



THE VIRGINIA SOCIETY
SONS OF THE AMERICAN REVOLUTION

OFFICIAL HANDBOOK

Volume 3: Procedures and Committees

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I. GUIDELINES FOR OFFICERS AND COMMITTEES

A. STATE PRESIDENT:

1. The Virginia Society President presides over the semi-annual and annual business meetings of the Virginia Society, Board of Managers meetings, and any other meetings of the Virginia Society he may call during his term in office.
2. The Virginia Society President convenes and presides at meetings of the Executive Committee, as necessary. The Virginia Society President arranges the place and time for the meeting, and duly notifies all members of the Executive Committee. He may request the Secretary's or the Office Manager's assistance in arranging meetings or notifying members.
3. The Virginia Society President appoints committee chairmen and members, (with the exception of the Nominating Committee), under the guidelines given in the Bylaws.
4. The Virginia Society President chairs the Executive Committee and is an ex-officio member of all other committees, except the Nominating Committee.
5. The conduct of the Virginia Society meetings and committee meetings is discussed in Section 2, General Operating Procedures.
6. As the senior executive of the Virginia Society, the Virginia Society President is responsible for assuring that certain and specific officers from the National Society Sons of the American Revolution and other lineage organizations are invited to attend the Virginia Society Annual and Semi-Annual Business Meetings and other observances, as appropriate. These dignitaries include but are not limited to; the President General of the National Society Sons of the American Revolution, other General Officers as appropriate and the Vice President General of the Mid-Atlantic Region; the appropriate National and State representative(s) of the Daughters of the American Revolution; the National and Senior National C.A.R Presidents, the Virginia State and Senior State C.A.R Presidents; the President of the Virginia Society, Sons of the Revolution; and the Governor of the Virginia Society, Founders and Patriots of America.

B. 1ST VICE PRESIDENT (PRESIDENT ELECT):

1. The 1st Vice President shall act in the place of the Virginia Society President when he is unavailable. As President Elect, he has oversight of the drafting of the budget and the annual report for the next calendar year. The actual drafting of the budget is the responsibility of the Treasurer; the annual report drafting is the responsibility of the 3rd VP. He is encouraged to begin making initial preparations for his year as Society president. In particular, he should be discussing multi-year programs with other vice presidents that he may wish to introduce.

2. His principal duties include oversight of the Youth and Education Program and chairing the Audit Committee, if eligible (see By-laws restriction concerning the Audit Committee). His oversight of the Youth and Education program should ensure that the various program committee chairmen have the resources they need to promote and conduct the many and varied individual programs. He is also chairman of the Howard L. Hamilton Endowment Committee, and as such, ensures that the conditions of the Declaration of Trust for this fund are properly executed.

3. The 1st Vice President serves on the following committees:

Executive	Standing
Audit, Chairman (if eligible)	Standing
Endowment Committees	
Howard L Hamilton	Special
Ex-officio Member of all other committees except the Nominating Committee.	

C. 2ND VICE PRESIDENT:

1. The 2nd Vice President shall oversee the American Heritage Program. As such, he oversees the functions and activities of the various sub-committees under this Program Committee and ensures that they are properly executed.

2. The 2nd Vice President serves on the following committees:

Executive	Standing
Chapter Support and Membership Chairman	Standing

3. The 2nd and 3rd Vice Presidents shall work the appropriate committee chairmen to ensure applications for the National SAR contests are prepared and submitted on time.

4. The 2nd Vice President, as the membership chairman oversees the DAR Finder Contest. (see the form at the end of this volume and the details in Volume 4)

D. 3RD VICE PRESIDENT:

1. He shall oversee the Community Affairs and Awards Programs.

2. The 3rd Vice President serves on the following committees:

Executive	Standing
Awards, Vice-Chairman	Standing

E. SECRETARY:

1. The Secretary performs and oversees all the duties specified in the Bylaws. At the request of the Virginia Society President he may assist in notifying members of the Executive Committee of the place and time for Executive Committee meetings.
2. The Secretary is primarily responsible for the accurate recording of the minutes of all official meetings of the Virginia Society, to include the Annual and Semi-annual Business Meetings, the Board of Managers Meetings, and all Executive Committee Meetings. Furthermore, he is responsible for the prompt transmission of such minutes to those parties who may need to review them. It is also his responsibility to ensure that such minutes are permanently maintained in a suitable manner that will allow for them to be retrieved if needed. It is especially important that he maintain a permanent record of all motions passed by all deliberative bodies such that can be drawn upon when needed.
3. The Secretary is specifically tasked with maintaining a proper record of all business transactions, especially those of the Executive Committee, that occur or take place via electronic or telephonic means. He ensures that a properly annotated and documented hardcopy of all motions passed or not passed that were voted on via electronic or telephonic means are attached to the minutes of the next Executive Committee meeting.
4. The Secretary is responsible for all official correspondence of the Virginia Society and must maintain proper records of such correspondence.
5. The Secretary is responsible for the efficient day-to-day operations of the Virginia Society Office and the performance of the Office Manager if an individual is contracted with to fill that position.
6. The Secretary shall be responsible for the operation of the Virginia Society Office in the absence of an Office Manager.
7. The Secretary shall make administrative updates to the Handbook where specifically authorized. The authorized locations are:
 - a) The list and status of the Virginia Society Presidents in Volume 1
 - b) The list of Chapters in Volume 1
8. The Secretary serves on the following committees:

Executive	Standing
Headquarters, Chairman	Special

F. TREASURER:

1. The Treasurer performs and oversees all the duties specified in the By-laws.
2. The Treasurer serves on the following committees:

Executive	Standing
Endowment Committees	
Howard L. Hamilton	Special
Knight-Patty	Special
Flathers/May	Special
Headquarters	Special

G. ASSISTANT SECRETARY/TREASURER:

The Assistant Secretary/Treasurer, if one is appointed, shall manage the day-to-day functions of the Secretary and Treasurer, at their direction. In this capacity, it is important that he be able to conduct daily business with the Virginia Society Office Manager.

H. CHANCELLOR:

1. The Chancellor is the legal officer of the Society and as such will offer legal advice to the Executive Committee and represent the Society in any legal matters.
2. The Chancellor serves on the following committees:

Executive	Standing
Resolutions, Chairman	Special

I. REGISTRAR:

1. The Registrar issues guidelines for State and Chapter Registrars concerning applications.
2. The Registrar maintains a tally of the Virginia DAR Chapters assisting new members based on the DAR Finder Forms attached to the new member applications sent to the National Society. He will submit the tally for the calendar year to the 2nd Vice President in January. A copy of the DAR Finder Form is in the appendices at the end of this volume.

J. CHAPLAIN:

1. Ideally, the Chaplain will be an ordained minister, whose duties normally would fall within his range of expertise: praying at meetings, memorial services, corresponding with families of deceased members to express condolences and the like. In instances where an ordained minister might not be secured, an unordained person may fulfill the role.

2. The State Chaplain shall compose and deliver the invocation and benediction at meetings of the Virginia Society and Board of Managers. He shall conduct the Memorial Service at the Annual Meeting in accordance with the traditional liturgy of the Virginia Society
3. The State Chaplain shall contact any member of the Virginia Society when a situation arises that warrants the Virginia Society's expression of concern and best wishes. This involves a member deemed seriously ill or experiencing dire circumstances including the loss or extreme illness of an immediate family member. At a member's death, the State Chaplain shall express condolences and sympathy on behalf of the State Society to the family.
4. The State Chaplain may also participate in the patriotic, historical, and educational goals of the Society by such activities as the following: support and assistance with statewide events such as Yorktown Day, Flag Day, July 4th celebrations, and any historical observances, etc.; communication with or addressing groups and organizations on the contribution of religion to Colonial culture and its influence on the American Revolution; and offering assistance and advice to local chapters and their chaplains concerning memorial and commemoration services having to do with the American Revolution.
5. The Chaplain serves as a member of the following Committees:

Historic Observances and Commemorations Special

K. HISTORIAN:

1. The duties of the Historian are:
 - a) Overseeing the collection, preservation, and retention of material relating to the history of the Virginia Society.
 - b) Cooperating and coordinate with others in SAR as well as external organizations in collecting, recording, and disseminating historical information.
2. These duties emphasize the history of sites, events, and individuals rather than celebrations. The Historian does not need to have special training in history, although an interest in history certainly helps. The Historian does need to be able to accomplish the task by working through others.
3. The Historian will need to work closely with various Committees of the Virginia Society that are responsible for celebrating sites, events, and individuals. The Historian will also be responsible for the accuracy of historical information about Revolutionary sites, events and individuals in resolutions brought before the Society.

4. He will therefore be an *ex officio* member of the following Virginia Society Committees:

American Heritage	Standing
Historic Observances and Commemorations Committee	Special
Yorktown Day Observance	Special

5. The Historian will work with the Secretary to assess the material held by the Virginia Society from time to time and recommend the archiving of material of historical value, but for which regular operations of the Society do not require ready access.

L. SURGEON:

1. The Surgeon shall inform and advise the General Membership on public health matters that may concern the Virginia Society.
2. He shall render first aid in case of an emergency at such meetings of The Society as he may attend.

M. NATIONAL TRUSTEE:

1. The Constitution of the National Society SAR provides that the affairs of the National Society shall be administered by a Board of Trustees consisting of the General Officers, living Past Presidents General, one member from each state society and members of the Executive Committee not in the first three categories. The Virginia Society selects whose names it will place in nomination to be its Trustee and Alternate Trustee each year. The National Trustee and Alternate National Trustee are National Society positions and have no ranking within the Virginia Society offices. However, the National Trustee is expected to represent the Virginia Society at the National level. These representational activities shall include:

- a) Reporting to the Virginia Society President, General Membership, and other appropriate leaders the business enacted and actions under consideration by the National Board of Trustees.
- b) Assessing and making known the impact of National Society proposals on the Virginia Society
- c) Informing the Virginia Society where there are opportunities for its members to contribute at the National level.
- d) Submitting resolutions approved by the Virginia Society to appropriate National Society officers or bodies.

e) When National Society operations are causing problems for the Virginia Society and its chapters, bringing the matter to the attention of the appropriate National Society person or body.

f) Informing appropriate Virginia Society officers and other leaders of the National Society proposals or changes that will have a significant impact on the Virginia Society or require the Virginia Society to change its operations or policies.

2. The National Trustee must attend a number of National Society functions to represent the Virginia Society effectively. Under ordinary circumstances, the Trustee will be expected to attend:

a) The National Society Leadership Meetings in Louisville and attend the Trustees Meeting.

b) The National Congress whenever the travel burden is not excessive, and The Mid-Atlantic District Meeting

3. The National Trustee must also remain active in the Virginia Society to represent it. Under normal circumstances, the National Trustee is expected to attend:

a) Meetings of the Virginia Society and its Board of Managers.

b) Other Virginia Society functions where National Society officers will be present in their capacity as National officers.

4. On occasion, the Virginia Society may request its National Trustee to present certain information or make a motion on its behalf.

5. There is no expense allowance for trustees. A national trustee represents his state society at the national level, but his representation should be with the advice and consent of the Virginia Society President and the State Society.

6. Within the Virginia Society it is normal procedure, but not required, that the immediate Past State President serve as National Trustee.

N. ALTERNATE TRUSTEE:

1. The Alternate Trustee shall attend meetings of the National Trustees and serve as Trustee in the absence of the National Trustee, in accordance with the Bylaws of the National Society.

