

**POLICIES HANDBOOK
OF
THE COLORADO SOCIETY
OF THE**

SONS OF THE AMERICAN REVOLUTION

Amended: 23 February 1991; 22 February 1992; 23 February 2002; 21 February 2004,
25 February 2006

DUTIES AND RESPONSIBILITIES OF THE PRESIDENT

In addition to the duties and responsibilities listed for the President under Article 1, Paragraph 3 (President) of the Colorado Society, SAR, Bylaws adopted 25 February 2006, the following shall be completed by the President or his designee:

1. Safekeeping of possessions: From time to time the President shall check on the possessions of this Society as listed under the section entitled Inventory and shall make sure that these possessions are kept in accessible or good order, according to the nature of the possession.

The President shall maintain in his keeping these items and any others, which may from time to time come into possession of the Society and be remanded to his custody by the Board of Managers.

- (1) The official brass gavel. To be used at regular and special meetings of the Society and at the opening and closing of the meetings of the Board of Managers. At the conclusion of the incumbent's term and as a part of the installation ceremony, he shall pass this gavel to his successor.
- (2) An official neck ribbon and membership badge, originally belonging to the late Col. Tenny C. deSollar, President of this Society in 1954-55. At the beginning of the installation ceremony, to be placed by the outgoing President around the neck of the incoming President. Upon conclusion of the ceremony, to be removed and replaced in its original box where it shall remain until the induction of the next President. [Note: After the death of Col. deSollar, his family made a present of the ribbon and membership badge to the Colorado Society.]
- (3) An executive flag set with stand, consisting of United States and SAR flags. To be used at meetings of the Board of Managers but not ordinarily at meetings of the membership at-large, with this exception, however: At the annual business meeting, if such meeting occurs in a room separate from the one in which the meal is to be served, at the discretion of the President this set may be used so as to avoid having to transfer the large flags to the dining room.
- (4) An Official Handbook of the National Society of the Sons of the American Revolution, published in 1990 and made available at the 1990 Annual Congress. [Note: Although the Society owns this copy of the Handbook, which should be passed to each President's successor, the incumbent will benefit from having his own copy so that he may make notations for his own help.]

- (5) COSSAR Presidents Storage/File box

2. Concluding of meeting at which he is installed. The official nominee (or any other nominee who knows that his name will be placed before the membership at the Annual Meeting) should prepare a few appropriate remarks to make following his installation. His first duty following his induction shall be presenting the Past President's pin on the neck ribbon worn by his immediate predecessor. Following his remarks to the assembled group, he may request the new Board to meet with him at a designated place for its proper organization, then call for any further announcements or comments, and then request that the Chaplain pronounce the benediction, after which he shall declare the meeting adjourned.
3. Arranging for meetings of the Board of Managers. Although it has been customary for the past several years for the Board to meet for lunch in a convenient location and proceed to the business at hand following the meal, this arrangement has been left to the discretion of the President. If he chooses to continue this plan, he should arrange soon after the Annual Meeting, for a dining-meeting room. Setting a calendar for the entire year will enable him and the restaurant, or meeting hall, manager to avoid potential problems that might arise later

No attempt has ever been made to set a particular location for the Board meeting. In consideration of members who must drive from Pueblo and from locations north of Denver and Boulder, the past two administrations have arranged to meet in Castle Rock. This location works well so long as Board members reside on the Eastern Slope; but if new chapters come into existence in other parts of the state, such an arrangement should be altered to show consideration for all members.

4. Arranging for the Annual Picnic. The President should merely check with the Vice President to be sure that arrangements are proceeding properly. The President shall preside at this function and shall conduct any essential business requiring action by the membership. Reports and business should be kept to a minimum: this is primarily a summer gathering for social purposes. At the picnic, however, the delegates to the recently concluded Annual Congress should give their reports. For the Recording Secretary/Historian's records, written reports should be provided him and only synopses given orally.
5. Delegates to Congress. Specifications regarding delegates are given in COS Bylaws VIII. Because delegates, and alternates, names must be submitted to NSSAR Headquarters several weeks in advance of the Congress, their names should be determined as nearly as possible at the March meeting of the Board of Managers. Last minute substitutions may be made later, if necessary, but if these substitutions derive from the alternates, there will be no problem. The National Trustee and the Colorado Society President are automatic delegates and do not count against the number allotted according to membership. For convenience in determining the number eligible: National Handbook stipulates one delegate at large (from the Society) and one delegate for every fifty members and for a fraction of twenty-five or more, in addition to the Trustee OR Alternate Trustee AND the President OR Vice President. Thus, with the current membership of approximately 208, Colorado is entitled to a TOTAL representation of seven. If, and when this Society achieves 225, one additional delegate would be added up to and including 274.
6. Expenses. The President is accorded reasonable reimbursement for routine expenditures. For purposes of accurate record keeping and the benefit of the Treasurer, the President should keep a running account of his expenses, e.g., postage, duplication of agendas, telephone bills, etc., and present the account to the Treasurer in time for that officer to reflect this expenditure in his

annual report at the February annual meeting. The budget provides for only a portion of the total expenses, the amount of this portion to be set at the time of the official adoption of the yearly budget. Only this amount shall be given the President regardless of the amount over that stipulation.

Routine expenses do not include expenditures for programs for the Annual State Conference or other larger items for which the President is expected to make necessary payments at time of reservations of facilities, in case such fees are required.

7. Correspondence. Although the Recording Secretary/Historian and the Membership Secretary/Registrar will handle most official correspondence, some letter writing must be carried on by the President. These letters include the following: Congratulations to winner of the Eagle Scout Award and to his Scout area executive, replies to National Society inquiries and requests (some of these may consist of only copies of correspondence to persons who have written to NSSAR for information about applications for membership; NS should know that action has been taken on such requests), information needed by other officers when it is not practical to convey messages by telephone (and sometimes as confirmation of oral transmissions), notifications of official business to NSSAR if the Membership Secretary/Registrar finds it impossible to send such information (e.g., if the Membership Secretary/Registrar is away from home and a reply is needed before his return), letters of appreciation for special favors, replies to any kind of inquiry even though a detailed answer may be provided by another officer or member (this is courtesy to the inquirer so that he knows he is receiving attention), follow-up on special cases which may arise, personal letter or card to the family of a deceased member who had been active (in addition to the official card sent by the Chaplain), any other correspondence which the President feels will add a personal touch to his relationships with members or outsiders (nothing can take the place of personal relations; good will accruing from these gestures, especially to outsiders, reflects favorably on SAR as a whole).
8. Arrangements for the President General's visit. The President is directly responsible for making necessary arrangements. He may request assistance of the Vice President and/or consult with him regarding location, menu, seating arrangements (to be clearly defined for the head table – see Protocol, page, 56 of NSSAR Handbook), invitations to guests, etc.; but even if some of these Duties are to be executed by the Vice President, the President must insure that everything is carried out properly. Place cards at the head table, although not essential, add to the dignity of the occasion and prevent mix-ups from occurring during the seating. As soon as location, menu, and price have been determined – and these details need attention not later than the first of October if the visit is to occur in November – all details should be given to the Recording Secretary/Historian so that he can prepare and mail reservation forms.

