

*COLORADO SOCIETY*  
*OF THE*  
*SONS OF THE AMERICAN REVOLUTION*

**BYLAWS**

**STANDING RULES**

**OFFICERS' and CHAIRMEN GUIDE**

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**Colorado Society of the  
Sons of the American Revolution**

**Chapter I**

**BYLAWS**

**Prescribes how the organization functions and includes all rules. Can be amended by 2/3 of voting members present at the annual meeting, provided previous notice has been sent to members.**



# **COLORADO SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION**

## **BYLAWS**

### **ARTICLE I: NAME**

The official name of this organization shall be the Colorado Society of the Sons of the American Revolution, hereinafter referred to as COSSAR. It is a corporation, not for profit, incorporated in the State of Colorado on 30 August 1906 (Corporation Record 43215, Book 119 at page 99) and filed its Election to Accept the Colorado Not for Profit Corporation Act on 26 October 1970, as required by law. This Society was first organized on 4 July 1896, and was the thirty-third State Society. It is an integral part of the National Society of the Sons of the American Revolution, a corporation created by a special act of Congress of the United States (Act of 9 June 1906, P.L. 214,34 Stat. Chapter 3065, page 277) amended 6 February 1925 (P.L. 362,43 Stat. Chapter 142, page 808; further amended 8 September 1961, P.L. 87-214). The Charter Constitution and Bylaws of said National Society and the Articles on Incorporation of the State Society are hereby incorporated by reference and made a part of these bylaws.

### **ARTICLE II: OBJECTS**

The objects of this society are declared to be patriotic, historical and educational, and shall include those intended or designed to perpetuate the memory of those patriots who, by their services or sacrifices during the war of the American Revolution, achieved the independence of the American people; to unite and promote fellowship among their descendants; to inspire them and the community at large with a more profound reverence for the principles of the government founded by our forefathers; to encourage historical research in relation to the American Revolution; to acquire and preserve the records of the individual services of the patriots of the war, as well as documents, relics, and landmarks; to mark the scenes of the Revolution by appropriate memorials; to celebrate the anniversaries of the prominent events of the war and of the Revolutionary period; to foster true patriotism; to maintain and extend the institutions of American freedom and to carry out the purposes expressed in the preamble to the Constitution of our people and the injunctions of Washington in his farewell address to the American people.

### **ARTICLE III: MEMBERSHIP**

SECTION 1. The membership of COSSAR shall consist of members of the chapters within the State of Colorado and members at-large within Colorado, who are members of the National Society of the Sons of the American Revolution.

SECTION 2. A member may chose to be a member of a chapter, if acceptable to that chapter, or elect to be an “at-large” member.

SECTION 3. Transfers:

A. A member in good standing in any other state society may, without payment of an admission fee, transfer to COSSAR. If he desires membership in a chapter, he shall make application for the transfer through that chapter. Any transfer shall be contingent upon his having the consent and certification of his former state society and the acceptance of the Board of Managers of COSSAR. Although no admission fee is charged, a member seeking to transfer into COSSAR must furnish this society a copy of his original SAR application paper, excluding documentation, or pay the current fee for COSSAR obtaining a copy from the National Society.

B. Any member of this society moving to another state may transfer his membership to that state society, after his acceptance by the gaining society.

SECTION 4. Any member may be disciplined or expelled from this society in accordance with the National Bylaws. The Board of Managers, by a two-thirds affirmative vote, may initiate action to discipline or expel. The board shall thoroughly investigate any written complaints against any member, if signed by ten members who were in good standing during the time period covered in the complaint. If, after hearing the accused, the board finds against him, it shall promptly notify the Executive Committee of the National Society, who shall then have complete jurisdiction in the case.

#### **ARTICLE IV: OFFICERS**

SECTION 1. State Officers: The officers of COSSAR shall be a president, vice president, recording secretary/historian (RS/H), treasurer, membership secretary/registrar (MS/R), chancellor and chaplain. These officers shall constitute the executive committee and shall meet at the call of the president. The officers of this society shall begin their term at the close of the Annual Meeting.

A. Term of Officers: All officers shall serve a term of one year beginning with their election and installation in February and continue until their successors are duly elected and installed. The president shall normally serve one year and not serve more than two successive terms; however, officers other than the president are not restricted to term limitations.

B. Duties of Officers:

(1) President – The president shall be the chief executive officer of this society and shall exercise general control over its affairs under authority of the Board of Managers, and the current COSSAR bylaws and standing rules. He shall preside

at all regular, annual and special meetings of this society and shall call and preside over meetings of the Board of Managers. He shall appoint all standing and special committees except the nominating committee. He shall be a member ex-officio of all committees, except the nominating committee.

(2) Vice President – The vice president, in the absence or incapacity of the president to serve, shall serve and perform all the duties and exercise all of the powers of the president. In addition, the vice president shall be in charge of all programs for meetings and special functions of this society.

(3) Recording Secretary/Historian (RS/H) – At the direction of the president, the RS/H shall call all meetings of the society and of the Board of Managers. He shall keep a record of the proceedings of all meetings of the society and the board. Under the direction of the president he shall conduct the general correspondence of both. He is responsible for maintaining the COSSAR Database, publication of the annual Membership Roster and updating National Personal Data Pages. Responsible for compiling and sending to NSSAR the Annual Reconciliation Report using the National Reconciliation Template form from the NSSAR website. Responsible for preparing the official list of delegates to the National Congress. He shall turn over to his successor any or all such records and correspondence, when he shall for any reason leave office. Beginning with the adoption of the original bylaws, the RS/H shall maintain a history of this society including: a chronological list of all officers with dates of service and other pertinent information; a chronological account of the more important activities of the society since its founding; and other data as appropriate. He shall conduct historical research as directed by the Board of Managers.

(4) Treasurer - The treasurer shall receive all money paid into COSSAR, and shall deposit the funds in a depository designated by the Board of Managers. He shall make all routine and incidental disbursements and those covered by the approved budget. Unbudgeted expenses and those in excess of the approved budget shall be submitted at the next Board of Managers' meeting for approval or ratification. He shall keep accurate records of all funds and financial transactions of the society, and he shall turn over such records to his successor when he shall, for any reason, leave office. During his term of office he shall present such records to the Board of Managers for auditing and review when so requested by the board. He may serve without bond, at the discretion of the Board of Managers, but he shall have the privilege of being bonded at the society's expense if he chooses to do so. The treasurer shall be responsible for the preparation and submission of all Federal, State and local IRS and corporate forms (see NSSAR handbook).

(5) Membership Secretary/Registrar (MS/R) – The MS/R shall be designated as the main contact for correspondence received from NSSAR. The MS/R shall examine all applications for membership, and shall make appropriate recommendations to the National Society. He shall have the care and custody of all

membership records, and shall keep a complete register of the names, dates of birth, dates of admission, resignations, expulsions, deaths, or other losses of all members, together with pertinent information concerning applicants who are refused admission. He shall offer proper assistance to members or prospective members in matters relating to their genealogy, and shall assist in the examination and evaluation of applications for membership.

(6) Chancellor – When possible the chancellor shall be an attorney at law, and it shall be his duty to give opinions on legal matters (pro-bono) affecting the society when such questions are referred to him by the proper officers.

(7) Chaplain – The chaplain shall give the invocation and the benediction at all society meetings and other appropriate occasions. He shall send appropriate get-well or condolence cards to members or their family and, if requested, give spiritual aid to families. He is responsible for the arrangements to conduct brief SAR funeral or memorial services. He is the point of contact for information on SAR markers for gravestones and crypts. He shall perform such other religious functions under authority of the Board of Managers.

#### C. Nominations and Elections:

(1) Nominating Committee and Consent of Nominees – This committee shall consist of a chairman chosen from the Board of Managers and the president from each chapter. It shall prepare a written report for the Board of Managers containing the names of nominees who have accepted nomination for each state office. This report shall then be taken under advisement by the Board of Managers during the December meeting and will accept, amend, or reject the report.

(2) Elections – The RS/H shall provide the slate of officers to all members at least 30 days prior to the annual meeting. Additional nominations may be made from the floor provided the consent of the nominee has first been obtained. Nominees are elected at the annual meeting by a 2/3 voice vote of those members present. If there is more than one nominee for an office, the vote for that office will then be by a 2/3 ballot vote.

D. Vacancies: Should the office of president become vacant, the state vice president shall become president automatically. Vacancies occurring among the other officers, for any reason, shall be filled from among the members by the Board of Managers. Such appointments shall be for the balance of the unexpired term and until the next annual meeting of the society. Appointees shall be eligible for election at the next annual meeting.

## SECTION 2. National Officers:

A. The National Trustee, and an alternate, is announced by the Nominating Committee at the December Board of Mangers meeting with voting on his nomination taking place at the annual meeting. His selection as National Trustee from Colorado is subject to the approval at the next National Congress of the Society. This is a National, not a state office. The nominee shall have served as President of COSSAR, unless in the opinion of the members attending the annual meeting, the nominee has other qualifications that entitle him to be considered for this post.

