## Changes

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<td>7.10</td>
<td>12/28/2007</td>
<td>• Added “Coordination of Late Dues Payments” item under the “Membership Issues” section.</td>
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<td>• Added paragraph about the Chapter C.A.R. Activity Report to the C.A.R. section.</td>
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<td>• Updated Chapter Meetings, Chapter Yearbook, Committees, Other Officers, State Meetings</td>
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<td>• Added Public Service Programs and Veterans Programs</td>
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<td>• Numerous minor wording changes, clarifications and additions</td>
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OBJECTIVES

"The objects of this Society are declared to be patriotic, historical and educational; more specifically to inspire the Community-at-Large with a more profound reverence for the principals of the government founded by our forefathers; to encourage historical research in relation to the American Revolution; to foster true patriotism, and to support the institutions that encourage related activities."
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1 Overview

1.1 Introduction

Each of the Chapters of the Texas Society of the Sons of the American Revolution (TXSSAR), while basically operating under the Constitution and By-laws of the TXSSAR, has different and unique requirements.

This diversity of Chapters is due to the size, location, and conditions, which vary widely among chapters throughout the State of Texas. For instance, large chapters may require seven or more officers to function properly, while small ones do fine with just four or five. The chapter activities may also be influenced by these variances. This manual is designed to suggest and discuss options and ideas for chapters to operate more successfully in the TXSSAR, despite these differences.

The word “must” and “shall” have been assiduously avoided in this publication. It is expected that Chapters, using common sense, supplemented by this manual, should be able to resolve most of the usual issues that they will encounter.

Rules and regulations of the National Society (NSSAR) and TXSSAR will change from time to time, and these changes will be disseminated from the State and National Societies through correspondence, publications, NSSAR and TXSSAR web sites, and/or other means. The Texas Compatriot, the TXSSAR quarterly newsletter, is a valuable source of information on current society happenings as well as The SAR Magazine, from NSSAR. Some changes and updates are also distributed via the TXSSAR email systems.

This Eighth Edition of the manual is written as an outline for Chapter, TXSSAR, and NSSAR objectives and programs rather than as an all-inclusive document, with references made as to where the latest rules or information can be obtained. This is done in an effort to keep from having to constantly update the manual every time one piece of information changes. Please look to the National (http://www.sar.org) and the State (http://www.txssar.org) websites for the most current information.

1.2 Foreward (To the Eighth Edition)

This Chapter Manual is a collection of recommended procedures and information for the regular operations of a Chapter. While the Chapter President and Officers are urged to accept suggestions and other input from past officers, the current Chapter Manual, for the purpose of uniformity throughout the TXSSAR, should be the principal guide, generally regulating the performance of their duties. Users of this Chapter Manual are urged to obtain a copy of the NSSAR Handbook (available on http://www.sar.org) and place it in the same binder with this guide. Use the NSSAR Handbook for the basis of operation while the Chapter Manual will assist in the application.

This Chapter Manual is intended to assist chapter officers to make the administrative and operational decisions necessary for a smooth running and successful chapter. It contains suggestions and ideas designed to keep the members active, involved, enjoying themselves and proud of our Society in general and their Chapter in particular.
Positive, proactive member involvement is necessary for a successful chapter. The ability of the chapter leadership to excite this attitude in the membership will be rewarded by the successes they will enjoy from chapter activities. Chapter involvement in patriotic celebrations and other local civic activities, the recognition of students for excellence in their scholastic endeavors, veterans support activities, the recognition of other citizens for distinction in their chosen fields of endeavor, the recognition of chapter members for involvement in chapter activities, and the scheduling of gifted speakers for the chapter are among the many things that provide inducements for active chapter involvement for members. This manual is intended to assist you in achieving this success.

**REMEMBER:** *An “active” chapter is a “happy” chapter.*

### 1.3 Online Resources

The vast majority of the information that you would consider necessary, important, or informative with respect to the carrying out of your chapter responsibilities is available online. Online sources of information are almost always more up-to-date than printed copies of information and are obviously cheaper and faster to distribute. Whenever you are researching programs, contacts, or other items which contain time sensitive information, the online sources should be the first place to check for the latest information on these items.

The following list of sources and resources available online is by no means complete, but hopefully it will give you an idea of what is available and where it can be obtained.

**NSSAR Web Site** – http://www.sar.org

- National Officers and contact information
- Headquarters Staff contacts
- National Committee Information and Contacts
- SAR Handbook (includes the SAR Constitution and By-Laws and information on Society History, CAR, GWF, SAR Magazine, Insignia, Medals, and Awards)
- SAR Magazine Article Archives
- Membership Information
- State Web Site links
- Worksheets and Information on Application Programs
- National Society Brochures and Forms
- Historic and Patriotic Topics
- Information on all Youth Programs
- Application Status (including pended applications)
- National Events Calendar
- Youth Awards and Contests

**TXSSAR Web Site** – http://www.txssar.org

- TXSSAR Officers and contact Information
- TXSSAR Committee Information and Contacts
• TXSSAR Constitution and By-Laws
• Online TXSSAR Compatriot Newsletter
• TXSSAR Chapter Web Site Links
• Information on all State Youth Contests
• Chapter Presidents List
• TXSSAR Fee Schedules
• TXSSAR Annual Report Form and Instructions
• TXSSAR Events Calendar

Other Sources

• Gunkel Chapter Membership software - www.pcpav.com/cm/
Chapter Constitution and Bylaws

A Constitution is defined as being the basic form of something, its make-up, and in the case of a state or society, the mode in which it is organized, especially the manner in which sovereign power is distributed. Bylaw(s) is defined as rule(s) adopted by an organization chiefly for the governing of its members and the regulation of its affairs. Stated in another simpler way - our Constitution gives the big, overall picture, while our Bylaws give the details.

The first Constitution of the National Society, Sons of the American Revolution, (NSSAR), adopted in 1890, had eight short Articles. These named the organization, gave the objectives, described the membership, listed the positions of officers, set the amount of dues, described meetings and elections, gave future Boards of Management the authority to write the Bylaws and provided for amendments to the Constitution. The Constitution’s basic tenets continue to this day, however, it has been amplified over the years by more than twenty-seven amendments. These amendments further describe membership, regulate State Societies and Chapters, and describe the duties of the officers.

The SAR Constitution should be seen as a “living document,” ever evolving to keep up with contemporary needs without changing the basic intent.

In formulating your own Chapter Constitution and Bylaws, you should examine your particular needs. For guidance, you should obtain a current copy of the Texas Society’s Constitution and Bylaws from the TXSSAR web site (www.txssar.org). You may wish to contact chapters that are more or less your size and ask them to furnish you with a copy of their Constitution and Bylaws for consideration. Likewise, the TXSSAR Chancellor is available for legal interpretations, if needed.

It is suggested that these documents be concise, and while specific to your needs, should not be so specific as to prevent a certain degree of latitude in special circumstances. Once completed, they should be maintained by your Chapter Secretary and published on your website and/or chapter permanent records.

1 A sample Chapter Constitution and By-laws is included in appendix B. The sample is merely intended as a suggestion. Again, each chapter should write its own, taking into consideration its own unique and special circumstances but at the same time making sure it does not contain conflicts or opposing views from the National or State Constitution and By-laws. For example, a chapter may not restrict membership to an age of 21 years when the NSSAR and TXSSAR allow membership at age 18 years.
3 Chapter Officers

What follows is a “recommended” list of the minimum slate of officers required for each chapter. For smaller chapters, it is possible for one person to satisfy multiple roles while for larger more active chapters, these offices may be expanded to cover additional offices to better handle the larger number of duties, tasks, events, etc. Whatever is decided, it should be clearly identified and documented in the approved Chapter Constitution and Bylaws.

3.1 President

The Chapter President is the principal officer of the Chapter. He should be elected for, but not limited to, his leadership qualities, initiative and ability to work with others within your Chapter and external to your Chapter.

The President of a local Chapter may serve no more than three (3) sequential terms in office after which the local Chapter shall hold an election to elect another member to serve as President. However, the office of President in any event is annually elected and thereafter installed in the normal manner.

This Chapter Officer, more than any other, sets the tone for the Chapter’s activities and accomplishments during his cycle. His responsibility is to see that the goals and objectives set forth and defined by him, with the assistance and approval of the Chapter Board of Managers, are achieved. It is in effect, the fresh new ideas and plans that each new President brings to that office, which keeps the Chapter viable and alive, assuring the Chapter does not become stale and routine.

The newly elected president should realize it is his leadership and organizational skills that will set the pace of the chapter. The members will respond in direct relation to his enthusiasm and well thought out and planned chapter activities.

3.1.1 Chapter Activities

The following comments will deal with what might be considered one of the most important facets of a president’s duties - Chapter Activities. Chapter Activities give meaning to our existence, and are considered some of the more important functions of the Society. Stated in a different way; if our Chapters and/or State Societies have no goals or objectives (activities), there would seem very little purpose for our existence.

The Chapter President, while supporting and promoting those continuing chapter activities which roll over cycle after cycle, should also establish reasonable and worthwhile additional objectives for his cycle to activate the members and spur Chapter growth. Without new ideas and enthusiasm, a Chapter becomes stale and routine, members get bored and attendance declines.

2 Article III - Local Chapters; Section 8, TXSSAR By-Laws.

3 Article III - Local Chapters; Section 4, TXSSAR By-Laws: Each Chapter [President] is required to report its activities which occurred during the preceding year, and make such suggestions as it shall deem proper for the promotion of the objects of this Society. Due to the scheduling, it is the duty of the outgoing Chapter President, or his surrogate, to give this report rather than the newly elected president.

4 See Appendix A - Chapter President’s Planning Guide and Calendar.
3.1.2 President’s Goals and Objectives

All organizations need at least two things: (1) Goals and Objectives (reasons for being), and (2) Plans to achieve them. This is so basic for the success of any organization, that the formulation and establishment of Chapter Goals and Objectives demand the concentrated, dedicated and careful attention of the Chapter President and Board of Managers.

Realizing the importance of this exercise, it is suggested that the Chapter President create a “first draft” of the Goals and Objectives for his cycle soon after being elected.

For example, his list might include but not be limited to:

a. Encourage every member to recruit at least one new member during the cycle,
b. Plan special meetings with specific interest programs,
c. Awarding medals, such as Law Enforcement, Meritorious Service, ROTC, War Service, etc.
d. Plan to hold joint meeting(s) with the DAR and/or C.A.R.
e. Devote special interest to one or more of the several community participation contests offered by our Society, some of which may be ongoing from the previous cycle.
f. Special effort to promote The Eagle Scout and ROTC Programs.
g. Visit schools to promote the SAR youth programs

Paramount for the proper management and guaranteed success of any project or event is the selection of the committee chairman - the implementer of your plans. Careful consideration of each candidate’s qualifications is essential. Your success is largely dependent on the selections you make over the course of your tenure.

With his tentative plans in hand, the Chapter President should call a meeting of his Chapter Board of Managers as soon as possible. It is suggested that at this first meeting, the Goals and Objectives of the NSSAR, the TXSSAR, as well as those stated in the Chapter Constitution and Bylaws be reviewed to make sure everyone is focused on what the SAR is and what this Society is all about. The programs of the Chapter should, at a minimum, be concentrated on the continuity and perpetuation of the SAR as well as local objectives. The President should offer his ideas to this “support group” and attend carefully to all constructive suggestions. A realistic consideration of his plans in concert with any suggestions of the Board should take place. This should result in the modification or exclusion of any plans which may not seem realistic, feasible, or financially attainable in their original form. The final result of this meeting will establish *The Chapter Activities Plan* for the cycle.

This interaction with the Chapter Board of Managers should result in a clear understanding and method of implementation of the plan and establish where the Chapter President wants to lead the Chapter during this cycle.

The Chapter President might consider furnishing each participating member with a written “task sheet” clearly outlining his particular duties and responsibilities to *The Chapter Activities Plan*. This should be a copy or extract of the primary plan held by the President, and will serve as a ready reference of the goals that have been agreed to and the actions required for their success.
The plan, while previously agreed to by the leadership, should not serve to suppress future innovative thoughts, suggestions, or even any needed midcourse corrections. Active participation in the Chapter Board of Managers’ meetings by its members, attending Committee Chairmen, or chapter members should be encouraged. This participation also allows for a general overview of the progress of the several committees.

If it appears that the Chapter’s overall objectives are being achieved, it should be appropriately acknowledged and the Chairmen urged to continue with their good work.

If the work is not progressing, a counseling session, offering of assistance, listening to problems, and/or offering suggestions may give the needed psychological support, assist in making a difficult decision, or otherwise get a committee productively engaged in their project.

