



OFFICIAL HANDBOOK

VOLUME II: ORGANIZATION

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Effective: March 5, 2017

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PREFACE

The *NSSAR Handbook* contains the governing documents and official policies, procedures and protocol of the National Society of the Sons of the American Revolution. It provides official guidance to all Compatriots at the National, State Society and Chapter levels on the operations, programs and activities of the Sons of the American Revolution. Compatriots should regularly review the *NSSAR Handbook*.

The development and publication of the *NSSAR Handbook* is the responsibility of the Handbook Committee, whose members are appointed by the President General pursuant to Bylaw No. 19, Section 1(e). The Handbook Committee is currently composed of the following individuals.

DAVIS LEE WRIGHT, ESQ., *Chairman*.....Delaware Society *Term Expires 2019*
GEORGE D. THOMPSON..... Oklahoma Society *Term Expires 2018*
TIMOTHY E. WARD..... Ohio Society *Term Expires 2017*

The table of contents for each volume of the *Handbook* details the contents of that volume. The *Handbook* consists of seven volumes, titled as follows: VOLUME I: *Governing Documents*; VOLUME II: *Organization*; VOLUME III: *Membership, Compliance & Other Policies*; VOLUME IV: *Insignia, Protocol, Ceremonies & Rituals*; VOLUME V: *Individual Medals & Awards*; VOLUME VI: *Youth Programs, State Society & Chapter Awards*; and VOLUME VII: *Summary History of the SAR*.

The *NSSAR Handbook*'s content is established by the: (1) Annual Congress, (2) Board of Trustees, (3) Executive Committee, (4) National Headquarters staff and (5) Standing, Special Advisory and Program Committees. Revisions to the *NSSAR Handbook* may be made as follows:

- The *NSSAR Charter* may be modified only by the United States Congress;
- The *NSSAR Constitution & Bylaws* may be modified only as provided in those documents;
- An Annual Congress, the Board of Trustees, or the Executive Committee may implement, amend or abolish a policy by voting on such changes and submitting the policy to the Handbook Committee for inclusion in the next edition of the *NSSAR Handbook*.
- Program Committees retain responsibility for developing, implementing, amending or abolishing policies within their purview. Any such updates should be provided to the Handbook Committee for inclusion in the next edition of the *NSSAR Handbook*. These changes must be approved by the Executive Committee prior to publication.
- Changes to existing SAR medals or awards are generally processed and approved by the responsible Program Committee; *provided* that major changes to design or criteria must be approved by the Medals & Awards Committee.
- New National Society or State Society medals or awards must be processed according to the Medals & Awards Committee's procedures.

Questions on *Handbook* interpretation or application should be directed to the Handbook Committee Chair or the responsible Program Committee Chair.

Each volume of the *NSSAR Handbook* is reviewed annually, typically after the Annual Congress, to ensure the content found in that volume reflects current SAR practices. The Executive Committee annually approves publication of the *NSSAR Handbook* at the Fall Leadership Meeting. Volumes may be updated several times throughout the year to reflect changes provided following the Fall and Spring Leadership meetings. The *NSSAR Handbook* and its periodic revisions are maintained in electronic format only, available at: http://www.sar.org/SAR_Handbook. Paper copies may be

purchased from SAR Merchandise, although such copies are not regularly updated. The electronic version of the *NSSAR Handbook*, as published on the above website, supersedes all prior electronic and paper versions. Each volume of the *NSSAR Handbook* identifies its effective date. Compatriots are encouraged to download the latest editions of the *NSSAR Handbook*. The last two years of the revision history for this volume, if available, is provided below.

The *NSSAR Handbook* reflects hundreds of hours of work and could not have been realized without the valuable assistance of the general officers, committees and Compatriots of the NSSAR. The Handbook Committee greatly appreciates the assistance provided.

REVISION NOTES

Date	Description
05 Mar 2017	Revised Public Service & Heroism Committee description (PS&H Committee).
01 Oct 2016	Revised Committee information (Handbook Committee); revised Virginia formation date (Virginia Society).
27 Sept 2014	Updated National Headquarters information (Librarian General/Handbook Committee).
07 Mar 2014	Revised Veterans Recognition Committee description (Executive Committee); corrected name of the Empire State Society in “Organization Dates of State Societies” (Handbook Committee); added description of Boys State and Reenactor & Living History Liaison Committees (President General); renamed Insurance Committee to Risk Management & Insurance Committee (President General, Insurance Committee).
30 Jan 2014	Added policy regarding Associates (Executive Committee); revised Code of Business Ethics and Conduct Policy (Executive Committee); added Memorandum of Understanding on Protecting The NSSAR’s Intellectual Property Rights Setting Forth The Duties And Responsibilities Between The Executive Committee, Headquarters, Merchandise Department And Medals & Awards Committee (Executive Committee); moved protocol, ceremonies and rituals sections to new Volume III.
27 Sep 2012	Reorganized volume; changed typeface size; made typographical and grammatical edits; updated roster of Presidents General; included 2012-2013 Committee authority statements (Handbook Committee); revised SAR Library section (Handbook Committee); added NSSAR Chief Compliance Officer description, Code of Business Ethics and Conduct Policy, Conflict of Interest/Code of Organization Conduct, Conflict of Interest Statement, NSSAR Records Retention and destruction Policy (Congress 2012, Executive Committee); updated Whistleblower Policy (Congress 2012, Executive Committee).

PRESIDENT GENERAL

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

The President General's Installation

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

The President General's Annual Report

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

Purpose

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

1. Provide a permanent record of the activities for the term of each President General.
2. Provide, assists, and prevents duplication of programs of earlier years.
3. Offers an accurate and historical account of the operations of the National Society.
4. Informs and prepares the new President General for better and more efficient service.
5. Serves as a valuable reference for future Presidents General and others.