B. The Colorado State nominee for Vice President General/Rocky Mountain District is announced by the Nominating Committee to NSSAR every three (3) years. The Colorado nominee for Vice President General/Rocky Mountain District is announced at the December Board of Mangers meeting with voting on his nomination taking place at the annual meeting. His selection as Vice President General/Rocky Mountain District is subject to the approval at the next Annual Congress of the Society.

## ARTICLE V: MEETINGS

SECTION 1. Annual Meeting and Quorum. The annual meeting of COSSAR shall be considered as the State Conference. It shall be held at a time and place designated by the president and prior to the luncheon in honor of George Washington's birth. The annual meeting shall be held on the Saturday either before or after February 22d. If the president and the Board of Managers believe that there is more necessary business than can be accomplished during the one-day conference, the president may, with the concurrence of the Board of Managers, call for the conference to begin on Friday and conclude the following day. All officers and chairmen of standing and other committees will give their annual reports. Officers for the ensuing year will be elected and installed. Other business will be conducted as required. All members may attend and those present may vote. A quorum at this meeting shall consist of fifteen (15) members.

SECTION 2. Board of Managers Meetings and Quorum. The board shall be held at the call of the President at least four times during the year. A quorum shall consist of eight (8) members. All members may attend; however, only members of the Board of Managers may vote.

SECTION 3. Special Meetings. Special meetings for membership and Board of Managers may be called by the president at any time, and it shall be his duty to do so when requested in writing by five (5) members of the society. Ten (10) days notice shall be given to all members by mail or email of such special meetings and shall include the specific item(s) of business to be considered. All members may attend special meetings for membership and may vote. Only members of the Board of Managers may vote at BOM special meetings.

## **ARTICLE VI: BOARD OF MANAGERS**

SECTION 1. The president shall arrange for meetings of the Board of Managers.

SECTION 2. The Board shall consist of the current president of each chapter within this society; one additional member from each chapter (each chapter will use their own selection process); all of the state officers; chairmen of standing committees, the COSSAR National Trustee; the Colorado Vice President General (while in office); those who are serving or who have served as officers of the National Society of the Sons of the American Revolution and all past COSSAR presidents. Only these members may vote (also see Article V, Section 2 above).

SECTION 3. Duties of the Board of Managers. The State Board of Managers shall have general supervision and control of the state work during the interim between the annual meetings of the society.

## **ARTICLE VII: FEES AND DUES**

SECTION 1. Upon application for membership, the applicant shall pay the following:

A. If applying for at-large membership, both current COSSAR and current National application fees plus first-year dues for both.

B. If applying through a current chapter, the chapter application fee in addition to current charges specified for COSSAR and National societies.

C. The Board of Managers shall set the amount of annual dues for in-state and out-of-state members, junior members, members of the Armed Forces, members who by reason of age, fixed income, illness or disability are no longer able to pay regular dues.

D. Members of the Children of the American Revolution or of the Children of the Revolution, who have not attained the age of 22, shall not be charged either an initial application fee or annual dues for the year in which their initial application is approved. They shall, however, pay to NSSAR the current fee, as stipulated in the current NSSAR Handbook.

SECTION 2. Annual Dues.

A. No later than 1 October, the RS/H will furnish a list of the at-large members to the state treasurer and a current membership list to each chapter treasurer. By 15 October the state and chapter treasurers will send out dues notices. A final notice will be sent to delinquent members on 1 December. Dues not received by 31 December

will cause the member to be inactive and dropped on 1 January of the following year. Reinstatement requires payment of National, state and, if applicable, chapter dues plus the established processing fee.

B. Current Life Members will not be billed for National dues; however, payment of state and/or chapter dues is required.

## **ARTICLE VIII: COMMITTEES**

SECTION 1. The president shall appoint all standing and special committee chairmen, except the nominating committee. The president shall notify the Board of Managers of the membership of all committees and their purpose.

SECTION 2. The regular Standing Committees of this society are: Awards, Budget/Finance, Color Guard, Eagle Scout, Education, Legislative, Membership, Publicity and ROTC.

SECTION 3. All standing and special committees are to report their activities at the annual meeting each year or more frequently as directed.

## **ARTICLE IX: CHAPTERS**

SECTION 1. Whenever ten (10) or more members make application to form a chapter, the Board of Managers may grant a charter. The chapter shall adopt bylaws not inconsistent with the Constitution, Bylaws and Standing Rules of COSSAR and National Societies. These bylaws must receive the written approval of the COSSAR Legislative Committee.

SECTION 2. The membership of the chapter is formed from members of COSSAR.

SECTION 3. The secretary of each chapter shall send an Annual Chapter Report to the COSSAR RS/H not later than 1 February of each year reporting the activities of the previous year and giving a list of the officers.

SECTION 4. When the regular membership of a chapter falls below ten (10) as of 31 March of any year, that chapter shall be deactivated as of 1 April that year. The chapter members may then become either members-at-large of COSSAR or members of a different chapter. Any funds remaining in the treasury of the deactivated chapter shall revert to the treasury of COSSAR after payment of appropriate expenses approved by the Board of Managers. Records and supplies belonging to the deactivated chapter shall revert to COSSAR. After one year, a deactivated chapter may apply to the COSSAR Board of Managers for approval to reactivate provided it has ten (10) or more members.

**ARTICLE X: DELEGATES TO CONGRESS**

At least sixty (60) days before the Annual Meeting, the selection and designation of COSSAR delegates and alternates who wish to attend National Congress, shall be made in accordance with the Bylaws of NSSAR. The national trustee and the COSSAR president are automatic delegates and do not count against the number allotted according to membership.

**ARTICLE XI: SEAL**

The Seal of this society shall be the same as that of the National Society except that the legend "The Colorado Society of the Sons of the American Revolution, Organized July 4, 1896, Incorporated August 29, 1906" shall replace the legend of the National Society.

**ARTICLE XII: INSIGNIA**

The Insignia of the society shall comprise the following: (1) A badge consisting of a cross surmounted by an eagle in gold, and (2) a rosette or lapel bar displaying the colors of the society – both as prescribed by and obtained through the National Society of the Sons of the American Revolution.

**ARTICLE XIII: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern COSSAR in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order COSSAR may adopt.

**ARTICLE XIV: AMENDMENTS**

These bylaws may be amended by a two-thirds affirmative vote by those members present at the annual meeting of this society provided that such amendments shall have been previously endorsed by the Board of Managers and provided detailed written notice of the proposed amendments have been sent to all members at least thirty (30) days prior to the meeting at which the amendment is to be voted upon.

**ARTICLE XV: DISSOLUTION**

If for any reason COSSAR is to be dissolved or otherwise terminated, no part of the property of the society or any of the proceeds shall be distributed to any of the officers or members of COSSAR. Upon the dissolution of COSSAR, assets shall be distributed by the Board of Managers to the National Society of the Sons of the American Revolution.

Adopted 24 February 1990

Amended 23 February 1991, 22 February 1992

22 February 2002, 23 February 2003, 21 February 2004,

25 February 2006

Previous Constitution rules transferred to revised Bylaws on 20 February 2010





**Colorado Society of the  
Sons of the American Revolution**

**Chapter II**

**STANDING RULES**

**Standing Rules relate to administrative details rather than to parliamentary procedure. They can be amended by majority with notice; 2/3 without notice. Can be temporarily suspended for a session.**



# **COLORADO SOCIETY SONS OF THE AMERICAN REVOLUTION**

## **STANDING RULES**

### **A. MEMBERSHIP:**

1. Every member shall receive a certificate of membership signed by the officers of the National Society and countersigned by the president and the MS/R of COSSAR. Also, a new member shall be presented with a rosette, or he may purchase a badge from the National store.

2. Applications for membership, supplementals, transfers, reinstatement, or dual memberships shall be the responsibility of the MS/R.

3. The MS/R and president will sign new membership certificates. The MS/R will mail certificates to the COSSAR president.

4. The MS/R shall bind copies of approved applications, in units of 100, at the expense of COSSAR. These documents shall be stored in a COSSAR approved repository (Colorado Historical Society).

### **B. BOARD OF MANAGERS: Duties:**

1. Audit and review the treasurer's records at least every two years and before they are turned over to his successor.

2. Approve or disapprove all expenditures of society funds, except routine or incidental operating expenses not covered in the approved budget.

3. Make recommendations to the National Society that it discipline or expel any member, who by conduct disloyal to the ideals or prejudicial to the interest of the Sons of the American Revolution rendered himself unworthy of membership in this society; provided that the accused had due notice and an opportunity to be heard.

### **C. STATE CONFERENCE:**

1. The vice president shall see that the flags are properly located at the state conference. The U.S.A. Flag will be to the speaker's right (audience left) and the SAR Flag to the speaker's left.

2. The official neck ribbon and membership badge shall be placed around the neck of the incoming president by the outgoing president.

3. Large flags will be placed in the dining room; executive flags will be placed in annual meeting rooms.

4. Following the president's induction, he shall affix the Past President's pin on the neck ribbon worn by his immediate predecessor.