Invitations should be submitted to the President General and to the Rocky Mountain District Vice President General (even though he may be a member of the Colorado Society) as quickly as possible after their installation at the Annual Congress. If some special consideration is asked of the PG, such as reference to a certain subject during his speech or informative information for the President's or Society's benefit, this request should be included in the invitation. If the VPG is expected to address the group, he should be so notified. For further information about the invitation, see pp. 56-58, NSSAR Handbook.

Accommodations and meals for the visiting PG and his wife and for the visiting VPG and his wife are the responsibility of the Colorado Society. The President should make the hotel/motel reservations well in advance – shortly after the visit has been confirmed – and arrange for payment of room(s) and meals other than those provided at the official function. The President may find it more convenient to guarantee payment on his credit card and then request reimbursement from the Treasurer than to try to pay cash in advance. Pre-arrangements for payment will prevent any embarrassment to the President or the visitors.

Arrangements should be made for welcoming the visitors at the appropriate airport, if they are flying, or at their motel, if they are driving. If they are flying, a delegation of three or four compatriots, headed by the President, should meet the incoming plane(s) and thus indicate by their presence that they respect and appreciate their visits. The president or his designee should accompany the dignitaries to their hotel and see that they are comfortably situated. If they have not eaten before arrival, continue the hospitality by accompanying them to a restaurant and visiting with them during the meal. If they are driving, request that they call the President at a specified number as soon as possible after their arrival and meet them at whatever time is convenient for them. By all means, provide them with time to relax. Remember: They have traveled extensively before they arrived in Colorado, and they will appreciate having a little space and time to unwind.

As soon as all arrangements have been made – accommodations, sight seeing (if there is to be any), plans for the banquet, etc., write the PG and VPG concerning the details of their visit so that they will know what to expect. Request that they notify the President if there is any part of the plan that does not meet their approval (this is not likely to happen, but COS, wants to accord them every courtesy).

If the visitors have traveled by plane – and at their discretion if they are driving – arrange transportation for them to the location of the banquet, if that location is different from their hotel.

In writing the President General, COS President may find it advisable to send letters to both National Society Headquarters and to the PG's home address (listing in the summer issue of the SAR Magazine). This should insure his receiving the information. During some visits of the President General and the Vice President General, Colorado Society has had a receiving line. During years when the Chapters hosted functions for the dignitaries, there were no receiving lines. With only one function for the visitor, the number attending may be sufficient to warrant re-instituting the receiving line. This is primarily a matter for the President to decide, as is the decision regarding appropriate dress for the occasion. As a guideline for protocol, NSSAR Headquarters sends society presidents information to be used. The following derives from the general, section of that material.

The President General is the ranking officer of the National Society and should be regarded as the honor guest at all SAR functions. The State Society President is the Highest-ranking officer in his state society and should receive such recognition. In this state he outranks a Vice President General. The Chapter President is the ranking officer and the ranking principle applies at chapter functions.

In sequence of seniority, the National Society is first; the state society is second, followed by the chapter.

The ranking of national society officers may be used as a guide for state societies and chapters: President General, Former Presidents General, Vice Presidents General, Secretary General, Treasurer General, Registrar General, Historian General, Genealogist General, Chancellor General, Chaplain General and Librarian General. The ranking of state society officers and chapter officers is the responsibility of those units.

When National Society officers and State Presidents and/or officers of other organizations are present at SAR functions, their place may be determined by the office held and the organizational date of the respective society.

A guide of precedence for a possible state society function:

- State Society President
- President General
- Governor of State or his representative
- United States Senator
- United States Congressman
- Mayor of City
- Former Presidents General
- National SAR Officers in order of seniority
- Visiting state society Presidents
- Active Host State Society Officers
- Former National Society Officers
- National Presidents of other organizations
- State Presidents of other societies

9. Dealing with requests for information about SAR. The President is not directly responsible for providing such information, but as a courtesy to potential members, he should be prepared to answer questions about requirements for membership, application fees, etc. To this end, he should keep on hand a small supply of information leaflets, both the blue (Preparation of Applications), and the green (General Information), as well as some worksheets and application forms. Provide the requested information as quickly as possible as that the inquirer knows that the Society is interested. This courtesy should be accorded even though the President may already have asked the, Membership Secretary/Registrar, or a Chapter to contact the person.
10. The Annual Conference. For basic information, see COS Constitution, Article V. Section 1, and Bylaws, Article V, paragraph 3.

The conference is divided into two parts: The annual business meeting, occurring during the morning, and the Washington's Birthday luncheon, consisting of the meal, a speaker, presentation Of awards, installation of new officers, new President's remarks, and adjournment.

The President is directly responsible for all preparations. He will need to confer (by phone or in person) with the Recording Secretary/Historian so as to insure that all notices go out on time. If amendments are to be presented to the Constitution and/or Bylaws, the President must make sure that the Bylaws Committee presents suggested changes at the last Board meeting of the year (usually in December) and that the Recording Secretary/Historian has in hand the wording of the proposed changes in time to mail them to the membership at least thirty (30) days in advance of the conference. To save postage, the Recording Secretary/Historian tries to enclose the proposals with the written ballot for the new officers.

In addition, the President must see that the Recording Secretary/Historian has in hand all pertinent information to be sent with the reservation forms, this information to include the following, which the President has arranged:

Location (city and restaurant or other meeting place) for the business meeting and for the luncheon (if different), time for each.

Price of meal

Menu (at least the entrée)

Speaker and, if possible, title or subject of talk (to be limited to 20-25 minutes maximum)

Agenda and copies of same for the business meeting

Program and printing of same for the luncheon (see next paragraph)

Before the programs are printed, the President will have received all pertinent information regarding awards from the Chairman of the Awards Committee. Most recipients' names will appear in the program, but recipient of the Patriot Medal should not be named therein unless he already knows about the presentation. The President is responsible for knowing that each recipient will be present to receive the award. The Chairman of the Awards Committee will usually have delegated this responsibility to various members of his committee, but he will be the central person receiving assurances and passing them on to the President. The Chairman may, however, request the President to guarantee the presence of one or two recipients.

The President determines who shall be guests of the Society at the luncheon and which other persons shall receive notification from the Recording Secretary/Historian. It is customary for the President to receive all reservations so that he may notify the catering facility how many will attend the meal. Notices should indicate a deadline two or three days before the caterer requires a count; some reservations will be mailed the day of the stated deadline.

Among those to be invited by the President are the Regent of the Colorado Society, DAR, and her husband, and the speaker and his/her guest. These individuals are guests of the Colorado Society, and invitations specifying time and place should be sent to them by the President at least a month-preferably earlier-before the conference. If the Regent of the State DAR is unable to accept the invitation, the Vice Regent should be asked. Any national officers of the DAR who live in Colorado should also be invited. The Regent, or her representative, and the Regent's husband plus the speaker should be seated at the head table, if there is such, or at the same table as the President, if the arrangement is different from the norm. The size of the head table must determine the number of people placed there; if necessary, a table immediately in front of the head table may be reserved for special quests but never for the speaker.