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

Composition and Administration

The entire report should not exceed 25 pages, with no minimum. It will be bound with other President General reports and made available to all compatriots as a permanent record. The George Washington Endowment Fund has agreed to finance the cost of its preparation. The Executive Director is responsible for overseeing the preparation, presentation and preservation

each year. Copying requires the permission of the Executive Director. Supplemental and narrative reports are encouraged.

Guidelines for the President General Report

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

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

VICE PRESIDENTS GENERAL

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

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

No compatriot should accept the office unless he is willing to assume all the inherent responsibilities and duties. The office requires considerable time, effort, traveling and expense. The interest of the Society must take precedent over the personal aspirations of any member. The

prime factor in selection of a nominee should be his SAR experience, knowledge, ability and previous performance. There is no budgeted expense allowance for the VPG.

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

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

A Vice President General:

1. Assists the President General in the affairs of the Society, performing any assigned or delegated task the President General may request.
2. Escorts the President General on official visits within the district of the Vice President General, except when the President General and VPG may make other arrangements.
3. Is knowledgeable of the Constitution and Bylaws of the National Society, the official handbook, national programs, administrative requirements and inner workings of the National Society and his District.
4. Attends all scheduled meetings of the National Society to include Fall and Spring Leadership Meetings and the National Congress.
5. Serves as an ex-officio member of the NSSAR Membership Committee.
6. Prepares and submits timely written reports as required by the Executive Director, normally two to three weeks prior to a Leadership Meeting and one month prior to a National Congress, or whenever requested by National staff. This facilitates publication and binding in time for distribution to members in attendance to Leadership Meetings and National Congresses. Copies of reports by the state society presidents to the Vice President General should be included in the report to the National Society.
7. Schedules and conducts a meeting of all state societies within the district at least once annually.
8. Visits each of the state societies within the district at least once annually during the term of office and attends the annual meeting of each state society except in the case of scheduling conflicts.
9. Assists the state societies in any areas of weakness or in response to any request for assistance, including disputes within the District, but always functioning within the knowledge and approval of any pertinent state society president.
10. Organizes and conducts district or state workshops. Indoctrinates newly elected state officers to ensure that they fully understand National Society procedures and programs. Suggested topics for discussion may include, but are not limited to, promotion of attendance at the NSSAR Congress and Leadership Meetings, protocol and parliamentary procedures, purposes and functions of national committees and programs, establishing speaker bureaus for schools, public functions and holidays, and reporting requirements of the state societies to the Vice President General and the National Society.
11. When informed of any visit by the President General within his district, assists the state society president with hosting and other arrangements for said visit and insures that

- protocol procedures and preparations are in place, but always in coordination with the state society.
12. Upon election to office, coordinates calendars of events with each state society president within the district, arranging an information stream through e-mail, web sites, or other means of correspondence including telephone, USPS, or facsimile.
 13. Obtains copies of constitutions and bylaws plus rosters of officers for each state society in the district.
 14. Is prepared to promote the programs and activities of the National Society. This includes, but is not limited to, the following:
 - American History Teacher Award
 - Elementary School Poster Contest
 - Sergeant Moses Adams Middle School Brochure Contest
 - Joseph S. Rumbaugh Historical Patriotic Oration Contest
 - George and Stella Knight Essay Contest
 - Eagle Scout Contest
 - JROTC Recognition Program
 - C.A.R. Recognition Program
 - Current Membership Activities Program
 - Changes to the Constitution and Bylaws
 - Information from Leadership Meetings and National Congresses
 - Committee programs that affect state societies and chapters
 - Instructions to state societies and chapters on any SAR matter that are not fully understood.
 15. Each VPG should inform state societies of a planned visit and coordinates with the state president.
 16. Is prepared to participate in certain SAR activities and ceremonies to include, but not limited to:
 - Marking graves of Revolutionary War Patriots and deceased SAR members
 - Submitting articles and photos for publication in *THE SAR MAGAZINE*
 - Speaking at meetings of the state societies and chapters, the C.A.R., DAR, and other functions that promote the SAR.

NATIONAL TRUSTEES

The Charter of the National Society SAR states that the property and affairs of the Society shall be managed by not less than forty (40) Trustees who shall be elected annually at such time as fixed by the Bylaws. The SAR's Constitution (Art. IV, §2) and Bylaws (Bylaw No. 16, §1) provide that the affairs of the National Society shall be administered by a Board of Trustees consisting of one member nominated by each State Society, the General Officers (including Vice Presidents General), living Former Presidents General, and members of the Executive Committee not otherwise a National Trustee. In addition, each State Society is entitled to nominate an Alternate Trustee who is elected in the same procedure used for National Trustees and functions only in the absence of the Trustee.

A National Trustee:

1. Attends all meetings of the Board of Trustees.
2. Promotes the programs and activities of the National Society.
3. Serves as liaison between state society and the National Society.
 - a. Attends all of his state society's functions, including meetings of his state society's Board of Managers, and aids the state president in hosting national officers.
 - b. Submits to the Board of Managers of his state society a detailed report of the business enacted and actions under consideration by the Board of Trustees.
 - c. Encourages his state society to recommend qualified compatriots for national committees.
 - d. Cooperates with state society officers, and especially his state president, in performance of his duties.
 - e. Invites and encourages his state president to attend National Leadership Meetings so that they may collaborate upon the issues presented.
 - f. Obtains copies of the constitution and bylaws of the chapters within his state.
4. Attends district meetings and maintains a close and constant relationship with his District Vice President General.
5. Forwards copies of all chapter and state society adopted resolutions to be considered by the next Annual Congress to the Chairman of the Bylaws, Resolutions & Rules Committee.
6. Is junior in rank to national officers, and senior to state officers.