A Chapter President delegates, supervises, reviews, and supports when needed. He should be a coach, mentor, and/or advisor, not an autocrat. Remember there are more ways than one to accomplish a project, and the method used by your committee chairmen may very well be as good as or better than the one you may have had in mind. Chapter Officers and Committee Chairmen should be allowed to perform their duties with a minimum of supervision, so long as progress is being made. At all times as the year progresses, the Chapter should keep the following items in mind:

- There are two sides to every story (no matter who is on each side) – hear all sides before rendering a decision.
- A successful Chapter is NOT “One-Man, One-Rule” – Important decisions should always be made in consensus with your Chapter Board of Managers.
- Successful chapters truly enjoy what they do and many of their activities – Look for ways to make each event more enjoyable, entertaining and fun for your members and they will always come back for more.
- Just because it “has always been that way” or we “have never done that before” does not mean it has to continue that way. Change is NOT a bad thing and often a fresh perspective with new ideas is necessary to revive a chapter or society that has grown stale, set in their ways or even to help take it to the next level.
- Your community is continually changing and evolving. Stay current with the needs and direction of your community and make sure that your “culture” is in sync with it or your Chapter may be viewed in a less than favorable light as being out of touch.
- By all means, run your chapter meetings ON-TIME!!! Have a published agenda that you follow and make sure your speakers, know their time limits. Limit your committee reports to five (5) minutes. The worst thing for a prospective member to witness is a meeting that severely overruns its time and members who bicker amongst themselves on minor topics – keep these discussions in your Board of Manager meetings. Have your Sergeant-At-Arms be the 5 minute rule enforcer if that works best for your Chapter.
- Your chapter need not do everything that the SAR has listed on their website. Work within your available resources to do as much as is logistically possible. By stretching your resources and people, your risk burn-out or losing people.
When in doubt, FOLLOW YOUR CONSTITUTION AND BYLAWS!!! If they are not correct, follow the process and FIX THEM!!!

Keeping all of these simple guidelines in mind will make your year as President go much easier. Throughout the President’s cycle he is obliged to keep the District Vice President, President Elect, and TXSSAR President informed of his Chapter’s activities. No Chapter operates in a vacuum. These Officers have demonstrated their abilities and interest in our Society and merit the stations they now hold. They should be called on for their experience, counsel, and overall operational knowledge when needed.

3.2 Past President

While this may not be an elected office, your immediate Past President of the Chapter is probably your most valuable asset as President. Since he preceded you, he is the person most familiar with all the forms, events, people and resources that are most important to your Chapter’s success. It is your benefit and to that of your chapter that he attend your Board of Managers meetings and be an integral part of the chapter planning process or any committees that you appoint – even if only a “non-voting consultant”. Likewise, you will find that any other former presidents of your chapter will be additional reliable resources for information, recommendations and guidance as you move through the year.

3.3 Vice President(s)

The Vice-President(s) serve(s) as understudy to the President and performs all his duties in his absence. When nominating a compatriot for possible election as Vice-President, you should consider the same qualities you would for President. The Vice President assumes the duties outlined in the Chapter’s Constitution and Bylaws, plus any other responsibilities as may be designated by the President. Normally he will perform a variety of different jobs such as opening and closing the meetings, overseeing publicity, acting as program chairman, and introducing speakers at the Chapter Meeting. The President may also call on him to serve on or lead select committees.

Any or all of these duties will broaden his knowledge of the SAR as he prepares for higher elective office. For larger or more active chapters, it is acceptable or even advisable to have more than one Vice President who has specific duties in the normal operation of the chapter. The chapter bylaws would document their duties and their order of filling in for the Chapter President if he is not available to perform his duties.

3.4 Secretary

The Chapter Secretary is extremely important for the efficient and successful administration of the Chapter. His duties include, but are not limited to:

- Maintaining the official records of the Chapter.
- Giving notice of meetings.
- Advising State and/or National Headquarters respecting chapter membership.
- Initiating and handling official correspondence for the Chapter.
- Filing, in the name of the Chapter, any and all required State and federal tax obligations.

The official records he is required to maintain include:
• Constitution and By-laws of the Chapter.  
• Minute record books.  
• Treasurer’s reports.  
• Annual reports of the Chapter.  
• The membership roster.  

The Secretary is responsible for completing the annual reports of the Chapter (with support from other chapter members as required), which are needed by the Chapter President, District Vice-President, and the State Secretary.  

The **deadline** for these reports is typically around January 10.  Check with your state officers annually to verify this date.  

The Chapter Secretary keeps a current membership roster, with copies furnished to the elected officers and appropriate corrections to the State and National Secretaries.  

As a non-profit organization tax-exempt for state and federal purposes, the Secretary shall file in the name of the Chapter, such reports as may be required by the IRS, or complete Form 990, as appropriate. Currently the Chapters are covered by two IRS “umbrellas.” First, the National Charter establishes the Society under the 501(c)(3) Act of Incorporation. Secondly, the Texas Society was established under State Letters of Incorporation. Currently all Chapters are annually required to file a Form 990 Tax Return with the IRS. This return is filed under the Chapter's 9 digit tax identification number linked to the NSSAR's Group Exemption Number (0690). As of 2013, the Chapter may file a simple 990N "e-postcard return" if the Chapter's gross receipts do not exceed $50,000 for the tax year ($25,000 for tax years on or after December 31, 2007, and on or before December 31, 2010). [NOTE: In some Chapters, this duty is best done by the Chapter Treasurer]. For more information on this requirement, please refer to SAR Handbook, Volume II, "Internal Revenue Service Requirements" (2012 Edition, page 44). (NOTE: In some chapters, this duty is best done by the Chapter Treasurer) The Secretary should also file the “tax exempt form” with suppliers that provide the Chapter with goods and services.  

It is recommended that the Chapter Secretary make the Chapter purchases of medals, badges, general supplies, and other items from National Headquarters. Some NSSAR items are not for sale to individuals and this also avoids potential billing problems caused by members getting supplies for the chapter. This procedure allows the Secretary, the responsible party, to maintain

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5 Each chapter should have the approved, signed set of its Constitution and By-laws carefully safeguarded by the Secretary. A copy of these documents should be kept in a file for everyday use and ready reference by the President and Secretary. Each member should have or have ready access to a copy of the Chapter Constitution and Bylaws, as well as the Chapter’s membership roster.  

6 State officers and report information is available on the TXSSAR web site (www.txssar.org).  

7 The State Secretary is notified of changes of address, deaths, resignations, dropped compatriots, and changes in the officer ranks at once with a copy to the National Secretary. The State Secretary is notified after each election by means of a list of the new officers, and a copy is forwarded to the National Secretary.  

8 See sample form in Appendix C.
the chapter inventory of forms, certificates, and medals and to decide when re-supply is necessary.

The Secretary should request chapter assistance in gathering newspaper clippings, photos, statistics, program resumes, etc. These items are important for use in the Chapter Scrapbook and also for chapter participation in other Society contests. The Chapter Scrapbook, as will be mentioned elsewhere, is truly the historical chronicle of the Chapter. They should be treated as official records and kept indefinitely.

The Secretary handles a wide variety of correspondence both internal and external to the Chapter. In regards to these correspondence:

- Secretaries should attempt to limit correspondence to one subject, remembering that short letters are always welcome and quickly read.
- Chapters should use letterhead stationery for official correspondence if at all possible.
- Each Chapter should keep and maintain a “correspondence file” of all incoming and outgoing correspondence.

3.5 Treasurer

Some chapters combine the offices of Secretary and Treasurer. The duties of these two offices are closely related and can often operate smoothly as one. The Chapter Bylaws should reflect if this is locally acceptable.

The Treasurer’s responsibilities include collecting, safe-keeping, depositing, and disbursing all Chapter funds.

All Chapter monies should be kept in a bank account so they may be easily audited when required. The bank should be selected by appropriate chapter officers. Some banks may waive service charges for Patriotic Organizations such as ours. It is recommended that where possible, the Chapter use a bank that waives service charges to more efficiently manage the Chapter’s funds. When applying for a bank account, be sure to take the TXSSAR Tax ID Number and IRS 501(c)(3) documents with you.

Elected officers or a committee selected by the President should periodically review the Treasurer’s books and procedures. Make sure the correct signatures are on file with the bank and are up to date. Examine the number and condition of the checks on-hand, review check-writing procedures, and bank statement reconciliation’s. There should be at least two Chapter Officers signatures on file with the bank.

The Treasurer should immediately deposit all Chapter funds, including all miscellaneous receipts such as memorials and “passing the hat” collections, as well as any other monetary contribution(s).

No monies should be kept in a petty cash fund(s) unless specifically authorized.

The Chapter Constitution and Bylaws should reflect that before a Treasurer leaves office a “formal” audit should be made of the Treasurer’s Books. A report of the findings should be presented to the members and made a part of the minutes.
Also, the Treasurer, annually, and more often as may be requested by the Chapter, shall prepare and submit to the Secretary a Treasurer’s Report (audit) for inclusion in the Minutes Book. Many Chapter Treasurers give a financial report at each meeting which is included in the minutes.

The Treasurer will receive a quarterly check from the TXSSAR Treasurer with the Chapter’s “percentage share” of the State Membership Dues. The amount on the check should be verified against the Chapter membership roster, and if correct (requiring no adjustment with the TXSSAR Treasurer), promptly deposited.

Disbursements should normally be paid by check after proper authorization as authorized by the Chapter Constitution and Bylaws and submission of supporting receipts or their substitute, if any. A written statement may suffice in lieu of a receipt if authorized by proper authority. This documentation should be filed sequentially with the canceled checks.

On rare occasions, disbursements may be made from cash on hand. Suitable documentation authorizing the transaction should be filed with the other disbursement documents.

The Treasurer plays an important role when the Chapter President and Board of Managers plan activities for the year. His input is essential to the decision of what funds are available and possibly allotted to various planned projects.

Incidental duties for the Treasurer might also include: (1) receiving and accounting for meals with the host hotel or restaurant; and (2) providing financial details to assist with the proper tax filings for state and federal purposes.

### 3.6 Registrar

The main objective of this office is to help applicants with and through the filing process by reviewing the applicants’ paperwork to see that it conforms with the NSSAR requirements. This review is essential before forwarding an application to the State Registrar where it will again be checked and reviewed prior to finally being forwarded to NSSAR.

The Registrar should have a good working knowledge of genealogy the associated documentation process required to support and application. While it should not be the role of the Registrar to perform detail genealogical research for any applicant, it is often helpful if the Registrar can provide general guidance on resources, etc. This position might be quite busy in some locales. In that case, it is acceptable for the chapter to provide a chapter genealogist, membership chairman research assistant or a genealogy committee to support the Registrar as needed. Keep in mind that getting new members into the Society is a vital part of our chapters’ operation and the effort should not be neglected or reduced in any way.

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9 The form and procedure of the report can be adapted from the reports of the State Treasurer or the NSSAR Treasurer General. Reports from each of these officers occasionally appear in The Texas Compatriot and SAR Magazine.
The Chapter Registrar and the Membership Chairmen have the responsibility of putting two important NSSAR pamphlets to use. These are the “General Information and Application Requirements” and the “Preparation of Application Papers” pamphlets.\(^\text{10}\)

The Registrar should understand and be able to apply the information and requirements contained in these important handouts. This will enable him to inform and assist new applicants.

Chapters may elect or designate the Registrar.

The Registrar should also be sure the appropriate fee is attached when the application leaves his hands.\(^\text{11}\) The application will be returned if the fee is not attached.

**Important review steps include the following:**

- a. Inspect the application to make sure it is filled out completely.
- b. Review the lineage record to see that all logical ties between the applicant and patriotic ancestor are made.
- c. Check that necessary sponsor signatures and NSSAR numbers are inserted on the form. Be sure the required fee is attached.
- d. Determine that adequate documentation and references are included and that only one copy of any document is enclosed. These inclusions should be labeled and assembled with **paper clips - not staples**.

The applicant should be encouraged to use primary, first account records of the time wherever possible.

Supplemental applications are handled in the same way, except for any exceptions listed in the two NSSAR pamphlets.

The Registrar and Secretary must cooperate closely to assure an accurate record of all new member and supplemental applications is maintained for the Chapter records. This can most easily be accomplished by making photocopies for the file.

The Registrar and Secretary should also be fully versed in information about Perpetual Membership.

Due to the size of the Texas Society, it has two (2) State Registrars to handle the volume of applications for new member and supplemental applications coming from the chapter. As such, the Texas Society has an "Inland" and a "Coastal" Registrar. As to which one your chapter registrar should work with, first locate both and determine which is geographically closest to you and work with that Registrar.

### 3.7 Chaplain

The Chaplain can be an elected or appointed officer and has responsibility for the spiritual character of the Chapter. His duties should include:

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\(^{10}\) Current pamphlets can be obtained from the NSSAR web site (www.sar.org).

\(^{11}\) See TXSSAR web site (www.txssar.org) for current appropriate fees.
• He gives the opening (Invocation) and closing (Benediction) prayers at Chapter meetings. He keeps informed of those in the Chapter who are ill or otherwise incapacitated and makes any acknowledgments to these members, as is the custom of the Chapter.

• As with all elected officers, the Chaplain works closely with the President and carries out any assignment(s) the President may assign or that tradition may dictate.

• Typically, the Chaplain will be a man who is highly esteemed by his peers. His lifestyle should perpetuate and exemplify the patriotic, educational, and historic heritage on which SAR is based.

• The Chaplain should send out Sympathy and Get Well Cards on behalf of Chapter at appropriate times.

• The Chaplain should have a current membership roster at all times and a copy of the SAR Prayer Book.12

3.8 Sergeant-At-Arms:

The Sergeant-at-Arms can be either an elected or appointed officer of the chapter and shall:

• Take care that all flags, awards, and signs are properly displayed at all regular and special meetings of the Chapter.

• Have care and custody of the Chapter’s Charter and see that it is available when needed by the Chapter.13

• See that name badges are prepared for the use of all members.