2. It is normal procedure, but not required, that the current State President serve as the Alternate Trustee.

II. GENERAL OPERATING PROCEDURES

A. CONDUCT OF MEETINGS

Meetings shall be conducted in accordance with the current edition of *Robert's Rules of Order Newly Revised*. The rules can be found at www.robertsrules.com

B. CONDUCTING COMMITTEE MEETINGS VIA ELECTRONIC MEANS.

1. The Executive Committee and other committees may, as circumstances require, conduct their business by email, teleconference, or other electronic means that allow the members of the committee to participate. In these circumstances the committee shall conduct its business in accordance with the current edition of *Roberts Rules of Order Newly Revised*.

2. The electronic medium and the procedures used for these meetings must allow the Chairman to monitor the progress of the discussions and the Secretary to copy the discussions. At the next regular meeting, the minutes of the electronic meetings shall be read, approved and entered into the written record in the same fashion as the minutes for a normal face-to-face meeting. This is especially important when motions are made and / or precedent is established.

C. FUNCTIONS AND RESPONSIBILITIES OF THE VIRGINIA SOCIETY OFFICE.

1. The Virginia Society Office maybe run by an office manager, who is an independent contractor contracted by the Virginia Society to carry out the day-to-day administrative duties of the Virginia Society. The duties and responsibilities of the Office Manager are governed by a legal contract. The Virginia Society Office maintains copies of approved applications.

2. Nothing in this handbook shall conflict with the terms of that contract. The Secretary of the Virginia Society shall oversee the operations of the Society Office. The Office Manager shall report to the President and the Secretary. The Secretary shall be responsible for the operation of the Virginia Society Office in the absence of an Office Manager.

D. CONDUCT, PURPOSE, AND ORDERS OF BUSINESS OF THE ANNUAL BUSINESS AND SEMI-ANNUAL MEETINGS.

1. The purpose of the annual business meeting shall be:

- a) To provide a social atmosphere of fellowship for the members and their spouses
- b) To review the events and accomplishments of the past year.
- c) To approve the operating budget for the next year

- d) To conduct official business of the Virginia Society.
- e) To elect officers
- f) To recognize significant accomplishments and present awards
- g) To announce the President's Initiatives and meetings, events, and programs for the upcoming year.
- h) To solicit inputs from the membership on training or other programs for the Semi-Annual meeting
- i) The Annual Business Meeting is normally conducted in Richmond and the Richmond Chapter is the host chapter for this meeting.

2. The purpose of the semi-annual meeting shall be:

- a) To provide a social atmosphere of fellowship for the members and their spouses
- b) To review the status of the current year's budget and adjust as needed.
- c) To conduct training or programs as needed or requested
- d) To commence planning for the next year with special emphasis on the budget
- e) To conduct business as required
- f) To review and vote on resolutions intended for the Virginia Legislature and Governor
- g) The Semi-annual meeting is normally held at a conference facility convenient to the President's home chapter. However, the President may choose a different location in Virginia to avoid having too many semi-annuals in the same area.

3. Order of business for the annual business and semi-annual meetings:

See Appendix A

E. THE VIRGINIA SOCIETY BUDGET AND BUDGET CYCLE.

- 1. The Treasurer under the guidance of the President-Elect will develop, propose and implement a budget for the Virginia Society based on the following guidance and schedule.
- 2. The Virginia Society will use a fiscal year that runs from January 01, through December 31 of the same year.

3. The Virginia Society shall endeavor to operate on a balanced budget.
4. The Virginia Society yearly budget process is designed to allow membership participation, orderly planning, management oversight and will follow the schedule outlined below.
 - a) In the summer prior to the semi-annual meeting, the Treasurer shall solicit inputs to the next year's budget.
 - b) The Treasurer will present a DRAFT of NEXT year's budget to the Executive Committee prior to the semi-annual meeting,
 - c) The draft of NEXT year's budget, with changes and corrections made by the Executive Committee, will be presented at the semi-annual meeting for review, comment and input first by the Board of Managers and then by the general membership.
 - d) The Treasurer will coordinate any necessary research and development of the budget over the next several months.
 - e) The Treasurer will present a FINAL version of NEXT year's budget, including comments and adjustments made as a result of the Semi-annual, to the Executive Committee prior to the annual business meeting.
 - f) The Treasurer will present the FINAL version of NEXT Year's budget as approved by the Executive Committee at the annual business meeting for approval first by the Board of Managers and then by the general membership.
5. During the semi-annual meeting, any corrections and adjustments to the current budget recommended by the Executive Committee or proposed from the General Membership will be voted on.
6. Hard copies of the draft and final budgets will be available for review at the semi-annual and annual business meetings.

F. PROCESSING OF APPLICATIONS FOR MEMBERSHIP

1. Chapter Registrar:
 - a) The Chapter Registrar should maintain a stock of National Society Application and Supplemental Application Forms and the blank watermarked SAR application paper. He should also keep on hand a stock of Form 0910 (General Information and Application Requirements) and Form 0912 (Preparation of Application Papers). He should also be aware of the availability for applicants to complete electronic applications. Finally, he may wish to keep a supply of discs with the current version of the electronic application forms for distribution to prospective members.

b) He should work with any member who has a prospect. Instruct the prospective member in the use of the electronic application forms. or furnish a worksheet for the member to give to the prospect. When the worksheet is complete and copies of supporting documents attached, they should be checked by the Registrar for completeness and compliance with requirements. At that point, he may either prepare the final application himself, or return the worksheet with the application papers to the prospective member for his action.

c) The completed application and copies of documents, along with a check to “the Virginia Society” for the \$5.00 processing fee and a check to “Treasurer General NSSAR for the appropriate dues and application fees, are sent to the State Registrar under the Member (Application) Transmittal.

2. State Registrar:

The State Registrar checks the proofs of eligibility of all applicants; requires further proofs if necessary; and when satisfied, approves and transmits the applications to the National Headquarters of the Society.

G. THE PROCEDURES FOR FORMING A NEW CHAPTER.

1. New chapters may be formed in the Society when ten or more members in good standing wish to start a chapter. A new chapter is not formed until its charter application is certified with at least ten current Virginia Society SAR member signatures and the Executive Committee approves the application and the chapter receives its charter in an appropriate ceremony.

2. Forming a chapter has two steps: organizing the chapter, and then chartering the chapter.

a) Organizing a Chapter:

(1) Organizing a chapter starts when an SAR member or members identify at least ten potential or existing SAR members who wish to organize a new chapter. This SAR member then coordinates his efforts with the Virginia Society Secretary who will, in turn, seek permission to proceed from the Virginia Society Executive Committee. Coordination with and approval by the Executive Committee is necessary to achieve openness, and administrative support and efficiency.

(2) The Virginia Society President shall designate an Organizing Chapter President.

(3) The Virginia Society President shall insure that chapters near the area of the new chapter are informed of the effort and encouraged to support the new chapter.

(4) The Second Vice President and the Membership and Chapter Support Committee will work with and assist the organizing president in his efforts.

(5) The Organizing President will hold a meeting with potential and existing SAR members to see if there is enough interest to organize the chapter and start the preparations for chartering. If so, organizing chapter officers are selected, and the application for a charter is signed.

(6) The signers of the charter application do not all have to be current SAR members. They can be past SAR members who need to be reinstated or potential SAR members who have a good chance of being accepted. It is recommended that at least twelve to fifteen signatures should be obtained on the charter application in case some of the potential members are not accepted. When ten or more signers are accepted as SAR members the charter request is submitted to the Virginia Society Secretary who will present it to the Executive Committee for final approval.

(7) The organizing chapter officers, however, must be current SAR members. As a minimum, the officer positions to be filled should be President, Secretary/Treasurer, and Registrar. One officer can fill more than one position. The Registrar from a nearby chapter can act as Organizing Registrar.

b) Chartering a Chapter

(1) Between organizing and chartering, the chapter must do several things. The applications for new members must be processed and dues and fees collected with the applications, a slate of charter officers selected, the chartering ceremony planned, and the charter application submitted to the Executive Committee when ready. The Virginia Society Secretary shall review the charter application and verify that at least ten signers are members in good standing and inform the Executive Committee. If ten members cannot be verified, the application shall be returned. When the Executive Committee approves the charter, the new chapter will be added to the role of active chapters within the Virginia Society. A copy of the approved charter application will be held by the Society Historian and the original returned to the new chapter for safe keeping. A signed charter shall be presented to the chapter by the Virginia Society President in an appropriate ceremony. The

suggested program for a chartering ceremony can be found in the “Chapter Institution Ceremony” document on the National Society Website

(2) Terms and References: The officers of the chapter prior to the chartering are called: Organizing President, Organizing Secretary, etc. The officers installed at the chartering ceremony are called the “Charter President, Charter Vice President, etc. These special titles honor the extra effort and contributions made by the persons holding these positions.

(3) Charter members are those members who joined the chapter before or shortly after the chartering ceremony. Each chapter shall determine the cut-off date for charter members.

H. SUBMISSION AND PROCESSING OF RESOLUTIONS OR PROCLAMATIONS

1. Proposals for Resolutions or Proclamations must be submitted to the Chancellor no later than three weeks before the start of the annual business or semi-annual meetings. Items intended for the Virginia General Assembly should be submitted to the semi-annual meeting so they can be processed and submitted before the legislature convenes in January.

2. Resolutions and Proclamations are legislative vehicles that can be used to call on your elected officials to act on a particular issue, to express an organization’s opinion about an issue, to call on a group of people to do certain things at a prescribed time or to commemorate an important event or person. Sons of the American Revolution Chapters, State Societies and the National Society use Resolutions to express an official opinion or to ask city, county, state or federal government officials to support or oppose issues. We craft Proclamations and offer them to city, county, state and federal government officials, hoping that they will issue them in recognition of certain anniversaries, event or occasions.

3. For example, the Virginia Society approved a resolution at its 2006 Annual Meeting calling on the General Assembly and Governor to support funding for the Virginia Learning Center of Frontier History and Culture at the Virginia Wilderness Road State Park. The Governor responded with a letter congratulating VASSAR on the style and merit of the resolution. At our Annual Meeting in 2002, we passed a resolution calling on the National Society to support efforts in Congress to pass a Constitutional Amendment giving Congress the power to write flag protection legislation. Delegates to the Annual Congress in Nashville that year unanimously approved the resolution. At our Annual Meeting in 2005, we approved a proposed Proclamation for the Governor’s use in designating September 17 as Constitution Day in the Commonwealth. That proposed Proclamation also passed muster, but rather than designate September 17, 2005 as Constitution Day, the Governor declared that henceforth September 17 would be observed as Constitution Day each year.

4. The procedures for the proper use, drafting, and final wording of resolutions and proclamations can be found in Appendix B.

I. OFFICER, TRUSTEE AND COMMITTEE CHAIRMEN TURNOVER OF SOCIETY MATERIAL.

Officers, Trustees and Committee Chairmen should turn over all records and any unfinished business to their replacement at the conclusion of their tenure.

III. GUIDELINES FOR COMMITTEES & PROGRAMS

A. STANDING COMMITTEES

Standing Committees are permanent committees required by the constitution or bylaws.