While it is normal procedure for a State Society to nominate its immediate Former State President to serve as National Trustee (meaning that the office is frequently rotated), such a procedure is not required. In fact, a State Society should give primary consideration to a nominee's readiness, willingness, ability, availability, and capability to attend and participate in the meetings of the Board of Trustees. There is no expense allowance for Trustees and once elected, a Trustee is expected to assume all duties and responsibilities of the office, including attendance at meetings. These duties require considerable time and interest.

Although a State Society's National Trustee represents his society at the national level (with the advice and consent of the state president and the state society), all National Trustees have a fiduciary duty to the National Society of the Sons of the American Revolution to manage and protect the SAR's affairs and assets in the best interests of the National Society for the benefit of all Compatriots.

Special Circumstances Regarding Elections to the Board of Trustees

It is important to note the following:

1. *Service as a National Trustee is specific to those individuals elected at the Annual Congress.* Nominees for the Board of Trustees must be known to the National Society. Example: A State Society who fails to advise the National Society of the name of the specific individuals nominated as its National Trustee or Alternate National Trustee, or the incumbent State President (which the Bylaws consider the

- National Trustee if no other individual is identified), then that State Society will not have an individual elected to the Board of Trustees for the coming year.
2. *Election to the Board of Trustees is based on the individual being elected and is not a right or entitlement of any elected or appointed position within the SAR. An individual's election as a General Officer (including Vice Presidents General) or appointment to the Executive Committee is separate from the election as a member of the Board of Trustees. Example: A newly-elected Vice President General who was also elected as a National Trustee at the most recently concluded Annual Congress later resigns (or dies in office). The Bylaws provide the procedure for replacing the individual **at the position**, but that does not mean the new VPG is also a voting member of the Board of Trustees.*
 2. *The Congressional Charter provides that the members to the Board of Trustees are elected **only** at the Annual Congress and the Charter does not provide the Board of Trustees with any mechanism to address vacancies outside of the Annual Congress. Changes to the Board of Trustees may only be made at the Annual Congress. Example 1: In the case where a General Officer, Vice President General or Executive Committee member is replaced mid-year, the newly appointed individual would not be able to be elected as a Trustee (unless he was elected as a National Trustee at the preceding Annual Congress in another capacity). Example 2: If a State Society's National Trustee and Alternate National Trustee are unable to attend a meeting, the State Society may not identify a third individual to take over as National Trustee.*
 4. *A member of the Board of Trustees is entitled to **only** one vote and may not transfer his vote. Although efforts should be made to ensure there is no overlap, it is possible that an individual could serve as a Trustee in multiple categories; these individuals are entitled to one vote as a member of Board of Trustees and may not aggregate their votes or vote for each position. Further, a member of the Board of Trustees may not declare he is voting on behalf of a State Society he was not elected the Trustee for. Example 1: A State Society has nominated its Trustee, who is also the President of the Switzerland Society (which failed to identify a specific individual to serve as Trustee), to serve as a Vice President General. While there are three voting positions vested in one individual, that individual may only vote once on any matter. Example 2: At a meeting of the Board of Trustees, a Vice President General (elected as a Trustee as a VPG) notices that his State Society Trustee and Alternate Trustee are not present. Because he was elected as a Trustee as a VPG, he may not declare that he is voting as the Trustee from his State Society for the purpose of a particular vote.*
 5. *Trustees, Alternate Trustees, and Individuals with multiple positions of the Board of Trustees must disclose any change in status to the Secretary General. If the Alternate Trustee replaces a Trustee who had registered for a meeting, proper evidence of that Trustee's withdrawal from registered status must be presented. Individuals with multiple bases for serving on the Board of Trustees must disclose the entity for which they are voting.*

ANNUAL CONGRESS

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

Delegates to a Congress

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

2016-2017 NATIONAL COMMITTEES

The National Society's committee system is important for the continued success of the Sons of the American Revolution. Between Annual Congresses and Leadership Meetings, the National Society's committees are generally responsible for overseeing the various programs, provide advice and recommendations to the Executive Committee and the Board of Trustees and, in general, conduct the business of the society.

Active participation in the committee process is essential for operation of the National Society. Compatriots interested in serving on a particular committee should contact the President General or the committee chair. The President General approves all committee appointment requests; National Headquarters cannot make changes to committee membership without the President General's authorization. Soon after assuming office, the President General appoints chairmen and members of national committees. Their terms, with few exceptions, extend to the time of installation of the new President General. Recommendations for such posts should be sent to National Headquarters before the Annual Congress, and should include qualifications of the nominee.

Some committees, such as the Executive Committee and certain standing and special committees are established by the bylaws. Committees are authorized and staffed consistent with the following: Bylaw No. 18 (Executive Committee), Bylaw No. 19 (Standing Committees), Bylaw No. 20 (Nominating Committee) and Bylaw No. 21 (Special Advisory Committees and Program Committees). The Bylaws authorize the President General to form other committees as necessary. The President General is empowered to appoint such other committees as he may deem to be necessary and proper.

Reports from each committee chair are distributed at each Leadership Meeting and published as a bound volume to each delegate attending the Annual Congress. In addition, committee chairs are encouraged to publish meeting notes following each Leadership Meeting. A complete listing of the above committee chairmen and members is published annually, and periodically updated, on the SAR website.

Executive Committee

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

Standing Committees

Budget Committee

The Budget Committee, as defined in Bylaw No. 19, Section 1(a), prepares the current budget and submits tentative budgets for several years in advance and reports to the Finance Committee, Executive Committee and President General through the Treasurer General.