• The Sergeant-at-Arms should have printed information available on the proper care, handling, and display of the American Flag.14

• This Chapter Officer should represent the Chapter in the community (hopefully as part of the Chapter Color Guard) where the SAR is invited to participate in a “massing of the colors.”

• The Sergeant-at-Arms should chair the Chapter’s Flag Committee, which is responsible for awarding SAR Flag Certificates.15

• The Sergeant-At-Arms should be responsible for maintaining order and civility at Chapter meetings and that Roberts Rules of Order are followed.

• The Chapter Sergeant-At-Arms could keep, store and maintain the assets (flags, poles, electronics, podiums, etc.) belonging to the chapter.

• Some chapter have the Sergeant-At-Arms position himself near the entrance door to the meeting. This way, the Chapter is ensured of having someone to help people in and out of the room if needed, secure the door for the meeting or just keep stray visitors from wandering into the meeting.

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12 There is no absolute obligation for the Chaplain to have the SAR Prayer Book, but the NSSAR Chaplain Committee has tried to assist Chapter Chaplains by providing prayers for every SAR occasion in this volume.

13 May be displayed at Chapter Meetings.

14 See Appendix E.

15 See Appendix F for Flag Certificate criteria.
3.9 Other Officers

Larger chapters, because of their size and probable location in metropolitan areas, have the potential for more diverse activities, requiring additional elected officials. The Constitution and Bylaws of these chapters will include their titles and duties accordingly. Keep in mind that getting more people involved in your chapter is important to its success.

These additional officers might include and of the following:

- Historian (elected or appointed)
- Genealogist (appointed)
- Membership Chairman (appointed)
- Chancellor (elected or appointed)
- Public Relations (Community Affairs) Officer – (elected or appointed)
- Webmaster (elected or appointed)
- Newsletter Editor (elected or appointed)
- DAR Liaison (appointed)
- CAR Liaison (appointed)
- Chapter Photographer (appointed)

Their titles describe their basic functions. They may, however, be assigned other duties which should be outlined in the Chapter’s Bylaws, as well as other special assignments as may be directed by the Chapter President. As shown, these additional roles can either be elected by your chapter membership or appointed by the Chapter President.

These elected officers will serve as members of the Board of Managers (BOM), in accordance with the Chapter’s Bylaws. While appointed offices are considered non-voting members, it is considered good practice to include them in BOM meetings and discussions for their additional inputs.
4 Chapter Board of Managers (BOM)

The “elected” officers, under the leadership of the Chapter President, make up the Chapter Board of Managers (this body is sometimes known as the Executive Board or Executive Committee). It functions as the Chapter “Steering” Committee, and assists the President in setting goals and objectives, and in determining a proposed schedule of operations for the current cycle. It can meet monthly, quarterly or when deemed necessary by the Chapter President.

Sometime between election and installation, it is suggested that a meeting of the “new” and the “old” Chapter Board of Managers be held jointly. This will assist with an easier transition of duties and responsibilities. These officers should discuss and evaluate all potential and existing programs, including any still in progress, which may have been established as permanent chapter activities. It should annually review the Treasurer’s Report (audit) as a required business item by the new administration. Audits are strongly recommended when passing the responsibility of the Chapter’s funds from one incumbency to another. The audit is also important for establishing a “working budget” by the new Chapter Officers. This budget will determine the financial viability of various chapter activities being considered.

The consideration of appointments of committee chairmen and members should be settled early in the fiscal year. The President may well depend on the input of the Chapter Board of Managers in making these selections. The success of the Chapter Activities depends greatly on the leadership and interest of the committee chairmen.

Other discussions, such as increasing the membership, programming and publicity are always important, high priority items for early Board consideration. Each of these activities is vital to a healthy, working, and proactive chapter.

Holding regularly scheduled Chapter Board of Manager’s meetings is essential for evaluating the progress of the Chapter’s goals and objectives. If problems are encountered, an early solution may prevent larger future problems which may result from a lack of attention. Once a month, the week before the regular Chapter meeting would be idea as you could better plan the Chapter meeting in addition to discussing other topics. If this is not feasible, a quarterly BOM meeting would be advisable.

Committee Chairmen should be encouraged to attend board meetings and give progress reports on their area(s) of responsibly. Experience has shown that meetings which encourage the free and open discussion of business items often result in new and innovative solutions to problems.

The Chapter Board of Managers should discuss and clearly define any business item(s) to be brought up for a vote in a chapter meeting. A clear definition of the issue, when presented to the Chapter, will likely minimize unnecessary floor discussion and allow for a reasoned ballot.
5 Committees

Provide in this section is a potential list of committees that a chapter might find useful for the successful and efficient operation of the chapter. Committees should be created when either the burden of one task is too great for one person or the duty requires an impartial group, with a set of checks and balances, to complete a task. Some typical committees are provided in subsequent sections.

5.1 Membership Committee

Being chosen for the Membership Committee is considered a high honor and a heavy responsibility. Being selected for this position indicates faith and trust in your ability to perform well for the Chapter. The number of members in the Chapter is one gauge of a successful SAR operation. Without new members the Sons of the American Revolution cannot expect to further its goals of spreading patriotism, education, and history of the Revolutionary War throughout the United States.

Choosing the Membership Committee requires careful consideration. They may be the first contact with a prospective member and the impression they give may be a lasting one, perhaps even determining whether he will join the Society.

A good choice for members of this committee might be professional men, well known in the community, whose patriotism is unquestioned. The Chairman should be a dynamic person who will urge his fellow committee members to proactively seek new members. You may also want to consider appointing men in scaled age brackets reflecting the span of ages within the organization. A prospective member might feel more at ease knowing there are members in the society of his own age group. This is especially true for those under 25 years of age.

An effective Membership Committeeman is one who knows about the SAR and is able to answer related questions. The explanation and resolution of perceived problems at the initial contact will go far to impress a prospective member. A committee member who is unable to answer at least the basic questions about the SAR likely will not leave a favorable impression with the inquirer. Each committee member should familiarize himself at a minimum, with the information contained in the handout pamphlets furnished the prospective member.16

At first contact with a prospective member, where membership is being discussed, the Membership Committeeman should give him the SAR pamphlets pertinent to his application. These are the blue “General Information and Application Requirements” and the green “Preparation of Application for Membership.” They are available from your Chapter Secretary, Genealogist, Registrar, or online at www.sar.org. The Chapter should be alert to other new pamphlets pertinent to this area as they become available and the Committee should endeavor to obtain them. When you have determined that the applicant has amassed enough ancestral information, furnish him with the Yellow Worksheet so he can begin his application for membership.17 Give him a full set of application forms (one yellow worksheet and two white

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16 “General Information and Application Requirements” and the “Preparation of Application Papers” pamphlets, available on the NSSAR web site (www.sar.org).

17 Available on the NSSAR web site (www.sar.org).
application pages) or optionally inform him of available application form software if it appears his genealogical records are sufficient to justify it at this time. He should have your assurance that appropriate officers of the Chapter will assist him in this endeavor in any way they can. Furnish him with the names and telephone numbers of those he can contact for assistance.

Invite the prospective member to the next chapter meeting. Tell him about the program and any upcoming business of interest. Later, send a follow up invitation by whatever means your chapter uses: mail, telephone, or newsletter. The greeter(s) at the meeting should make an effort to provide a special welcome for him. See that he is introduced to the President of the Chapter before the meeting starts. The prospective member should also be introduced to the Registrar and/or Genealogist. They will be anxious to meet and assist him. See that he is seated and introduced to those sitting near him.

Follow-up by the Membership Committee is extremely important. If the prospective member has not responded within a week or ten days, another contact with him - a visit or phone call is indicated.

Your chapter territory will be everywhere within reach of your local newspapers, radio and/or TV coverage. This would probably be at least county-wide. If your area abuts that of another SAR Chapter, courtesy indicates contact with that entity should be made. If there is a “beneficial overlapping” of areas of responsibility, this should be resolved amicably and it is suggested that the agreement be reduced to writing for historical and/or future uses.

The general membership is also a resource the Membership Committee should not overlook. It may take a bit of persistence to bring the need for new members to their attention. The Membership Chairman should be invited to explain the need for growth in your chapter meetings. The telephone committee and newsletter are also useful tools. As the telephone committee is calling (or when email notices are sent) to give a meeting notice, a few words about the need for increased membership can be added with the suggestion each member should seek new members.

Work closely with your Program and Publicity Chairmen. Their functions play a big role in sparking the interest of those attracted by their efforts. These efforts have the potential of motivating a new applicant.

The fee for joining the SAR changes from time to time. The latest rates are available on the TXSSAR web site (www.txssar.org).

IMPORTANT - The DAR has always been our most important ally for recruiting new members. Turn to the section “The Daughters of the American Revolution,” in this Manual. You will find several suggestions on how to learn the names of prospective members with their cooperation.

The NSSAR does not have provisions for “at large members.” Every member must be affiliated with (i.e. a member of) a State Society. TXSSAR does not have provisions for “at large members” and every member must be affiliated with (i.e. a member of) a Chapter within that state.

5.2 Publicity (Community Affairs) Committee

The Publicity Chairman has a role which offers challenges and rewards found in no other assignment in the Chapter. This task may be handled by the President, Secretary, or a person designated by the President.
The story of the SAR from the perspective of your chapter will be told by the Publicity Chairman. It is an awesome and serious responsibility requiring thoughtful and sensitive application.

Notices of meetings in the media should be cordial and extend an invitation to any you hope might attend. The notice should clearly reflect when or if the general public is invited. The notice should reflect the date, location, starting and approximate closing times, as well as the name of the speaker and his topic. If your chapter issues a newsletter or has a website, notice of the meeting, containing all pertinent information, should be prominently displayed and very easy to find.

The overriding objective of publicity is to attract the interest of men who might be potential candidates for membership. These are men who take pride in their family history and heritage, and who are often found in religious, civic, veterans, sport, educational, and fraternal groups/organizations.

The Publicity Chairman should seek the cooperation of newspaper, Internet, radio and television professionals to assist him in getting out the word about our Society. Your contacts and mailing list(s) should include the media, not only in your locale, but at a reasonable distance in all directions from your location.

Metropolitan newspapers are sometimes difficult to convince to print routine chapter news and/or meeting notices. Some, however, will print them in a “Club Calendar” or family feature section. Get to know the people who work in these newspaper departments. Scrupulously follow their general instructions and deadline dates for your material. You can build up good will and cooperation in this manner and perhaps even make a friend for the Society who will make sure our story is told.

Newspapers sometimes use printed forms for the placement of general news items and which you simply fill in and return. This could make your job that much easier.

Surprisingly, the greatest number of newspapers in Texas are weeklies or bi-weeklies. Here is where SAR may have the best chance of getting our news in print. Most weeklies do not use a wire service and rely in part on stories of interest from those residing in their reading area. Black and white photos (3 x 5 inches) are usually welcome. Recently, some publications have said they can also use color photos.

Get to know these editors, the extent of their circulation, their rules and criteria for publication, and their deadlines. Strict adherence to their rules should make them more helpful in publishing your material. Cardinal rules about writing a news release:

- Typed on plain white paper, 8-1/2 x 11 inches.
- The text is indented 1-1/2 inches.
- Number each page and place the symbol: “###“ at the end.
  (The commonly used “-30-” is equally acceptable.)

If you do not type, ask the editor if you can write your piece in LEGIBLE long-hand.

On the first page of a release, give full data about the sender in the upper left hand corner. This includes the name of the sender, name and address of the Chapter, and a telephone number where some responsible Chapter member can be reached. On the next line indicate what the release is
about, such as Meeting Notice, Election of Officers, etc. In the upper right hand portion of the page, stipulate “For Immediate Release” or other instructions effecting the date of release if needed.

Called a “lead” to attract attention, five points are vital for the first paragraph of a release: WHO, WHAT, WHEN, WHERE and WHY. Usually these can be told in two sentences.

Follow with the rest of the story in succeeding short paragraphs. These paragraphs should decline in importance as the piece progresses. The editor, if short of space, will cut from the bottom. This is true of both written and broadcast material.

Be brief - use short words, sentences, and paragraphs. A meeting notice should be handled in a hundred or fewer words. A feature article should be written on less than two pages, double-spaced, which will translate into one 12 inch newspaper column. The editor is unlikely to allot more space than this to one subject.

There is additional information about publicizing chapter activities on the Americanism Committee and Programs pages and information about working with the media on the Speakers and Writers Committee pages on the NSSAR web site (www.sar.org)

Newspaper stories are appropriate for occasions such as Chapter elections, programs of public interest, outstanding speakers, activities shared with the DAR/C.A.R., and many, many more. You will recognize them when they occur.

Articles concerning chapter events are welcome by the Texas Compatriot, our TXSSAR quarterly bulletin. The address is Editor, 3636 Waynoka Dr.; Carrollton, TX 75007-2792. E-mail editor@texascompatriot.com. Equally interested is the SAR Magazine, the editor of which can be reached at sarmag@sar.org. See the SAR Magazine masthead for additional current contact information.

Each chapter is encouraged to participate. You will enjoy seeing your chapter activities and the names of those members who have been honored by the Chapter in print. Send in your black and white (and possibly color) photo, too.

Sample News Release

John Jones, Publicity Chairman
Hill Country Chapter SAR
100 Erin Drive
Kerrville, Texas 78028

Telephone: 895-2871
SAR Meeting Notice

FOR IMMEDIATE RELEASE

Members of the Texas Society of the Sons of the American Revolution from throughout the Hill Country will convene for a dinner meeting at 6:30 p.m. Monday, March 9. The gathering will be held in the Inn of the Hills, 1000 Junction Highway, Kerrville.