1. Executive Committee

This committee is responsible for the day-to-day decisions necessary to operate the Virginia Society. The President of the Virginia Society chairs this Committee. Actions or recommendations of the Executive Committee concerning the national trustee, the budget, the trust funds, nominations, amendments, and resolutions are ratified by the Board of Managers. The Executive Committee meets at the call of the State President. The Executive Committee can and should conduct much of its business through e-mail or other electronic means. However, face-to-face meetings of the Society's senior leaders are very valuable for promoting collegial relations and smooth operations and identifying and addressing potential problems before they develop into major issues. Three or four meetings a year are recommended. From experience, it has been found that a meeting several weeks prior to the Semi-annual and Annual Business Meetings are useful to help officers prepare for those meetings. The previous year's audit report is examined in June, along with plans for the Semi-Annual Business Meeting. Any proposed revision to the Constitution and Bylaws should be reviewed by the committee far enough in advance to allow the proposed changes to be distributed to the chapters prior to the 60 day and 10-day deadlines. The Executive Committee should prepare a recommendation on such proposed revisions to be given at the Board of Managers Meeting. However, the Executive Committee does not have the authority to prevent any proposed revisions to the Constitution or Bylaws being raised by the membership during any General Membership Meeting.

2. Audit Committee

This committee is responsible for the annual review of the Society's financial status and for the employment of an auditor at least once every three years, annual review of the Society's financial status, review of any audit report for the Board of Managers; and preparation and submission of appropriate forms as required by the Internal Revenue Service. Future tri-annual audits will be conducted in 2009, 2012, 2016, etc. The First Vice President chairs this Committee (if eligible).

3. Nominating Committee

a) The Nominating Committee is charged with proposing a full slate of candidates for office who meet the requirements set forth in the Bylaws of the organization.

b) The Immediate Past President Chairs this Committee. The Committee is comprised of five members. Three of whom must be Past Presidents of the Virginia Society. The Chairman of the Nominating Committee shall select the other members of his committee and so inform the current President.

c) The candidates proposed should meet the standard of being interested in the organization, willing to serve, and able to carry out the duties of the office for which they are nominated. The Committee should be guided by common sense in identifying and recruiting men who meet these standards and conduct itself with the grace and dignity expected of a society of gentlemen. The committee should plan to announce the slate of candidates no later than the first week of December to the Executive Committee. The final slate of candidates should be first presented to the Board of Managers at the annual Business Meeting then to the general membership for their approval.

d) At any time during the deliberations of the Nominating Committee should a member of the committee become a potential candidate for an office he should be excused from further service on the Nominating Committee and a replacement may be designated.

e) The Nominating Committee must fairly and impartially evaluate all persons being considered for nomination. To do so, the committee members may ask for an accurate written account of the candidates' accomplishments and positions inside and outside of the SAR.

f) To insure fair and impartial consideration the committee will follow the procedures listed below.

(1) Determine what elected offices will be vacant.

(2) Identify potential candidates for those offices

(3) Determine their willingness to serve

(4) If needed or desired request a short resume' from new candidates and others as needed

(5) If used, Distribute the resumes to all members of the nominating committee for equal consideration.

(6) Any adverse information that may disqualify a candidate shall be confirmed.

g) The Nominating Committee should develop candidates for future years by proposing men for progressively higher offices.

h) The Nominating Committee should also recognize that continuity is very important in certain offices. This is most obvious in the case of the Registrar and the "assistant" offices, which are often held for more than one term and may even approach being quasi-permanent positions. Although all these positions are important, they are not necessarily stepping-stones to higher office.

i) The Virginia Society needs to be strong in all parts of the state and among all age groups of men. The Nominating Committee should strive to achieve a mix of men from different parts of the state and from different age groups.

4. Meetings Committee

This committee is responsible for assisting the President and the Office Manager in making arrangements for and the support of the Annual and Semi-Annual Meetings of the Society. Suggested guidelines for planning these meetings can be reviewed in Appendix C.

5. Chapter Support and Membership Committee

a) This committee is responsible for distributing NSSAR's Membership Committee work projects for programs to recruit new members and to increase retention of existing members by reducing "drops and resignations" and publicizing the results for VASSAR officers and members. Each year the committee sets specific goals to realize these objectives. The Second Vice President chairs this Committee.

b) This committee is responsible for the revival of dormant chapters, assisting chapter having difficulties remaining viable, and forming new chapters within the state.

c) This committee oversees the Virginia Society DAR/SAR Award program. This program is in direct support of the National Society

DAR/SAR Award which provides \$500 to the state DAR Society that recruits the most members to the SAR. The recruiting is tracked at the national level by “DAR Finder Forms” attached to the new member applications arriving at National. The Virginia Society is encouraging this program by providing the DAR Finder Form (at the end of this volume) and by awarding certificates to the top three VA DAR Chapters recruiting new members and giving honorable mention to any VA DAR Chapter recruiting new SAR members. The committee will ensure that forms are made available to the VA DAR and will on receipt of the report from the Registrar, prepare the certificates and inform the President of the results of the contest. The President or his designated representative should present these awards and recognition at the VA DAR Annual Meeting.

6. Awards Committee

- a) The Awards Committee is described in detail in Volume 4 of this handbook.
- b) A permanent chairman shall chair this committee.

B. SPECIAL COMMITTEES TO THE EXECUTIVE COMMITTEE

Periodically, the Executive Committee and the General Membership have the need for traditional operating committees and new program committees that do not fall under one of the Virginia Society Committees established by the Constitution or the Bylaws of the Society. Normally a Special Committee receives its direction from the Executive Committee and reports its activities to the Executive Committee. However, the General Membership may also request and approve the establishment of Special Committees. New Special Committees are approved by the General Membership and may be designated as permanent committees by vote of the General Membership (for example, The Forgotten Patriot Committee).

1. Headquarters Committee

This committee is responsible for the day-to-day operation of the Virginia Society office; for adjusting the operation to improve its efficiency; and for reviewing employee performance. It reports its findings and recommendations in writing to the Executive Committee. The Secretary shall chair this committee.

2. SAR / DAR Liaison Committee

This committee is responsible for establishing contact with the State Regent of the Virginia Society of the DAR; supporting DAR activities as appropriate; and for recommending the presentation of NSSAR/Virginia Society awards, as appropriate.

3. SAR / C.A.R. Liaison Committee

This committee is responsible for establishing contact with the appropriate senior C.A.R. officers; for encouraging Virginia Society chapter support of C.A.R. societies; for encouraging Virginia Society members to become involved in C.A.R. activities; for recruiting male C.A.R. members to become SAR members when they become 18 years of age; for recommending the award of the CAR-SAR Medal of Appreciation or Good Citizenship Medal to C.A.R. members, as appropriate.

4. Resolutions Committee

This committee is responsible for originating, receiving, reviewing, and presenting the Virginia Society resolutions to the membership for vote at Annual and Semi-annual meetings. Resolutions, other than courtesy resolutions, not considered by the Committee, will be held over until the next committee meeting. The Chancellor chairs this committee.

5. Handbook Committee

a) The Handbook Committee is chaired by the President-Elect of the Virginia Society. Changes to the Handbook should be submitted to the President-Elect by the various officers, the committee chairmen and any member of the General Membership. Changes may be submitted at any time, but normally they should be submitted not later than July 1st of each year. The Handbook Committee will review all proposed changes and submit them to the Executive Committee for review.

b) If the changes concern revision to the Constitution (Volume I), written notice under U. S. Postal Service postmark or electronic notice via email or fax or otherwise electronically transmitted (such as using the Virginia Society web page) must be given to the Chapters no less than 60 days prior to any meeting of the Society considering the proposed change. If changes concern revision of the Bylaws (Volume II), notice under U. S. Postal Service postmark **or** electronic notice via email or fax or otherwise electronically transmitted (such as using the Virginia Society web page) must be given to the Chapters no less than 10 days prior to any meeting of the Society considering the proposed change.

c) If changes concern revisions to Volume III (Procedures and Committees) or Volume IV (Awards) they may be submitted directly to the General Membership at any General Meeting of the Society.

d) If the changes to any of the Volumes in the Handbook are extensive or substantial, then revised versions of the affected Volumes may be posted on the Society web site and hard copy will not be sent to the individual chapters. Notification that changes have been proposed and that they may

be viewed on the web site will be sent to the Chapters as specified in paragraphs a), b), and c) above.

e) After approval by the Executive Committee, proposed revision to the Handbook will be given to the web master for posting on the Societies web site. The Secretary will produce and have available only a minimal number of hard copy versions of the changes for use by individual members attending any meetings. A handbook summary just showing the changes may be distributed at the meeting to save time and costs.

f) A Master Copy of the Handbook (all four volumes) will be maintained in both digital and hard copy. MS Word will be the format for the digital master copy. The digital copy posted on the website for download or distributed to the members will be an image such as adobe acrobat that cannot be altered. Request by a compatriot for a hard copy of the Handbook will be submitted to the Secretary or the Office Manager—and when possible, a hard copy will be sent to the requesting compatriot.

6. Council of Past Presidents Committee

a) The Council of Past State Presidents is an advisory body to the President of the Virginia Society. The Current President may refer to the Council any matter he may consider appropriate. Such matters might include; a) obtaining the collective views of experienced members on a particular issue, b) undertaking a study of a problem or an issue facing the Society – such as validating a major change being considered by either the General Membership or the Executive Committee, c) strategic planning in regards to the long-term goals of the Society, and d) other similar tasks. The Chairman may also convene the Council to address issues its members consider important and require the attention of the Society President.

b) **MEMBERSHIP:** The Immediate Past President shall chair the Council. All past Virginia Society presidents in good standing shall be members of the Council.

c) **MEETINGS:** The Council shall meet at the call of the Virginia Society President or at the call of the Chairman of the Council

d) **REPORTS:** Any special reports shall be rendered to the Virginia Society President. and/or to the General Membership as deemed appropriate. Written reports shall be considered as valuable information and a copy will be kept by the Secretary as a permanent record. Electronic means to capture such reports may be used.

7. Mid-Atlantic Conference Planning Committee

Every seven years, the Virginia Society hosts the Middle Atlantic Conference. This is a combined meeting of seven state societies (2 districts). The meeting is held on the second weekend in August, and it is especially important as candidates for national office often attend seeking endorsements for General Officer positions. The next time the Virginia Society will host this meeting is August 2011.

8. The Publicity and Public Relations Committee

a) Communications have a special importance to the Virginia Society. It encompasses all aspects of the Society's operations, including publicity within the Society, publicity of the Society's affairs to the citizens of the country, encouragement to eligible people to become members, and giving the Society name recognition across the land.

b) This committee is responsible for the publishing of The Virginia Bulletin; submitting material relating to the Virginia Society, to The SAR Magazine; and encouraging chapters to publish at least four newsletters per year. At least two issues of The Virginia Bulletin are to be issued each year. The committee also supervises the design, content, and currency of the Virginia Society web site and is responsible for its content.

c) Chapters may send their own news articles directly to editor of The SAR Magazine but should always send a duplicate copy to the Publicity and Public Relations Committee chairman.

d) The Committee is also responsible for making chapters aware of the National Society's Robert B. Vance Award for the best Chapter web site.

9. Forgotten Patriots Committee

a) Many patriots of the American Revolution have not been recognized by having a descendant join the SAR or DAR on his or her services. The purpose of the Forgotten Patriot program is to remember these patriots through an application--original or supplemental—anchored on their Revolutionary War services. Not only does this document the contribution of the patriot to the cause of Liberty, but also it opens new and additional lineage lines for use by potential new members

b) The Virginia Society is recognizing chapters whose members remember a previously Forgotten Patriot with a streamer.

c) Beyond more than one patriot and for patriots who were Virginians by birth or service, stars will be attached to the streamer in accordance with Appendix B, Volume 4, Virginia SAR Award Streamer Specifications.