Ethics Committee

The Ethics Committee, as defined in Bylaw No. 19, Section 1(b), shall have the responsibility and authority to investigate and conduct hearings on the improper acts of a Compatriot as set forth in Bylaw No. 32. The Ethics Committee has seven members, three of which are former Presidents General. Up to two non-voting Investigators may be appointed, as needed, to assist the Ethics Committee in the performance of its duties. The procedures for initiating a complaint, conducting hearings and appealing decisions are contained in Bylaw No. 32.

Finance Committee

The Finance Committee, as defined by Bylaw No. 19, Section 1(c), provides oversight on the financial operations of NSSAR. The Committee evaluates all financial proposals, existing financial programs and reports findings and recommendations to the President General and the Executive Committee.

Genealogy

The Genealogy Committee, as defined by Bylaw No. 19, Section 1(d), reviews genealogical procedures and applications for membership and establishes SAR policy to insure that there is reasonable evidence that applicants are eligible for membership. The Committee recommends methods of research for a prospect to follow where proof is missing on any essential fact. It also serves as a resource on genealogical sources and procedures.

Handbook Committee

The Handbook Committee, as defined in Bylaw No. 19, Section 1(e), reviews, revises and compiles the SAR Handbook in accordance with policies approved by the Executive Committee

for implementation.

Independent Audit Committee

The Independent Audit Committee, as defined in Bylaw No. 19, Section 1(f), shall be the oversight Committee of the NSSAR in which all financial and accounting activities are subject to audit, review and monitoring. The primary duties of this Committee shall be to recommend, subject to ratification by the Trustees, an outside independent auditing firm composed of CPA's which will conduct the annual independent audit for the National Society and to review the findings of said audit; to provide and present to the Trustees the results of said annual audit; and, where appropriate, make recommendations for the approval of the Trustees; and to conduct specified quarterly meetings to review and evaluate the unaudited books of the Society.

Investment Committee

The Investment Committee, as defined in Bylaw No. 19, Section 1(g), is responsible for formulating the Investment Policy Statement of the NSSAR and for establishing investment guidelines in furtherance of that statement. The Investment Committee monitors the management of the portfolio for compliance with the investment policies and guidelines and for meeting performance objectives over time. The Investment Committee is accountable to the Board of Trustees, the NSSAR Executive Committee and the SAR Foundation Board of Directors, for overseeing the investment of all assets owned by, or held in trust for, the NSSAR's investment portfolio.

Museum Board

The Museum Board, as defined in Bylaw No. 19, Section 1(h), monitors operations of the Museum at National Headquarters. It is responsible for acquiring and displaying Revolutionary War Period artifacts in the Museum and promotes docent program and visitations to National Headquarters. The Board also coordinates the loan of National Society artifacts to other museums and the hosting of traveling exhibits in the NSSAR Museum. The President General shall appoint four members of the Board to serve for a term of three years, such appointments to be made from a list of eight or more SAR members submitted to the President General by the Museum Board. The Historian General, Librarian General and Curator will be *ex officio* members of the Board.

Strategic Planning Committee

The Strategic Planning Committee, as defined in Bylaw No. 19, Section 1(i) is responsible for reviewing NSSAR programs, evaluating NSSAR needs and making recommendations to the Executive Committee, Trustees, and Congress on its findings in the form of the NSSAR Strategic Plan. The Committee shall (i) prepare a one-year, five-year and ten-year plan, (ii) submit the plan to the President General and Executive Committee for review and approval prior to submission of the strategic plan by the Secretary General to the Board of Trustees for its final approval, and (iii) shall review the strategic plan during each fiscal year and advise the President General, Executive Director, Executive Committee and Board of Trustees of its comments.

Nominating Committee

The Nominating Committee, as defined in Bylaw No. 20, interviews and considers candidates for

NSSAR National Office and NSSAR Foundation Board and reports a slate of nominees at the Spring Leadership Meeting. Subject to the conditions set forth in Bylaw 20, Section 1(a), the Nominating Committee is composed of five (5) former Presidents General; four (4) State Society Presidents, as selected by the Council of State Presidents; and two (2) National Trustees, as appointed by the President General.

Special Advisory Committees

Council of Presidents General

The Council of Presidents General, as defined in Bylaw No. 21, Section 1(a), is responsible for providing advice and counsel to the President General on NSSAR matters.

Council of Vice Presidents General

The Council of Vice Presidents General, as defined in Bylaw No. 21, Section 1(b), is composed of all incumbent Vice Presidents General. The President General appoints the Chairman and Vice Chairman. The function of the Council is to provide: a platform from which to advise the President General and Executive Committee; a structured means of transmitting information, data and concerns between the National Society and the leadership of the State Societies; a forum from which practices, programs and issues can be shared between leadership from different Districts; and orientation, including review of responsibilities, duties and protocol, to incoming Vice Presidents General prior to their installation.

Council of State Presidents

The Council of State Presidents, as defined in Bylaw No. 21, Section 1(c), is responsible for selecting four members of the National Nominating Committee from its membership of active State Society Presidents. The Council consists of the (1) current state president, (2) immediate past state president, and (3) the expected next President of each State Society (regardless of title used by the state society). The Chairman is the President of the host society for the previous Congress. The Council is advisory and hosts the annual State and Chapter Presidents seminar that is held during the Spring National Leadership Meeting. The main meeting of the Council is held annually at the National Congress. The Council elects the Secretary-Treasurer and Assistant Secretary-Treasurer each year at the National Congress.

Facilities Committee

The Facilities Committee, as defined in Bylaw No. 21, Section 1(d), identifies and provides guidance on the maintenance and renovation of existing NSSAR building facilities.

Legal Advisory Committee

The Legal Advisory Committee, as defined in Bylaw No. 21, Section 1(e), provides a forum for discussion of legal problems/issues affecting the Society as well as advising the Chancellor General and Bylaws Committee.