Seated at the head table, in addition to the President and his lady and the speaker and his/her guest, should be the Vice President and his lady or guest (unless for some reason he will not be succeeding to the Presidency, in which case the newly elected man should occupy that spot), the National Trustee (or the Alternate if the Trustee cannot attend), the Vice President General and his lady if he is from Colorado, the Recording Secretary/Historian and his lady. If the head table is to accommodate more than these, the President makes the choice as to who else sits there. Any one of the individuals invited as a guest may prefer not to sit at the head table; in such a case, arrange seating accordingly.

In addition to the guests noted above the membership and their ladies, there are certain others who should receive notices from the Recording Secretary/Historian; these, however, pay for their meals. The President may wish to add to this list or to reduce the number, but courtesy and respect dictate the following:

* Widows of Past Presidents and Past Presidents General who live in Colorado

- * Widows of deceased Trustees from Colorado in instances where the Trustees have not been Presidents
- * Widows of Compatriots who have died during the past year, provided the deceased was an active member who, when able, attended meetings
- * Widows of other deceased Compatriots who have expressed a desire to maintain ties with the Society
- * Members of DAR who have shown special interest in SAR and who have been particularly helpful (COS liaisons with DAR will be helpful in determining who these ladies are), at the discretion of the President, DAR Chapter regents who may have been especially interested in SAR

The number of additional people from the last three groups named above should be held to reasonable proportions. The conference is an activity of SAR, and it is not seemly to have more outsiders than members present for the luncheon.

11. The President should, as early as possible after beginning his term, appoint members of the various standing and any special committees he feels necessary, and should designate a chairman or co-chairman of each. Additionally, he is responsible for designating the following:

- Editor of the newsletter (who should determine format)
- Organizational officer (for possible new chapters)
- SAR Magazine representative (see pp. 50-52 in NSSAR Handbook)

12. As a courtesy to new members, the President may show his enthusiasm for the organization by sending letters of welcome soon after he signs the certificate of membership. Although the chapters usually present the certificates, the letters should be sent to the new member regardless of whether they belong to a chapter or are at-large. If they are at-large, the letter may accompany the certificate when it is mailed.

The President will find it very valuable to keep a running list of the members whose membership certificates he signs. This list should contain NS and COS numbers, member's name, place and date of birth (if available), current address and telephone number, Revolutionary ancestor and date of admission to SAR. The Recording Secretary/Historian and the Membership Secretary/Registrar keep similar lists, but sometimes it is of extreme usefulness to have the President's list as a backup.

DUTIES AND RESPONSIBILITIES OF THE VICE PRESIDENT

1. Colorado Society possessions in his keeping. The Vice President is directly responsible for the following items and shall execute any duties attached thereto.
 - (1) Two flags, one United States and one Sons of the American Revolution, each flag attached to a standard approximately six feet tall, each with heavy floor base. The Vice President shall see that flags are properly located for use at membership functions of the Society, (U.S. flag to the speaker's right – audience's left – and SAR flag to speaker's left). These flags are not used at meetings of the Board of Managers (see Presidential duties, item 1 (3). Also see FLAG ETIQUETTE near the end of this Handbook.
 - (2) Poster display, four parts, showing Constitution of the United States, entitled THE CONSTITUTIONAL CONVENTION, copyrighted by the American Historical Society. To be used on any occasion stipulated by the Board of Managers, and to be lent to the Chapters, if they desire to use same functions marking Constitution Day and Bill of Rights Day.

- (3) Name tags for all AT-LARGE MEMBERS, to be set up in advance of any Society function – such as the picnic, the PG's visit, and the Annual Conference – and in a conspicuous place for easy access by these members. (NOTE: Chapters are to provide name tags for their members at each of these State functions, as well as at their own functions.) At the conclusion of the meeting, the V-P shall remind members to leave their name tags on the respective table used for COS or the proper chapter.
2. The Annual Picnic. The V-P, in consultation with the President, shall choose the site. He shall make all arrangements and shall notify both the President (for his information) and the Recording Secretary/Historian (for his mailing reservation forms).
3. Recommendation for the Vice President. The State Society does not furnish the V-P a copy of the NSSAR Handbook, but this officer will find it very beneficial to possess one for himself. Familiarity with its contents will help him provide greater assistance to the President and to the Society as a whole.

DUTIES AND RESPONSIBILITIES OF THE RECORDING SECRETARY/HISTORIAN

In addition to the duties and responsibilities given for the Recording Secretary/Historian under COS Bylaws, Article 1, Recording Secretary/Historian, this officer shall perform the following:

1. Responsibilities for records to NSSAR. The filing of reports indicated on pp 46-48 of the National Society Handbook with National Headquarters shall be the responsibility of the Recording Secretary/Historian.
2. Notification to Chapters of Essential Information. To ensure accurate record keeping within each Chapter, the Recording Secretary/Historian shall write each Chapter Secretary as quickly as possible of approvals of new members, reinstatements, transfers, and dual memberships belonging to the particular chapter. Such notification will preclude the Chapter's being left in ignorance as to the outcome of a man's application for a specific status, and will provide a written record for the Chapter Secretary to file with his records. NOTE: Since intersociety transfers do not require National approval, notification of such transfers to the State Recording Secretary/Historian and to the State Treasurer is the responsibility of each Chapter Secretary.
3. Chapter Secretary's Reports to COS Recording Secretary/Historian. At the discretion of the Society Recording Secretary/Historian, Chapter Secretaries may be required to use the form Shown on PH-9. Such a form will insure standard reporting of all essential information.
4. Historical Research. The Recording Secretary/Historian shall conduct or supervise investigation into any historical research required by the Board of Managers.
5. Maintenance of Other Records by the Recording Secretary/Historian. The Recording Secretary/Historian shall be responsible for keeping records of all chapter reports, annual reports made by Officers and committee chairmen at the Annual State Conference, recipients of medals and awards, rosters of current membership (copy of which shall be furnished each member as early as possible after April 1st each year and provided each new member soon after his approval by NSSAR – each roster to list member, his state and national numbers, his wife's name (if married), his mailing addresses, his complete telephone number, and his Revolutionary ancestor's name; and the Recording Secretary/Historian shall maintain, or cause to be maintained, archival records-including lists of Vice Presidents General from Colorado, Trustees and Alternate Trustees.

Presidents, Colorado recipients of Minuteman and of Patriot's Medals, plus recipients of Meritorious Service Awards and Certificates of Appreciation, recipients of awards presented to non-members of SAR, and a card file in alphabetic order of members – to include their National and State numbers, chapter affiliation if any or at-large designation, full name, place and date of birth, Name of wife, if married, complete address and telephone number, Revolutionary War listing rank, if any and state he served in, and date of approval by NSSAR or of transfer to COS, plus R for reinstatement or D (and the other State Society) if a dual member and L for life member.

6. Notices. The Recording Secretary/Historian or his designee shall furnish notices of meetings of the Board of Managers and of the membership, of proposed amendments to the Constitution and Bylaws, of the ballot, and of delegates to the Congress according to specifications provided in Articles IV, V, VIII, and XIII of the Bylaws adopted 24 February 1990.
7. Supplies. The Recording Secretary/Historian shall order and maintain all consumable supplies necessary for the functioning of the Colorado Society except those items peculiar to a specific office, such as the Treasurer's, and shall see that each officer needing any of these supplies receives them as quickly as possible.
8. Cooperation with Historian General of NSSAR. The Recording Secretary/Historian shall make inquiry from time to time of the Historian General to insure that Colorado Society records of value is being furnished and stored at National Headquarters. Any missing records needed by the National office should be forwarded to the care of the Historian General.

