



**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