Program Committees

American History Teacher Award

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

Americanism

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

Anniversary of the 250th American Revolutionary War

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

Bylaws, Rules & Resolutions

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

C.A.R. Liaison

The C.A.R. Liaison Committee maintains relations with N.S.C.A.R. and its officers. The Committee strives to insure that all organizational levels of SAR support N.S.C.A.R. programs and promotes SAR membership by current and former C.A.R. members. It also encourages SAR attendance at N.S.C.A.R. functions. All SAR Compatriots who are also Senior Leaders of the C.A.R. at any level are members of this committee.

Chaplains

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

Certificate. It also recommends a nominee for Chaplain General.

Color Guard

The Color Guard Committee is responsible for coordinating and providing guidance to district, state and chapter Color Guard units. All Color Guardsmen are members of this committee. This is a very large committee, and may be subdivided into geographic groups on the recommendation of the chairman. The members of this committee elect the committee's leadership pursuant to the procedures set forth in the NSSAR Color Guard Handbook.

Community Engagement

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

Congress Planning

The Congress Planning Committee assists host State Societies in planning current and future Congresses. The Committee receives bids from Societies for hosting future Congresses, reviews guidelines and inspects Congress facilities, and makes recommendations on future Congresses to National Trustees and Congress delegates. The Committee is also responsible for registration credentials for each Congress. The NSSAR Executive Director serves as an *ex officio* member of this committee.

Congress Review

The Congress Review Committee is composed of the Congress Planning chair and vice-chairs, the Protocol committee chair, the President General, Secretary General, Treasurer General, and Chancellor General. The Committee reviews any issues or concerns arising from the immediately concluded Annual Congress and seeks to develop and implement solutions to those issues prior to the next Annual Congress.

Council of Youth Awards

The Council of Youth Awards is composed of the chairmen and certain additional Compatriots representing all of the Youth Awards Committees and other Youth related Committees. It is intended to be a forum for matters of mutual concern and interest, as well as a place for other members and committees to address matters of concern to all the Youth Award Committees

DAR Liaison

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

Eagle Scout (Arthur King)

The Eagle Scout Committee administers the Arthur M. & Berdena King Eagle Scout Scholarship, the Eagle Scout Awards Program and the Robert E. Burt Boy Scout Volunteer Award. The Committee maintains continuing liaison with the leadership of Boy Scouts of

America organization.

Education

Based on the assumption that state societies are in a better position to know how to access the education establishment within their respective states, the Education Committee is responsible for providing a forum for state societies to discuss their respective education programs and how to deal with boards of education or state offices that regulate education. Each state society is invited to maintain on file at the National Society a statement about its education outreach program(s) for elementary school through high school. This statement should include, but is not limited to: (i) a description of what the state society does for education outreach; (ii) a statement of the state's standards of learning or such other state-mandated measurements; (iii) a statement how the state society's education outreach programs address or satisfy the state's standards of learning or other mandated learning measurements. State societies are encouraged to share ideas about what their education programs are, what is effective, how to deal with state or local education bureaucracies, what problems may be encountered in developing an effective education outreach program and how to resolve them.

Flag

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

George Washington Endowment Funds Board

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

George Washington Endowment Funds Distribution

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

George Washington Endowment Funds Fund Raising

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

Governance and Organization

The Governance and Organization Committee provides advice and guidance regarding the legal structure and tax-exempt status of both the NSSAR and the SAR Foundation and the interrelationship between the two organizations.

Historic Sites, Celebrations & Reenactments

The Historic Sites, Celebrations & Reenactments Committee works to preserve, mark and

interpret historic sites and buildings, making recommendations to the National Society, State Societies and local Chapters as appropriate. It monitors special historic celebration events and encourages SAR participation.

History

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

Hospitality & Music

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

Human Resources

To support the establishment and maintain a current human resources infrastructure in the headquarters office and support its implementation, and to assist in a system of procedures and policies to bring the NSSAR up-to-date and to reduce the exposure of risk in our hierarchy.

Information Technology

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

Insurance & Risk Management

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

Internal Audit

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

King's College London Partnership

The KCL Partnership Committee is charged with compiling a list of three to five academics for each year of the partnership between the SAR and KCL. The Committee is also charged with conducting fund raising activities to help raise money for the SAR Visiting Professorship stipend at Kings College London.

Knight Essay Contest

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

Ladies' Auxiliary Liaison

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

Library & Archives

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

Magazine

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

Master of Ceremonies

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

Medals & Awards

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

Medical

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

Membership

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

Merchandise

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

Minuteman Award

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

Newsletters & Publications

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

Operation Ancestor Search

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

Patriot Biographies

The Patriot Biographies Committee perpetuates the memory of our Revolutionary War Patriot Ancestors by providing a media for Compatriots to submit biographies of their patriot ancestor(s). This information will be used to enhance recruitment of new SAR members.

Patriot Index/Revolutionary War Graves Register

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

Patriotic Outreach

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

Premium Member Medals

The Premium Member Medals Committee is tasked with producing high quality, premium items for sale to members. Profits from these items will eventually be donated to the Center for Advancing America's Heritage. Premium items under consideration are: a Tiffany-style original SAR Membership Medal in precious metal, a watered silk Membership Medal ribbon, a President General blazer medal, SAR Cufflinks and SAR Tie Bar.

Protocol

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

Public Service & Heroism

The Public Service & Heroism Committee is responsible for oversight of a commendation

program designed to recognize those engaged in fire protection, public safety (including emergency medical personnel), and law enforcement. The Life Saving Medal and Heroism Commendation programs recognize those individuals in public service and the general public who take action to preserve a human life or perform heroic acts at their own personal risk.