5. The president is responsible for all arrangements.

6. If amendments are to be made to the bylaws, they will be endorsed by the Board of Managers at the December meeting in order that they may be mailed/emailed, by the RS/H, to members at least 30 days prior to the state conference.

7. The president must advise the RS/H of all pertinent information to be sent with the reservation forms.

8. Head Table: Seating will be in accordance with Protocol, Vol II, NSSAR Handbook.

9. The president determines who his guests will be and sends the invitations; however, it is customary to invite those listed below. The RS/H will invite members to the state conference in his letter announcing the slate of officers. Invitations should be sent at least 30 days prior to the conference. Determination on payment of guest's meals shall be determined by the Board of Managers at the December meeting.

a. Recipients of Awards. The chairman of the awards committee will provide the president a list of individuals who will be receiving awards and who will be present. Names of most recipients may appear in the program; however, the recipient of the Patriot Medal is not announced until the awards program.

b. Regent of the Colorado Society, NSDAR and her guest. If she is unable to accept the invitation, she may designate her representative.

c. Speaker and his/her guest.

d. Current National officers of DAR who live in Colorado and her guest.

e. National Trustee (or Alternate) and his guest.

f. Vice President General and his guest.

10. In addition to the membership and their guests, COSSAR widows may be notified; however, meals are at their expense.

#### **D. PRESIDENT GENERAL'S VISIT:**

1. The COSSAR president is directly responsible for making the arrangements. He may request assistance from the COSSAR vice president.

2. As soon as banquet location, menu and price have been determined (no later than 60 days prior to the visit) the RS/H shall prepare and mail reservation forms.

3. As soon as accommodations, sight-seeing, and plans for the banquet are known, they should be made available to the President General and Vice President General.

4. Accommodations, small gifts and meals for two nights for the visiting President General, his wife, the visiting VPG and his wife, shall be paid by COSSAR.

5. The COSSAR president should make the hotel/motel reservations shortly after the visit has been confirmed and make necessary arrangements for the payment of rooms and meals.

6. The COSSAR president, his wife, and three or four compatriots and their wives, should meet the visitors at the airport and the president should accompany the dignitaries to their hotel. If they have not eaten, accompany them to a restaurant.

7. If the visitors are driving, request that they call the COSSAR president after their arrival and meet them at their convenience.

8. Arrange transportation from the hotel to the banquet, if necessary.

9. Place-cards will be used at the head table as directed in NSSAR Handbook.

10. Send invitations to the President General and Vice President General/Rocky Mountain District immediately following their installation at the Annual Congress. If the VPG is expected to address the group, he should be notified.

11. The President General's invitation should be sent to both National Society Headquarters and to his home address.

12. Following the banquet there will be a receiving line.

13. Appropriate dress for banquet is business suit for men and suit/cocktail dress for ladies; casual dress is appropriate for sight-seeing and casual events.

**E. ANNUAL PICNIC:**

1. The president shall preside and conduct any essential business, keeping reports and business to a minimum.

2. The vice president, in consultation with the president, shall choose the site. He shall make all arrangements and shall notify the president and the RS/H.

3. The RS/H shall prepare and distribute the annual picnic announcement to the COSSAR membership.

4. The delegates to the recently concluded Annual Congress should give a short report. Written reports will be given to the RS/H.

**F. PRESIDENT:**

1. The budget will provide a specific amount for reasonable expenditures by the president. Expenditures beyond that amount will be presented to the Board of Managers for approval prior to the February annual meeting. Expenses for programs for the State Conference or other large items for which the president is expected to make at time of reservations of facilities, is reimbursable.

2. The president will send a congratulatory letter, along with a certificate of membership and a rosette, to each new member through the member's chapter. If he is an at-large member he will send the letter, certificate and rosette directly to the member.

**G. LEGISLATIVE COMMITTEE:**

1. The Legislative Committee receives and reviews all proposed amendments or revisions to the COSSAR bylaws and standing rules.

2. This committee shall assist the chapters with amendments or revisions to their bylaws, if requested.

**H. MEMORIAL BOOKS:** The cost of Memorial Books for deceased members shall not exceed \$75.00.

**I. FEES AND DUES (Effective 2010):**

**NEW APPLICATION FEES:**

National New Member Application fee:	\$80.00
Consecutive Family Member:	\$30.00
Colorado New Member Application fee:	\$10.00

Chapter New Member Application fee: \*, \*\* \$10.00 (PP \$0.00)

**NEW APPLICATION FEES FOR SONS, GRANDSONS, BROTHERS, NEPHEWS OR GRAND-NEPHEWS OF SAR, DAR, OR SR MEMBERS (UNDER AGE 25):**

National New Member Application fee: \$30.00  
 Colorado New Member Application fee: \$3.00  
 Chapter New Member Application fee: \$0.00  
 Youth Registrant Application fee: \$30.00

**NEW APPLICATION FEES FOR TRANSFERS FROM CAR (UNDER AGE 25):**

National fee: \$10.00 (SAR certificates)  
 Colorado fee: \$3.00  
 Chapter fee: \* \$0.00

**ANNUAL DUES:**

National dues: \$30.00 (Life Members, \$0.00)  
 Colorado dues: (Resident): \$16.00  
 Colorado dues: (Non-resident): \$11.00 (\$5.00 less)  
 Colorado dues: (CAR transfer): \$0.00 (First year only)  
 Colorado dues: (New member ((under age 25) who is a Son, Grandson, etc., of a Member): \$0.00 (First year only)  
 Chapter annual dues: \*, \*\* \$10.00 (PP \$14.00, PP DMNR \$10.00  
 PP Non Res, \$7.00)

**SUPPLEMENTAL APPLICATION FEES:**

National fee: \$40.00  
 Consecutive Family Member: \$20.00  
 Colorado Society fee: \$5.00  
 Chapter fee: \*, \*\* \$2.50 (GM fee \$0.00)

**REINSTATEMENT FEES:**

National fee: \$10.00 (if SAR Record Copy required)  
 Colorado Society fee: \$5.00  
 Chapter fee: \* \$0.00

**TRANSFER-IN FEES:**

National fee: \$10.00 (if SAR Record Copy required)  
 Colorado Society fee: \$3.00  
 Chapter fee: \* \$0.00

**DUAL MEMBERSHIP FEES:**

Compatriot pays National and State (and Chapter, if applicable) dues to their "Parent" State Society, plus State and Chapter (if applicable) dues to the Colorado Society.

\* Chapters set their own fees and dues schedule. The above are the latest published.

\*\* Does not apply to At-Large Members

**J. E-MAIL COMMUNICATIONS:**

For those members having e-mail, notification of meetings, picnics, bylaw and standing rules amendments, newsletters and other administrative communications, shall be made by this method. Members not wishing to receive e-mail may have their e-mail address removed. All others, will receive these notifications by USPS.

Adopted 20 February 2010





**Colorado Society of the  
Sons of the American Revolution**

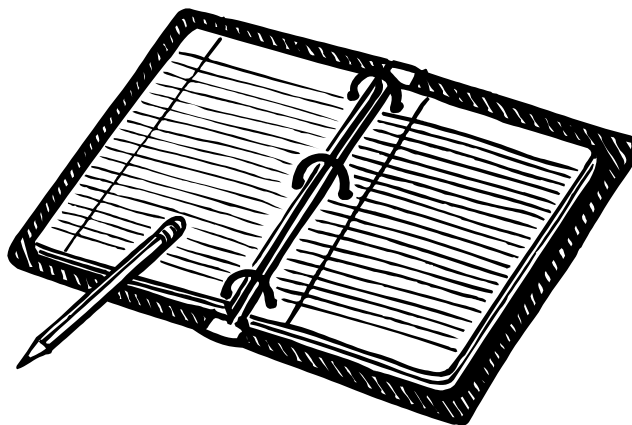
**Chapter III**

**GUIDE FOR  
OFFICERS AND COMMITTEE  
CHAIRMEN**

**Guidance for each officer and committee chairman insures that new officers and chairmen can continue the work of their predecessor without interruption. This is the area where minute details are recorded. These guides can be changed at any time without membership or board approval.**

Adopted 20 February 2010





## GUIDE FOR COSSAR PRESIDENT

*COSSAR Bylaws Article 4, Section 1B(1): The president shall be the chief executive officer of this society and shall exercise general control over its affairs under authority of the Board of Managers, and the current COSSAR bylaws and standing rules. He shall preside at all regular, annual and special meetings of this society and shall call and preside over meetings of the Board of Managers. He shall appoint all standing and special committees except the nominating committee. He shall be a member ex-officio of all committees, except the nominating committee.*

In addition to the duties and responsibilities listed for the president, in the COSSAR Bylaws, the following are guidelines for the position:

1. The president shall maintain in his keeping:
  - The official brass gavel.
  - An official neck ribbon and membership badge, originally belonging to the late Colonel 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.
  - 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. At the annual business meeting, if the 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.

- A framed certificate of the George E. Tarbox, Jr., Award for 1989-90, presented at the Annual Congress held in Louisville, Kentucky, and dated June 18, 1990.
- A current copy of the Official Handbook of the National Society of the Sons of the American Revolution.
- Hand-embroidered SAR flag, presented to COSSAR by the Colorado State Society, NSDAR in 2002.