- d) A forgotten patriot is one who has not been previously accepted as a patriot ancestor by either the SAR or DAR or whose previously approved line has been closed due to flaws in the original application.
- e) The Forgotten Patriot Committee will maintain the standards of proof for a forgotten patriot based on the current application criteria and patriot search policies of the NSSAR and NSDAR.
- f) The Forgotten Patriot Committee will inform each chapter of the current standards of proof for a forgotten patriot at the beginning of each year.
- g) Chapters will provide the necessary documentation to the Forgotten Patriot Committee for its review to verify the candidate as a forgotten patriot.
- h) The Forgotten Patriot Committee Chairman informs the Awards Committee of those chapters that qualify for a streamer or star and the Compatriot to be recognized.
- i) The Compatriot successfully having a forgotten patriot ancestor approved will be recognized with a certificate forwarded to the Chapter President for presentation.

C. AD HOC COMMITTEES

Ad Hoc Committees are temporary committees formed to address specific issues or to promote exciting short-term high visibility projects, such as preparations for the 2007 National Congress or to support a President's year-long initiative. Ad Hoc committees will disband at a specified date or they may be transformed into permanent program committees.

D. NATIONAL PROGRAM COMMITTEES

1. Youth and Education Programs

- a) Youth Education Committee: Teacher of the Year and Outstanding Student Programs

The Youth Education Committee covers both the Teacher of the Year and the Outstanding Student Programs.

The Virginia Society Teacher of the Year Program was originally established in 1986 and continues to the present day. Under this program chapters recognize one or more teachers of the year and nominate candidates for the Virginia Society Teacher of the Year. In 2006, the National Society instituted the Tom and Betty Lawrence American History Teacher Award. This created a three-tiered system with

increasingly higher standards for each level. The committee is responsible for supervising and promoting this program

(1) Chapter Teacher of the Year Awards

(a) Every chapter is encouraged to recognize outstanding teachers from elementary, middle and high schools in the chapter's area. These outstanding teachers are recognized with Bronze Good Citizenship Medals or Outstanding Citizenship Certificates. Chapters are encouraged to honor those teachers during a school's awards ceremony or a school assembly. This public presentation increases the honor conferred on the teachers and gives the chapter valuable public outreach. However, chapters may choose to honor these teachers at the chapters' awards ceremonies.

(b) The criteria for selection of the Chapter Teacher of the Year Award(s) is left up to the chapter and there is no limit placed on how many or what type of teachers a chapter may honor other than there should be no more than one teacher recognized per school. However, if a chapter wishes to nominate a teacher for the VASSAR Teacher of the Year Award and/or the Tom and Betty Lawrence American History Teacher Award, that chapter must adhere to the requirements set forth below.

(c) Chapters may nominate the same candidate for both the VASSAR Teacher of the Year Award & the Tom and Betty Lawrence American History Teacher Award. However, two separate application packets must be submitted to the VASSAR Teacher of the Year Committee based on the requirements set forth for each award.

(2) The Virginia Society Teacher of the Year Award

(a) Each chapter is permitted to forward the application of only one candidate to be considered for the VASSAR Teacher of the Year Award. A nomination form with instructions may be found on the VASSAR Web Site. This nomination form shall be filled out and attached as the first page of the packet.

(b) A key consideration for this award is that the teacher is currently being recognized for excellence in teaching American History in the Revolutionary War era from the period of 1750 to 1800. However, it is not necessary for the teacher to have a title of "History Teacher".

(c) The candidate must include the following documents:

(i) A letter of nomination signed by the Chapter President.

(ii) A supporting letter or statement signed by the nominee's Principal.

(iii) At least one but no more than three additional letters or statements to support the nomination.

(iv) A career summary prepared by the nominee or sponsoring chapter which also includes statements showing that he/she:

(a) Demonstrates outstanding classroom accomplishments.

(b) Consistently uses innovative and effective teaching techniques.

(c) Relates to students how classroom knowledge is necessary to develop skills for being a good and productive citizen of the country.

(d) At the VASSAR Annual Meeting, The Virginia Society will recognize one teacher as the VASSAR Teacher of the Year. The Virginia Society will present the winner with suitable recognition. The Chapter sponsoring the VASSAR Teacher of the Year will be presented the Chester E. May Award.

(3) The Tom and Betty Lawrence American History Teacher Award

Each State Society may nominate one teacher to compete for the Tom and Betty Lawrence American History Teacher Award. The VASSAR Teacher of the Year Committee shall select and nominate the candidate who best meets the criteria set forth by the National Society which is outlined on the NSSAR Web Site.

(4) Outstanding Student Program

The Outstanding Student Program was established in 1986. The Chapters of the Virginia Society are encouraged to recognize outstanding students using whatever criteria fit local

circumstances. Some chapters recognize the outstanding student in American history at one or more high schools. In some areas, the DAR already has such a program and the local SAR chapter does not wish to duplicate their activity. Such chapters may recognize students for their outstanding service to the school or the community. In part because diverse criteria are used, there is no statewide contest for the “Best” student of the year. However, the absence of paperwork to enter a contest at the state level makes this program a very easy one for chapters to carry out. It reaches out into the schools and the students are delighted to have an honor to put on a college or job application. Most chapters award a Bronze Good Citizenship Medal or a Good Citizenship Pin. Some chapters have placed plaques in the schools where the name of each year’s winner can be recorded; bring the program, chapter, and winning student to the attention of all who look at the trophy case. The Committee promotes the program by making chapters aware of it.

b) History Day Support Committee

(1) The History Day Support Program was established as a special presidential initiative in 2005 and as a permanent program by the membership in 2006. Chapters of the Virginia Society are encouraged to support Virginia History Day Competitions and competitors. The Virginia Society chapters can support National History Day in one of the following ways:

(2) Financial Contributions. Chapters, or individuals on behalf of a chapter, can offer cash awards to the students who participate in local district and/or Virginia History Day competitions, and whose project deals with American History from 1750 through 1800.

(3) Judging. The National History Day Program provides for history projects in two school grade divisions and seven presentation categories. Local districts are often in need of judges. SAR compatriots who are knowledgeable of history in general, able to ask students questions in a non-intimidating manner, and make suggestions in a positive way, are encouraged to offer their services as judges.

(4) Attendance. SAR compatriots are encouraged simply to attend the local history fair, look at the exhibits, and encourage the students.) Awards. Chapters are encouraged to award Bronze Good Citizenship medals or Outstanding Citizenship pins to students

who excel in the field of American History from 1750 through 1800.

(5) Promotion of History Day. Many Virginia Society chapters already have contacts in local schools for the Historical Essay Program, the Historical Oration Program, or Outstanding Student programs. Chapters are encouraged to use these channels of communication to help promote and encourage participation in National History Day contests.

b) Rumbaugh Orations

(1) Background: In 1945, SAR member Douglas G. High, strongly motivated by the pervasive patriotism generated in this nation during World War II, began an annual oration contest in a Cincinnati, Ohio, high school. The Ohio Society, SAR, expanded its sponsorship statewide, and shortly thereafter the NSSAR expanded its scope nationwide, naming it the Historical Oration Contest and appointing Douglas G. High the first national chairman. In 1953 the contest was named in his honor. In October 1992, the Executive Committee and Board of Trustees, NSSAR, approved a change in the name of the contest to Joseph S. Rumbaugh Historical Patriotic Oration Contest in recognition of a long history of youth activity support by Compatriot Rumbaugh and a most generous contribution of \$100,000 to the NSSAR Oration Contest endowment fund.

(2) Objective: The primary purpose of the Joseph S. Rumbaugh Historical Patriotic Oration Contest Committee is to hold a contest in which a high school student is selected to receive a cash prize and the right to represent Virginia at a similar contest held annually at the National Congress. Rules are established by the National Committee and promulgated by the National Committee Chairman. The National Committee Chairman also forwards letters of inquiry from students throughout the state who have responded to contest information that has been provided through high school guidance counselors. These inquiries are answered and forwarded to chapters on the hope that these students will participate in chapter contests held to select representatives for the state contest. Additional contestants for chapter contests are gained through chapter interaction with teachers, debating coaches, and other influential mentors at local high schools. Tasks required to achieve the committee objective are briefly described in the following paragraphs.

(3) Procedures for conducting a Chapter Oration Contest Campaign can be found on the National Society Website or obtained from the committee chairman.

c) Knight Essay Contest Committee

(1) The George S. and Stella M. Knight Essay Contest was completed for the first time by the Virginia Society in 1996-97.

(2) It is important to contact high schools at the beginning of the academic year to assure that a teacher will take responsibility for the contest and assign the essays as a topic in his/her classes. It is helpful to talk to that teacher about the contest, give her/him a copy of the rules of the contest and provide an example of a winning essay in the previous year. It is also helpful at this time to issue a press release about the contest to the local media. The National Society provides a draft press release that can be easily adapted to local needs. A deadline should then be established with the teacher that is reasonable to her/him and fair to those students competing. If the teacher is contacted in late September, then mid-November is a reasonable time for completing the essays and turning them over to the local chapter's board of judges. The selection of the winners at the chapter level can be made by mid-December. Announcement of the local winners, stories about the contest (and the SAR) and pictures in the local press can appear in early January. Newspaper editors seem to welcome new, local stories at that time.

(3) Winners at the Chapter level should be sent to the State Knight Essay Contest Chairman in early January. He will have these essays judged by an independent group. The top three winners are announced at the annual Virginia Society meeting in February. The schedule outline presented here works and is acceptable to the schools and students involved. A principal problem for this program is the delineation of each chapter's area of responsibility, i.e. which schools the chapter will support which must be decided before September each year.

(4) The Knight Essay Contest is a great program, initiated by and named for two of the Virginia Society's greatest supporters. It is hoped more chapters will participate in the future. This requires urging by the sub-committee chairman during the summer before the contest. It offers the chance for junior and senior high school students to work on a project of interest, involves them in SAR activities, and provides the winners with some extra funds for college.

d) ROTC/JROTC Committee

The ROTC and JROTC Committee is responsible for distributing information concerning the NSSAR ROTC and JROTC programs to chapter presidents, school authorities and commanding officers of ROTC and JROTC units in Virginia colleges and high schools. Chapter committees will receive nominations from the commanding officer of each participating ROTC and JROTC unit. The NSSAR ROTC and JROTC Committee has established selection criteria for the award of the SAR ROTC and JROTC medals. For the JROTC medal, it will be presented to the outstanding cadet (second year cadet in a two-year program or a third-year cadet in a four-year program). The winner from each school will be submitted for consideration as the Virginia Society outstanding JROTC Cadet. The Virginia Society winner will be nominated for the NSSAR Outstanding JROTC Cadet.

e) Eagle Scout Committee

(1) The Eagle Scout Committee is responsible for promoting participation in the Eagle Scout Recognition and Scholarship Programs. All chapters in the Virginia Society are encouraged to participate by appointing a Chapter Eagle Scout Chairman who will implement the chapter's program in conformity with the NSSAR Administrative Guide-Eagle Scout Recognition and Scholarship Program (copies of which will be provided each chapter).

(2) Eligible Eagle Scouts will be presented a "Certificate of Recognition" upon request and made aware of the Scholarship program and invited to participate through (1) The Virginia Society web site that includes pages dedicated to the Eagle Scout Program and provides instructions to the scout on how to participate; or (2) direct or indirect mailings (electronic or otherwise) to the scout, his troop or local council with information about the scholarship program and instructions on how to participate.

(3) The Committee will assist the chapters in implementing their respective programs, including the supply of necessary material – application forms, ancestor charts, essay topic suggestions and instructions, NSSAR promotional brochure and certificates of recognition. The required application forms, ancestor chart and instructions and suggested topics for the essay can be downloaded from either the Virginia Society or NASSAR web sites. Chapters may elect to award their winning entrant the Eagle Scout Medal. In 2008 the National Eagle Scout Committee voted to reimburse local chapters for Eagle Scout Medals they present. The obtaining

of the National supplied medals and the redistribution of the medals to the chapters will be the responsibility of the Committee Chairman assisted by the Chairman of the Awards Committee.