Speaker for the evening will be Richard Britt of Comfort. He will tell the patriotic story of how a princess helped him survive after his plane crashed in Romania during WW-II.
As part of a membership drive, a special invitation is extended to gentlemen with an interest in this patriotic, educational and historical society.

Wives of SAR members and members of the DAR and guests are welcome.

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As Publicity Chairman, you should be attentive to other areas of publicity. Ask the management of your meeting place to announce the meeting on its outdoor marquee. Banks and Savings and Loans could be asked to recognize Patriotic Holidays on their signs. You are limited only by your imagination and initiative.

5.3 **Finance Committee**

With today’s ever growing tax and financial requirements, it may be necessary to form a committee to handle these duties, especially for larger chapters. For larger chapters, the duties may be too numerous for just one person, the Treasurer. Duties and tasks that should be delegated to this committee include the following:

- Annual Budget
- Annual Tax Statement
- Investment of Chapter Funds
- Annual Audit of chapter finances

Typically, the Chapter Treasurer would be the head of this committee. He could be joined and supported by any past Chapter Treasurers or potential future ones.

5.4 **Other Committees**

These additional committee might also be useful in the overall operation of your chapter (names are self-explanatory:

- Nominating Committee
- Veterans Affairs Committee
- Youth Programs Committee
- Medals & Awards Committee
- Constitution & Bylaws Committee

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18 See list of Patriotic Holidays in Appendix I.
6 Chapter Meetings

The ongoing success of a Chapter is typically in direct relation to its ability to have regular “organized” meetings. A monthly meeting is considered optimum with fewer meetings rated in diminishing value as the number of members decrease. TXSSAR is working to adopt a change to the Constitution and Bylaws mandating no less than one meeting per quarter.

A meeting for the annual election of officers is required. As the TXSSAR holds its annual meeting in March/April and TXSSAR Officers take office at that time, it is suggested (but not required) that Chapter Officers, for consistency, be elected in February and installed during the March meeting. At a minimum, the chapter officers should be elected to where their offices start between January 1 and February 28.

Meetings should follow the NSSAR/TXSSAR Protocol. Referring to the protocol will answer most questions concerning Society etiquette when dealing with visiting NSSAR/TXSSAR and other dignitaries.

Regular meetings with interesting speeches or other appropriate presentations are found to generate significant interest and encourage participation in other chapter activities, all of which are necessary for the life of a chapter or any other organization.

Reasonable care should be taken in selecting a speaker. Make sure the speaker understands the nature of the SAR and work with them to get their presentation to relate to the historical, educational, and patriotic interests of the group.

Meetings should be held at a convenient location with comfortable accommodations and ample parking space. A good cafeteria or restaurant with a private meeting room is ideal for many chapters. Other chapters may prefer some other type facility, dependent on their particular needs.

The number of attendees will sometimes determine whether a provider will charge for the use of a meeting room. Negotiate with the host provider (restaurant or hotel) before deciding on a permanent meeting place.

Meeting hours - breakfast, lunch, dinner, or otherwise may vary among chapters and be determined by the preference of the majority of the Chapter members.

The size of the Chapter will generally determine whether it will meet every month. Of course, a monthly meeting is the most desirable for reasons previously stated.

Suspensions of activities should be avoided when possible as they tend to encourage a loss of interest and provide potential new members nowhere to go to discuss their applications or network with other members.

An attendance register of members and guests should be kept at each meeting. Correct attendance records are necessary for the Chapter End of Year Reports and future logistical planning.

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19 See Appendix G.
A reasonable place to keep the register is at the door of the meeting room where all attendees enter. It is suggested that the Chapter assign “greeters” at the entrance of the room to welcome compatriots, new members, and guests as they are registered.

The greeter(s) should make a special effort to meet and introduce new members and guests to the Chapter President before the meeting. They should see that these important attendees are seated and introduced to those seated with them. **NEVER LET NEW GUESTS OR POTENTIAL MEMBERS WANDER INTO YOUR MEETING UNGREETED AND SIT BY THEMSELVES!** It is vitally important to make them feel included and part of your group at their first and EVERY meeting that they attend.

Typical meeting suggestions include:

- Meetings are to be called to order on-time by the presiding officer. Likewise, they are to be concluded according to a pre-planned schedule (see suggested agenda format following). Meetings which run overtime and/or are without structure, lead to discontent, lack of interest, and loss of attendance. One of the presiding officers’ most important roles at the meeting is to control it and ensure it runs on time!
- Meetings enjoy better attendance if scheduled on a regular date, e.g., the first Tuesday, the second Thursday, or the third Saturday, etc., of each month.
- Every effort should be made to avoid scheduling meetings counter foreseeable conflicts, school baseball or football games, or other regularly scheduled activities that may obligate some members, preventing their attendance.
- Let members and potential members bring their spouses. Retention and attendance is always going to be better if the spouse comes along and enjoys herself as well.
- Reduce the amount of chapter business and lengthy discussions at chapter meetings. These can drag on too long and discourage attendance if it becomes the norm. Short organized reports by committee chairman should be encouraged if not required.

### 6.1 Typical Meeting Agenda

The following meeting agenda has been used successfully by many chapters and is offered for your consideration:

a. Call to order by the presiding officer.

b. Invocation by Chaplain.

c. Pledge of allegiance to the United States flag.

d. Pledge of allegiance to the Texas state flag.

e. Pledge to the SAR Flag:

   “We, the descendants of the heroes of the American Revolution who, by their sacrifices, established the United States of America, reaffirm our faith in the principles of liberty and our Constitutional Republic, and solemnly pledge ourselves to defend them against every foe.”

f. Introduction of new members and guests.
g. Reading of minutes, unless waived.
h. Treasurers Report.
i. Introduction of Speaker.20
j. Awards and citations if any.
k. Reports of officers.
l. Committee reports.
m. Unfinished business.

n. New business.
o. Presiding officer thanks speaker and everyone for attending.
p. SAR Closing Admonition (in unison and all standing).

“Until we meet again, let us remember our obligations to our forefathers who gave us our Constitution, the Bill of Rights, an independent Supreme Court, and a nation of free men.”

p. Motion to adjourn.
q. Benediction by Chaplain.

6.2 Chapter Meeting Programs

The programs presented at your chapter meetings are vitally important and go a long way towards maintaining a healthy membership and high meeting attendance rates.

6.2.1 Program Topics and Content

Programs should be arranged that support the objectives and purposes of the SAR and the Texas Society, namely, to promote patriotic, historical, and educational themes, and to perpetuate the memory of those patriots, who by their services and sacrifices during the War of the American Revolution, achieved the independence of the American People.

Programs should be timely and topical and be judged to be appropriate, educational and entertaining to your general membership. Certain times of the year automatically lend themselves to certain obvious themes such as: February - George Washington's Birthday, June - Flag Day, July - Independence Day, September - Treaty of Paris (finale to the Revolutionary War) and Constitution Week, October - Victory at Yorktown, and December - Christmas.21 You may have local celebrations which may also lend themselves to an interesting program. Some Chapters present the speaker with a Certificate of Appreciation or other gift.

20 See etiquette for invited speaker in Appendix H.
21 See list of Patriotic Holidays in Appendix I.
In regards to the speakers:

- In all cases, you should always provide clear directions to your speaker on any time limits your chapter may have.
- In all cases, the speaker should be presented a Certificate of Appreciation for his or her presentation to the chapter.
- As soon as possible following the meeting, the Chapter President should write a letter of appreciation to the speaker and invite him to visit again.

### 6.2.2 Program Chairman

Each chapter should have a Program Chairman, either elected or appointed. The Program Chairman has the task of scheduling the speakers or other forms of programs for the year ahead.

Good programs are vitally important to the healthy operation of a chapter. The Program Chairman needs the input, cooperation, and full support of the President and Chapter Board of Managers in this endeavor. To avoid unfortunate surprises, the Program Chairman could report on and discuss proposed programs at Chapter Board of Managers Meetings well in advance of the Chapter Meeting. It is customary for at least half the Chapter meetings to feature an educational, historic, or patriotic subject.\(^\text{22}\)

Obtaining speakers is not as difficult as one might at first believe. Colleges and universities in the area are often pleased to suggest persons who, specializing in certain subjects, would be appropriate for your needs. The DAR may provide the name(s) of speaker(s) from their roster. Many months ahead, invite the TXSSAR President to the chapter installation of officers and suggest he complete the program with remarks about his proposed activities for the TXSSAR during his cycle.\(^\text{23}\)

Other suggestions are:

- Ask a compatriot from a neighboring chapter to repeat a program which enjoyed a good response.
- Although SAR is completely non-partisan, elected officials are usually glad to speak. No political endorsement(s) should be made either overtly or implied, as this would endanger our non-profit status.
- Extend your “Eagle Scout Night” to include enough remarks from the Scoutmaster or other person(s) to fill in for a complete program.
- Have a “potpourri event,” where several compatriots are asked to speak for five minutes about their Revolutionary ancestor.
- A humorist can keep all ears riveted for twenty minutes or so.
- Be alert to retirees moving to the community. Many are well-versed in various subjects and are happy to share their expertise and/or experiences.
- A local Historical or Preservation Society may have speakers.

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\(^\text{22}\) See the section on programs for good balance.

\(^\text{23}\) See NSSAR/TXSSAR Protocol in Appendix G.
• One or two slide presentations yearly are interesting.
• Old-timers have artifacts to show and talk about.
• The local ROTC could be requested to provide a color guard program.
• Pay attention to the TXSSAR Speakers Bureau and those of other chapters.

People we see in our day to day lives may have stories to tell. Some might be the librarian, school administrator(s), police and fire chiefs, bankers, ministers, or other non-elected officials, etc. Keep them all in mind. You are limited only by your imagination.

Have your speaker furnish a short biographical resume and possibly a photograph when he accepts the invitation to speak before the Chapter. This information will be useful for your press release, newsletter, and his introduction as speaker.

The Program Chairman should always have a substitute speaker or program in mind (or in their coat pocket) as a backup, should an emergency cause a last minute cancellation by the primary speaker.

6.3 Meeting Minutes

Chapter Minutes shall be taken at meetings, preferably by the Chapter Secretary and read at the following meeting, if requested. They are always to be available for inspection, either on the Chapter Website or in the Chapter Records.

The Chapter Minutes are brief, typewritten (if possible), maintained in a binder, and at a minimum, should contain:

• Chapter Name, date, place, and time the meeting was called to order and adjourned.
• A list of the members in attendance.
• “What was done,” not “What was said.”
• All prose should be written in the third person.
• List of motions adopted/lost - disregard and make no mention of withdrawn motions.
• Names of person who made motion, but not necessarily the name of whom seconded it.
• Brief summary of the program and its type, whether historical, patriotic, educational, or community service.
• Make marginal notes in the minute book of any corrections.

6.4 Special Meetings

Where possible to hold joint meetings with DAR and C.A.R. Chapters24, it is suggested the meetings take place during auspicious times of the year, such as February, to celebrate George Washington’s birthday, or September, to observe Constitution Week. Rotating the responsibility for joint meetings is urged. The DAR Chapter, for example, might host the September meeting and the SAR the February meeting. This assures each organization is afforded the opportunity to acknowledge and honor the other.

24 It is not appropriate to discuss chapter business in a joint gathering.
7 Growing Your Chapter

Nothing in this section is absolutely mandatory for your Chapter. But you will find adding each of these to your chapter will go a long way towards being recognized in the community and attracting more members.

7.1 Chapter Website

In today’s world of the Internet, the benefit of a chapter website should not be ignored. It can serve to inform the public about the existence of your chapter, can inform the public and your members about past and future activities, can be a source of any number of patriotic topics related to SAR activities, can provide information about the Youth contests and awards your chapter participates in, and can provide links to other SAR related subjects, activities, and organizations.

This author knows of at least one instance where a web site directly led to a new SAR member. A young man in our area knew about the SAR and decided that he wanted to join. He was so ready to join that he had downloaded a copy of the SAR application template from the NSSAR web site, filled it out, and had gathered all of the necessary references to support his lineage. He then went online, searched for and found the web site of a chapter in his area, noted the next meeting date and location, and showed up on his own at the meeting. Once the chapter members had introduced themselves to this unknown young man, he explained how he had found out about the chapter (from the web site!) and why he was there. The chapter genealogist sat down with him and reviewed his application and supporting references. The young man was so thorough in his application preparation that the genealogist determined that the only thing lacking for his application to be processed was the necessary check for dues! Obviously not all prospective members will be this industrious to prepare and present themselves for prospective membership, but a chapter web site can only help those who are interested in your chapter or the SAR in general to find you.

The most important thing to remember about setting up and maintaining a chapter web site isn’t that it needs to be flashy or fancy, but that it needs to be kept up-to-date. This means regular maintenance to keep any information, such as a list of chapter officers, meeting dates, etc., current. If someone browsing your web site sees dated information that is several months (or years) out of date, or if they attempt to use email addresses or other contact information that is no longer valid, the credibility of the entire web site will suffer.

Whenever you include personal contact information on your chapter web site, get permission from the respective members to do so. There are various levels of tolerance concerning the resulting SPAM and other problems which can occur due to the public posting of personal information, so respect the privacy concerns of your members.