2. Concluding the meeting at which he is installed. A presidential nominee should be prepared to make a few appropriate comments after his installation. His first duty following his induction shall be placing the past president's pin on the neck ribbon worn by his immediate predecessor. He may request the new board to meet with him at a designated place for a short business meeting, then call for any further announcements or comments. He will then direct the chaplain to give the benediction after which he adjourns the meeting.

3. Arranging for meetings of the Board of Managers. At the December Board of Managers meeting the president and the presidential nominee for the following year should make reservations at a dining-meeting facility for next year's Board of Managers meetings. For the past several years this has been at the Village Inn in Castle Rock, but if new chapters are activated in other parts of the State, some meetings might be considered for other areas in the State.

4. Arranging for the Annual Picnic. The president should check with the vice president prior to the May Board of Managers meeting to be sure that arrangements are proceeding properly. Final arrangements for the annual picnic will be a topic for the May Board of Managers meeting agenda. The president shall preside at the annual picnic and shall conduct any essential business requiring action by the membership. Reports and business should be kept to a minimum as this is primarily a summer gathering for social purposes. Delegates to the recently concluded Annual Congress should give their reports. Written reports should be provided to the RS/H for his records.

5. Delegates to Congress. At the May Board of Managers meeting the president should ensure the delegates to the Congress have received their delegate certificates from the RS/H. NSSAR Headquarters will send to COSSAR the number of delegates eligible to represent us at the Annual Congress, based on our previous year-end membership. The NSSAR Handbook, Volume II, discusses the Annual Congress and the selection of delegates. The RS/H will prepare and present the delegate certificates by the May Board of Managers meeting.

6. Expenses. The president is accorded reasonable reimbursement for routine expenditures. The president should keep a running account of his expenses, e.g., postage, duplication of documents, telephone bills, etc., and periodically present the account with receipts to the COSSAR Treasurer. Other, non-routine expenses include programs for the State Conference or other larger items for which the president is expected to make

necessary payments at the time of reservations of facilities, in case such fees are required.

7. Correspondence. Some letter writing must be carried on by the president. These letters include the following: Welcome letters to new COSSAR members, congratulations to the winner of the Eagle Scout Award and to his Scout area executive, replies to NSSAR inquiries and requests, information needed by other officers when it is not practical to convey messages by other means (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, 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 a 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, outsiders or other organizations.

8. Dealing with requests for information about SAR. The president is not directly responsible for providing such information, but as a courtesy to potential new members, he should be prepared to answer questions about requirements for membership, application fees, etc. Provide the requested information as quickly as possible so 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.

9. State Conference. The president will need to confer with the RS/H to ensure that all notices go out on time. The president must see that the RS/H has in hand all pertinent information to be sent with the reservation forms, this information to include the following, which the president or his designee has arranged:

- Location for the business meeting and for the luncheon, and time for each
- Price of the meal
- Luncheon menu
- Speaker and, if possible, title or subject of talk (to be limited to 20-25minutes 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 by the RS/H, 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 the 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 RS/H. It is customary for the president to receive all reservations so that he may notify the catering facility of number who will attend the luncheon. Notices should indicate a deadline of at least three days before the caterer requires a count.

Among those to be invited by the president are the regent of the Colorado Society, NSDAR and her husband, and the speaker and his/her guest. These individuals are guests of the Colorado Society and invitations specifying the 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 Colorado Society, NSDAR is unable to accept the invitation, she will designate her representative. 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 guests, 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, 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

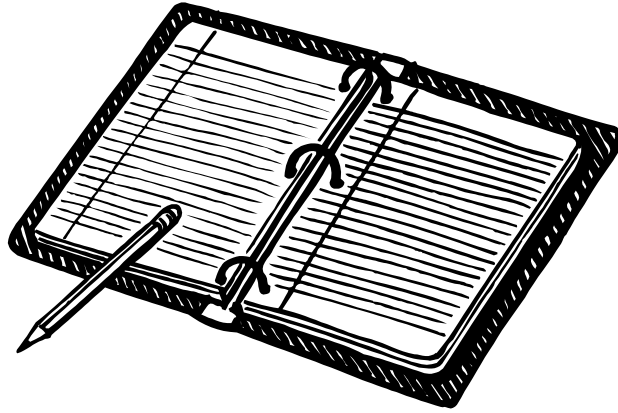
- Members of DAR who have shown special interest in SAR and who have been particularly helpful (COS liaisons with DAR will be helpful in determining who these ladies are), at the discretion of the president, DAR chapter regents who may have been especially interested in SAR

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.

10. Committee Appointments. The president should, as early as possible after beginning his term, appoint the chairmen of the standing and any special committees he feels are necessary. Further he should appoint all members of the Awards and Nominating Committees ensuring that each of these two committees has at least one member from each chapter.

11. New Members.

- Those with chapter affiliation: The COSSAR President shall send a welcoming letter and rosette, with the certificate received from the membership secretary, to the chapter president for presentation.
- At-large members: The COSSAR president shall send a welcoming letter and rosette, with the certificate received from the membership secretary, directly to the new member.
- The COSSAR President shall also send an e-mail to the chapter president and secretary, notifying them of the approval of a new member.



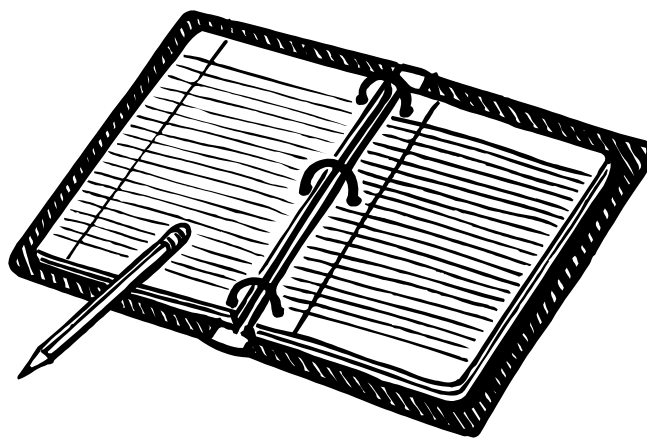
## GUIDE FOR COSSAR VICE PRESIDENT

*COSSAR Bylaws, Article IV, Section 1B(2): The vice president, in the absence or incapacity of the president to serve, shall serve and perform all the duties and exercise all of the powers of the president. In addition, the vice president shall be in charge of all programs for meetings and special functions of this society.*

The Vice President shall maintain in his keeping:

- (1) Two flags, one United States and one Sons of the American Revolution, each attached to a standard and floor base.
- (2) Poster display, four parts, showing Constitution of the United States, entitled THE CONSTITUTIONAL CONVENTION. To be used on any appropriate occasion and to be lent to the Chapters, if requested.

He will plan the annual picnic.



## GUIDE FOR COSSAR RECORDING SECRETARY/HISTORIAN

*COSSAR Bylaws, Article IV, Section 1B(3): At the direction of the president, the RS/H shall call all meetings of the society and of the Board of Managers. He shall keep a record of the proceedings of all meetings of the society and the board. Under the direction of the president he shall conduct the general correspondence of both. He is responsible for maintaining the COSSAR Database, publication of the annual Membership Roster and updating National Personal Data Pages. Responsible for compiling and sending to NSSAR the Annual Reconciliation Report using the National Reconciliation Template form from the NSSAR website. Responsible for preparing the official list of delegates to the National Congress. He shall turn over to his successor any or all such records and correspondence, when he shall for any reason leave office. Beginning with the adoption of the original bylaws, the RS/H shall maintain a history of this society including: a chronological list of all officers with dates of service and other pertinent information; a chronological account of the more important activities of the society since its founding; and other data as appropriate. He shall conduct historical research as directed by the Board of Managers.*

1. Records maintained by COSSAR Recording Secretary/Historian (RS/H):
  - a. Minutes of Board of Managers meetings and annual meeting.
  - b. Annual Chapter Reports (see Atch 1).
  - c. Annual Officer Reports given at State Conference.
  - d. Annual Committee Reports given at State Conference.
  - e. Archival files.
  - e. Active/Inactive Membership 3x5 card file (see item 2)