DUTIES AND RESPONSIBILITIES OF THE TREASURER

1. Possession. In keeping of the Treasurer is a four drawer, legal size file cabinet, containing records pertinent to this office. Upon the Treasurer's termination as this officer, he shall pass this cabinet and its contents to his successor. COS shall bear the cost of moving this cabinet.
2. Placement of Accounts Belonging to COS. Bylaws, Article 1, Treasurer, indicates that this officer shall deposit State Society funds in such depository as stipulated by the Board of Managers. The Board, however, should take into serious consideration the professional ability of the individual holding this office and his recommendations for the depository. If any member of the Board or the Treasurer finds himself in disagreement about the depository, that individual should provide specific reasons for his objection, and these reasons should be given serious consideration and thorough investigation by the Board of Managers.
3. Adherence to Budget. The Treasurer should remind anyone requesting an expenditure not included and/or going over and above the amount set in the current budget that such expenditure will require approval of the Board of Managers before the amount can be paid. Anyone not receiving immediate payment because of this requirement should not bear ill will toward the Treasurer. As custodian of the funds, this officer bears a heavy responsibility for accuracy of accounts and for adhering to standard accounting practices.
4. Maintenance of State Funds. The Treasurer holds this office as a member of the State Society's governing body. Although he is available to provide advice, if requested, to the Chapters, especially the treasurers thereof, and to assist the chapter treasurers in whatever way he can, all involved must keep in mind that the chapters are responsible for their own financial affairs and

that it would be an imposition on the State's Treasurer to expect him to assume some of the chapter responsibilities and/or to pay for any chapter expenses unless they are due reimbursement for a specific reason.

5. Relationship to Chapters and to National Society. At a time stipulated by the Treasurer, the treasurers of the chapters shall remit to the State Society's Treasurer the amount due for both State and National dues, a list of those Chapter members who have not remitted current year dues. From this list, the State Treasurer shall then forward list of current members and their dues to NS Headquarters, according to the time set by NSSAR, but with this exception: Any members who have applied for and been accepted for Life Members at the National level will not pay further National dues. NSSAR will notify the State Treasurer of Life Memberships held among members of this Society so that COS Treasurer will avoid any duplication in this respect. NOTE: however, that no Life Member may continue in such capacity unless he continues his annual State Society dues. It is therefore essential that the Treasurer make notation of member's good standing in the State Society when the report is sent to NSSAR.
6. IRS and Corporation Records. The Treasurer shall be responsible for preparation and submission of all Federal, State, and local records and forms, and the continuing good standing of the Colorado Society, SAR, as a Colorado corporation.
(NOTE: The Chancellor keeps the official corporation papers.) Specific information concerning IRS requirements is included on pp. 48-49, in the NSSAR Handbook.

DUTIES AND RESPONSIBILITIES OF THE MEMBERSHIP SECRETARY/REGISTRAR

1. Possession. The Membership Secretary/Registrar shall maintain all required files in an orderly manner, in a file box or other adequate container. The files and said container shall be passed on to his successor after the term of his office has expired.
2. Duties. Duties of the Membership Secretary/Registrar are well defined in the Society's Bylaws, as amended 23 February 2002, and given under Article I.
3. Applications. The Membership Secretary/Registrar shall be the designated point of contact with all membership transactions by the working staff of the National Society. The approval of applications for membership, supplementals, transfers, reinstatement, or dual memberships shall be the responsibility of the Membership Secretary/Registrar and shall be transmitted to his attention if received. Upon receipt, the Membership Secretary/Registrar shall sign the membership certificate for any newly approved member, shall obtain the signature of the President and shall be responsible – if the member is at-large – for the certificates being presented, mailed, or handed to the member in an expeditious manner; or – if the member has applied through a chapter – for the certificate's transfer to the appropriate Chapter Secretary. Upon approval by NSSAR, the Membership Secretary/Registrar will pass on to the Recording Secretary/Historian pertinent information regarding new members for his records.
4. Copies of Approved Applications. The Membership Secretary/Registrar shall bind copies, in units of 100 – at the expense of the State Society – all applications approved by NSSAR. This practice shall continue as it provides insurance against loss of these records. Since it is unfair that the Society expect this officer to provide the storage of all these records, he shall arrange for the safe storage in the Stephen H. Hart Library of the Colorado Historical Society. He may wish to consult with the President and/or the Board of Managers before making a selection of the repository; but whatever

selection he makes should be reported immediately to the President and the Board of managers at the next regularly scheduled meeting.

5. Genealogist. As implied in this officer's duties as given in the Bylaws, he is the official genealogist for the Society and can provide assistance to individuals and to chapters needing this kind of help. He is not required to do an applicant's research, however, only to provide reasonable suggestions or advice in this respect.

DUTIES AND RESPONSIBILITIES OF THE CHANCELLOR

1. Duties. The Chancellor serves as the legal counsel for the Colorado Society. His opinions, unless seriously challenged by a member of the Board of Managers, shall be the definitive statements answering questions of a legal nature. In case of serious challenge, he shall lead or shall cause to be conducted a thorough investigation into the matter questioned, and his or his committee's findings shall be accepted as conclusion of the matter.
2. Presiding Officer at Hearings Concerning Members and Officers. With one exception, the Chancellor shall be the presiding officer at any hearing of expulsion or misconduct directed against a member of the Colorado Society, and at attempts of impeachment against any officer EXCEPTING HIMSELF. If he is the subject of disciplinary or impeachment proceedings, the President (unless he is involved, in which case a substitute chosen by the Board of Managers) shall preside.

DUTIES AND RESPONSIBILITIES OF THE CHAPLAIN

1. Duties. In addition to the duties listed in the COS Bylaws, Article 1, the Chaplain shall attempt to maintain contact with the membership sufficiently that he knows when a member or someone within a member's family dies, and he shall then send a card of sympathy or other appropriate expression of condolence to the survivors. The obituaries of local papers provide the best source of such information, but this officer cannot be expected to subscribe to the daily papers throughout this Society; it is therefore incumbent on other members, especially other officers, to see that the Chaplain is kept informed.

The Chaplain shall also send a get-well card to any ill compatriot with COS or immediate family member of such compatriot.

In addition, he or his designee shall render such aid and comfort as he may to such families

2. Death of a Compatriot. This officer, his equivalent at the chapter level, the Society President, or a chapter President shall be responsible for notifying the family of the deceased compatriot that the SAR can, according to the family wishes, conduct a brief funeral or memorial service. If the family is interested, the survivors should be acquainted with the service so that they are able to reach their own conclusion. When the family wishes the service conducted, the Chaplain secures the cooperation of other officers involved and assumes responsibility for the ritual. See NSSAR Handbook adopted 1990 for the two services.