(4) All applicants are required to be sponsored by a Virginia chapter, unless sponsored by The Virginia Society in the event no such chapter representation exists. Each sponsoring organization will select its winning application and forward a copy to The Virginia Society Eagle Scout Chairman for entry into the State level of competition that will be judged by the members of The Virginia Society Eagle Scout

2. American Heritage Programs

a) Historical Observances

(1) There are many Revolutionary War observances and commemorations of interest to the members and leadership of the Virginia Society. The Virginia Society urges its members to attend these events to help keep the memory of our patriot ancestors alive. This committee works to collect and disseminate the relevant information about the events listed below to the Society as a whole.

(2) The Virginia Society prioritizes these events into two categories:

(a) Virginia Society Sponsored or Co-Sponsored events where the Society President or a designated Society Officer participates in the ceremonies.

(b) Other events of special interest where the Virginia Society is often represented and usually lays a wreath; Chapters may nominate events to the Executive Committee for inclusion on this last list.

(3) The following events are sponsored by the Virginia Society:

(a) Wilderness Road/Martin's Station

(b) Yorktown Day Observance

(4) The following events are of interest to the Virginia Society

(a) The Battle of Point Pleasant Observance

(b) The Valley Forge Observance

(c) The National Commemorative Service for President Madison's Birthday

(d) The National Commemorative Service for President Jefferson's Birthday

(e) The National Commemorative Service for President Monroe's Birthday

(f) Constitution Day Celebration at Montpelier

(g) The Battle of Cowpens

(h) The Battle of Guilford Courthouse

(i) The Battle of King's Mountain

(j) The Battle of Petersburg

(k) The Crossing of the Dan

(l) The Battle of Great Bridge

(5) The 2nd Vice President appoints a liaison officer to coordinate with the presidents of the chapters that are designated to organize Virginia Society participation in the commemorations described in the paragraphs below.

(6) Wilderness Road/Martin's Station Observance Committee

(a) The Wilderness Road/Martin's Station Committee organizes SAR support for the Wilderness Road State Park and coordinates SAR participation in the annual commemorative events held at the park the second weekend of May. The Wilderness Road State Park lies astride the Wilderness Road that winds down the valley. Daniel Boone carved the Wilderness Road in 1775 and by 1800 over 300,000 settlers traveled the Road westward through Cumberland Gap. Joseph Martin was the first settler in this area, arriving on March 26, 1769. Martin abandoned the area after an attack by Native American forces that fall, but returned in January 1775.

(b) The Committee is responsible for organizing a commemorative ceremony at the monument erected by the SAR in the park. Duties include:

(i) Notifying the Virginia Society, including the leaders and Color Guard Commander, of the time (usually 2:00 PM on Saturday of the celebration)

(ii) Having a wreath available for the ceremony

(iii) Preparing an invitation for the Virginia Society President to extend to The Virginia DAR and The Virginia C.A.R.

(iv) Keeping the event before the National Society Historic Celebrations Committee as a viable event worthy of SAR participation. The event was added to the National Society's Historical Celebrations List in 2005.

(7) Yorktown Day Observance

(a) The Virginia Society President appoints a Virginia Society Compatriot to serve as the Virginia Society Representative to the Yorktown Day Association.

(b) The Virginia Society Representative is responsible for arrangements for the wreath laying ceremony at Governor Nelson's grave on Yorktown Day, October 19. This includes securing a descendant to present a wreath; arranging for other lineal and patriotic organizations to present wreaths; and arranging the speaker's podium and PA equipment; and making arrangements for the program.

(c) The Virginia Society Representative is obligated to attend the Board Meetings of the Yorktown Day Association.

(d) The responsibility for the annual Yorktown Day program is rotated among the members of the Yorktown Day Association. The Virginia Society is next scheduled for this responsibility in October 2013.

(8) . Battle of Point Pleasant Observance

The SAR Memorial Ceremony of the Battle of Point Pleasant is held annually in the Battle State Park, Point Pleasant, WV. It is the final event on the Sunday afternoon of a festival known as "Battle Days", sponsored by the local community on the first weekend in October. The anniversary date of the 1774 battle is October 10.

(9) The Kings Mountain Observance.

At Kings Mountain, NC, the Overmountain Victory Trail Association is a co-sponsor of the celebration held on October 7, the anniversary of the 1780 battle. The Mecklenburg Chapter, NCSSAR, coordinates the SAR ceremony. The Virginia Society participants honor the Overmountain Men from Southwest Virginia. The Lt. David Cox Chapter organizes the Virginia Society delegation.

(10) The Cowpens Battlefield Observance

The Cowpens National Battlefield, SC, SAR celebration at is held in January on the weekend nearest January 17, the anniversary of the 1781 battle. The Daniel Morgan Chapter, SCSAR, coordinates the SAR ceremony. The Virginia Society participants honor Virginia's Daniel Morgan and the Virginia Militia. The Lt David Cox Chapter organizes the Virginia Society delegation.

(11) The Guilford Courthouse Battlefield Observance

The ceremony at Guilford Courthouse National Battlefield, NC, is held on the weekend nearest to March 15, the anniversary of the 1781 battle. The Nathaniel Greene Chapter, NCSSAR, coordinates the SAR ceremony. The Dan River Chapter organizes the Virginia delegation. The Virginia Society participants honor Virginia's Huger's Continentals and the Virginia Militia.

(12) The Battle of Ramsour's Mill Observance

The North Carolina Society, SAR, sponsors the SAR ceremony at Ramsour's Mill in Lincolnton, NC. It is held on the second Saturday in June each year. It commemorates a battle between Patriots and Tories in which brother fought against brother on June 20, 1781.

(13) The Saratoga Battlefield Observance

The SAR ceremony at the Saratoga National Historical Park is sponsored by the Saratoga Battle Chapter, ESSAR (NY) on a weekend nearest to the anniversary dates of the Battles of Saratoga, September 19, and October 7, 1777. The Virginia Society participants honor Daniel Morgan's Virginia riflemen.

(14) The Fort Laurens Observance

The SAR ceremony at Ft Laurens (OH) Memorial is held on the weekend nearest to July 15, the period the fort was under siege in 1779 by British and Indian forces. The Western Reserve Society, OHSSAR, sponsors the SAR ceremony. The New River Valley Chapter organizes the Virginia delegation. Virginia participants honor the 13th (later renamed the 9th) Virginia Regiment.

(15) Valley Forge Observance

Each three years (2008, 2011, 2014, etc.) a special service of remembrance of soldiers and officers who served during the Revolutionary War from Virginia is observed at Washington Memorial Chapel, Valley Forge. Called “Virginia Day” at the Chapel, it is sponsored by all Virginians, but especially for members of the patriotic, genealogical societies. The Virginia DAR provides the largest number of attendees and has the lead in coordinating this event. The Committee Chairman coordinates the Virginia Society participation with the Virginia DAR and ensures that the Washington Memorial Chapel at Valley Forge knows that the Virginia Society is participating in the service with the DAR.

b) Revolutionary Graves Committee:

(1) The Virginia Society’s Revolutionary Graves Committee is responsible for encouraging and supporting chapters to register Revolutionary graves with the National Society, to update information about Revolutionary graves already registered with the National Society, and to place SAR grave markers at Revolutionary graves. This Committee administers the Sustained Achievement Award for marking Revolutionary graves and the Program Accomplishment Award for registering and updating Revolutionary graves with the National Society SAR.

(2) The Virginia Society Revolutionary War Graves Program consists of three activities:

(a) The completion of and placing in the National Register at the NSSAR Headquarters in Louisville of the Grave Registry Form for each Patriot.

(b) A broader program a chapter can undertake is the registration or updating of existing registrations of the gravesite of any Revolutionary Patriot

(c) The third part of the program is to place on the gravesites of these Patriots the SAR Patriot ~~Bronze~~ marker, wherever the site may be located. The marking chapter

shall check with local chapters near the gravesite to avoid conflicts.

(3) The committee encourages each chapter in the Virginia Society to implement a Revolutionary War Graves program within the chapter. Every SAR member is encouraged to participate in the Revolutionary War Graves Program.

(4) This committee is also responsible for encouraging the marking of graves of deceased SAR compatriots by chapters and descendants. An appropriate marker is available from National.

c) Revolutionary War Graves Support Committee:

The Virginia Society's Virginia Revolutionary War Graves Support Committee is the administrative agent of the Revolutionary War Graves Preservation Program for the Virginia Department of Historic Resources, Commonwealth of Virginia. Under this program, cemetery associations that maintain the graves of military veterans of the American Revolution serving on the patriot side and buried in the Virginia can receive financial support from the Commonwealth of Virginia through the Revolutionary War Graves Support Committee. In addition, the Committee supports and assists in the qualification of additional cemetery associations that meet the requirements set forth in Section 10.1-2211.1 of the Code of Virginia.

d) Other Support for the Graves Program:

The two committees described above should work in close cooperation with one another, but their combined scope does not exhaust activities that fall under the Virginia's Society's Revolutionary Graves program. Activities such as cleaning up a Revolutionary patriot's grave, obtaining a Veterans Administration monument for a Revolutionary veteran, and placing flags at the graves of Revolutionary patriots are examples of work that falls within the program, but is not in the scope of either committee. Chapters can report such activities on the Chapter Report Form and receive due credit towards Best Chapter and Chapter Excellence Awards.

e) Color Guard Committee

(1) The Color Guard Committee is responsible for organizing the Virginia Society Color Guard, encouraging the creation of chapter color guards, scheduling the Virginia Society color guard and chapter color guards for appearance and/or participation in

ceremonies at the Virginia Society annual and semi-annual meetings and at historical or special commemorative events.

(2) The Virginia Society Color Guard has been formed as a service to the State Society and to its Chapters. All color guardsmen in the Virginia Society are considered to be members of the Virginia Society Color Guard, Mid-Atlantic District Color Guard, and National Color Guard and may serve at Chapter, State, District and National events. A man can participate in the State Color Guard without participating in a chapter color guard and *vice versa*. It is essential that for recognition and awards purposes, participating at events at different levels not be co-mingled.

(3) Color Guard Committee Policies are set by the Virginia Society Color Guard Commander.

(a) The Color Guard is organized into three regions: Northern Virginia, Tidewater Virginia and Western Virginia. The goal is to develop each regional unit with 12-15 members to provide services to Chapters in its respective area.

(b) Each Virginia Society Chapter is encouraged to form its own Color Guard to serve the needs of the Chapter and participate at Special, State, District or National events. The committee will provide guidance and assistance as needed and requested. However, each chapter is responsible for appointing its own commander, schedule its own events, keep its own record of participation, and recognizing its own members.

(c) The Virginia Society Color Guard usually will not participate in the same event with a unit of the U.S. Armed Services

3. Community Affairs Program

a) Public Service and Heroism Committee

(1) The chairman of the Public Service and Heroism Committee is responsible for promoting the recognition of outstanding individuals who serve our communities in a civic capacity. Although many are employees of the state or local governments, some serve in a volunteer capacity or serve from the private sector. The Committee has specific responsibility to promote and administer three programs and one medal:

(a) The Law Enforcement Program

(b) The Fire-Safety Program

(c) The Emergency Medical Services Program

(d) The Heroism Medal

(2) The Committee will also judge a contest to recognize the best person in each category that has been awarded the appropriate medal by a Virginia Society Chapter during the reporting period. The National Society SAR has established three medals for use in recognizing outstanding community service in each of these three fields. In addition, the National Society has established a Heroism Medal which the Committee also encourages chapters to use to recognize heroic deeds.