- f. COSSAR database for Membership Roster and Information Booklet (see item 3).
2. Card file of Active/Inactive COSSAR Members: Card file will contain members name, state and national number, wife's name if married, mailing address, telephone number, and ancestor's name.
3. COSSAR Database: This database will be maintained as an Excel file. New membership updates are derived from the Registrar General Transmittal Letters. This database is the source for the Word Document used to publish the Membership Roster. As changes are received, the COSSAR Database Excel file and the Word document should be updated immediately to insure it is always current. On the last day of each month, the RS/H should go to the National files through his Personal Data Page, and download National's Excel file for the COSSAR membership. If there are discrepancies between COSSAR and National files, it must be corrected immediately. COSSAR at-large and chapter members are identified on the database. Information on at-large members is provided to the COSSAR Treasurer for collection of annual dues and information on chapter members is provided to the appropriate chapter secretary.
4. Registrar General Transmittal Letters. Upon receipt of these letters from the MS/R, these actions will be taken:
  - a. For at-large members. Enter the appropriate data in the COSSAR Database and the NSSAR Member Database personal page record. Send a copy of the transmittal to the COSSAR Treasurer who collects dues for at-large members.
  - b. For chapter members, record the appropriate data into the COSSAR database, Membership Roster and National Personal Data page and send a copy of the transmittal letter to the chapter president for appropriate welcoming.
  - c. For Registrar General Transmittal Letters approving supplemental applications, update the 4x6 Card File and send a copy of the transmittal letter to the Chapter Secretary.
  - d. All information received by the RS/H, MS/R or treasurer pertaining to the gain or loss of members should be shared.
5. End-of-Year Report (EOYR). By 20 January, COSSAR must remit their dues to NSSAR with a copy of the National Reconciliation Template Excel file downloadable from the NSSAR website NSSAR Forms menu available from the Compatriots tab. The RS/H, MS/R and COSSAR treasurer will meet to reconcile the report and the amount of funds payable to NSSAR. COSSAR dual members are not on the NSSAR Excel file of COSSAR members as NSSAR shows them only with their "home state", not with COSSAR. However, they must pay their COSSAR Annual Dues and Chapter Annual Dues, if applicable, to maintain their "Dual Membership" with COSSAR. There may be a

few Dual Members reported on the Chapter or At-Large COSSAR Dues Collection reports, but they are not reported to NSSAR on the National Reconciliation Template Excel file. When reconciling our total COSSAR Membership with what is reported to NSSAR, we may have a few Dual Members in our COSSAR totals from the Chapters and At-Large reports that do not get reported to NSSAR. The RS/H is responsible for the preparation of the National Reconciliation Template Excel file as the annual report to NSSAR. It will reflect the COSSAR membership as of 31 December of the reporting year. It contains sections to account for new members, transfers in/out, deaths, drops, reinstatements, etc – as shown on the COSSAR Database Excel file. Members, who have not remitted their dues by 31 December, will be reported as “dropped for non-payment” on 1 January of the following year. Members, who pay their dues subsequent to 31 Dec, will be reported on the following year’s report as “reinstated.” To prepare this report, you must account for at-large and active members by completing a reconciliation of members with the chapters and the COSSAR treasurer. To accomplish this action you:

a. In mid-September, go to the NSSAR Member Database and download their Excel file of COSSAR members. After reconciling our COSSAR Database Excel file with the NSSAR file of COSSAR members, the RS/H shall download the National Reconciliation Template: Chapter Format. The RS/H shall prepare an Excel spreadsheet for each Chapter with the members for each Chapter and those who are at-large using this format. Note that if COSSAR has any Dual Members, the RS/H shall add a worksheet for such Dual Members to the Chapter or at-large spreadsheet. These spreadsheets shall then be sent to the COSSAR Treasurer for at-large members and to the appropriate Chapter Secretary so they can reconcile their records with COSSAR and NSSAR. Once this reconciliation is complete the COSSAR Treasurer and Chapters shall begin their annual dues collection process.

b. Using the National Reconciliation Template: Chapter Format, the COSSAR Treasurer and Chapter Treasurer shall update it as the dues collection process proceeds. Instructions for completing the spreadsheet can be found on the NSSAR website at the “Compatriot Tab, NSSAR Forms” dropdown menu. Once completed, a copy of the updated spreadsheet should be sent by each Chapter Treasure to the RS/H, MS/R and COSSAR Treasurer by 5 January of the following year. Chapter Treasurers should also send a copy to the Chapter Secretary and Chapter President so they know the results of the dues collection for the chapter and can updates their chapter records.

c. The RS/H, MS/R and COSSAR Treasurer reconcile all the reports by 10-15 January. Prior to meeting together, the RS/H consolidates the information from each Chapter and the COSSAR Treasurer to the National Reconciliation Template Excel file. Once these three COSSAR Officers consolidate and reconcile the year end COSSAR membership, the COSSAR Treasurer writes a check to NSSAR for the 2010 dues. The RS/H sends the COSSAR check and the printed Cover Sheet and Documentation Sheets from National Reconciliation Template Excel file to NSSAR. The RS/H should also attach the completed National Reconciliation Template Excel file to an e-mail to NSSAR.

d. On the 1<sup>st</sup> day of January, the Excel Membership Database file as of 31<sup>st</sup> of December, must be “saved as 200\_”, meaning the following year. This allows the previous roster to be maintained as an old file as of 31 Dec, and the new file is the current working file.

6. The RS/H is responsible for the preparation and distribution of the annual Membership Roster and Information Booklet. It is a Word document created from the COSSAR Database Excel file using the Directory function as found in the Membership Roster Instructions file kept by the RS/H. Printing and mailing shall be NLT 1 April:

- a. 1 copy mailed to each member
- b. 24 copies to the COSSAR president. He sends a copy to each new member with his welcome comments.
- c. 5 copies to the MS/R
- d. 5 copies to the RS/H – one copy placed with official COSSAR files.

7. In May, the COSSAR MS/R receives instructions from NSSAR regarding delegates to the National Congress. This document shall be forwarded it to the RS/H. The delegates will be confirmed at the May Board of Managers meeting and the RS/H will prepare the COSSAAR list of official delegates and return it to NSSAR (instructions are on the forms and in their letter.). When received, the RS/H will forward credentials to individuals.

8. Inter-society transfers will be completed by using the *Application for Chapter Transfer Within COSSAR* (copy attached).

9. Chapter Secretary’s Reports to COSSAR Recording Secretary/Historian. Chapter secretaries will submit an *Annual Chapter Report* (copy attached) at the annual state conference.

10. Notices. The RS/H shall furnish members notices of meetings of the Board of Managers and State Conference meetings and proposed amendments to the COSSAR bylaws and standing rules. Notification is made by email when available.

THE COLORADO SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION  
ANNUAL CHAPTER REPORT

To be submitted to the State Recording Secretary/Historian at the Annual State Conference.

For the year 20\_\_\_\_\_

REPORT OF \_\_\_\_\_ CHAPTER

DATE OF REPORT \_\_\_\_\_

Name of Chapter

Secretary \_\_\_\_\_

Address of Chapter

Secretary \_\_\_\_\_

Email of President & Chapter

Secretary \_\_\_\_\_

Chapter Officers Installed on \_\_\_\_\_; For 20\_\_  
(date of installation)

OFFICERS NAME

OFFICE

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DURING THE PERIOD 1 JANUARY 20\_\_\_\_ THROUGH 31 DECEMBER 20\_\_\_\_,  
\_\_\_\_ (number)

NEW MEMBERS WERE ADDED TO THIS CHAPTER. List names and approval dates. If necessary, attach separate sheet.

12

DURING THIS SAME PERIOD, \_\_\_\_\_ (number) MEMBERS WERE LOST. LIST NAMES, DATES, AND REASONS, (resignation, transfer, death, failure to pay dues, etc).

THIS CHAPTER GAVE THE FOLLOWING AWARDS TO: (name(s) of recipients).

NOTE OF ANY SPECIAL ACTIVITIES OF THIS CHAPTER, AND RECOMMENDATIONS FOR BETTERMENT OF THE ORGANIZATION (Chapter, State, or National level) (Use back of this sheet.

*The Colorado Society of the Sons of the American Revolution*



**APPLICATION FOR CHAPTER TRANSFER WITHIN COSSAR  
TO THE DEMITTING CHAPTER SECRETARY**

I \_\_\_\_\_, Nat'l/CO Nos. \_\_\_\_\_  
request transfer of my membership from the \_\_\_\_\_ Chapter to the  
\_\_\_\_\_ Chapter.

Current Address Info: \_\_\_\_\_  
Street Address

\_\_\_\_\_ City State Zip+4

Phone and E-Mail: (\_\_\_\_\_) \_\_\_\_\_  
Area Code Phone E-Mail

Signed: \_\_\_\_\_  
Signature of the Compatriot Date

~~~~~  
**TO THE RECEIVING CHAPTER SECRETARY:**

I \_\_\_\_\_, Secretary of the \_\_\_\_\_ Chapter  
certify \_\_\_\_\_ is a member in good standing of our Chapter.

Signed: \_\_\_\_\_  
Signature of the Demitting Chapter Secretary Date

~~~~~  
**TO THE COSSAR SECRETARY:**

Compatriot \_\_\_\_\_ is hereby accepted as a member of the  
\_\_\_\_\_ Chapter by transfer from the \_\_\_\_\_ Chapter.