2(a). Grave markers. The Chaplain shall further provide information about the SAR markers available for gravestones and crypts. In general, the "lug" type should be ordered by the family; this kind fits into the monument or front of the crypt. The "stake" type stands alone (but is more easily removed by vandals). For a description of each type, see NSSAR Handbook. For prices see a current order blank (frequently published in SAR Magazine or available from COS

Recording Secretary/Historian or a Chapter Secretary.

2(b). Memorial books. For many years COS has placed a memorial book in a library in a deceased member's city or town of residence. Following establishment of chapters, those entities assumed this responsibility for their members, but for AT-LARGE members this remains a state function to be executed by the Chaplain or his designee.

THE NATIONAL TRUSTEE

The duties and responsibilities of this officer are clearly spelled out in the NSSAR Handbook most recent version. The Trustee and the Alternate Trustee should familiarize themselves thoroughly with the responsibilities detailed therein. In addition, he should work very closely with the President because he is the direct liaison officer between the state and the National Society.

THE VICE PRESIDENT GENERAL

The office of Vice President General is not a state office. He is the official representative of the Rocky Mountain District, of which Colorado is one state.

The other two societies in this District are Arizona and New Mexico. By agreement among these three state groups, the selection of Vice President General rotates among the three. Each state, in turn, selects a candidate to be the NOMINEE, whose name is then presented at the next Annual Congress of NSSAR. The election occurs at the convocation. It is therefore the responsibility of the COS Nominating Committee every third year to present the name of a COS member to be elected as the OFFICIAL CANDIDATE for the Rocky Mountain District. Thus, in every third year COS has furnished the District V-P General. In every third year the selection will again revert to Colorado.

THE BOARD OF MANAGERS

Duties and responsibilities of members of the Board of Managers are detailed under Article II, of the COS Bylaws adopted 24 February 1990.

Membership of the Board of Managers is defined under all of Article IV, COS Constitution adopted 1990. Members should make concerted effort to attend the meetings but attendance is not always possible: so in such cases, the President should be notified. It will be of benefit to the President if a member can notify him a day or two in advance so that he may have some concrete idea of the number expected and can provide this approximate number to the manager of the restaurant where the lunch will be served. Members who find they cannot meet their obligations of attendance should request that they be replaced. This Board conducts the business of COS, and it is not fair to leave the burden exclusively to those who attend a majority of the meetings.

COMMITTEES

Article VII of the COS Bylaws adopted in 1990 specifies the following Standing Committees: Awards, Legislative, Membership, Nominating, Publicity, Budget/Finance, ROTC and Eagle Scout. Custom established over a number of years has added another, DAR/CAR Liaison. In addition, Article IV of these Bylaws stipulates, "Proposed resolutions shall be submitted 30 days prior to the Annual Meeting and shall be presented in writing and referred to a committee for recommendation at the Annual Meeting." (p. B-9) by implication, therefore, another Standing Committee belongs

to the list indicated above – the Resolutions Committee. Special committees are appointed as needed and once their functions have been completed are automatically dissolved.

All committee appointments serve under the tenure of the President. Upon completion of that tenure, the standing appointments also end. Committee meetings are left to the discretion of the chairman, who should endeavor to convene their committees as required or as beneficial to the well being of the Society.

With the division of the Society into chapters, it has become practice to appoint co-chairmen for some of the committees so that a representative serves in his respective area of the state. The first named chairman is considered the overall chairman to whom the co-chairman reports the activities and/or feelings of the members in his section of the state. Membership, ROTC/Service Academies, Eagle Scout, and DAR/CAR benefit considerably from having a representative chairman in each chapter area.

Responsibilities of Committees

The President, upon his appointment of a special committee, bears the responsibility of providing members, especially the chairman, precise information as to the purpose to be accomplished by the group.

THE AWARD COMMITTEE meets at least once during the term of a President and may meet at any time(s) that the Chairman deems such meeting(s) necessary. If a question arises during the year and he finds it more convenient to consult members via telephone, such consultation shall be acceptable and shall be considered a meeting. At least once, however, and well enough in advance of the Society's Annual Conference (so that time factors stipulated by NSSAR may be met), he shall convene his committee and determine who shall receive awards to be presented at the February conference. The awards presented by the Colorado Society consist of the following, none, all, or portion of which may be approved by the Awards Committee. See most recent NSSAR Handbook for requirements.

- The Patriot Medal, the highest award available at the state level. The Meritorious Service Medal, available from Society or Chapter (with Society's approval).
- The Twenty-Five and Fifty Year Membership Awards, available for members having the specified years of continuous membership in SAR, regardless of changes in Societies.
- The SAR Medal of Appreciation to a member of DAR in good standing. The Martha Washington Medal to a woman, not necessarily a member of DAR, who has been of outstanding service to SAR. The Silver Good Citizenship Medal to someone who has contributed substantially to the betterment of the larger but not national community. Recipient may or may not be a member of SAR.
- The Bronze Good Citizenship Medal, possibly given at the State level but more likely at a Chapter level.
- The Law Enforcement Commendation Medal to a man or woman who has served with distinction and devotion in the field of law enforcement. This award is not limited to peace officers.
- The Eagle Scout Medal (under auspices of the Eagle Scout Committee).
- The Silver and Bronze ROTC medals (see ROTC/Service Academies Committee). The Oak Leaf Cluster
for those receiving the same award more than once (see NSSAR Handbook). (The War Service Medal – not usually awarded by the Society but may be.)
- The Medal of Heroism – not usually awarded but may be.

- The Former State President's Certificate – automatically presented, since its inception in 1988, to the outgoing President.
- The Certificate of Appreciation may be presented to anyone who has rendered exceptional service to the Society but who, for whatever reason, does not qualify for the Patriot or the Meritorious Service Medal, or it may be presented to a non-member who has contributed exceptional service to the Society.

The certificate serves an especially useful purpose in recognizing anyone who has already received an award that may be presented to a recipient only once. It is also a valuable means for the outgoing President to show his appreciation to someone, or persons, who have provided him, and thereby the Society, assistance far beyond the mere fulfillment of duties.

- The Outstanding Citizenship Certificate, the Flag Certificate, and the Blank Certificate are not usually presented by the Society but may be considered by the Awards Committee if a member suggests such presentation.

The awards in the form of MEDALS require citations as accompanying memoranda. The Committee will decide the responsible individuals to write and to present the citations, awards, and certificates. A copy of each citation is, in general, to be maintained by the Society and another copy forwarded to NSSAR Headquarters. [NOTE: For the Patriot Medal the Awards Committee may wish to consider establishing a point system similar to that used at the National level for awarding of the Minuteman. ONLY IF the committee feels such a system would be a benefit should it be presented to the Board of Managers for approval.] The Chairman of this committee bears the responsibility of seeing that engraving of medals and engraving of certificates are accomplished prior to the time the awards are to be made.

The Chairman of the Awards Committee shall maintain a record of all awards and certificates presented during his tenure, shall provide a copy of each year's recognitions to the current President, and shall issue a copy of the list to the Recording Secretary/Historian and the Membership Secretary/Registrar.

MEDALS AND INSIGNIA, WEARING AND PURCHASE OF

NSSAR stipulates certain conditions governing purchase and/or wearing of the various medals and insignia of this Society. These rules should be followed, and COS should take every precaution to inform its membership of these matters.