(3) Each chapter is encouraged to recognize outstanding civil service to the community by presenting medals for Law Enforcement, Fire Safety, and Emergency Medical Services Medals to professionals in the field for outstanding accomplishments.

(4) Each chapter should report its awards to the Committee by a deadline (sometime in January) for the calendar year ending the previous December 31st. Chapters are encouraged to submit copies of the information used in selecting one award recipient in each category along with copies of any media coverage of the presentation. For example, a chapter may award the Law Enforcement Medal to worthy recipients in each of four jurisdictions but should submit selection and media coverage information only for the one it deems the best. This information is used to select a Virginia Law Enforcement, Fire Safety, and EMS persons of the year. Those selected will receive a framed certificate recognizing their achievement and the sponsoring chapters will receive a streamer.

(5) The National Society publishes the names of the chapters and honorees each year. To ensure proper credit for your chapter, please report your awards to the National Society using the following form. This is also available at the National Society Website under "For Members" and "Forms."

b) Good Citizenship Committee

(1) The Good Citizenship Committee is responsible for encouraging chapters to promote and recognize good citizenship that does not fall within domain of another committee, such as the Youth Education Committee (Outstanding Student program). The Committee will

(a) Encourage chapters to recognize service to the nation, state and community by awarding appropriate Good Citizenship medals with approval of the proper authority. (The National Society requires that state societies approve the award of Silver Good Citizenship Medals, and that it approves the award of Gold Good Citizenship Medal.)

(b) Promote and judge the Virginia Society's Good Citizen of the Year competition.

(2) Every chapter should recognize a citizen of the year who has distinguished him/herself by demonstrated outstanding service to the community, present or past. The criteria and selection process schedule for judging the outstanding citizen are to be determined by the chapter. However, the Virginia Society recommends that emphasis be placed on outstanding volunteer service to the community that is generally considered to be citizenship in action.

(3) The Virginia Society recommends the presentation of the Bronze Good Citizenship Medal and Certificate. Arrangements for local publicity should be made. Chapters should submit the qualifications of their Good Citizen for judging at the state level by December 31st of each year.

(4) To enter the competition, a chapter must the following information for one of the persons to whom it awarded a good citizenship medal:

(a) Name and contact information for the candidate

(b) The date of award of the Good Citizenship Medal by the chapter. (The award must be within the calendar year being judged.)

(c) Biographical sketch of the candidate

(d) A narrative statement on how the nominee has demonstrated outstanding citizenship and met the criteria established by the chapter.

(5) The Committee will select the Virginia Society Good Citizen of the year taking the following factors into account:

(a) The scope of the candidate's impact

(b) The depth of the candidate's impact

(c) Obstacles which had to be overcome

(d) Demonstration of initiative, leadership, responsibility, dependability, and creativity

(6) Those who have previously been recognized as the Virginia Society Good Citizen of the Year and those being considered in the current year or have received another the Virginia Society honor such as Teacher of the Year or Law Enforcement Officer of the Year are not eligible for consideration.

(7) The Virginia Society Good Citizen of the Year will receive a framed certificate or other appropriate presentation. The sponsoring chapter will receive a streamer.

c) Flag Committee

(1) The Flag Committee is responsible for encouraging chapters and the Virginia Society to promote appreciation and respect for the United States and Commonwealth of Virginia flags. In particular, it will encourage chapters to:

(a) Promote proper flag etiquette

(b) Educating their members and the public about the history and symbolism of the flags of the United States and Virginia

(c) Fly flags at the graves of veterans on appropriate holidays, such as Memorial Day.

(d) Promoting Flag Day Programs

(e) Recognize citizens and organizations who fly the flag, with an NSSAR flag certificate

(f) Report the award of NSSAR flag certificates to the Virginia Society Flag Committee in a timely manner.

(2) The Flag Certificate, authorized in 1987, is presented to individuals, companies and government agencies that fly the United States flag for patriotic purposes only. It is not to be given to any commercial enterprise that obviously flies it for advertising purposes. A chapter, state or the National Society can present it.

(3) The Flag Committee will submit an entry for The Virginia Society for the National Society's Admiral William R. Furlong Memorial. The Award is presented annually at the SAR Congress to the state societies that have fulfilled the qualifications during the previous year

d) Veterans Affairs Committee

(1) The Veterans' Affairs Committee is responsible for encouraging chapters to support veterans and their families. Support includes:

- (a) Visits to veterans in hospitals or nursing homes
- (b) Providing an outing for a veteran confined for reasons of health
- (c) Serving as a volunteer at veterans' hospitals
- (d) Providing material support to veterans' hospitals
- (e) Providing support for families at the time of the death of a veteran by attending or participating in the veteran's funeral.
- (f) Providing recognition to veterans for their service, including the award of the SAR War Service or Military Service Medals to members who qualify.

(2) The Committee is also responsible for the Stark Memorial Award Competition, even though the competition covers other programs such as Revolutionary Grave Marking, Revolutionary Grave Registration, and Historic Sites and Celebrations. To this end the Committee

- (a) Helps chapters understand the rules for the National Society's Stark Award.
- (b) Encourages chapters to complete as submit a SAA Stark Memorial Award score sheet to the Committee by January 15th for the previous reporting year.
- (c) Encourages chapters to keep track of the cumulative contributions of each member in order to recognize those who qualify for the Service to Veterans Medal (5000 points) or an oak leaf cluster.
- (d) Submits entries to the National Society in its Annual Stark Memorial Award competition for the Virginia Society and the best chapter in each of the size categories established by the National Society. The current size categories for chapters are: 10 to 49, 50 to 99, 100 to 199, and over 200. The current deadline for entry in the National Society Competition is February 1st.

E. TRUST FUND COMMITTEES

1. Overview:

The four Virginia Society Trust Funds exist to provide grants to special projects or to subsidize the payment of operating expenses and may reduce the dues. Members' donations are the only source of outside income for these funds. These donations can be direct or via endowments from a member's estate. All donations to these funds may be deductible from taxable income of the donors to the extent allowed by the provisions of the U.S. Internal Revenue Code and the Code of Virginia.

2. Guidelines for Trustees:

a) The Virginia Society presently provides for Trustees for the GEORGE KNIGHT/ KENNETH C. PATTY MEMORIAL TRUST FUND, the HOWARD L. HAMILTON FUND, and the FLATHERS/MAY VIRGINIA SOCIETY BULLETIN ENDOWMENT FUND.

b) Under the terms of the Trust Declaration, the Trustees are:

(1) KNIGHT/PATTY FUND: Three (3) Trustees

(a) The Treasurer of the Society,

(b) Two persons nominated by the President and elected by the Board of Managers

(c) The elected Trustees shall serve for a term of at least three years. Both elected trustees should not be replaced at the same time so that institutional memory is preserved.

(2) HOWARD L. HAMILTON FUND: Seven (7) Trustees:

(a) The trustees of the Trust fund shall be the members of the Executive Committee of the Virginia Society, Sons of the American Revolution

(3) FLATHERS/MAY FUND: Three (3) Trustees:

(a) Chairman, appointed by the President of the Society

(b) Editor, The Virginia Bulletin

(c) The Treasurer of the Society

(4) PAUL M. FRANTZ AND CHARLOTTE H. PHILEN HISTORIC OBSERVANCE MEMORIAL FUND TRUST:

Three (3) Trustees:

- (a) The Treasurer of the Society
- (b) The Chancellor of the Society
- (c) A member of the Society appointed by the President.

3. Disbursement of Funds:

Each Trust Declaration provides guidance and restriction about spending money.

a) THE KNIGHT/PATTY FUND:

(1) For the information of the members the purposes of the Knight/Patty Fund are paraphrased as follows: The purposes and objectives of the fund are patriotic, historical, educational and charitable, including those intended or designed to:

(a) Perpetuate the memory of the men who achieved the independence of the United States of America, especially during 1775 to 1783.

(b) Inspire their descendants and the community at large with a more profound reverence for the principles of the government founded by our forefathers.

(c) Encourage historical research relative to the American Revolution.

(d) Acquire and preserve individual service records, document, relics and landmarks.

(e) Mark the scenes of the American Revolution by appropriate memorials.

(f) Accomplish other such purposes and objects that are in keeping with the preservation of Americanism and truly contained in the U.S. Constitution and as espoused by the Virginia Society.

(2) Requests for grants from the Knight/Patty Trust Fund must be submitted through a chapter or the Executive Committee using the proper Grant Request Form. Individuals or outside entities cannot request funds from this trust. The Grant Request Form is available from the Trustees are in the "Forms" appendix to the handbook. Note: The Trustees reserve the right to make direct grants at their discretion.

(3) In accordance with the trust fund document “No expenditure ... may be made except ... by the joint concurrence of at least two of the three trustees...” “Under this clause, the fund cannot provide an open-ended reoccurring financial commitment.

(4) Expenditures are to be made by the Knight/Patty Trustees directly, and without intervention of the Board of Managers of the Virginia Society.

b) HOWARD L. HAMILTON FUND:

This fund serves as a permanent trust or endowment of the Virginia Society. Disbursement is made directly to the Virginia Society. The Board of Managers of the Virginia Society determines how the income disbursed to the Society from the Trustees shall be spent, under and within the terms of the Trust for “...any purposes that the Virginia Society, Sons of the American Revolution, sees fit for its general good, its objectives, and all of its compatriots.” Disbursement is automatically made by transfer “...at least annually... [to be] added to the General Funds of the Virginia Society, Sons of the American Revolution...”

c) FLATHERS/MAY FUND:

This fund is used to provide financial support for the maintenance, enhancement, and publication of *The Virginia Bulletin*. One-half of the annual income from the investments will be added to the Trust principal, and the remaining one-half may be used toward the costs of maintaining and publishing *The Bulletin*. Additional contributions to the Fund are to be encouraged; and when the Fund produces income sufficient to pay all costs of publishing *The Virginia Bulletin*, all the annual income may be used for that purpose.

D) PAUL M. FRANTZ AND CHARLOTTE H. PHILEN HISTORIC OBSERVANCE MEMORIAL FUND TRUST

This fund is established to hold and manage assets and to use the annual income generated thereon to partially support and fund the “Martin’s Station Raid” Annual Historical Observance. This fund is self-perpetuating and is not under the First Virginia Regiment fund raising campaign. Individuals may contribute directly to this fund if they wish.

4. Relationship of Trustees to Board of Managers and Committees of the Society:

a) The Trustees manage, operate, and run their respective Trusts, as provided for under the Declaration of Trust for their respective Trust.

b) The Trustees may seek and consult with the Board of Managers, and/or the Audit Committee, and others, but the Trustees have the duty to administer their trust independently.

c) The Board of Managers receives, as part of its general income, the income from the Howard L. Hamilton Fund. The Board of Managers expends this income in its annual budget.

d) The Knight/Patty Trust Fund monies are expended by the Trustees of the Trust. The Executive Committee and Board of Managers may, from time-to-time, make recommendations to the Trustees of the Knight/Patty Trust Fund for expenditures by them. The Flathers/May Trust Fund monies are expended by the Trustees of the Trust. The Paul M. Frantz and Charlotte H. Philen Historic Observance Memorial Fund Trust monies are expended by the Trustees of the Trust.