Signed: \_\_\_\_\_  
Signature of Receiving Chapter Secretary Date

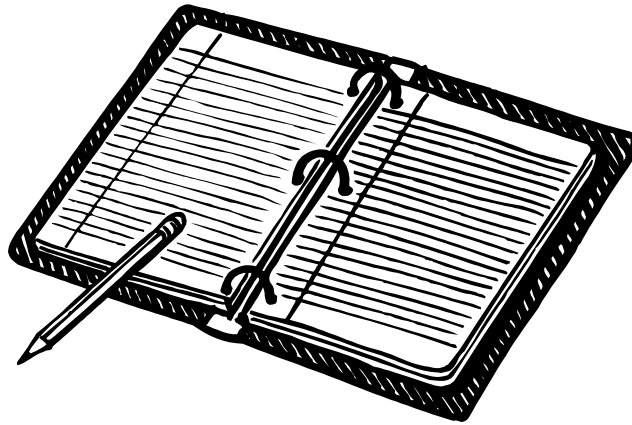
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**RECORD OF TRANSFER COMPLETED BY COSSAR SECRETARY:**

Requested Transfer is effective as of: \_\_\_\_\_ (Date)

Notice E-mailed to Demitting Chapter

Notice E-mailed to Receiving Chapter

COSSAR and NSSAR records updated \_\_\_\_\_ (Initials)

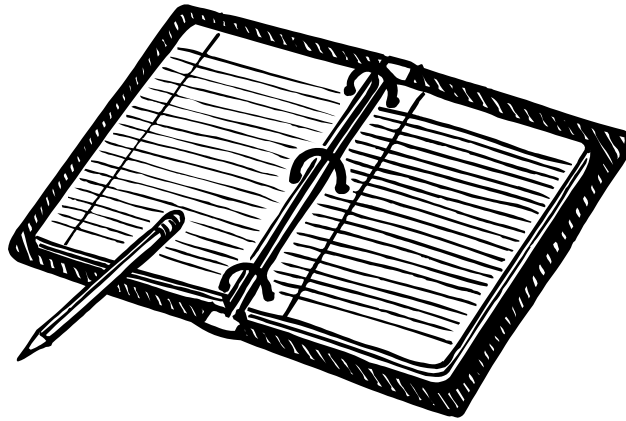


## GUIDE FOR COSSAR TREASURER

*COSSAR Bylaws, Article IV, Section 1B(4): The treasurer shall receive all money paid into COSSAR, and shall deposit the funds in a depository designated by the Board of Managers. He shall make all routine and incidental disbursements and those covered by the approved budget. Unbudgeted expenses and those in excess of the approved budget shall be submitted at the next Board of Managers' meeting for approval or ratification. He shall keep accurate records of all funds and financial transactions of the society, and he shall turn over such records to his successor when he shall, for any reason, leave office. During his term of office he shall present such records to the Board of Managers for auditing and review when so requested by the board. He may serve without bond, at the discretion of the Board of Managers, but he shall have the privilege of being bonded at the society's expense if he chooses to do so. The treasurer shall be responsible for the preparation and submission of all Federal, State and local IRS and corporate forms (see NSSAR handbook).*

1. New Applications. Upon receiving transmittal letter from MS/R write check to NSSAR Treasurer General for the national application fee plus the current year's national dues. Return both check and letter to the MS/R. If applicant is joining a chapter at the time of his application then a check is made to that chapter for its current year's dues along with a letter stating the name, address of the applicant and stating that his application is pending approval from NSSAR. These are sent to the chapter treasurer.
2. Supplementals. Upon receiving transmittal letter from MS/R, write check to NSSAR Treasurer General for the national supplemental fee and return letter and check to the MS/R.
3. Transfers In. Upon receiving a transmittal letter from the MS/R, write check to the NSSAR Treasurer General IF SAR copy is required and return to MS/R.

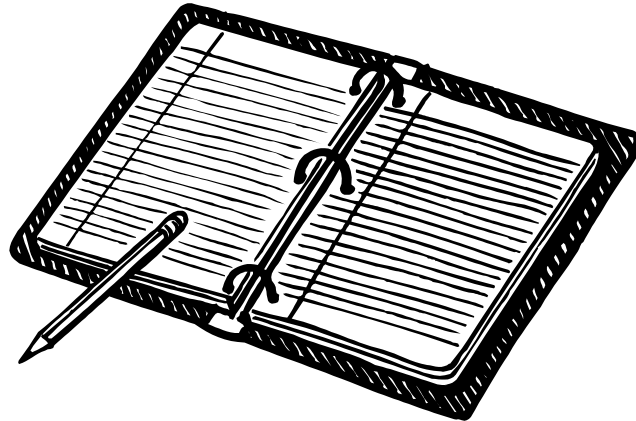
4. Annual Dues for At Large Members. Keep card file of current at large members containing name, address, national and state numbers. Prepare dues cards (available from Merchandise Direct) and mail to all At Large members including a self-addressed envelope for returning check to COSSAR Treasurer. This should be mailed by 1 October. Mail second notice to those who have not paid by 1 December. Deadline is 31 December; dues received after this time must include a reinstatement letter and fee. Dues from all chapters must be sent to COSSAR treasurer by 15 January. COSSAR treasurer, MS/R and RS/H meet in January to reconcile membership and send check to NSSAR Treasurer for the current year's national dues.
5. Budget. Prepare a balanced budget for the year to be presented at the annual meeting in February. Estimate income based upon dues collected and estimated income from new applications, reinstatements, and supplemental. Estimate expenses for annual meeting, awards, postage, secretarial expenses, etc. Notify Board of Managers if expenses are running over the budget. Prepare report for each Board of Managers meeting and the annual meeting.
6. Treasurer's Report. Prepare report of income and expenses for each Board of Managers meeting and the annual meeting.
7. Expenses. State officers and committee chairmen must submit expenses and include receipts to be reimbursed.
8. IRS and Corporation Records. The treasurer maintains the corporation papers and the Colorado tax exempt certificate.



## **GUIDE FOR COSSAR MEMBERSHIP SECRETARY/REGISTRAR**

*COSSAR Bylaws, Article IV, Section 1B(5): The MS/R shall be designated as the main contact for correspondence received from NSSAR. The MS/R shall examine all applications for membership, and shall make appropriate recommendations to the National Society. He shall have the care and custody of all membership records, and shall keep a complete register of the names, dates of birth, dates of admission, resignations, expulsions, deaths, or other losses of all members, together with pertinent information concerning applicants who are refused admission. He shall offer proper assistance to members or prospective members in matters relating to their genealogy, and shall assist in the examination and evaluation of applications for membership.*

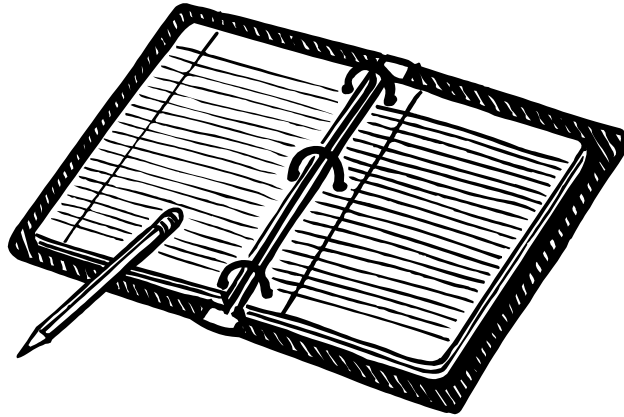
1. The MS/R shall maintain all required files in an adequate container in a safe/secure location. The files and container shall be passed on to his successor.
2. Upon receipt, the MS/R shall sign the membership certificate for all newly approved members and send the welcome package to the COSSAR President for further distribution.
3. Registrar General Letters: As the point of contact for correspondence from National, he will assign the appropriate COSSAR control number to the letter, prepare a 4x6 card with the required personal data and forward the transmittal letter and card to the COSSAR RS/H for chapter members. For members at-large the MS/R forwards the letter to the COSSAR treasurer, but does not send a card.



## GUIDE FOR COSSAR CHAPLAIN

*COSSAR Bylaws, Article IV, Section 1B(7): The chaplain shall give the invocation and the benediction at all society meetings and other appropriate occasions. He shall send appropriate get-well or condolence cards to members or their family and, if requested, give spiritual aid to families. He is responsible for the arrangements to conduct brief SAR funeral or memorial services. He is the point of contact for information on SAR markers for gravestones and crypts. He shall perform such other religious functions under authority of the Board of Managers.*

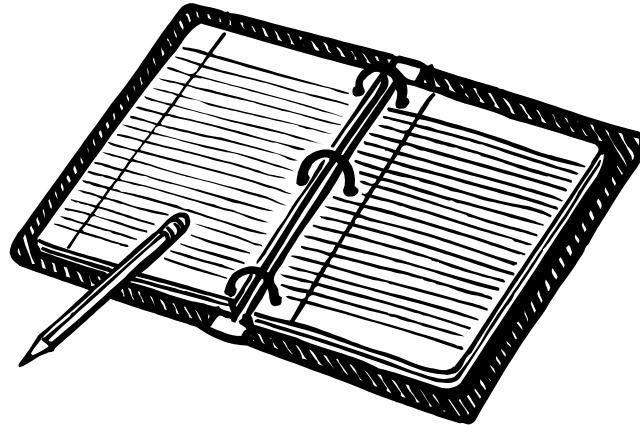
1. Prayers may be originated by the Chaplain or from the “SAR Prayer Book” which can be purchased from the NSSAR merchandise department.
2. He shall be in contact with the chapter officers and members to receive notice from them as to any illness or death of a compatriot and send the appropriate card. He should also ascertain if the notification of the death has been reported to NSSAR by the chapter.
3. If notice of a death is received prior to the funeral, contact the family and determine if they are interested in a brief SAR funeral or memorial service and make the necessary arrangements if they so desire. The funeral and memorial service formats can be found in the SAR Handbook.
4. Inform the family that there are markers available for SAR members to be placed on the grave stone or in the ground at the grave. These markers may be purchased from the NSSAR merchandise department. The family normally pays for these but some chapters choose to buy them.
5. For at-large members, the chaplain shall contact the immediate family explaining SAR’s policy to give a library book in memory of the deceased. The family may designate a book type and/or repository.