Reenactor & Living History Liaison

The purposes of the Reenactor & Living History Liaison Committee is (a) to give public recognition to Revolutionary War period historical reenactment and living history organizations for their work in Public education; (b) to increase public awareness of Revolutionary War site marking and preservation; (c) to encourage historical accuracy of appearance and performance; (d) to establish liaison between SAR Chapters and the reenactor community for mutual support in furthering Revolutionary War education programs; and (e) to encourage SAR members to participate in Reenactments and Living History events and programs to improve their understanding of the American Revolution and its context.

ROTC/JROTC & Service Academies Liaison

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

Rumbaugh Orations Contest

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

SAR Annual Conference on the American Revolution

The SARACAR Committee is charged with developing a conference theme and identifying academics to participate in the Annual Conference. The Committee is also charged with conducting fund raising activities to help raise money for SARACAR.

SAR Branding Task Force

The SAR Branding Task Force will develop strategies and deploy initiatives that will elevate SAR's recognition around the country and strengthen perceived value of membership, with the specific goals of engaging member participation, increasing membership, improving retention, enticing visitation to the SAR Library and The SAR Center, and broadening SAR's donor base.

SAR Implementation

Solicit input from those responsible for the various activities in which we are engaged: construction of the remaining portions of our headquarters building, design and build out of the first floor public educational center/gift shop, design and build out of the educational outreach capabilities in the basement area, continuation of the modernization of our information technology infrastructure, digitization of our important membership applications and other documents, improvement of our "Brand" and its public awareness thereof, staffing requirements for the support of these activities, financial requirements for the support of these activities, to

evaluate these data, and to offer a prioritized plan of implementation for consideration by the Executive Committee and the Board of Trustees.

Spanish Patriots

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

Veterans

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

Veterans Recognition

The Veterans Recognition Committee is responsible for promoting and conducting programs designed to recognize those Compatriots who have served in the U.S. Armed Forces or other military forces allied with the United States, including, but not limited to the WWII Veterans Corps, the Korean War Veterans Corps and the Vietnam War Veterans Corps. The Committee is responsible for selecting candidates for the National Society to present the War Service Medal and Military Service Medal to and for developing certificate recognition programs commemorating participation in specific armed conflicts.

Young Members

This is a revitalization of a former committee, and has been re-formed at the request of a young member. The Young Members Committee promotes and supports active participation in the SAR among young members and young prospective members so as to develop lifelong participation and membership within the Society. The Committee assists in developing programs and activities that encourage young members to become active in the Society.

Youth Exchange Program

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

NATIONAL SOCIETY FUNCTIONS

SAR Headquarters and Genealogical Library

The SAR National Headquarters, Library and SAR Center are located in Louisville's Museum Row at 809 West Main Street, Louisville, Kentucky.

SAR National Headquarters

In 1927, during the presidency of Ernest E. Rogers, the private residence of the late Mrs. Norman Williams was purchased to house the Headquarters of the National Society. The address was 1227 16th Street, N.W., Washington D.C. In 1956, this building was sold to the National Education Association and the National Society purchased the home of General Patrick Hurley, originally built in 1900. D.C. zoning laws prohibited other than private occupancy and it took the efforts of PGs Tarbox and Wentworth and the aid of Compatriot Senators Byrd and Thurmond to get a bill through Congress to authorize the zoning changes. The bill was signed by Compatriot President Dwight D. Eisenhower. During the presidency of Calvin E. Chunn, the decision was made to move Headquarters from Washington, D.C. to Louisville, Kentucky. The Masonic Grand Lodge of Kentucky, F. & A.M building at 1000 South Fourth Street was purchased as the Headquarters of the National Society. This building was purchased in 1978 and formally dedicated it as our headquarters in February 1979.

On February 23, 2008, under the leadership of President General Bruce A. Wilcox, the general officers, Vice-Presidents General, and the Trustees voted to take the first step, preliminary to relocating our National Headquarters to 809 West Main Street in Louisville. This historic action required the purchase of the Kentucky Tobacco Company Warehouse and the attached Brandeis & Sanders Building, which together was referred to as the Fulton Conway Building. The building is located in the West Main Street Preservation District Museum Row, named for the large number of museums within the area.

The re-location to the new headquarters and what is known as the "Center for Advancing America's Heritage", or the "SAR Center," was approved to be in three phases. Phase I was the building of a new SAR Genealogical Research Library. That new Library was dedicated on September 25, 2010 during the presidency of David Sympson. Phase II, begun in November 2012, was the restoration and build out of space for the staff of the national headquarters. This phase was completed and the NSSAR Headquarters officially moved to West Main Street location on July 1, 2014, following the sale of the Fourth Street building. During Phase III, the SAR Center, including exhibit spaces, a gallery, and an educational outreach center will be completed. The Center will then be open to the public.

SAR Genealogical Research Library

The SAR Library is located at 809 West Main Street in Louisville. Specific information regarding library operations is available at: <http://library.sar.org>.

The need to establish a Library for the National Society was recognized by the founders of the Society, who specified provisions in the Constitution for the acquisition and preservation of Revolutionary War records, documents, and relics.

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

In 1978 the SAR purchased the South Fourth Street building in Louisville as its headquarters. Over the next year the second floor of the building was redesigned to accommodate a fully functional Library. It officially opened its doors to the public on January 17, 1979, and included a professional staff. In 1988 a 544 square-foot book vault was added to the floor space of the Library, and the collection had grown to approximately 25,000 items. During this time the microfiche and microfilm holdings also grew.

In October 2010, the Library began operations in its new facility on West Main Street in Louisville's historic Museum District.

The SAR Library is a non-circulating, reference and research facility only. The primary focal point of the collections is the Revolutionary War era. To date the library collection has grown to over 55,000 volumes, manuscripts and other items and includes family histories, local, county and state records and genealogy materials, and access to the online databases of Ancestry, Heritage Quest, Fold3, and the New England Historical and Genealogical Society.