The Membership Badge of the Sons of the American Revolution may be purchased by any member of the Society. NS Bylaw 24, Section 3 sets forth the regulation governing purchase of the badge.

The badge...may be purchased...in accordance with the following arrangement, to be signed by the purchasing member before delivery of the same:

In purchasing the badge of the Society of the Sons of the American Revolution, I hereby agree that it will be worn or used in accordance with the regulations of the Society; that I will not pledge, part with or transfer the same except with the written authority of the Society. It is further agreed for myself, heirs, executors administrators, and any persons asserting any claims through me, that upon demand of the Society and tender of the purchase price of said badge, or other regalia, the Society of the Sons of the American Revolution, shall be entitled to immediate possession thereof. (see NSSAR Handbook)

The badge is considered formal and, with one exception, should be worn on the left breast with the top of the ribbon clasp four inches below the midpoint of the shoulder seam of the coat. It may be worn with other full-size medals (see NSSAR Handbook for additional information). National officers and Trustees, State and Chapter Presidents, current or past, may wear the badge suspended from a neck ribbon (the one exception referred to in first sentence of this paragraph).

A mixture of full-size and miniature medals should not be worn; and although full-size medals may be worn with formal dress (black tie or white tie), the practice is strongly discouraged. More appropriate for formal dress are the miniature medals. Governing rules for wearing more than one bar (but never more than three bars of these medals) appear on p.105 of the 1990 NSSAR Handbook.

In addition to the member badge, the SAR rosette proclaims one to be a member of SAR. This insignia may be worn at any time the gathering is considered informal (business suit coat, sports jacket, but never on shirt, top coat, or other wear) and may be worn daily if the member desires. When the rosette is worn, a member should not wear any other medals or insignia. Twenty-five and fifty-year membership pins, Trustee's emblem, and Vice President General's emblem may be worn in lieu of the rosette. Wearing of fraternal or other organizational insignia with the rosette is to be strongly discouraged.

“The neck ribbon is worn with white tie, black tie, the dinner jacket, business suit coat or blazer. It is worn over the tie and under the turned over collar and is drawn up to within one inch below the bow or four-in-hand tie.” (see in front of NSSAR Handbook) Supplemental stars, Vice President General's emblem, Trustee's emblem, Past Society President emblem, and Past Chapter President emblem may be worn on the neck ribbon. No more than one emblem should be worn on either side of the neck ribbon and no more than a total of three, the emblem representing highest office held placed at the “V”, or honor, point of the ribbon. Supplemental stars may be worn on either or both sides.

The SAR tie and/or blazer patch may be worn at any time, but the blazer patch should never appear on a suit coat but only on solid color sports coat.

For further information regarding medals and insignia, refer to pp. 103-108 and 111, NSSAR Handbook (1990).

THE BUDGET/FINANCE COMMITTEE, which may or may not have the Treasurer as its Chairman but must have this officer as a member, shall establish a budget to be adopted by the Board of Managers and shall try to determine periodically throughout the year that the Society is staying within the prescribed outlay. It will also maintain overall supervision of the chapter budgets and expenditures to ensure that each entity is relying upon its own assets for its expenses. Over-runs or infringements should be called to the attention of the President, the Board of Managers, and/or the chapters, as appropriate.

This committee shall also bear responsibility for determining whether an audit of monetary assets and accounts should be conducted during the year. If it so determines, the recommendation should be made to the Board of Managers at the next regular or a special meeting and should include suggested members or a firm to conduct the audit.

THE MEMBERSHIP COMMITTEE shall remain alert for possible new members, transfers, dual members, and establishment of supplemental records. It shall offer direct assistance to any man seeking information and/or membership in SAR. If a question arises as to adequacy of proof, the

Chairman or Co-Chairman should be consulted; and if that individual cannot answer the question, it should be referred to the Membership Secretary/Registrar.

This Committee is further charged with responsibility for publicizing the existence of COS and of furnishing the names of those who can be of most help to potential members. It is further charged with responsibility of helping first-line sponsors keep track of their first-line sponsorships so that such individuals may be reminded that they are eligible for the Liberty Medal (first-line sponsorship of ten or multiples thereof new members). NOTE: NSSAR Handbook of 1990 has been amended to abolish the dates stipulated in connection with this medal. There is no date limit set for qualification of the Liberty Medal.

THE NOMINATING COMMITTEE shall meet early enough during the fall that its report of nominees for officers and for members of the Board of Managers may be made at the December meeting of the board of Managers. If possible, according to Article IV, COS Bylaws, nominations should include candidates for each office and the Board of Managers. Practical considerations demand that the Committee secure the approval for a man's name to be placed in nomination, and for a number of years only one name has been submitted for each position; this should not, however, prevent the nominations of two men if two are available.

Vacancies during the year are filled by the Board of Managers. If the President considers it advisable, he may request the Nominating Committee to offer nominees at meetings of the Board.

Once the Committee has decided upon a slate for the ensuing year, copies should be submitted in advance to the President and the Recording Secretary/Historian. This will ensure proper consideration at the December meeting of the Board.

If a Committee finds itself unable to function properly, the Chairman should notify the President as early as possible so that a new committee may be appointed.

THE PUBLICITY/PUBLIC RELATIONS COMMITTEE bears responsibility for publicizing the existence of SAR and of leading the Society in the building of good will for this organization. To this end, any information that may be fed to local and/or regional media, should be considered and directed to proper outlets. Some newspapers, Radio, and television outlets have specific formats to be followed. The Chairman should familiarize himself with these formats and relate the information to other members of his committee. Although the Denver metro area has not been cooperative in publicizing SAR material, Colorado Springs and Pueblo have met with success in this respect. Efforts should be continued in all three cities. Weekly newspapers or smaller dailies in some of the cities of the state may provide unusual interest in SAR material, and may be an excellent source of publicity that this group SAR exists.

Public relations stem from any member's dealing with the public, and for that reason each member should consider himself an ambassador for SAR and should not leave all responsibility to the Committee.

Publicity also includes information about Colorado Society and its chapters in the SAR Magazine. Chapter submissions to the Magazine may be left to the publicity chairman for the respective chapter; if so, this policy should be made clear from the outset. Colorado has found the editor of the Magazine to be very receptive to information from this Society. Through this medium the organization lets its brother societies know that this is an active group.

One member of the Committee should be responsible for contacting other societies for mutual exchange of information and newsletters. No one can exist in a vacuum; all groups benefit from interchange of information; but unless responsibility for the interchange is vested in someone(s), nothing is likely to take place.

ROTC COMMITTEE Silver ROTC medals are awarded to outstanding cadets (one at each school) in college ROTC programs. The cadets are chosen by the commanding officers on a basis determined by the military organization in charge. Bronze medals go to the outstanding cadets at the high schools that have JROTC programs; the selections are determined in the same manner as the college choices. All JROTC units within the Denver Public Schools gather at one school (currently at South High) and all presentations for those schools are made at the same time.

Silver medals are awarded at Colorado State University, Ft Collins; University of Colorado, Boulder; Colorado School of Mines, Golden; University of Colorado at Colorado Springs.