## GUIDE FOR COSSAR CHANCELLOR

*COSSAR Bylaws, Article IV, Section 1B(6): When possible the chancellor shall be an attorney at law, and it shall be his duty to give opinions on legal matters (pro-bono) affecting the society when such questions are referred to him by the proper officers.*

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 COSSAR, 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. These duties are pro-bono.



## GUIDE FOR COSSAR AWARDS COMMITTEE

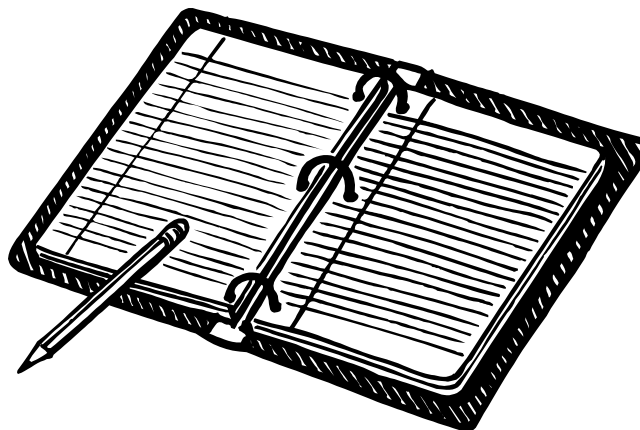
1. The committee meets at least once during the term of a president and at the call of the Chairman; telephone meetings and emails are acceptable. The Chairman will maintain memos of the telephone calls and a print-out of all emails. A meeting should take place well in advance of the Annual State Conference to identify those individuals being presented awards. It is imperative that the list of recipients be provided to the state president for his agenda. The awards presented by COSSAR may consist of the following, but not all need to be awarded. (See NSSAR Handbook for requirements.)

- The Patriot Medal, the highest award available at the state level.
- The Meritorious Service Medal, available from COSSAR or a chapter.
- The Twenty-Five and Fifty Year Membership Awards, recognizes 25 and 50 years (in five-year multiples) of paid membership in the SAR, regardless of any change in chapters or societies.
- The SAR Medal of Appreciation to a member of DAR.
- 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 an individual who has contributed substantially to the betterment of the State of Colorado. 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 may be given 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.

- Fire Safety Commendation Medal – may be given at the national, state, or chapter level to an individual for accomplishments and/or contributions in the area of fire safety and service. The award is not limited to firefighters.
- The War Service Medal; may be presented by National, state and chapter.
- The Medal of Heroism; may be presented by National, state and chapter. A report must be submitted to National.
- The Former State President’s Certificate – automatically presented 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 individuals who have already received an award that may be presented to a recipient only once. It can also be used by the President to show his appreciation to individuals who have provided the society with assistance far beyond 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 recommends such presentation.

2. The awards in the form of medals require an accompanying citation. The committee will appoint the individual responsible for writing and presenting the citations, awards, and certificates. A copy of each citation will be maintained by the society and a copy forwarded to NSSAR. [NOTE: For the Patriot Medal the Awards Committee may wish to consider establishing a point system similar to that used at National for awarding the Minuteman award. Only if the committee feels such a system would be a benefit, should it be presented to the Board of Managers for approval. The Awards Committee Chairman is responsible for engraving medals and printing.

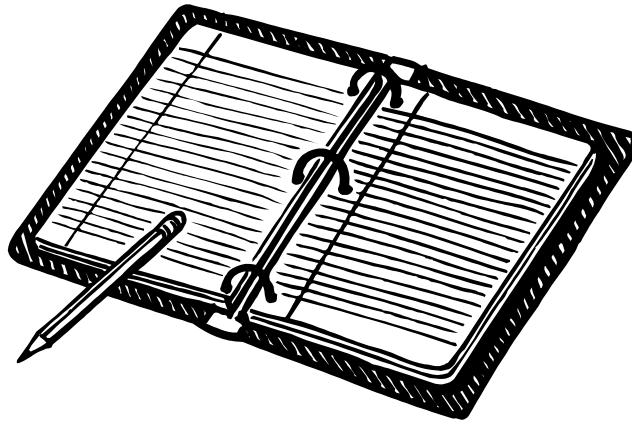
3. The Chairman of the Awards Committee shall maintain a record of all awards and certificates presented during his tenure; shall provide a copy of each year’s recognitions to the current president; and shall provide a copy of the list to the Recording Secretary/Historian and the Membership Secretary/Registrar.



## **GUIDE FOR COSSAR EAGLE SCOUT COMMITTEE**

*The COSSAR and chapter chairmen of the Eagle Scout Program should coordinate committee responsibilities outlined in the Administrative Guide in the NSSAR Eagle Scout Recognition and Scholarship Program, at [www.sar.org](http://www.sar.org) Go to the Youth Programs and then Eagle Scout for their current program's annual competition application. Also, review the ancestry chart and essay requirements, the Eagle Scout Candidate Selection Scoring/ Evaluation, and Judging by State and Chapter Eagle Scout Committee members.*

1. Eagle Scout COSSAR Winners are given a trophy, a two-hundred dollar award, a citation, and an invitation to the COSSAR state conference luncheon. Congratulatory letters are given to the program winner and runner-ups.
2. The Chapter Eagle Scout winners are given Program Recognition Letters/Pamphlets, a Chapter Winner Medal, and an Eagle Scout/SAR Patch. Congratulation letters are given to the chapter winner and the runner-ups.
3. The COSSAR Eagle Scout Committee Chairman will send the COSSAR Eagle Scout Winner Packet to the NSSAR Eagle Scout Chairman/Committee for competition in their Eagle Scout Scholarship Awards.
4. Monetary amounts are shown in the Eagle Scout Program site at NSSAR.



## **GUIDE FOR COSSAR EDUCATION COMMITTEE**

1. It is imperative that the Chairman of the Education Committee prepare a lesson plan of historical facts concerning the Revolutionary War. It should not be just dates, but pertinent facts that may not be common knowledge. Currently, a 55 minute presentation is in use. The main theme is the:

- a. Declaration of Independence and the events that lead up to the Declaration, i.e., the effect that the French and Indian War had on the colonies;
- b. Why the Boston Massacre occurred; was it intentional or an accident?
- c. The effects that the Intolerable Acts had on causing the Declaration.

2. As an addendum to the above presentation, a 25-30 minute-second part, is added to explain some unknown facts about the major participants in the war such as:

- a. Benedict Arnold was one of the best generals that Washington had . Then why did he become a traitor to the cause?
- b. The number and effect of the loyalists who fought on the British side, as compared to the large number of French military that fought on our side, and the effect that the war had on those families.

3. The Chairman of the Education Committee should prepare a formal introductory letter to:

a. History and Social Studies teachers in local schools (attached).

b. Veterans groups such as the VFW, Am Vets, American Legion and others (attached).

(1) Longs Peak is associated with the Pearl Harbor Survivors Association and our Color Guard members perform Flag ceremonies at their meetings.

c. Other patriotic groups such as the DAR and historical societies in the area.



(Date)

Principal  
XXXX High School  
XXXX Street  
Anywhere, CO. 802XX

Dear Principal XXX

I am the Chairman of the Education Committee for the Colorado Society of the Sons of the American Revolution (COSSAR). We are a historical, educational, and patriotic organization that focuses on the American Revolution. As a part of our educational outreach program, we conduct several programs in Colorado. Some of our most active programs are targeted to our future leaders, our children and those who are educators.

One of our presentations (attached) is designed for students who are studying the American Revolution. As you will see, it covers material pertinent to understanding the Revolution. Also, this presentation has been given to other educational facilities in the Denver area. If you feel that this presentation could be presented at any of your U. S. History Classes, I can be reached at the locations show below. We could discuss any concerns you may have on this matter.

Respectfully,

Your Name Here  
Chairman, Educational Committee  
Colorado Society, Sons of the American Revolution  
Your Address/EMail  
Your Telephone Number



(Date)

Commander  
 American Legion Post XXXX  
 XXXXXX  
 XXXXXX

Dear Commander

I am the Chairman of the Education Committee of the Colorado Society of the American Revolution (COSSAR). We are a historical, educational, and patriotic organization that focuses on the American Revolution. As part of our educational outreach program, we conduct several programs in Colorado that are targeted to our future leaders, and school children.

