



## 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.