Once your web site is up and running, don’t forget to inform the TXSSAR webmaster so your chapter web site can be included on the TXSSAR web site chapter links list.
7.2 Chapter Newsletter

There is a definite need for a continuing contact among our members. There is an obligation on the part of the Chapter’s leadership to inform the members of the Chapter’s activities, goals and achievements. Some of our compatriots find it impossible to attend every meeting. Without regular written communications, these men would receive little or no information about the Chapter’s activities. The Chapter Newsletter fills this need. Lack of information inevitably tends to kill active participation.

Announcing future meetings should be top priority in the newsletter. Much more detail can be given here than a meeting notice in a newspaper.

It is a tool the President can use to inform the members of special business items, thus possibly shortening or curtailing unnecessary discussion during the meeting.

Stories about members’ accomplishments, travels, health, and other personal news is always of interest to the members.

A profile of a new member in the newsletter introduces him to his fellow compatriots and he will undoubtedly feel welcome by the attention given him.

Also, the newsletter serves as a type of communication with the State and National Officers. The Texas Compatriot and the SAR Magazine reprint articles about chapter activities gleaned from chapter newsletters. DAR Regents and other officers of our sister organization are also able to keep informed of our activities by means of the newsletter.

Obviously, the size of the newsletter is in direct relation to the amount of news to be printed.

To save the cost of an envelope, mailing addresses may be placed on the reverse side of the paper. Another alternative to save money and speed distribution is to have an “electronic” newsletter, delivered via email attachment to your members.

A good newsletter deserves a name. Certain words work nicely into a title, such as Herald, Patriot, Courier, etc. Somehow, it seems a newsletter with a dynamic, vigorous name tends to carry news reflecting that spirit.

The primary responsibility of the newsletter editor is to keep the publication interesting and informative. It should be written so readers will look forward to receiving and reading it.

Additional items a newsletter might include are:

- News of the previous meeting.
- Chapter elections.
- Expressions of appreciation.
- Invitations to upcoming events.
- Editorials.25
- A welcome to new or reinstated members.

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25 Editorials should not contradict NSSAR or TXSSAR policies, rules, or regulations.
7.3 Color Guard

The Color Guard is the most publicly visible aspect of the Texas Society. It personifies the SAR goals of history and patriotism. Although the TXSSAR Color Guard participates in many SAR events at the state and national levels, a principal focus of activity is the chapter color guard involvement in their local communities.

Some of the annual events celebrated across the state in which color guards participate are George Washington’s Birthday, Flag Day, Memorial Day, Independence Day, Constitution Day, Veteran’s Day, and Pearl Harbor Day. Other activities include “posting the colors” for Naturalization Ceremonies and Grave Marking Ceremonies for both patriots and compatriots. Many color guards also participate in the awarding of “flag certificates.”

If your chapter does not have a color guard and you wish to start one, the chapter president may serve as the chapter color guard commander or he may appoint another compatriot to this position if he does not wish to participate. Before selecting a uniform, do an online search for “Uniforms of the American Revolution.” You will discover a wide variety of both regimentals and hunting shirts. Both “authentic” (wool and linen) and parade quality (polyester) uniforms are available from vendors nationally and locally. Patterns are also available if someone in your chapter sews. In the selection of a uniform, you may want to re-create the attire of your ancestor.

More detailed information on starting a color guard, the selection of a uniform, and the TXSSAR Color Guard is available in TXSSAR Society History, Biographies, Portraits, and Genealogy, VOL. II, First Edition, 1980-2005, which may be purchased from the Historian of the Texas Society. The SAR GUARDSMAN Year 2000 “How to do it” may be purchased from “Merchandise Direct” at NSSAR Headquarters in Louisville, KY.

National Society Color Guard Medal requirements are available on the NSSAR Website. The “TXSSAR Color Guard Service Certificate” is awarded for “outstanding service” not necessarily leading to a color guard medal.

If additional assistance is needed contact the current Color Guard Commander of the Texas Society. He is listed as Chairman of the Color Guard and Flag Committee under “Committees” on the TXSSAR Website (www.txssar.org).

7.4 Chapter Yearbook

The Chapter Yearbook is the documented history or scrapbook for a given chapter for a calendar year. Yearbooks are so highly thought of in the TXSSAR, that they are displayed at the State Convention in March/April and individual chapters are urged to make them available to the membership at regular meetings.26

Many yearbooks use 9” x 12” pages. However, in this project, one’s artistic individuality can be freely exercised. Photos with appropriate captions identifying the persons imaged, and a description of the activity involved, are visual reflections of a Chapter’s activity. The scrapbook will become a prized possession of the Chapter, not only because of the effort involved in maintaining it, but because it will contain clippings, photos, and other memorabilia of past and

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26 Keeping a scrapbook is requisite for competing in the Walter G. Sterling annual Best Chapter Award.
present chapter activities - a “living” pictorial history of the Chapter. The yearbook does not need to be completely filled to be displayed at the State Convention or at your meetings. It is a simple matter of quality over quantity. The format should ideally reflect the personality of your chapter.

Ideally, this task would be done by the Chapter Historian over the course of the calendar year. Sufficient time and budget should be allocated to begin the year to allow the Historian to provide an accurate, artistic and complete rendering of chapter activities for the year. The goal should be to have it completed to compete in the Annual Yearbook Contest at the TXSSAR Annual Convention each year.

- State SAR and National SAR news briefs.
- Interesting genealogical questions and facts.
- Recruiting drives.
- Members transferred in or out.
- Presentation of awards.
- Revolutionary War historical briefs.

There is an excellent Newsletter Handbook available on the NSSAR web site (www.sar.org) in the Newsletter and Periodical Committee pages.

7.5 Chapter Photographer

When pictures for the newspaper and/or scrapbook are needed, usually one or more compatriots will offer to be the photographer. In many cases, all participants are in an event and there is no member available to take the pictures of the event or the chapter participants. In this case, a few suggestions might help:

- Keep a supply of business cards with you at all times. Someone is almost always taking your picture. Give them a business card and ask them to send you the pictures they take. Pose as a group for as many as they like. This also helps advertise the chapter.

- Commission a spouse or a child to be the chapter photographer. Very often a spouse or child attends all the events. If you bring the camera, they can take the pictures. Make sure to give them credit for the pictures at chapter meetings and a certificate of appreciation at least once a year.

- There may be occasions when hiring a local professional photographer is more appropriate. Newspaper editors usually know of good photographers, in case you do not know how to locate one.

- When contacting the photographer, you will need to be able to tell him how many photos you will need, how quickly you need them, as well as when and where they are to be taken. His charge will be based on this information.
• On special occasions, a newspaper may send their own photographer. When this happens, arrange a mutually convenient time and always treat him/her as a guest of the Chapter.

There are no hard and fast rules for newspaper pictures. Usually the 3 x 5 inch black and white format is satisfactory, but the final word always comes from the editor. Some newspapers now accept color photographs, but check to be sure.

Captions for photos should be written on white paper and cut to the appropriate size. The top front of this paper may be glued to the lower back portion of the picture. For easy mailing, merely fold the text of the caption over the face of the picture. This also makes it convenient for the newspaper to use. The text will not become separated from the photograph.

WARNING: Never write on the back of a photo and never use a paper clip. Either of these will reduce the quality of the print and possibly render it unusable.

Photography is important enough to the Chapter that it should be considered for inclusion as a “line item” in your budget. Your Chapter will enjoy a worthwhile return from this investment.
8 Membership Issues and Retention

Dues statements are typically received later in the calendar year at the mailing address on file for each member. It is best to start early and solicit members to return their dues early by mail or to do it online which saves postage. This can be done several times by group emails prior to the end of the year and at any and all chapter events. The more helpful reminders that you can provide, the less follow-up will be required after the first of the year.

8.1 Late or Missing Annual Dues Payments

Chapter Presidents or other designated individuals are encouraged to make personal calls to those who have not submitted dues payments by the December 31 yearly deadline, followed up with individual emails. Group emails to the entire chapter can also be sent at regular intervals. Make an effort to contact EVERY person who has not paid by a certain date to at least determine their wish to continue. Make every effort to accommodate collecting their funds. The same guidelines should be applied to any Dual Members that your chapter has.

If the State Treasurer is provided with a list of those being contacted about late dues payment (email being the preferred method), he will in return notify the chapter when he receives payment from anyone on the list so additional follow-up efforts can be further tailored by the chapter.

8.2 Perpetual Membership

8.2.1 What is a Perpetual Membership?

Once the initial membership fee has been paid, then each year the Texas Society will pay the chapter dues,27 the Texas Society dues, and the National Society dues for the remaining life of the member. Funds for the payment of these dues will come from the earnings received by the Texas Society from Federal Treasury investments.

8.2.2 Cost of Perpetual Membership

The Perpetual Membership Rate is based on the age of the Applicant and is twice the National Life Membership Plan cost. For example: National Life Membership for an Applicant age 18 – 40 is $750.00 - therefore, the Perpetual Membership Rate for an Applicant age 18 – 40 is $1,500.00. National Life Membership for an Applicant age 70 is $375.00 - therefore, the Perpetual Membership Rate for an Applicant age 70 is $750.00. The National Life Membership Rates may be found on the National website at www.sar.org.

Note: These rates may be subject to change! Please consult the NSSAR and TXSSAR web sites for current rates and updates when consideration is made to join this plan.

27 The Perpetual Fund will pay up to $9.50 towards chapter dues each year. If a chapter’s dues are more than this, then the member is responsible for the difference.
8.2.3 Purchase of a Perpetual Membership on the Installment Plan

A TXSSAR Perpetual Membership may be purchased in two equal installments. The first installment will be used by the TXSSAR Treasurer to purchase a National Life Membership for the Applicant. The Applicant would be required to pay State and Chapter dues until the second installment is paid. After the second installment is paid, the Applicant would not be required to pay future State or Chapter dues.

Compatriots wishing to purchase a TXSSAR Perpetual Membership should complete the National Life Membership Plan form (available on the NSSAR web site) and send the completed form and payment to the TXSSAR Treasurer. Check the current "TXSSAR Officers" page on the TXSSAR web site (www.txssar.org) to get the name and address of the current TXSSAR Treasurer.

8.2.4 Payment of Annual Dues

Members who pay Perpetual Membership fees in full (as listed above) before 1 September need not pay annual dues for the current year. All Perpetual memberships purchased after that date must pay annual dues for that year, since not enough interest will have accrued.

8.2.5 Benefits of a Perpetual Membership

Any Perpetual Member is recognized perpetually…not just during his lifetime. The Texas roster of members includes a list of all perpetual members, including those who are deceased. The member’s Perpetual Membership fee remains in the Perpetual Membership Fund after the death of the member, thus helping contribute to the goals and missions of the Texas Society.

The list of Perpetual Members (including those who are deceased) is published annually in the Compatriot, the Texas Society Quarterly Bulletin.

The list of Perpetual Members (including those who are deceased) is published in the Texas Society Roster of Members, normally printed every three years.

The program is financially sound and pays all dues: chapter, state, and national. The National Life Membership Program pays only national dues. This program is not transferable to other State Societies.

Perpetual membership eases the task of the chapter and the state each year in the collection of annual dues.

The Perpetual Membership Fund provides a way in which every member may make a “sacrifice,” however small, in the same spirit as the sacrifices made by our Patriot Forefathers.

The Texas Society has created a form which can be used by any member to leave instructions so that upon his death, a Perpetual Membership may be purchased for him from the proceeds of his estate. The form also provides that a donation may be made upon his death, if he is already a Perpetual Member.

All compatriots should consider adding the wording of the following form to their will:
PERPETUAL MEMBERSHIP FORM

Perpetual Membership in the Texas Society of the Sons of the American Revolution.

Effective Upon My Death:

It is my wish that my estate make a contribution to the Perpetual Membership Fund of the Texas Society of the Sons of the American Revolution as soon as practical after my death in an amount sufficient to enroll me as a Perpetual Member of the Texas Society of the Sons of the American Revolution; or in an amount of __________, as a donation to the Perpetual Membership Fund in the event I am already a Perpetual Member. This request is not a legal instrument, but is a request that I desire my estate to honor. I have left a copy of this request with my will and I have deposited a copy with the Texas Society of the Sons of the American Revolution. I request that a representative of the Texas Society of the Sons of the American Revolution contact the persons administering my estate as soon as practical after my death.

Done at ____________________, Texas, this the ____th day of ____________, 20__.

_____________________________________
(Donor)

A copy of this pledge is acknowledged:

Texas Society of the Sons of the American Revolution

by: _______________________________ Date: ____________

NOTE: The full pamphlet contains forms for applying for Perpetual Membership.
8.3 Reinstatements

If the individual was dropped by the TXSSAR and wishes to reinstate.
The individual or chapter should send a letter to the TXSSAR Treasurer, with copies to both the State and the Staff Secretaries, and a check in the amount as is currently posted for reinstatements on the TXSSAR web site made payable to the TXSSAR. His letter should give his National and Texas membership numbers as well as the name of the Chapter he wishes to (re)join.

If the individual was dropped by another state and wishes to reinstate in the Texas Society.
The individual should complete a current Form 0918 (obtained from the NSSAR web site), “Application for Reinstatement of Membership” under Bylaw 19, Sec. 5. His check in the amount as is currently posted for reinstatements on the TXSSAR web site must accompany the form and is forwarded to the TXSSAR State Secretary. The name of the Chapter he wishes to join should be indicated.