Bronze medals are awarded at high schools in the Denver Metro area, Aurora, Adams City, Westminster, Loveland, Colorado Springs, Pueblo, Canon City, Trinidad, and Montrose.

In so far as possible, members of COSSAR should present these medals at the times designated by the unit commanders. When is it not feasible for a member to be present, however, the medal and certificate are mailed to the unit commander, who then presents these items at the school's Awards Ceremony. The ROTC Committee chairman is responsible for coordinating the presentations and for handling all paper work involved, including securing the medals and certificates.

THE EAGLE SCOUT COMMITTEE supervises the presentation of the Eagle Scout award. This undertaking relies heavily on cooperation from the Scout Executives in the various areas of the state. The Committee makes sure that each region submitting applications and the required work as an appropriate selections committee within that area, this committee to make its choice and relay the work to the Society's Chairman so that he may arrange for a selection to be made at the state level. He then contacts the winner and invites that Eagle Scout and his parents or guardians, as well as the Scout Master, to attend the State Conference luncheon in February, at which time the presentation is made. The winner, his parents, and either the Executive of the Scout Master are guests of the Society at this luncheon.

With the entry of Colorado Springs and Pueblo into this program, it has become the custom to have a co-chairman responsible for the Southern Region. He then submits the winning entry from his region to the State Chairman, who may or may not serve as the Denver Regional chairman. If other areas of the state begin to participate, there should be a responsible person named in each region and all regional winners submitted to a central individual, who will arrange for selection of a state winner.

DAR/CAR LIAISON provides SAR one of its finest methods of cooperating with likeminded organizations and of fostering incentives for new members. It may be helpful to have co-chairmen since both DAR and CAR have organizations in each presently represented Colorado region of SAR

Young men who have been members of CAR should find a special encouragement to draw them into SAR. See Amendment to Article VI, COS Bylaws for information regarding waiving of fees for CARs aged 18 through 21.

Although it is not necessary, efforts have been made to have one chairman whose wife is a member of DAR. Such a man is likely to have easier access to responsible DARs with whom he can establish contact.

It is customary to invite the following DARs to the Annual Conference luncheon:

- The Colorado Society, DAR Regent (who with her husband is a guest of COS); in case she cannot attend, the Vice Regent receives an invitation to be the guest.
- Any National Society DAR officers living in Colorado (may or may not be included as a guest of SAR).
- Regents of DAR chapters in Colorado (limited according to dictates of reasonableness and COS President's choices).
- Any other special DAR who has rendered assistance to SAR above and beyond the call of duty.
- The President and senior advisor of Colorado Society, CAR.

LEGISLATIVE COMMITTEE should be consciously aware throughout the year, especially the first nine months, of any amendments that should be framed and presented to the Board of Managers at the December meeting, and, if passed by that group, brought before the annual meeting in February. To do this, the proposed amendments must be submitted by mail to the membership at least one month in advance of the annual meeting.

Chapters wishing to propose amendments to the State Society Constitution and Bylaws should submit their proposals to this State Committee no later than the first of October.

RESOLUTIONS has not been a standing committee until 1990. It should continue as such so that each year, if either chapter or individual members wish to present resolutions, COS may abide by its own Bylaws. B-9). The resolution Committee passes on whether to present proposed resolutions to the membership at the annual meeting.

SPECIAL COMMITTEES are appointed by the President either as he sees the necessity or as the Board of Managers may direct. These committees serve their functions and are then automatically dissolved after appropriate action has been taken by the Board about their recommendations.

THE CHAIRMAN OF EACH COMMITTEE, whether Standing or Special, in consultation with the President should determine the number on his committee needed to constitute a quorum. In most instances three could suffice, but some of the committees are much larger than others, and those should require more than three for purposes of a quorum.

AMENDMENTS TO NATIONAL BYLAWS

At the Annual Congress of NSSAR, held 16-20 June 1990, the following amendments to National Bylaws were passed. These Amendments should be kept in mind whenever reference is made to the original Bylaws.

An Amendment to Bylaw No. 19, Section 3, referring to Dual Membership: A new paragraph has been added between the original second and third paragraphs, the latter now being the fourth. The new paragraph leads:

A member may hold membership in more than one State Society provided that National Society Dues for any member shall be paid from said member's primary State Society only.

[NOTE: An effort to permit a member's serving as a delegate from only the State Society remitting his dues WAS DEFEATED. Consequently, a dual member may serve as a delegate from his other (non-primary) Society.]

An Amendment to Bylaw No. 21, Section 3, Subsection (f), pertaining to remittance of a portion of a Life Membership to the State Society. This amendment prohibits remittance of such money. Only the first sentence of the paragraph remains as subsection (f). From “Based on said list to the end of the paragraph should be eliminated from copies of this Bylaw.

LIFE MEMBERSHIP FUND

The 1989 Annual Congress held in San Francisco approved life membership in the National Society for members belonging to State Societies that do not have life membership plans. In 1991, The Life Membership Plan was opened to all active members of the NSSAR. At the same time the Life Membership dues schedule was revised, and a requirement was passed that calls for all Life Membership applications to be processed through the state societies, thence to the National Society. Anyone interested in making application should obtain an application form from his Chapter to the State Society Membership Secretary/Registrar and return same to his source (Chapter or Membership Secretary/Registrar).

The following information, partially derived from NSSAR, may be of help:

- To participate in the National Life Membership Plan, a member must pay a fee, based on his age, as shown [see next page] which has been approved by National Headquarters. A check for the required fee, payable to the Colorado Society, SAR, or the appropriate Chapter, SAR, together with a completed Life Membership application form [see next page] must be submitted to the Chapter Secretary, or the State Society Membership Secretary/Registrar, whichever is appropriate. The receiving Secretary will then route the application and a check to the next higher level.
- Upon approval by the National Society, the Executive Director will notify the applicant that he has been enrolled in the National Life Membership Plan, and will send a copy of such notification to the Treasurer of the State Society to which the member belongs.
- Following enrollment of a member, the Fund will pay his national dues as long as such member remains a member of his State Society in good standing.
- A member of the National Life Membership Plan must continue to pay his required State and Chapter dues. If a member is dropped by his State Society for non-payment of dues, or for any other reason, the Fund will cease payment of his national dues, but reinstatement within ten years will insure resumption of payment of his national dues.

At a member's death, the Life Membership ceases and the original fee is retained by the National Life Membership Fund. This plan can help greatly in retention of members.

The schedule of fee shown on the application form on the next page is based on National Society dues of **\$25.00** a year.

MEMBERSHIP, SPECIAL SITUATIONS

In addition to the special condition governing applications from members of the Children of the American Revolution, as specified in Article VI, paragraph 3 of the Bylaws, the National Society makes the following special provision, contained in NSSAR Bylaw No. 19, Section 1.

APPLICATION FOR ENROLLMENT IN THE NSSAR NATIONAL LIFE MEMBERSHIP PLAN

I, _____ age _____ years, a member of the _____ society,
 National Number _____ State Society Number _____, hereby apply for
 enrollment in the NSSAR National Life Membership Plan.
 My check in the amount of \$ _____ payable to the "Treasurer General, NSSAR, is attached.

