify recipients for a Flag Certificate Award. Deserving recipients could be individuals, institutions, and businesses in local communities.

THE US FLAG CODE

Title 4, United States Code, Chapter 1 As Adopted by the National Flag Conference, Washington, D.C., June 14-15, 1923, and Revised and Endorsed by the Second National Flag Conference, Washington, D.C., May 15, 1924. Revised and adopted at P.L. 623, 77th Congress, Second Session, June 22, 1942; as Amended by P.L. 829, 77th Congress, Second Session, December 22, 1942; P.L. 107 83rd Congress, 1st Session, July 9, 1953; P.L. 396, 83rd Congress, Second Session, June 14, 1954; P.L. 363, 90th Congress, Second Session, June 28, 1968; P.L. 344, 94th Congress, Second Session, July 7, 1976; P.L. 322, 103rd Congress, Second Session, September 13, 1994; P.L. 225, 105th Congress, Second Session, August 12, 1998; and P.L. 80, 106th Congress, First Session, October 25, 1999.

§ 4. Pledge of Allegiance to the flag; manner of delivery

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 being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

§ 5. Display and use of flag by civilians; codification of rules and customs; definition

The following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America is established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States. The flag of the United States for the purpose of this chapter shall be defined

according to sections 1 and 2 of this title and Executive Order 10834 issued pursuant thereto.

§ 6. Time and occasions for display

(a) It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.

(b) The flag should be hoisted briskly and lowered ceremoniously.

(c) The flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed.

(d) The flag should be displayed on all days, especially on New Year's Day, January 1; Inauguration Day, January 20; Martin Luther King, Jr.'s birthday, the third Monday in January; Lincoln's Birthday, February 12; Washington's Birthday, third Monday in February; Easter Sunday (variable); Mother's Day, second Sunday in May; Armed Forces Day, third Saturday in May; Memorial Day (half-staff until noon), the last Monday in May; Flag Day, June 14; Independence Day, July 4; Labor Day, first Monday in September; Constitution Day, September 17; Columbus Day, second Monday in October; Navy Day, October 27; Veterans Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; and such other days as may be proclaimed by the President of the United States; the birthdays of States (date of admission); and on State holidays.

(e) The flag should be displayed daily on or near the main administration building of every public institution.

(f) The flag should be displayed in or near every polling place on election days.

(g) The flag should be displayed during school days in or near every schoolhouse.

§ 7. Position and manner of display

The flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

(a) The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.

(b) The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.

(c) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof: Provided, That nothing in this section shall make unlawful the continuance of the practice heretofore followed

of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

(d) The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

(e) 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.

(f) When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.

(g) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

(h) When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.

(i) When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

(j) 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.

(k) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, 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.

(l) The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.

(m) The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in

accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory, or possession of the United States, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff. The flag shall be flown at half-staff 30 days from the death of the President or a former President; 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day. As used in this subsection -

(1) the term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff;

(2) the term "executive or military department" means any agency listed under sections 101 and 102 of title 5, United States Code; and

(3) the term "Member of Congress" means a Senator, a Representative, a Delegate, or the Resident Commissioner from Puerto Rico.

(n) When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

(o) When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

§ 8. Respect for 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 organization or institutional flags are to be dipped as a mark of honor.

(a) The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.

(b) The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

(c) The flag should never be carried flat or horizontally, but always aloft and free.

(d) The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.

(e) The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

(f) The flag should never be used as a covering for a ceiling.

(g) The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.

(h) The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

(i) The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.

(j) No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.

(k) The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

§ 9. Conduct during hoisting, lowering or passing of flag

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all present except those in uniform should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the flag in a moving column should be rendered at the moment the flag passes.

§ 10. Modification of rules and customs by President

Any rule or custom pertaining to the display of the flag of the United States of America, set forth herein, may be altered, modified, or repealed, or additional rules with respect thereto may be prescribed, by the Commander in Chief of the Armed Forces of the United States, whenever he deems it to be appropriate or desirable; and any such alteration or additional rule shall be set forth in a proclamation.