Located on the north side of the mezzanine in the Library is the Mary & James S. Craik Special Collections Room which features museum quality pieces relating to the early history of the United States and the American Revolution. Dr. James Craik was George Washington's personal physician and the room features a James Craik miniature, a piece of Martha Washington's wedding gown, and silhouettes of George and Martha Washington (ca. 1797). The room may also be used for other exhibits.

The Library's growth depends upon cash gifts as well as donations of family genealogies, American Revolutionary War histories, county and state histories, and other books and items of genealogical content. Donors should check the Library catalog to ensure the item is not a duplicate or check with the Librarian. They must also complete a donor gift form available at the Library and at Leadership and Congress meetings. Each book donated is given a bookplate with the name of the donor. Members, chapters and state societies are encouraged to provide memorial funds to purchase memorial books to honor deceased members.

Members are also encouraged to join or donate to the Friends of the SAR Library (FOL), the monies of which are deposited in the Library Endowment Fund and Library Special Operating Fund and used purchase non-budgeted (SAR Budget) items.

The Library is open to the public for a nominal fee of five dollars per day. Free use of the library is provided to members of the FOL, Children of the American Revolution, Sons of the Revolution (S.R.), and Daughters of the American Revolution, and spouses of SAR members.

The George Washington Endowment Fund Board

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

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

The George Washington Endowment Fund Board (GWEF Board) is composed of seven members as follows: The GWEF Board Chairman and the Chairmen of the GWEF Board Distribution Committee and the GWEF Board Fund Raising Committee are members of the GWEF Board and are appointed annually by the President General. The other four GWEF Board members are elected by the George Washington Fellows. One George Washington Fellow is elected to a four-year term at each annual NSSAR Congress; the senior most elected GWEF Board member rotates off the Board each year at the conclusion of his four-year term. The four elected GWEF Board members annually elect the GWEF Board Vice-Chairman from amongst themselves. A George Washington Fellow wishing to serve on the GWEF Board must attend the Fall and Spring Trustees meetings and the Annual Congress each year during his four year term. Absence from more than three scheduled meetings may result in removal from the GWEF Board.

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

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

The George Washington Endowment Fund Distribution Committee will review all requests for funding and will allocate the distribution of available funds to NSSAR unfunded and underfunded committees and special projects with the approval of the GWEF Board and the President General. The GWEF Distribution Committee will consist of the Chairman and at least three members, all of whom are appointed annually by the President General. The Chairman of the GWEF Distribution Committee will contact all NSSAR committee chairmen annually to determine committee requirements for the upcoming year. Priority of fund allocations by the GWEF is: (1) NSSAR National Committees, (2) National Outreach Education Projects, and (3)

Special State Projects. The GWEF Distribution Committee shall not allocate money to NSSAR committees for prizes nor to subsidize prizes.

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

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

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

SAR Color Guards

The Color Guard in the Sons of the American Revolution serves as a means to involve our members in the activities of the Society, especially younger ones. They add a note of color and bearing to our celebrations, both public and private, and attract the attention of the general public to the activities of the Society.

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

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

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

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

National Society Resolutions

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

Publicity

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

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

1. Insure that only one member contacts the news media to avoid duplication and confusion.
2. Establish personal contact with the key persons at the newspaper, and radio and television stations.
3. Record information in a written form.
4. Comply with deadline times and dates.
5. Submit news releases in typewritten form.
6. Check accuracy of all information (dates, times, locations) before release.
7. Acknowledge due credit.
8. Issue releases of pertinent information as briefly as possible.
9. Invite representatives of the news media to special events (although the Publicity Chairman is not responsible for the media's reservation fees, meals or related expenses).

THE SAR MAGAZINE

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

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

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

Tips on Submitting Editorial Materials to *THE SAR MAGAZINE*

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

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

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

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

Photographs (**preferably digital**) should indicate activity, such as one person pinning a medal on another for example, rather than two people looking at the photographer. Select one person (or item) as a focal point in a group shot and encourage the others to look at that spot, not at the camera.

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

While professional photography is desirable, many amateurs and hobbyists do an excellent job. Color pictures are preferred in at least 4” by 5” size. Polaroid pictures are not acceptable for magazine reproduction. Identify subjects in the picture (from left to right) on a separate caption sheet. Do not write on either side of photograph or staple it to the caption.

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

Matters concerning advertising, address changes, officer changes, and “In Memoriam” should be addressed to National Headquarters, 809 West Main Street, Louisville, Kentucky 40202.

THE SAR FOUNDATION

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

Wills, Trusts and Bequests to the SAR

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

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

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

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

1. By special gift under your will, by leaving outright a sum of money, specified securities, real property, or a fraction or percentage of your estate.
2. By gift or residue under your will, leaving all or a portion of your residuary estate to the Society.
3. By living trust, in which property may be placed in trust with income aid to you or to another person or persons for life, and then the income or the principal can go to the Society.

4. By life insurance, which may be put in trust and the income is paid after your death to your wife or to any other person for life, and then the income or principal may go to the Society.
5. By life insurance policies that may be made payable directly to the Society.