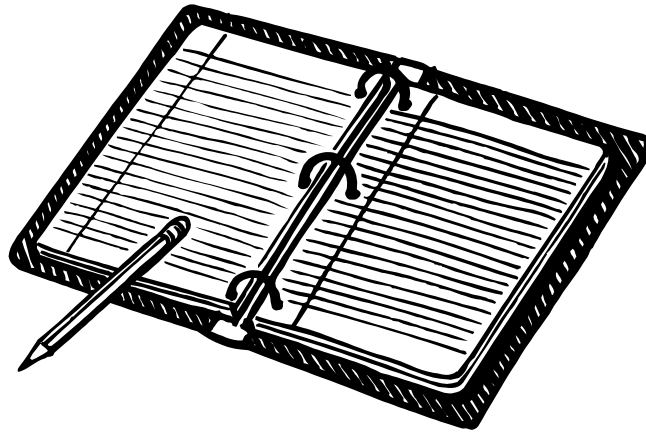
In an effort to establish an Outreach Program with the various veterans' groups, I would like to present a 45-55 minute program to your members on the Revolutionary War. This would not be just battles and dates, but other material pertinent to understanding the Revolution. This particular presentation has been given to educational facilities in the Denver area.

As a side note, my presentations are given in an authentic Revolutionary War uniform, less musket and ammo. Also, our Color Guard can be available to participate in your flag ceremonies at the beginning of your meetings in the Colonial attire or as a Historical Guard for any burial ceremonies that you may be called upon to perform.

If you would like to discuss these matters, please contact me at the points of contact below.

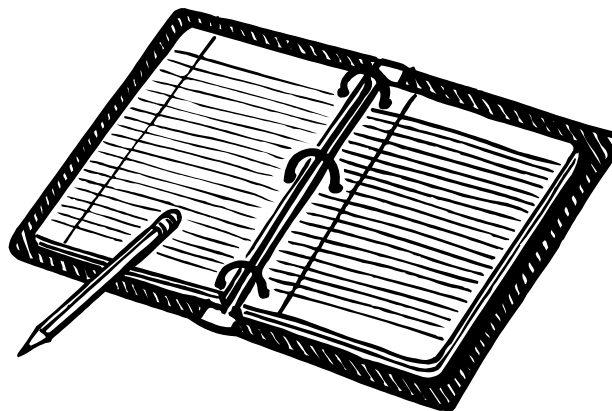
Respectfully

Your Name Here  
 Chairman, Education Committee  
 Colorado Society, Sons of the American Revolution  
 Your Address/Email  
 Your Telephone Number



## **GUIDE FOR COSSAR LEGISLATIVE COMMITTEE**

1. The Legislative committee reviews amendments or revisions prior to consideration by the Board of Managers at the December meeting.
2. He will work with the RS/H to present the proposed amendments to the membership. This notification may be by electronic means such as email, or where necessary, by mailing through the U. S. Postal Services.



## GUIDE FOR COSSAR ROTC COMMITTEE

The COSSAR awards the Bronze and Silver ROTC Medals to foster the principles of the “citizen-soldier”, best exemplified by the Minutemen of the American Revolutionary War.

The COSSAR presents these awards annually to Junior and Senior ROTC students who are selected for having attained the highest degree of merit with respect to leadership abilities and accomplishment, military bearing and overall academic excellence. Recipients are selected by each ROTC unit, using these selection criteria.

The administration of this program is the responsibility of the COSSAR ROTC Committee Chairman.

The COSSAR ROTC program, along with many other civic organizations, is a guest of the ROTC unit that has authorized our participation in their annual ROTC awards program. The administration of this program is:

- a. **SUPPLIES:** Supplies for medals, certificates and presentation folders are normally ordered in October or November of each year. This will allow the ROTC Chairman to take the appropriate number of Bronze/Silver Certificates to the COSSAR Annual Conference to have the incoming president and Secretary/Membership Sec sign each certificate for the upcoming school year. The COSSAR store customarily will announce sales of these supplies at this time. The needs are based on the previous year’s awards plus any new schools that may have activated ROTC programs. This information is contained in the ROTC End-of-Year report. The ordering and payment

process may be accomplished by visiting the NSSAR store on the internet. This method allows payment by credit card. Otherwise, an order form may be found in the SAR Magazine. Payment is by check either from the ROTC Chairman or the COSSAR Treasurer. In either case, reimbursement for all costs (supplies, mailing) associated with this program is paid by the COSSAR Treasurer.

- b. **HIGH SCHOOL/COLLEGE LISTING:** The names of the high schools and colleges remain relatively constant each year. An example of this listing is attached. However, commanders and “points of contact” do change. The preferred method of communications with these organizations should be by email, excluding necessary telephone contact.
- c. **ANNUAL INTRODUCTION:** The annual introduction email (a copy is in each school folder) should be sent individually by mid- February. Their replies may include any changes.
- d. **NAMES OF RECIPIENTS:** Names of individuals selected for the appropriate medal will commence arriving in April and continue through June. This must be closely monitored to insure that: (1) the names arrive in sufficient time to allow for the preparation of the certificate, packaging, mailing, and the selection of a SAR representative to make the presentation, and (2) a reply with names is received from each participating ROTC unit.
- e. **CERTIFICATE PREPARATION:** The certificate may be completed by using the template for the silver or bronze certificate. The font currently used is Old English Text MT. The date in the lower left hand of the certificate should be the date of the unit’s awards program. The grade/rank of the individual is normally included with the name of the individual when received from the unit. That should precede the name of the individual in the same font style and size. (See attachment.)
- f. **MAILING OF AWARDS:** The individual awards kit contains the blue presentation folder, the certificate and the Bronze or Silver medal and ribbon. Mailing of the awards package is an extremely important function of this program. To prevent any damage to the presentation folder/certificate during the mailing process, it should be wrapped in “bubble wrap” material and placed in a US Postal Service box “0-1092,” size 12 1/16 X 13 7/8. A box of 25 can be obtained from the US Postal Service at 1-800-610-8734. Customer ID for Newman is: YC15VL (as of 2008) for no cost. For the sake of convenience for the COSSAR Treasurer, it is recommended, if financially possible, to hold all receipts until the end of the school year to submit a claim for reimbursement.

- g. **PRESENTATION:** The ROTC National guidelines direct that a SAR representative make the presentation at each awards program unless a representative is not available. Each school folder has a log that shows the dates when actions were taken and the name of the SAR representative who made the presentation. Generally the last individual is available for the next year. If not, there may be another name on the log, or he can suggest another name. Email should be used to confirm the date, time and place of the awards program for each presenter.
- h. **APPEARANCE:** The SAR representative should be neat in appearance, a suit or a blazer combo would be appropriate. A number of the COSSAR Color Guard members are active as SAR representatives. They wear their American Revolutionary War attire and they have been well received.
- i. **END OF SCHOOL YEAR REPORT:** A typical style of reporting is shown on attachment. This report may be given at the May BOM meeting. Also, it will be the end of year report given at the COSSAR Annual Conference.

SAR National ROTC Policy: <http://www.sar.org/Youth/ROTC-JROTC>

A tri-fold, titled Junior Reserve Officer Training Corps JROTC Recognition Program contains similar information; it is available from National.



The National Society  
of the  
Sons of the American Revolution



C/CASSBT Ernest E. Rehman

is presented the

Bronze R.O.T.C. Medal

in recognition of superior leadership abilities and accomplishments,  
military bearing, and overall academic excellence.  
This superior NJROT Cadet exemplifies the high ideals and principles  
which motivated and sustained our patriot ancestors.



Colorado Society  
21 December 2012  
Date

*G. L. Newcom*  
President  
*L. J. Kamichak*  
Secretary

**ROTC Awards Committee  
End of School Year 2009 Report**

|                               |                       |
|-------------------------------|-----------------------|
| <b>Sixteen Silver Awards:</b> | <b>8 US Army</b>      |
|                               | <b>5 US Air Force</b> |
|                               | <b>3 US Navy</b>      |
| <b>Total Silver:</b>          | <b>16</b>             |

|                                    |                          |
|------------------------------------|--------------------------|
| <b>Thirty-Eight Bronze Awards:</b> | <b>21 US Army</b>        |
|                                    | <b>10 US Air Force</b>   |
|                                    | <b>5 US Navy</b>         |
|                                    | <b>2 US Marine Corps</b> |
| <b>Total Bronze:</b>               | <b>38</b>                |

|                            |           |
|----------------------------|-----------|
| <b>Total State Awards:</b> | <b>54</b> |
| <b>US Army</b>             | <b>29</b> |
| <b>US Air Force</b>        | <b>15</b> |
| <b>US Navy</b>             | <b>8</b>  |
| <b>USMC</b>                | <b>2</b>  |

**The administration of this annual program requires the coordination with twenty-five (25) POCs – 21 high schools, and 4 colleges/universities.**

**Ernest Newman, Chairman  
COSSAR ROTC Awards Committee  
9 May**