8.4 In-State Transfers
A letter or e-mail from the compatriot wishing the transfer should be sent to the State Secretary. This request must come from the compatriot. The demitting and admitting chapters should be notified of the transfer, a Xerox copy of the written request or e-mail will suffice as notification.
9 Working with the State SAR Society

9.1 District Vice Presidents

Texas is divided into eleven (11) geographic areas or districts. Each area has a District Vice-President who is elected by the chapters within his district. His duty is to monitor the chapters in his district and provide support for you and your chapter where needed. He should be extended full cooperation at all times and copied on all important communications back to the state society. He also has a vital interest in establishing new chapters. Please help him whenever and wherever possible.

Each District Vice President is a member of the Texas Society Board of Managers, with full voting rights. He should be invited to attend one or more of your chapter meetings a year and invited to speak or provide a program. He should be extended an open invitation for any other time he can spend time with your chapter.

A current listing of District Vice Presidents and their contact information can be obtained from the TXSSAR web site at www.txssar.org.

The areas and chapters covered by each district arc designated as follows:

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<td>SOUTHEASTERN</td>
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<td>EAST CENTRAL</td>
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<td>3. SOUTHWESTERN</td>
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<td>4. CENTRAL</td>
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<td>6. NORTH CENTRAL</td>
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9.2 Chapter President’s Annual Report (CPAR)

The Chapter President’s Annual Report (CPAR) must be submitted to the TXSSAR Society each calendar year. The CPAR provides information on activities and accomplishments of the Chapter. The programs included in the CPAR reflect the National Outreach effort to promote interest in patriotic programs, recognize organizations and individuals for their work in the chapter and in the local area, and reach out to schools and other patriotic groups to educate them about our heritage. Through these programs, we show respect for the work of our ancestors who established the United States of America, gave us our Constitution, the Bill of Rights, an independent Supreme Court, and a Nation of Free Men.

The CPAR is also a useful “guideline” for Chapter Presidents and Officers to follow regarding TXSSAR and NSSAR programs. This report can be found on the TXSSAR private website (http://www.txssar.org/!!TXS!!SAR!!). The Chapter President should review the report prior to or early in the chapter calendar year to help establish chapter activities for his year as President. The CPAR can then help to:

- Track the Chapter’s progress against those established SAR programs of choice.
- Recognize members who contribute to the activities of the Chapter.
- Coordinate events with other patriotic organizations including DAR and CAR in your local area.
- Participate in holidays, grave markings, parades, and other activities of interest to the Chapter.

The Chapter President and other officers are encouraged to gather information for the CPAR report monthly so it can be easily completed by the end of December and sent to the TXSSAR Vice-President for Americanism, Contest, Medals, and Awards in early January of the following year.

All of the TXSSAR Chapter CPARs are then used to consolidate data and activities for the Texas Society as a whole. Using these reports, the TXSSAR submits a Society Report to compete at the National Society level for various awards.

Each Chapter is highly encouraged to compete independently for various TXSSAR and NSSAR Society awards. Contests and Awards at the State Society level include:

- Outstanding Chapter of the Year Award
- Chapter Americanism Program Award
- Marshall Hunter Attendance Contest Award

To compete for these awards, a chapter must complete and submit the applicable contest form (entry is not automatic) to the VP for Americanism, Contests, Medals, and Awards by the due date for the contest, which usually coincides with the due date for the CPAR. Scoring sheets and forms for these awards are included as part of the CPAR forms package.

The CPAR forms package (includes due date, Introduction, Instructions, Cover Form, and Supporting Documents, including reports for Veteran’s Activities, Report for SAR Medals and Awards presented, Marshall Hunter Attendance at chapter meetings, etc.) can be downloaded from the TXSSAR web site (www.txssar.org).
Contests and Awards at the National Society level include:

- The President General’s Chapter Activities Competition Award (in four chapter membership size categories: 10-49, 50-99, 100-199, and over 200 members)
- The Liberty Bell Americanism Award (for chapter programs and activities in four chapter membership size categories: 10-49, 50-99, 100-199, and over 200 members)
- The USS Stark Memorial Award (for veterans activities and programs in four chapter membership size categories: 10-49, 50-99, 100-199, and over 200 members)
- President General Robert B. Vance Award for “Best Website” Contest.
- President General Carl F. Bessent Award for “Best Newsletter Contest” in single sheet and multi-sheet periodicals.

All information and forms for National contests can be found on the NSSAR web site (www.sar.org). Entry in National contests is not automatic. To compete for these awards, a chapter must complete and submit the applicable contest form to the NSSAR Contest Committee Chairman with a copy to the Executive Director, NSSAR by the due date for the contest.

See the individual topics on the above contests and awards in this manual for more specific information.

9.3 New Chapter Officer's Report

Of additional importance is the New Chapter Officer's Report. This can be found also on the TXSSAR private website (http://www.txssar.org/!!TXS!!SAR!!). This required report (from every chapter) is to be filed with the current TXSSAR State Secretary within 10 days of the election of Chapter Officers. Keep in mind that new members, member dues and much other important information flows to the appropriate chapter officers on a regular basis. The state society has no way of knowing who the current officers are unless told by the chapter. It is a simple task to complete this one-page form with a list of current officers each year and forward to the state secretary.

9.4 The Col. Joe M. Hill Patriots Fund

Every compatriot should know of and participate in the growth of The Col. Joe M. Hill Patriots Fund. This is a program founded by the Texas Society in 1978, whereby members and friends may contribute to a fund to foster projects with patriotic, historical, and/or educational significance at the state level.

Under the management of a seven member Board of Trustees, chosen from within the TXSSAR, the donations are placed in a separate savings account. Only the interest from this investment may be removed and spent. These monies can only be used for purposes of enhancing our American Heritage.

Expenditures from the accrued interest of this fund have been used since 1982 for worthy causes to enhance our organization. TXSSAR is justifiably proud of the strides which the fund has made.
The following types of gifts/contributions may be made to The Col. Joe M. Hill Patriots Fund:

a. Cash donations.
b. Wills and bequests.
c. Stocks and bonds.
d. Benefits of Life Insurance policies.
e. Gifts of real estate.
f. Oil, gas and other mineral interests.
g. Gifts from private or family donations.

All donations are tax deductible and may be designated for a specific purpose. At the Chapter level, gifts/contributions are often made as memorials for departed compatriots. Members may also send personal contributions. The address is:

The Col. Joe M. Hill Compatriots Fund
c/o Treasurer TXSSAR
(see the TXSSAR Officers list on the TXSSAR Web site - www.txssar.org - for the address of the current state Treasurer)

NOTE: A convenient time to participate in the Patriots Fund is when a member pays his annual dues in the fall. A special line is provided for that purpose on the renewal notice. Remember, your contribution is fully tax deductible.

**It is easy. It is important. It is rewarding.**

### 9.5 Hosting State Meetings

Each year the TXSSAR has at least two meetings. They are the Annual Conference, scheduled in late March or early April and a Fall Board of Managers Meeting (BOM), scheduled in early October, depending on the vagaries of the calendar.

State meetings are voluntarily sponsored by a chapter or combination of chapters in the location where the meeting is to be held. When a chapter agrees to sponsor a state meeting, they have undertaken the task of arranging for a facility which will provide lodging, meals, and meeting space. Although this may seem to be a daunting task, most chapters have discovered that they can handle all of the requirements with only 3-4 members who are actively involved in the process. Of course, the more volunteers you have, the easier the work load will be on everyone.
Although there is a lot of work involved, there are also benefits that your chapter can realize by sponsoring a state meeting:

1. Opportunity to showcase your community and your chapter to a statewide audience.
2. Provide more of your members an opportunity to participate in a State Meeting with very little personal cost. One of our senior members gave a new member the advice that – “If you want to have a good look at the SAR, attend one of the State Meetings.” He was absolutely correct.
3. Becomes a good focal point project to enlist more of your members to be active in your chapter activities.
4. Good possibility of providing a little extra income for your chapter.
5. Opportunity to provide local publicity and good feeling with your community.
6. Good project to get the wives to be a part of the process.

The TXSSAR will not allow you to obligate your chapter for a state meeting without providing extensive help along the way. Available help includes:

2. Experienced Mentors who have gone that way before.
3. Data on past meetings to assist in planning.
4. Other planning materials – information for possible hotel sites, general information sheet for the hotel, previous contracts, sample budgets, sample meeting and banquet room layouts, sample schedules for room use, sample spread sheets for record keeping, etc.

The TXSSAR highly recommends that any chapter with suitable facilities in their vicinity seriously consider sponsoring a state meeting. For more information contact the current Chairman of the State Meetings Committee.28

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28 Chairman and contact information is available on the TXSSAR web site (www.txssar.org).
10 Working with other SAR/DAR/CAR Chapters

10.1 Outreach to Other SAR Chapters

When within reasonable driving distance, Chapters should consider visiting one another, or even hold joint meetings together. This activity creates a lasting bond between compatriots around the state and the comparisons between the Chapters will be a learning experience for both chapters. Additionally, smaller chapters can greatly benefit from the support of larger chapters with more members and resources to make a bigger impact in their smaller community. This truly enhances the image of the SAR in this community and increases the chances or recruiting new members and helping build-up a smaller chapter.

Other ideas might include:

- When an upcoming meeting promises to have an exciting program, extend an invitation to compatriots in neighboring chapters. They will appreciate the invitation, you will enjoy the exchange of camaraderie, and the speaker will enjoy the sizable audience.

- If a compatriot within a chapter develops a well delivered and received program, spread the news. Other groups within the “circuit” may want to invite him for one of their programs.

- A joint affair co-hosted by SAR and DAR which commemorates an historical event is another opportunity to share an event with outside patriots.

- Keep in mind, TXSSAR allows Dual Membership in more than one chapter. While you maintain your membership in your primary chapter, it is permissible to actively participate with other chapters that you are a Dual Members with. However, you do not have to be a dual member to join in the fun with any other chapters.

The above suggestions, and there are many more, make great publicity and fosters Americanism. Once again, you are limited only by your imagination and initiative.

10.2 Daughters of the American Revolution (DAR)

The mutuality of purpose, i.e. patriotism, education, and history, naturally draw the DAR and SAR together. It is important that you encourage the local DAR Regent and other DAR members to attend your SAR meetings on a regular basis and likewise make an effort to attend some of their meetings. Send the Regent a copy of your newsletter as a reminder of your meetings.

Remember how important DAR records are when completing an application for membership. DAR records establishing the relationship and other pertinent information are sufficient proof for an SAR Applicant to base his own line. Ask your Secretary or Registrar for the instructions on how to obtain a copy of an approved DAR Application, which may assist with the completion of an SAR Application. The DAR Genealogical and Historical Library in Washington, D.C., is open to compatriots merely by showing an SAR membership card. Conversely, the SAR facilities in Louisville are open for DAR use.

Throughout the years the DAR has been one of our greatest allies in obtaining the names of prospective members. Personal contact is vital. Make a point to meet the Regent(s), fellow...
officers and members in your area. Support your Board of Managers when it arranges joint meetings or gives awards to DAR members. These are examples of good public relations with our sister organization. You will find these efforts will benefit your chapter in many ways.

The DAR is renowned as a rich source for getting the names of potential members for the SAR. As the requirements for entry into their organization are essentially the same as for ours, these ladies have sons, brothers, fathers, husbands, etc. who likely have the requirements for membership.

The Chapter, through appropriate chapter officers, could contact the local DAR Regent(s) and request assistance in identifying the male family members or friends of these DAR ladies (this must be done through the Regent as it is against DAR rules to provide anyone else with a list of their membership).

The Regent might be urged to request that the members of her chapter provide a listing of any men they know who might possibly be potential members of SAR. It would be helpful if this listing would include the prospect’s full name, address, and telephone number for subsequent contact.

Upon getting the listing, the Chairman of the Membership Committee should divide it among the members of his committee. They should be charged with making the “first contact” with the prospect. These prospects ideally should be forewarned and amenable to contact by an SAR Compatriot. The Membership Committee Compatriot should explain our society, its aims and purposes, and be prepared to answer any questions the prospect might have.

It is possible that an “open house” or other type joint meeting with the DAR and these prospects could be worked out. It is a virtual certainty the DAR Regent will be as interested as the SAR Chapter in getting new members.

It would be ideal if some sort of gathering is planned which the prospects can be invited to attend. This invitation should be followed up in writing a few days prior to the event. This meeting will allow a face to face contact and the furnishing of written material for the prospects. At the meeting, special attention should be made to greet each prospect at the door and to place them in the custody/care of a Compatriot. The Compatriot should see to it that the prospect is introduced to the Chapter President, DAR Regent, and other members. It is essential that the prospect immediately understand that his attendance is appreciated and that we are ready to answer any questions he may have concerning our society. The assisting Compatriot should assure that the prospect is at ease and comfortable during his introduction to our society.

Begin the meeting with the usual SAR opening, the pledge, and oath of allegiance. The SAR and U.S. Flags should be displayed. The DAR Regent and Chapter President might make short welcoming statements. After the speaker, if any, in concert with the purpose of the meeting, the Membership Chairman should explain the need for a strong chapter to uphold the government our forefathers established. The procedures for joining, with visual aides if possible, should be presented, culminating with a question and answer period.