 Signature of Applicant

 Date

PREPAID NSSAR LIFE DUES SCHEDULE

(Age / Life Member Dues)

Age - Fee	Age - Fee	Age - Fee	Age - Fee	Age - Fee	Age - Fee
18 - \$750	32 - \$750	46 - \$675	60 - \$500	74 - \$325	88 - \$150
19 - 750	33 - 750	47 - 663	61 - 488	75 - 313	89 - 138
20 - 750	34 - 750	48 - 650	62 - 475	76 - 300	90 - 125
21 - 750	35 - 750	49 - 638	63 - 463	77 - 288	91 - 113
22 - 750	36 - 750	50 - 625	64 - 450	78 - 275	92 - 100
23 - 750	37 - 750	51 - 613	65 - 438	79 - 263	93 - 88
24 - 750	38 - 750	52 - 600	66 - 425	80 - 250	94 - 75
25 - 750	39 - 750	53 - 588	67 - 413	81 - 238	95 - 63
26 - 750	40 - 750	54 - 575	68 - 400	82 - 225	96 - 50
27 - 750	41 - 738	55 - 563	69 - 388	83 - 213	97 - 38
28 - 750	42 - 725	56 - 550	70 - 375	84 - 200	98 - 25
29 - 750	43 - 713	57 - 538	71 - 363	85 - 188	99 - 13
30 - 750	44 - 700	58 - 525	72 - 350	86 - 175	100 - 0
31 - 750	45 - 688	59 - 513	73 - 338	87 - 163	100+ - 0

IN ORDER TO APPLY, YOU MUST BE AN ACTICE MEMBER. THIS APPLICATION MUST BE
 SUBMITTED TO YOUR STATE SOCIETY FOR FORWARDING TO THE NSSAR.

Please type or print:

 Name of Applicant

 Date of Birth

 Street Address

 City, State, Zip Code

 RECEIVED AT NATIONAL
 HEADQUARTERS:

 Date

ENROLLMENT APPROVED:

 Executive Director

 Date

(Forms Not Valid Prior 7/8/91)

grandnephew of a member of the SAR, DAR or SR may, before attaining the age of 25, be admitted to the Society upon payment of \$5.00 for his membership certificate; provided that the relative upon whose membership his application is based, or if deceased, was at the time of death, a member in good standing and has been elected to membership in the Society.

The COS Board of Managers is responsible for determining whether any additional fee shall be assessed at the state level. Likewise, Chapter Boards of Managers, if applications are made through the Chapter, must make this decision.

INTERNAL REVENUE SERVICE REQUIREMENTS

The NSSAR Handbook adopted 1990 provides vital information for both State and Chapter levels in connection with the IRS. Boards of Managers and officers, especially Treasurers, Secretaries and Presidents, should familiarize themselves with this information.

Since SAR operates under Section 501(c)(3) of the Tax Code, members should be cautioned when the need arises about engaging in political activities UNDER THE AUSPICES OF SAR. Such political activity could cause the organization to lose its tax-exempt status. This rule in no way precludes members engaging in political affairs ON A PERSONAL LEVEL.

FLAG ETIQUETTE

This subject is covered in the NSSAR Handbook. Those officers responsible for placing the flag at different functions will find knowledge of the Handbook information of utmost importance. The following sentences from that material will answer some of the more frequently asked questions.

“The Flag of the United States of America should always be placed to the right of the presiding officer,” and therefore generally to the left of the audience. [Some purists insist that this rule holds only if the U. S. flag is placed on 1 higher level than any other which may be displayed, but SAR makes no such qualification.] By this token, the SAR flag should be placed to the left of the presiding officer, but it should stand slightly lower than the U. S. flag. The right/left placement of these flags applies also to display of the flags in an executive desk set.

“When the flag is used to cover a casket, it should be so placed that the Union is at the head or over the left shoulder. The Flag should not be lowered into the grave not be allowed to touch the ground.”

“When displayed ... horizontally or vertically against the wall, the Union should be uppermost and the Flag's own right, that is, to the observer's left.”

“During the ceremony of hoisting or lowering the Flag or when the Flag is passing in a parade or in review, all persons present except those in uniform should face the Flag and stand at attention with the right hand over the heart.”

LIST OF ACCOUNTED FOR POSSESSIONS BELONGING TO COSSAR (as of original date of this Handbook) IN KEEPING OF THE PRESIDENT OF THE SOCIETY

- Brass gavel – to be used by the incumbent and passed to his successor as part of the installation ceremony

- An executive flag set with stand, consisting of United States and SAR flags – to be used at meetings of the COS Board of Managers
- OFFICIAL HANDBOOK of THE NATIONAL SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION; Tenny deSollar's neck ribbon and membership badge – to be placed around the neck of the incoming President as part of the installation ceremony and to remain in his possession but not used throughout that President's incumbency.
- Old SAR Embroidered flag

IN KEEPING OF THE VICE PRESIDENT OF THE SOCIETY

- flag of the United States of America, attached to standard approximately six feet tall, with heavy floor base; to be in keeping of the Vice President, whose responsibility it shall be to see that the flag is properly placed for use at all functions of the Colorado Society
- Flag of the Sons of the American Revolution, attached to standard approximately same height as used for the U.S. flag, with heavy floor base; to be placed in its proper location before the opening of each Society function (not meetings of the Board of Managers)
- Nametags for all at-large members; to be set up for easy access at any Society function. The Vice President shall make every effort to see that these nametags are restored to their original location (a board with hooks or a table on which the board rests) at the end of the function. It shall be the responsibility of the Chapters to see that nametags for their respective memberships are available for their chapter functions and for meetings of the Colorado Society.
- Poster display, four parts, showing Constitution of the United States, entitled The Constitutional Convention, copyrighted by the American Historical Society; to be used on any occasion stipulated by the Board of Managers and lent to the chapters, if they desire to use the exhibit, at functions marking Constitution Day and Bill of Rights Day.

IN KEEPING OF THE TRESURER

- One or more file storage boxes as needed for storing current financial records and statements.

IN KEEPING OF THE MEMBERSHIP SECRETARY/REGISTRAR

- One or more file storage boxes as needed for storing current records and files.

PROCEDURE FOR OBTAINING COPIES OF NSSAR RECORDS

A notice and accompanying form from NSSAR in 1990 states the policy adopted by National Headquarters for anyone's obtaining copies of SAR genealogical records. The notice reads as follows:

Copies of our genealogical records are now available upon written request, only. If you wish to check specific names, membership information, or Revolutionary War service, please complete this "Request for information" form. Also include the given name as well as the surname for the individual(s) you seek. You may request both ancestors' and members' records.

1. Complete form as fully as possible.
2. Leave form with librarian or receptionist.
3. Copies of records and billing will be mailed to the address on form.

[If mailed, these forms should be addressed to Librarian, NSSAR 1000 South Fourth St. Louisville, KY 40203.]
(Form shown on next page)

REQUEST FOR COPIES OF GENEALOGICAL INFORMATION
(Please print)

Ancestor

National Number

Member

State Number

Mail and Bill to:

Name

Address

City, State, Zip Code

\$1.00 per page of copy, minimum of \$5.00