5. The Virginia Society SAR First Virginia Regiment.

a). In 2007 a campaign was begun to increase the principal in each of The Virginia Societies three core Trust Funds. This initiative was intended to be ongoing to build the support of the General Membership.

b). The concept is that donations would entitle the donor to become ‘a member of the First Virginia Regiment.’ Individuals donating would be entitled to ‘rank’ (from Sergeant to General of the Virginia Militia) based on the level of their donation. Subsequent donations would be cumulative thereby allowing a donor an opportunity for promotion within the Regiment.

c). When an individual donates, the Virginia Society will award the donor a lapel pin of the appropriate rank commensurate with the level of the donation and a commission in The First Virginia Regiment.

d). To oversee the campaign a permanent, standing committee, The First Virginia Regimental Committee, was established. The committee shall be appointed by the Virginia Society President and shall consist on no less than two members:

1) A Regimental Commander (Appointed by the President)

2) A Regimental Quartermaster (The Society Treasurer)

IV. PROTOCOL OF THE VIRGINIA SOCIETY

A. OVERVIEW:

Protocol in the Virginia Society is governed by grace, dignity, courtesy, and common sense.

B. NATIONAL OFFICER RANKING:

In Virginia, National Society General officers are ranked as follows: President General; Mid-Atlantic District Vice President General, Secretary General; Treasurer General; Chancellor General; Genealogist General; Registrar General; Historian General; Librarian General; Surgeon General, Chaplain General and all other Vice Presidents General.

C. THE VIRGINIA SOCIETY OFFICER RANKING:

Officers are ranked as follows: President; 1st Vice President/President-elect; 2nd Vice President; 3rd Vice President; Secretary; Treasurer; Chancellor; Registrar; Historian; Surgeon and Chaplain.

D. ORDER OF PRECEDENCE:

The National Society SAR is first, the Virginia Society second, Chapters third and other patriotic and lineage organizations subsequent to Chapters are ordered in precedence of their founding. Within the Commonwealth of Virginia, the State President outranks a National Society President General. Order of Precedence within the SAR is as follows:

1. President of the State Society
2. President General, NSSAR
3. Governor of Virginia or his Representative
4. United States Senator
5. United States Representative
6. President General, NSDAR
7. National Senior President, C.A.R.
8. National President, C.A.R.
9. State Senator
10. State Representative
11. Highest Ranking County Executive Officer
12. Mayor of a City
13. Former NSSAR Presidents General (by seniority)
14. NSSAR Officers in order of precedence

15. National Vice Presidents General
16. Visiting SAR State President
17. State Society Officers
18. National Trustee
19. Alternate National Trustee
20. Former General Officers in order of seniority
21. Former Vice Presidents General
22. National presidents of other Hereditary Societies
23. State Presidents of other Hereditary Societies
24. Chapter Presidents
25. Committee Chairmen

E. EXCEPTIONS TO PRECEDENCE:

PRECEDENCE NOT WITHSTANDING, the presiding officer of the host Society or Chapter is the ranking officer at a function of his organization. The host may designate a guest of honor appropriate for a function without respect to precedence in the organization.

F. RECOGNITION, SEATING, AND GREETINGS:

1. Seating as State Society functions: The State Society President, as presiding officer, occupies the center place. The next highest-ranking officer present is on the right, facing the audience. The next ranking officer is on the left, following the precedence. At luncheons and banquets, the number of people attending should determine the size of the head table in a reasonable ratio to the assemblage. If ladies are included at the head table, the ladies and gentlemen should be alternated in seating. If possible, a lady should not be seated in the last chair at either end of the table.
2. The Virginia Society officers not assigned seating at the head table will be assigned to individual tables among the membership.
3. Seating arrangements will be adjusted in an appropriate fashion to accommodate any relevant handicaps of people being seated.
4. Organizations bringing greetings will be called upon in order of precedence. When an officer of the Children of the American Revolution brings greetings, the

greeting should be issued by a member of the C.A.R, i.e. Society President or his/her designee, rather than a senior adult.

G. VISITS TO CHAPTERS BY THE VIRGINIA SOCIETY PRESIDENT:

1. The Virginia Society President will normally attempt to visit each Chapter of the Society during his term in office. Such visits are normally contingent upon invitation from the host Chapter.

2. Chapters of the Virginia Society will normally invite the Virginia Society President to attend a function during the year as the guest of honor. This invitation should be made as soon as practicable after the election of the Virginia Society President. The Virginia Society President will normally speak at such an event, and the invitation should specify the nature of the speech or remarks that the Chapter would desire.

3. When Chapters invite the Virginia Society President to attend a function, whether as the guest of honor or not, the invitation should be in writing and should specify the nature of the function, place, time, dress, and the role expected of the Virginia Society President. The Virginia Society President has an obligation to accept or decline as early as practicable. (In the present electronic age, E-mail can be considered as a request in writing after a response to the requester has been received.)

4. When the Virginia Society President is invited to a function at which there is a fee for admission, food, or similar charge, the host Chapter is responsible for the costs of the Virginia Society President and his wife, if she accompanies him. Whether the cost of others accompanying the Virginia Society President shall be defrayed by the host Chapter is at the discretion of the host Chapter.

5. If the Virginia Society President is to attend a function, normally the formal part of that function should not begin until he arrives.

6. If a Chapter invites the President General or Vice President General of the Mid-Atlantic District to a function, it should also invite the Virginia Society President.

H. FLAGS:

1. The proper handling and display of the flag of the United States of American is governed by federal law, specifically US Code Title 4 Chapter 1 –The Flag. This law can be found at www.access.gpo.gov/uscode/title4/chapter_1_.html. It should be consulted when necessary.

I. INVITATIONS

1. The President General of the National Society should be invited to attend a State Society function at least once during the term of the State Society President. Ideally, this invitation should be issued soon after the Virginia Society Annual meeting. In some cases, the President General may already have something scheduled for the date in question. If so, the Virginia Society should be prepared to accept a substitute designated by the PG. The Virginia Society will pay the hotel bill (if any) and for any meals consumed by the invited guest(s) and their spouse(s).
2. The Virginia Society President should also invite the Vice President General of the Mid-Atlantic District to attend a State Society function at least once during his term of office. This visit could be a meeting or a commemorative function (i.e. Yorktown Day). The same principle applies for hotel and meal accommodations.
3. The Virginia Society should expect National Officers and candidates for national office to register to attend state functions and meetings during the year. As a matter of courtesy, they should be recognized and introduced, but unless specifically invited, it is not necessary to call on them for comments. The Virginia Society is not obligated to pay any expenses of a visiting National Officer who was not specifically invited.

V. AMENDMENTS

This volume may be changed by a majority vote of the general membership in attendance at a regular meeting of the Virginia Society, or a special meeting of The Virginia Society called for the purpose of considering changes. Electronic notification and posting of either the entire volume or a Summary of Changes to the Society website is encouraged and satisfies all requirements of prior notification. A summary of the proposed changes shall be distributed by the Secretary to the general membership attending the meeting. Revisions that do not materially change the substance of an article, item, or program such as correcting spelling, capitalization, grammar, syntax, organization or location of sections within the volume may be made by the Executive Committee.

III. APPENDICIES

- Appendix A: Order of Business Meetings
- Appendix B: Drafting Resolutions
- Appendix C: Planning Guidelines for Annual and Semi-Annual Meetings
- Appendix D: DAR Finder Report Form
- Appendix E: Knight Patty Funding Request
- Appendix F: VASSAR Fees and Dues

APPENDIX A: ORDER OF BUSINESS MEETINGS

1. Order of Business for the Board of Managers meetings at Annual Business and Semi-annual meetings

Call to Order	President
Invocation	Chaplain
Pledge of Allegiance	Designated
Pledge to the SAR	Designated
Address by the President	President
Board Members' Certification.	Secretary
Approval of the Minutes	Secretary
National Trustee's Report	Trustee or Alternate
Old and unfinished business	President
New Business	President
Resolutions	Resolutions Chairman
Election of Knight-Patty Trustees (at Semi-annual Meeting when the terms are due to expire at the Annual Meeting)	President
Installation of Knight-Patty Trustees (at Annual Meeting)	President
Inputs to and discussion of next year's budget (at the Semi-Annual Meeting)	Treasurer
Review and recommend to the general membership proposed budget (at the Annual Meeting)	Treasurer
Review and recommend to general membership the slate of officers recommended by Nominations Committee (at the annual meeting)	Chairman Nominating Committee
Review and recommend to the general membership changes and amendments to the Virginia Society Handbook.	1st Vice President
Adjournment	President
Recessional	Designated
Benediction	Chaplain

2. Order of Business for the Annual and Semi-annual General Membership Meeting:

Call to Order	President
Invocation	Chaplain
Present the Colors	Color Guard
Pledge of Allegiance	First Vice President
Pledge to the SAR	Second Vice President
Address or Welcoming Comments	President
Acknowledgment of National Officers who are members of the Virginia Society and past presidents of the Virginia Society who are in attendance	President
Approval of the Minutes	Secretary
Review and Discussion of Current Budget (semi-annual only)	Treasurer
Approval of Adjustments to Current Budget (semi-annual only)	Treasurer
Review of Draft Version of NEXT Year's Budget (semi-annual only)	Treasurer
Review and Approval of NEW (Next Years) Annual Budget (annual only)	Treasurer
Announcement by Knight Patty Trustees of funds available for grants. (Annual business meeting)	Trust Chairman
Announcement by Knight Patty Trustees of Grants awarded. (semi-annual)	Trust Chairman
Reports of the Virginia Society Officers and the Virginia Society National Trustee (or his alternate)	
Reports of the Virginia Society Committees (annual only)	
Reports of the Virginia Society Chapter Presidents (verbal at semi-annual, written at annual)	
Nomination of Mid-Atlantic District Vice President General (at the annual business meeting TWO years before it is The Virginia Societies to make the Nomination at the National Congress	
Minuteman Award Nominations (at semi-annual meeting)	Awards Chairman
Endorsement of Candidates for National Office (at the semi-annual meeting)	

Call for any other OLD or unfinished business	President
NEW Resolutions	Chancellor
Courtesy Resolutions	Chancellor
NEW Business	President
Review and Approve changes or amendments to the Handbook.	1st Vice President
Report of the Nominating Committee (annual business meeting)	Nominations Chairman
Election of Officers (annual business meeting)	Nominations Chairman
Adjournment	President
SAR Recessional	Third Vice President
Retire the Colors	Color Guard
Benediction	Virginia Society Chaplin
Dismissal	President

APPENDIX B: DRAFTING RESOLUTIONS

1. Successful Resolutions and Proclamations are designed to express a single issue. And, above all, they are non-partisan in their presentation. We support or oppose specific issues. Nothing more. Nothing less. We do not align ourselves with any political party. Successful resolutions are presented in such a way that they can be studied and acted on by the requested agency in time for them to accomplish their purpose.

2. Resolutions should be germane to the purposes for which the Sons of the American Revolution exists. They should be brief and to the point. Resolutions have two major parts, a preamble and a resolving section. Each part may contain one or more paragraphs. And, when the entire document is read, beginning with the preamble section, it will read as one continuous complex sentence.

3. Government entities use a variety of formats when preparing resolutions, but the most widely accepted method follows:

“WHEREAS, ... (etc.) ...; and

“WHEREAS, ... (etc.) ...; and

“WHEREAS, ... (etc.) ...; now, therefore, be it

“RESOLVED, by ... (etc.) ..., That ... (etc.) ...

4. It is easier to write a resolution if you begin by preparing the resolving section. This spells out what you want to happen with your resolution and will serve as a guide when you began preparing your supporting documentation, or the preamble section.