This meeting should be supplemented with an informal follow-up scheduled in about two weeks with those prospects who accepted application forms. The Chapter President, Secretary, or Registrar, and a Compatriot with expertise in genealogy, should be at this informal meeting.

Collect as many completed applications as possible for the registrar to process. Assure all the prospects, regardless of the status of their applications, that they are invited and urged to attend
the next chapter meeting. Inform them who the speaker will be, his subject, and the time and place it will be held. During the interim, work closely with all the prospects so as many applications as possible can be completed by that date.

10.3 Forming a New Chapter with DAR Assistance

One of the more satisfying experiences in this society is to initiate the formation of a new chapter. It can be, and frequently is, done with the help of the DAR. The procedure is as follows:

You can use the same suggestions as were urged in the example of how to gain new members.

If after the DAR members’ listing is returned naming a sufficient quantity of prospects (12 or more) and if it appears there is sufficient interest to continue, discuss with the DAR Regent which of the named persons, in her judgment, would be good “key men” in the formation of a new chapter.

Contact the Texas Society President, Secretary, and/or Vice President for Expansion. These officials will support you in this endeavor. They will provide promotional material and speakers as needed.

Hold a conference with the carefully chosen “key men” on whom you will rely to be your principal aides in the creation of the chapter. Educate them in the merits and purposes of an SAR Chapter, its plan of operation, etc. Urge them to seek additional prospective members.

The initial chapter organizing meeting should be planned as soon as practicable. This gathering should be well planned, with exhibits and appropriate SAR handouts. After introductory formalities are completed, the TXSSAR President or his designee should talk on “What It Takes to Have a Chapter.” Then, if possible, one of the local key men speaks on “Why We Need Such an Organization.” The theme of this meeting should strongly convey positive attitudes for this project.

Pass out informational literature as well as application work sheets so this aspect of the process can begin. Explain costs, organizing setup, etc. until everyone’s questions have been answered to their satisfaction. Select (or appoint) temporary officers to start the management of the new chapter. It is possible that these temporary officers will become the permanent officers, but this should be left up to the chapter members. Set a time for another informal meeting to complete organizational plans and to turn in applications, etc.

At the final organizational meeting, invite one of the temporary officers to preside to get the feel of “starting to move” as a unit. Next, a date is set for the completion of the charter application. Get the temporary officers to assume their responsibility of keeping after those who are slow in turning in their papers.

Work out final details for where and when the “Charter Presentation Night” will be held. Special thought should be given to who will be invited and if it will be a dinner meeting.

The Charter Presentation Ceremony should include the DAR and their husbands, invited community leaders, and the new SAR Compatriots and wives. This inaugural meeting should start with the flag ceremony, pledges, and prayer, followed by a good speaker. A Texas Society
Officer should handle the installation ceremony of the new officers. A NEW CHAPTER HAS BEEN BORN.

10.4 Children of the American Revolution (CAR)

The C.A.R. - Children of the American Revolution - membership is made up of boys and girls whose ancestry is the same as ours. They also share our goals and objectives. This mutuality of purpose forms a strong bond between the C.A.R., SAR, and DAR.

A male C.A.R. member may transfer into the SAR through the simple routine of obtaining a transfer card from his organization and presenting it to ours. If the transfer occurs before the age of 18, the transferee will become a Junior Member. As long as the transfer occurs before the age of 22, no National SAR Fee is charged.29

It is important for SAR Compatriots to be aware of any C.A.R. group in the area, and if any, to become acquainted with the leader. Perhaps he or she will speak on their activities at one of your meetings. With SAR membership in mind, learn the names and addresses of the youths in their organization. This is another rich source of potential members. Parents, aunts, uncles, and grandparents can be a source of names of adult family members eligible for membership in the SAR.

To cement the friendship between C.A.R. and SAR, ask a group of the youngsters to take part in one of your meetings. Both organizations will be stimulated by the interaction.

Should there be no C.A.R. in your area, suggest to your local DAR that they join you in investigating the feasibility of forming a group. Just among the DAR and SAR membership one might find enough children and grandchildren to form the nucleus of a C.A.R. Chapter.

TXSSAR Chapters are asked to report their work, activities, and support of C.A.R. Societies in Texas by completing the Chapter C.A.R. Activity Report for the calendar year and attaching it to the CPAR. Any chapter participating in any 7 of the 9 items contained in the report will enable the TXSSAR Society to recognize your Chapter with a streamer the first year and a “White Star” for subsequent years.

29 See the “Requirements for Membership and for Applications” brochure available on the NSSAR web site (www.sar.org).
11 Youth Programs

11.1 Americanism Elementary School Poster Contest

The Elementary School Poster Contest was originally developed in Texas to help stimulate interest in American History in support of the Texas fifth grade curriculum. It was so successful that it was adopted as the Americanism Elementary School Poster Contest by National in 2006. If it is determined that a school teaches American History in lower grades, an entry may be accepted for the competition from that lower grade, however, all entries will be judged equally.

The rules and guidelines for this contest may change slightly from year to year, so check the NSSAR web site for current information.

All posters will be judged by the following criteria:

- Does the poster express the annual theme?
- Does the poster show originality by the student?
- Does the poster show evidence of research?
- Does the poster show artistic merit and creativity?
- Is the poster neat?

Entries for the state competition must be delivered to the TXSSAR Americanism Chairman by 6:00 p.m. on the Friday of the TXSSAR Annual Convention. The winners will be announced at the annual Saturday night awards banquet. See information on the TXSSAR web site for current award amounts.

Savings Bond prizes are sent directly to the winning students. The local chapter may and in fact, is urged to award any additional prizes that the chapter may deem appropriate (not to exceed the state awards). The TXSSAR will not reimburse chapters for prize expenses incurred at the local level, unless specifically approved by the State Board of Managers.

11.2 C.A.R. Essay Contest:

The purpose of the C.A.R. Essay contest is to assist three members (male or female) of T.S.C.A.R. with college expenses. Scholarships are offered to defray costs for books, tuition, room, and board while attending an accredited college or university.

The contest is open to students who are enrolled in an accredited High School (or equivalent program) as a sophomore, junior, or senior student, or enrolled in an accredited college or university as a freshman student. See the TXSSAR web site (www.txssar.org) for current rules and application forms.

Funding for contest awards is determined by the TXSSAR Patriots Fund Projects Committee during the Annual TXSSAR State Convention in March of each year preceding the contest year.

11.3 Eagle Scout Contest

The Eagle Scout program is one of the contests which annually begins at the chapter level, progresses through the Texas Society State Convention, and culminates at the National Congress.
of the Sons of the American Revolution. Chapter participation in the NSSAR Eagle Scout Recognition and Scholarship Project has only a few easy steps for a very rewarding endeavor.

The first thing to do is the most imperative, e.g. contact the Executive Committee of the Boy Scouts of America council in which your SAR chapter is located. The address is in the phone book. Renew his acquaintance quarterly because there is frequent “Changing of the Guard.” Be sure that he is acquainted with the project, the object being to get each new Eagle Scout a SAR Certificate of Recognition and an application for the generous Scout Scholarship. These can be delivered to the Eagle Scout by a SAR chapter member, presented at an Eagle Scout Court of honor, mailed to the Eagle Scout, or presented at a chapter meeting. Optimum results are reaped by presenting the certificate(s) at a chapter meeting because there is great delight in seeing the young man, meeting the parents, and possibly starting the gain of another SAR member. They can be delivered throughout the year or at the end of the recognition year, January 1st through December 31st.

Armed with Eagle Scout name(s), contact them and their parents, preferably verbally, followed with a letter of explanation of the project and a confirmation of the schedule of presentation. Emphasize the potential news coverage and that pictures will be provided at the presentation. Offer assistance to assure they complete and submit the scholarship application, the four generation genealogical chart, and the 500 word theme on an historical subject.

At the end of the recognition year, review the scholarship applications and select a chapter winner. Present the winner a Bronze Good Citizenship medal and certificate at a chapter meeting with his parents and Scoutmaster as chapter guests. Send the chapter winner’s scholarship application, four generation-chart, and 500 word theme to the Chairman of the TXSSAR Scout Recognition Project. Deadline for submittal is January 15th.

The winner at the State Convention receives a bronze eagle trophy. The rewards accruing to the chapter are numerous, including untold satisfaction, community goodwill, new friends, and potential SAR candidates. From among the winners at the State level a National winner is chosen. This young man, after progressing through the local, state, and now national levels is honored with a substantial cash scholarship award, travel expenses to and from the U.S. city in which the presentation is made, plus other recognition.

Specific instructions about the contest are mailed annually by the TXSSAR Chairman of the Eagle Scout Recognition Project to each chapter president. The Texas Compatriot also updates contest details each year.

11.4 The George S. and Stella M. Knight Essay Contest

This contest, established in 1988, was originally named in honor of SAR Compatriot President Calvin Coolidge, who won an SAR essay contest while a student at Amherst College. The contest was renamed the George S. and Stella M. Knight Essay Contest in 1995 in honor of his generous gift to the National Society. The contest is designed to explore the influence that the Revolutionary War has had on present day America.

30 Both are available on the NSSAR web site - www.sar.org

31 Current chairman information is available on the TXSSAR web site - www.txssar.org
PURPOSE: To encourage patriotism in young people and to ascertain their ideas and ideals of the present and to provide a contest to individuals who do not feel comfortable giving an oration.

The rules, guidelines, and award amounts for this contest may change slightly from year to year, so check the TXSSAR and NSSAR web sites for current information. Winners are selected on the basis of historical accuracy, clarity of thought, organization, grammar, spelling, and creativity.

11.5 ROTC/JROTC Program

The TXSSAR ROTC Committee works with the various U.S. military services to identify all Senior and Junior ROTC programs in Texas. The goal is to award a Bronze Medal to the outstanding JROTC cadet in each participating high school and a Silver Medal to the outstanding ROTC cadet in each participating college. The chapters are advised of the participating schools in their area and it is their responsibility to contact the (J)ROTC Staff at the school and arrange for appropriate medal presentation(s). The (J)ROTC Staff at the school will select the recipients. We recommend that if at all possible, the medal be presented by a member of the Chapter.

In 1997, President General Carl K. Hoffmann, authorized the enhancement of the JROTC program. The enhanced JROTC program is for Outstanding Cadets in their JUNIOR year of JROTC (a Third Year Cadet - 11th grade) in a four year program or for a Second Year Cadet in a two year program. To enter the Enhanced JROTC Program Contest, a cadet must submit an original essay on a topic specified yearly by the NSSAR JROTC Chairman. The essay may be done on a computer, typewriter, or by hand (in ink).

In order to administer the ROTC Program, the TXSSAR ROTC Committee needs information from each participating chapter. This is the only way TXSSAR can reach the goal of awarding ROTC medals to the outstanding cadet at each Texas school or college with an ROTC Program. Unfortunately, it is easy to miss schools, particularly those in rural and suburban areas. City schools can also be left out when boundaries and areas of responsibility change.

Each year chapters must send the following information to the ROTC Committee Chairman:

a. Location of school (city, town or wherever).
b. Name of school.
c. Name of recipient.
d. Sponsoring chapter.
e. Date of award.

See the TXSSAR web site (www.txssar.org) for current information and deadlines for the medal reimbursement program.

11.6 Joseph A. Rumbaugh Oration Contest

The Joseph A. Rumbaugh Oration Contest is open to students in the sophomore, junior, and senior classes in all public, parochial, and private schools (including home schools) throughout the nation. The winner at each level proceeds through local, regional, state, and finally to the National SAR competition.

32 See the NSSAR web site (www.sar.org) for current details.
The contest consists of an oration, of not less than five, nor more than six minutes. The subject, which originates with the candidate, deals with an historical personality, event, or document from the time period of the American Revolution and relates the significance of that subject to America today.

The Joseph A. Rumbaugh Oration Contest in Texas features a Scholarship in the name of Robert F. Ritchie. He was a strong supporter of the Oration Contest in Texas during his life and in death, left funds to support the oration contest in Texas.

At the Chapter level, very early in the fall, contact local high schools, parochial schools, private schools, and home schooling organizations and explain the rules and other details of the historical oration contest. For best results, go directly to speech, drama, and history teachers, who can recommend, train, and work directly with potential students who will qualify. Make sure the students and teachers understand that this commitment, which can lead to the National level, will require the student (including parents and teachers) to follow through each level of participation. Arrange with the teachers which month, date, and day is BEST for the student to hold the Chapter contest.

No later than the January meeting, the students should be ready to appear before your chapter and present their speeches. Judging will be done by three or more pre-selected compatriots. The winning student will now have several weeks in which to hone his/her speech to perfection. In February, a Regional competition will select your area’s finalist in the State competition. At the chapter level, the type of award, if any, that is given to the winner should be predetermined by the Chapter Executive Board. The cost of the local winner’s trip to the Regional Competition is borne by the chapter.

There are Six Oration Contest Regions. These Regions are not specifically related to the State Society’s Districts. If you are not sure what Oration Contest Region your chapter is to compete in, contact the State Oration Contest Chairman. One winner per chapter is eligible for the Regional Competition. One winner per Region is eligible for the State Competition. The cost of the Regional winner’s trip to the State Competition is borne by the State. Contact the State Oration Contest Chairman for further details.

At the State level, the Regional winners all gather to speak before the compatriots attending the Annual Texas Society Convention. The competition is held at noon following a luncheon. Information about state level awards for the top three winning contestants can be found on the TXSSAR web site (www.txssar.org).