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

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

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

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

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

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

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

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

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

STATE SOCIETY ORGANIZATION

Organization Dates of State Societies

The membership of the Society is organized in state societies, and in most states there are local chapters. The various state societies were organized as follows:¹

Alabama	Feb. 10, 1890	Michigan	Jan. 18, 1890
Alaska	Oct. 21, 1953	Minnesota	Dec. 26, 1889
Arizona	June 13, 1896	Mississippi	May 10, 1909
Arkansas	Feb. 11, 1890	Missouri	Apr. 23, 1889
California ²	Oct. 22, 1875	Montana.....	June 5, 1891
Canada	1990	Nebraska	Apr. 26, 1890
Colorado	July 4, 1896	Nevada	Feb. 19, 1910
Connecticut	Apr. 2, 1889	New Hampshire	Apr. 24, 1889
Dakota ³	October 18, 1980	New Jersey	Mar. 7, 1889
Delaware	Jan. 29, 1890	New Mexico	Dec. 5, 1908
D.C.	Apr. 21, 1890	North Carolina	Mar. 31, 1911
Empire State (New York)	Feb. 11, 1890	Ohio.....	Apr. 22, 1889
Florida	Mar. 14, 1896	Oklahoma	Feb. 22, 1905
France	Sept. 16, 1897	Oregon	June 6, 1891
Georgia	Mar. 15, 1921	Pennsylvania	Nov. 23, 1893
Germany	Jul. 2, 2001	Rhode Island	Feb. 1, 1890
Hawaii	June 17, 1895	South Carolina	Apr. 18, 1889
Idaho	Apr. 8, 1909	Spain.....	May 2010
Illinois	Jan. 14, 1890	Switzerland	June 1, 1973
Indiana	Jan. 15, 1890	Tennessee	Dec. 2, 1889
International	1960	Texas	Dec. 8, 1896
Iowa	Sept. 5, 1893	United Kingdom	Feb. 20, 1982
Kansas	Mar. 31, 1892	Utah	Jan. 27, 1895
Kentucky	Apr. 8, 1889	Vermont	Apr. 2, 1889
Louisiana	May 15, 1890	Virginia	July 7, 1890
Maine	Mar. 14, 1891	Washington	June 17, 1895
Maryland	Apr. 20, 1889	West Virginia	(Jan. 31, 1890) Feb. 22, 1911
Massachusetts	Apr. 19, 1889	Wisconsin	Jan. 14, 1890
Mexico	Feb. 17, 2002	Wyoming	Mar. 28, 1908

¹ At the 102nd Annual Congress in Norfolk, VA in June 1992, it was decided that the official two-letter designation for state names published by the U.S. Postal Service will be used in abbreviations of State Societies. Societies excepted from this convention are: Dakota (DKSSAR) and Empire State (ESSAR).

² CASSAR was founded as an independent society prior to founding of the SAR.

³ At their request, the North Dakota Society (chartered February 4, 1911) and the South Dakota Society (chartered April 24, 1899) were combined into the Dakota Society, effective October 18, 1980.

State Society Officers

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

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

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

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

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

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

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

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

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

Annual Reports

Each state society is required to submit an annual report to the National Society. This report will comply with direction furnished by National Headquarters. Forms for preparation of the annual reports are forwarded to the secretary of each state society by National Headquarters.

Each state society must:

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

CHAPTER ORGANIZATION

Chapter Officers

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

Forming a Chapter

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

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

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

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

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

Chapter Meetings

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

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

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

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

Minutes

The minutes of a meeting should contain:

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

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

Chapter Activities

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

1. Arrange with local school authorities for the annual rewarding of bronze Good Citizenship Medals to a limited number of qualifying students. Both the school authorities and the chapter should approve rules governing the program.
2. Arrange with local high school and/or college ROTC officials for the awarding of ROTC Medals. This SAR program has the full support and approval of the Department of Defense. Further details are available from National Headquarters.
3. Arrange with local high schools for their participation in the Joseph S. Rumbaugh Historical Patriotic oration Contest. The National Association of Secondary School Principals has placed this contest on the Approved List of National Contests and Activities. Contact the state society for details. Copies of contest rules are available without cost from National Headquarters.
4. Consider the possibility of sponsoring a local Society of the Children of the American Revolution (C.A.R.). An organized C.A.R. Society always needs SAR support.
5. Provide framed facsimiles of the basic documents (Bill of Rights and the Declaration of Independence) for local government buildings, bus, train and airport waiting rooms, schools, libraries, courtrooms, fraternal lodges, police and fire stations and banks. The words, "Presented by ___ Chapter of the Sons of the American Revolution" should be written in small text at the bottom before framing. It should be positioned so that it will not conflict with the body of these documents. These facsimile documents are available on order from National Headquarters and will fit in standard 18" x 24" frames.
6. Support the program for placing and dedicating SAR bronze markers at the graves of compatriots and/or Revolutionary veterans.
7. Furnish capable and interesting speakers to schools, organizations, public meetings, graduations, forums, and to radio and television stations, especially on patriotic holidays and anniversaries.
8. Participate in new citizenship swearing-in ceremonies. SAR representatives should congratulate the new citizens and, if permitted by the presiding judge, publicly address them. Some chapters present the new citizens with miniature U. S. flags or other patriotic mementos.
9. Sponsor or participate in celebrations of historic events and national holidays, especially Washington's Birthday, American History Month, Patriots Day, Veterans Day, Flag Day, Independence Day and Constitution Week. A luncheon or dinner is particularly recommended, together with an interesting speaker and/or appropriate entertainment. Chapters frequently cooperate with local DAR chapters in joint meetings on some of these special occasions. Participate in the National Society Historic Celebrations Award Program.

10. Take part in the volunteer services programs at local veteran hospitals, clinics and/or retirement Homes. Participate in the National Society USS Stark Memorial Award and the General William C. Westmoreland Award Programs.
11. Honor public safety officers with appropriate public safety award when justified.
12. Award the SAR Medal of Appreciation to a member of the DAR who has furnished outstanding assistance to a particular SAR chapter, especially in obtaining new members. The presentation, with adequate ceremonies, may be effected at an SAR or DAR event.
13. Take particular interest in the local schools, especially the textbooks issued or recommended, instructional personnel and program employed.
14. Encourage the purchase and wear of the SAR's War Service Medal or Military Service Medal (see Individual Medals and Awards volume for criteria). 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.