5. When dealing with issues in support of or opposed to specific legislation, do not use specific bill numbers. Address the issue, or intent of the bill, only. Bills are subject to amendment and the legislative intent of a specific bill could change dramatically before it is voted on. This could result on the Virginia Society officially supporting something it does not support.

6. In most societies, resolutions are written in such a way as to express the will of the offering entity. In the Virginia Society, that would be the Chapter. But, since the Virginia Society has no rule concerning who can offer a resolution at a Virginia Society meeting, resolutions prepared by Chapters or individuals should be written in such a way that the resolving section stipulates that it is the Virginia Society approving the resolution. On the other hand, if a Chapter prepares a resolution in support of or in opposition to something occurring locally, then it should be the Chapter that resolves on the issue. As a matter of courtesy, the Chairman of the Virginia Society Resolutions Committee should be sent copies of all resolutions approved at the local level, regardless of whether they require the Virginia Society action.

7. Timing of resolutions is all-important, and therefore, resolutions requiring the Virginia Society action can be offered at the Semi-Annual or Annual meeting. If your resolution is calling on the General Assembly to act on a specific issue, your resolution should be offered at the Semi-Annual Meeting. If the Resolution is approved, this will give the Society time to prepare the document for the required signatures and forward it to members of the General Assembly for

their consideration before they begin their annual 90-day session in January. This does not mean that a Chapter or Compatriot cannot submit a resolution at the Annual Meeting calling on the General Assembly to act on something. It simply means that ideally, such resolutions should be prepared and approved at the Semi-Annual, when possible.

8. The Annual Meeting provides ample time to approve a resolution calling on the National Society to act on a particular issue.

9. Proposed proclamations are ideally prepared in time for them to arrive at the appropriate “proclaiming entity” in time to be considered and a decision made without unduly “rushing to judgment” on the issue.

10. Just as the Resolution, Proclamations contain a preamble of WHEREAS clauses, but the RESOLVE clause is a simple statement such as that which follows:

11. NOW THEREFORE I, Name/Office, do hereby proclaim date(s), as TITLE OF (REASON) FOR PROCLAMATION

12. Proposed Resolution and Proclamations should be sent to the Virginia Society Resolutions Chairman three weeks in advance of the meeting at which they will be presented. This gives the Committee time to review the documents and render its recommendation prior to sending it on to the Executive Committee for its consideration.

13. All proposed Resolutions and Proclamations will be presented to the membership for a final decision. The proposals will be offered to the members with the support of the Nominating Committee and Executive Committee, the support of the Nominating Committee, the support of the Executive Committee, or without the support of either reviewing level.

APPENDIX C: PLANNING GUIDELINES FOR ANNUAL AND SEMI-ANNUAL MEETINGS

1. For the Annual Meeting, the President should do the following:
 - A. Upon his election select the date and place for the next annual meeting.
 - B. As soon after election as possible contact the selected hotel and negotiate a contract. (If the meeting is to be held at the same place this can be done before he leaves from the annual meeting at which he was elected.)
 - C. In early Summer, work with the committee and the office manager to establish costs to be included in registration fee. These would typically include costs of printing and mailing announcements, costs of printing reports, guest speaker's room, menu for banquet, flowers, bartender(s) (including ticket salesperson for bar), guest dinners, bus to Capitol, microphone, coffee/tea for meetings, the Ladies Social and President's suite. Registration fee equals cost times expected attendance plus.
 - D. In early August, review the draft of the Annual Meeting announcement. Send the final copy back to the Virginia Society Office two to three weeks before the Semi-Annual meeting date for distribution at the Semi-Annual Meeting.
 - E. Publish the Annual Meeting Announcement in the Virginia Bulletin.
 - F. By early November prepare his guest list and send invitations. Determine the number to be seated at the dais (usually about 12-14). Guests typically include the President General and/or VP General NSDAR, State Regent VASDAR, Senior State President V.S.C.A.R., and the State President V.S.C.A.R. with parents. Establish plan for seating, place cards, and flowers.
 - G. In early December, prepare a meeting program.
 - H. In mid-January prepare the President's letter to be included in the registration packet. Also work with the committee to determine other items to be included in the packet.
2. The Annual Meeting Committee should be responsible for the following:
 - A. After the President signs the contract for the hotel where the meeting is to be held, contact the hotel to make detailed arrangements for meeting rooms on Friday night, Saturday morning, and the Saturday Banquet.
 - B. In the early spring, obtain competitive bids for bus transportation to and from the Capitol or other designated location, and negotiate a contract for the best price.
 - C. In September, write to the Clerk of the House of Delegates to reserve the Old Senate Chamber for the Saturday afternoon of the meeting weekend.

- D. In late November, review with the hotel detailed arrangements for meeting rooms and menu.
- E. Friday night: provide a registration desk and chairs outside meeting room (5-9 PM), meeting room set up for 40 people, theater style, standing podium, US and SAR flags, water station in back of room. Provide one person to man the registration desk to assist the Office Manager
- F. Saturday morning: provide a registration desk and chairs outside meeting room (8AM-1PM), meeting room set up for 50 people, theater style, head table for 6 with standing podium with light, flags, water station in rear of room, coffee. Provide one person to man the registration desk to assist the Office Manager.
- G. Banquet: arrange a reception (6-7PM), dinner (7-10PM), 100 people, coat rack, two bars, risers with steps for 15 people, tabletop podium with microphone, tables of 8, flags, president's toast?
- H. In early August, send President the costs that are known and work with him on establishing the registration fee.
- I. In early August, send the President a copy of last year's meeting announcement. When new meeting announcement is received, arrange for printing and mailing.
- J. In late December or early January, confirm our reservation with the Bus Lines and send them a detailed itinerary for the bus schedule (two trips to and from the Capitol).
- K. In mid-January, send last year's letter to President for his review. Receive new letter and include in registration packet.
- L. The Virginia Society Office will collect registration fees.
- M. The Virginia Society Office shall prepare an up-to-date membership roster for distribution at the Annual and Semi-annual meetings.
- N. The planning and preparations for the Semi-annual meeting should generally follow the guidelines listed above with adjustments to suit the dates and agenda of the meeting. The President Elect should start planning the Semi-annual meeting for his term approximately a year ahead.

APPENDIX D: DAR FINDER REPORT FORM

Every year at the NSSAR National Congress the National Society presents the DAR/SAR Award to the DAR state society that recruits the most members for SAR during the calendar year (coinciding with membership renewal dates).

This is a \$500 award to the DAR state society.

This form is used to keep track of the DAR support. It can be filled out by either a DAR or SAR member but must be attached to the SAR application before it is submitted to the state registrar and **must** be forwarded to NSSAR HQ with the application. The Staff Registrar at HQ will use these forms to determine the winner.

THIS APPLICANT IS FROM THE _____ CHAPTER, VASSAR.

NAME OF APPLICANT(s) _____

NAME OF DAR MEMBER MAKING REFERRAL OR PROVIDING ASSISTANCE IN PREPARATION OF APPLICATION: _____

NAME OF HER DAR CHAPTER _____ NSDAR# _____

FIRST LINE SPONSOR (SAR) _____ NSSAR# _____

Virginia Society of the Sons of the American Revolution will present Award Certificates to the top three VA DAR Chapters in recruiting new SAR Members at the Annual VA DAR Meeting. Any DAR Chapter recruiting SAR members will receive honorable mention at the Annual VA DAR Meeting

Form revised January 2008

APPENDIX E: KNIGHT PATTY FUNDING REQUEST

**KNIGHT-PATTY MEMORIAL TRUST FUND
VIRGINIA SOCIETY, SONS OF THE AMERICAN REVOLUTION
REQUEST FOR A GRANT OF FUNDS**

DATE: _____

SPONSORING VASSAR CHAPTER _____

RECOMMENDATION OF SPONSORING CHAPTER _____

CHAPTER OFFICER AND SIGNATURE _____

DATE _____

REQUESTING ORGANIZATION OFFICIAL: _____

AMOUNT OF GRANT REQUESTED: \$ _____

DATE FUNDS ARE REQUIRED: _____

CHECK PAYEE (include position): _____

PURPOSE OF THE REQUESTING ORGANIZATION: _____

DESCRIPTION OF USE OF GRANT: _____

(If needed, please attach additional supporting data)

FOR USE OF THE TRUSTEES ONLY: RECCOMENDATIONS OR SUGGESTIONS:

TRUSTEE'S SIGNATURES AND DATE

NOTE: All requests must be submitted via a VASSAR Chapter. Funds may be allocated only for the purposes described in the Knight-Patty Memorial Trust Agreement. See the reverse side of this form.

Knight-Patty Memorial Trust Purposes and objectives are declared to be patriotic, historical, educational and charitable and shall include those intended or designed to perpetuate the memory of the men who achieved the independence of the United States of America, especially during the period of the years 1775-1783; to inspire their descendants and the community at large with a more profound reverence for the principles of the government founded by our forefathers; to encourage historical research relative to the American revolution; to acquire and preserve the records of the individual services of the patriots of that war, as well as the documents, relics and landmarks; to mark the scenes of the American Revolution by appropriate memorials; and such other purposes and objects that are in keeping with the preservation of Americanism as truly contained in the Constitution of the United States of America and as espoused by the Virginia Society, Sons of the American revolution.

This trust fund shall conduct or carry out only those classes of activities which may be properly classified as tax exempt, donations to which are deductible from taxable income of the donors to the extent allowed by the provisions of the U.S. Internal Revenue Code and the Code of Virginia.

APPENDIX F: FEES AND DUES SCHEDULE

This table applies only to Virginia Society fees and dues. National Society and/or Virginia Society Chapter fees and/or dues may also be applicable. Refer to the NSSAR Handbook and/or appropriate Chapter Policies.

Transaction Type	Member Type	Application Fees	Dues	Notes
New Application	Junior Member	\$9.00	N/A	VASSAR follows NSSAR dues policies for transactions approved between September 1 st and December 31st
	Regular Member	\$9.00	N/A	
Supplemental	All Members	\$9.00	N/A	
Current Members	Junior Member	N/A	\$0.00	VASSAR follows NSSAR dues policies for transactions approved between September 1 st and December 31st
	Regular Member	N/A	\$25.00**	
Reinstatement (dropped from VASSAR)	Junior Member	N/A	\$0.00	
	Regular Member	N/A	\$25.00**	
Reinstatement-Transfer (dropped from state society other than VASSAR)	Junior Member	N/A	\$0.00	
	Regular Member	N/A	\$25.00**	
Transfer (from state society other than VASSAR)	Junior Member	N/A	\$0.00	
	Regular Member	N/A	\$25.00**	
Dual (Out of State)	Junior Member	N/A	\$0.00	
	Regular Member	N/A	\$25.00**	
C.A.R. Transfer	Junior Member	N/A	\$0.00	When dual membership is held in multiple VASSAR chapters, VASSAR dues are paid through only one of those chapters
	Regular Member	N/A	\$25.00**	
NSSAR Emeritus	Regular Member	N/A	\$25.00**	Annual dues exemption applicable only to NSSAR dues
Life Members	NSSAR Life Member	N/A	\$25.00**	Applicable to Life Memberships paid through NSSAR or State Societies other than VASSAR
	VASSAR Life Member	N/A	\$0.00	This program is no longer in existence and is applicable only to grand-fathered members

**** Note – Dues surcharge of \$6.00 per year for Congress hosting effective 2018 through 2020 calendar years as approved by the General Membership on September 16, 2017 will automatically end effective September 1, 2020. However, a \$5.00 dues increase was approved by the General Membership on February 8, 2020 and will be effective September 1, 2020.**