The winner at the state level is assisted with travel arrangements to the Annual Congress of the National Society of the Sons of the American Revolution where they will compete against the winners of the other State level contests.

See the Texas Compatriot, the SAR Magazine, and the National SAR web site (www.sar.org) for specific information, forms, examples of previous winning entries, and financial awards for contestants.
12 Public Service Award Programs

One of the most visible things your chapter can do in your community is to present medals and awards to the many brave men and women who protect your community and keep it safe. Each day, these individuals put their lives on the line – many either go beyond the call of duty or have shown years of devotion to your community. The SAR has very nice medals and certificates that are available to present to these outstanding individuals. They can be presented annually to those in your community and also to those in neighboring communities if your budget allows.

12.1 Medal for Heroism

The National Society, a state society or a chapter may present the Medal for Heroism for acts of bravery. It recognizes outstanding bravery and self-sacrifice in the face of imminent danger, i.e., acts which involve great personal courage and risk to the recipient. It is intended primarily for acts performed by civilians, not in uniform but does not exclude police, firemen, and SAR members. It is not intended to recognize acts that would have been covered by armed forces medals for valor. The medal may also be presented posthumously.

The names of all recipients are published annually. Each awarding chapter and state society is requested to forward a short written description of the background and accomplishments of the recipients, together with dates, places and names. These should be submitted to National Headquarters, ATTN: Public Service and Heroism Committee and should arrive no later than June 1 each year. The report format is available on the SAR web site.

The medal is in bronze and is similar in design to the Good Citizenship Medal but is inscribed, "Heroism." It is worn suspended from a chest ribbon of the SAR colors. The medal is accompanied by an enameled bar, suitable for wear on uniform, and a certificate for engrossing.

12.2 Law Enforcement Commendation Medal

The National Society, a state society or a chapter may present the Law Enforcement Commendation Medal to those who have served with distinction and devotion in the field of law enforcement. The medal is intended to recognize exceptional service or accomplishment in the field of law enforcement. Eligibility is not limited to peace officers, but extends to the entire range of persons who make and enforce the law to include but not limited to peace officers, attorneys, judges, prosecutors and legislators who have performed an exceptional act or service beyond that normally expected.

The medal may be presented only to an individual and only once. The medal may also be presented posthumously. The obverse of the medal depicts a police badge design surmounted by a gold eagle with the SAR Badge below. The medal is accompanied by an enameled bar, suitable for wear on uniform, and a certificate for engrossing. A miniature medal is available.

The names of all recipients are published annually. Each awarding chapter and state society is requested to forward a short written description of the background and accomplishments of the recipients, together with dates, places and names. This should be submitted to National Headquarters, ATTN: Public Service and Heroism Committee and should arrive no later than June 1 each year.
12.3 Fire Safety Commendation Medal

The National Society, a state society or a chapter may present the Fire Safety Commendation Medal to an individual for accomplishments and/or outstanding contributions in an area of fire safety and service. The award is not limited to firefighters. It may be presented to recognize a variety of fire safety and service that has evolved into a highly technical and skilled profession with constant study, development and involvement by numerous dedicated citizens with a single goal - protect human life and property by preventing injuries or casualties due to fire and chemicals. It may be presented only to an individual and may be only presented once. The medal may also be presented posthumously.

The obverse of the medal depicts a fireman's badge with a flame in the center. The names of all recipients are published annually. Each awarding chapter and state society is requested to forward a short written description of the background and accomplishments of the recipients, together with dates, places and names. This should be submitted to National Headquarters, ATTN: Public Service and Heroism Committee and should arrive no later than June 1 each year.

12.4 Emergency Medical Service (EMS) Commendation Medal

The National Society, a state society or a chapter may present the Emergency Medical Services Commendation Medal, first authorized in 2005, to an individual for accomplishments and/or outstanding contribution in an area of emergency medical services. The award is intended for paramedics and certified Emergency Medical Technicians and others in the emergency medical field who have performed an act or service beyond that normally expected. It may be presented only to an individual and may be only presented once. The medal may also be presented posthumously.

The obverse of the medal depicts an EMS badge. The names of all recipients are published annually. Each awarding chapter and state society is requested to forward a short written description of the background and accomplishments of the recipients, together with dates, places and names. This should be submitted to National Headquarters, ATTN: Public Service and Heroism Committee and should arrive no later than June 1 each year.

12.5 Bronze Good Citizenship Medal

The Bronze Good Citizenship Medal, authorized in 1895, recognizes persons whose achievements are noteworthy in their school, community or state. It can be presented to both adults and minors by a chapter, a state society or the National Society and can be awarded to the same person multiple times. It is a multi-purpose award serving many functions. The following are some of the criteria for the award:

1. Persons who have made important contributions that are not as significant as those qualified for the Silver Good Citizenship Medal.

2. The outstanding high school student in his/her school considering both citizenship and scholarship. The exact criteria is at the discretion of the presenting authority, i.e., it could be presented to a senior or junior, for overall scholarship and citizenship; or to a student with the highest grades in history and the best record in citizenship, etc.
3. SAR members who have served in at least four of the leadership capacities covered under the Silver Good Citizenship Medal (see above) or who qualify by some outstanding achievement in their community. The medal should not be used to recognize service to the SAR.

A certificate, suitable for engrossing, is available. A miniature medal is available. The medal was originally designed as a medallion, but a ribbon and clasp were added in 1932 to convert it to a medal.

NOTE: Do not forget your 911 Operators who are an integral part of the Emergency Services process. While the SAR does not have a separate award for them, giving an outstanding 911 Operator in your community a Bronze Good Citizenship medal at the same time the others are presented would be very appropriate and appreciated.
13 Veterans Programs

The National SAR has a contest for veteran’s activities named the Stark Award. Instructions and compilation sheets for this competition are on the National website. The Texas Society has a Veterans contest named the John Bruce Stuart Memorial Veterans Award. The State rules and forms are the same as for the Stark award.

Suggestions on how to start and implement a Veterans program:

- Obviously, first you need a Veterans Chairman for your Chapter.
- If a local VA is nearby…….
  - If there is a Veterans facility nearby, contact the Volunteer Services. This can be an outpatient clinic as well as a full service facility. SAR members can be a registered volunteer or a guest volunteer. Registered volunteers have background checks, training, etc.
  - There are several districts in Texas that have quarterly meeting for volunteers. For each district the SAR may have a Representative and up to four deputy representatives. Contact TXSSAR Veterans Chairman for more information. At these meetings information is provided by upper management of needs, new programs, and opportunities at the VA facility.
  - Every item and service the SAR provides to the VA District is assigned a $ value. For every hour each SAR member volunteers at the VA facility we receive $15.00 in credit. Magazines, comfort items, clothes, food, etc are also assigned a $ value. Once a year the VA does a review with the Representative and goes over the contributions and discusses ways the SAR can help the VA.
- A Chapter does not have to have a VA facility nearby to have a Veterans program.
- There are several holidays that qualify for points if they are celebrated in conjunction with Veterans organizations. Patriots Day, Independence Day, Veterans Day, Memorial Day. Visiting a confined Veteran in a hospital, nursing home, or his home qualifies. Flag retirement with Veterans organizations. The question sometimes is how to be sure it is with a Veterans organization. Most Chapters have members that are either in the VFW, American Legion, DAV, etc. Veteran’s funerals attended receive points.
- The National Society has a War Service Medal, and Military Service medal available.
- One of the nicest medals is the Service to Veterans medal. This medal is earned. Once a member has achieved 5000 points he has earned this medal. After 3000 points he has earned an oak leaf. These points are cumulative as long as they are submitted to the chapter Veteran’s Chairman. Each year.
- Also available to present to any wounded veteran (or Purple Heart recipient) is the Wounded Warrior Coin and match certificate.
14 Community Activities

Several sections of this manual, including but not limited to, the Eagle Scout program, the ROTC programs, the joint DAR and/or C.A.R. activities, the oration, essay and poster contests, and the awarding of certain medals, have the potential of being presented as community activities.

Other suggestions:

a. Arrange with local school authorities for the awarding of Bronze Good Citizenship medals to qualified students. Arrangements with school authorities must be made in advance.

b. Consider sponsoring a Boy Scout troop.

c. Provide framed facsimiles of the Bill of Rights and the Declaration of Independence for public buildings, bus stations, schools, libraries, police, and fire stations.33

d. Support the program for dedicating SAR bronze grave markers for compatriots and/or Revolutionary Veterans.

e. Furnish capable and interesting speakers to schools, public meetings, graduations, and TV and radio stations, especially on patriotic holidays and anniversaries.

f. Participate in new citizen swearing in ceremonies. SAR Representatives should congratulate new citizens. Some chapters present mementos such as a U.S. flag.

g. If a veteran’s hospital is nearby, contact the appropriate officials and participate in the volunteer services.

h. The Chapter should take particular interest in local schools, especially relating to textbooks issued or recommended.

i. Compatriots who have served in the armed services during World Wars I and II, Korea, Vietnam, and Southwest Asia may purchase the SAR War Service Medal from National Headquarters. It is recommended that the Chapter formally present the medal at a meeting or other fitting occasion.

j. Check with local retirement homes. In most cases, they are very interested in speakers and programs that your chapter can provide to them, either one time or on an on-going basis.

k. Watch your local TV news and radio for announcements of veterans and active soldier funerals in your area. Paying your respects at these events is an honor and an experience.

The spirit of Patriotism and Americanism abounds while fulfilling all of these activities.

33 These facsimile copies are available from NSSAR Merchandise and are made to fit a standard 18 x 24 inch frame.
15 Personal Awards and Commendations

A prime activity within the Sons of the American Revolution, whether at the National, State, or Chapter level, is providing recognition and commendations for distinguished service by fellow members. These awards are presented in the form of medals, citations/certificates, plaques, and/or trophies.34

The broad categories for which they are given are for service in the armed forces, recognition of community service, as a reward within the SAR and DAR, and for heritage oriented youth activities. A sampling of these may be:

a. Rewarding the military personnel who are in or have had honorable service in the armed forces.

b. ROTC Cadet recognition for Leadership.35

c. Acknowledgment of good citizenship and outstanding service for the nation, state, or community.

d. Giving credit to outstanding law-enforcement officers and fire safety personnel.

e. Recognition of a DAR member for assistance in recruiting new SAR members or other service to SAR.

f. An award for bravery or heroic actions beyond the normal call of duty.

Awards at the chapter level are most often presented in the form of medals or certificates of appreciation. A source of pride for both the chapter and recipient, recognition of this type is strongly recommended as a chapter activity.

34 See NSSAR Handbook for complete list of awards.

35 See ROTC/JROTC Program topic for full details.
Chapter/Society Awards, Contests and Commendations

Every chapter in the state is eligible to compete in all contests if they meet the respective size requirements. There is something for everyone. All contests have been reviewed and criteria established to give the chapters equal opportunity to compete.

Any chapter that participates in a TXSSAR Competition and fails to meet the contest deadlines for entries may be subject to a penalty assessment. The contest chairman has the right to accept or reject the chapter entry due to non-compliance to the rules. However, the contest chairman may accept the entry, and choose to request (in writing) that the chapter be assessed 10 penalty points on its Outstanding Chapter Contest entry. The penalty assessment will be executed by the Chairman of Medals and Awards Committee.

16.1 TXSSAR Americanism Program

The purpose of the Americanism Program of the TXSSAR is to demonstrate the common objectives of all the Chapters and Societies of the NSSAR. These objectives are set forth in the Constitution of the National Society, and for the purposes of this document are paraphrased as follows:

“The objects of this Society are declared to be patriotic, historical and educational; more specifically to inspire the community-at-large with a more profound reverence for the principals of the government founded by our forefathers; to encourage historical research in relation to the American Revolution; to foster true patriotism and to support the institutions that encourage related activities.”

The Chapters of the TXSSAR should work to develop their Americanism Program for the benefit of all its members. However, the most important part of the program is recognition of the patriotic activities of the youth of the state. Next is the support of the institutions and adults that promote patriotic education, observance of national holidays, and recognition of outstanding citizenship. All Chapters are encouraged to develop an Americanism program and to actively participate in the associated events.

Entries are judged by a panel selected by the TXSSAR Americanism Committee. The selection is based upon the following rules and guidelines:

- Each Chapter President will use the official TXSSAR Americanism Criteria/Scoring Sheet and will record his own Chapter’s numerical grade based upon the criteria shown on the Scoring Sheet. The Chapter President certifies, by his signature, that the submission is correct.

- The scoring sheet, along with a copy of the Chapter President’s Annual Report (CPAR), must be in the hands of the Americanism Program Chairman no later than January 10th each year. The decision of the Judging Panel will be based on the data provided on the Scoring Sheet that can be confirmed by the CPAR and the Chapter Yearbook.

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36 Found in the CPAR (Chapter President’s Annual Report) package available on the TXSSAR website (www.txssar.org).
c. Special consideration will be given for additional Americanism related activities ("Other Patriotic Activities" on the Scoring Sheet) which are cross-referenced in the CPAR.

d. Chapters will be placed for judging in the appropriate group, based upon total membership as of December 31 of the previous year, as follows:

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<tr>
<th>Group 1</th>
<th>10 to 39 members</th>
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<tr>
<td>Group 2</td>
<td>40 to 99 members</td>
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<tr>
<td>Group 3</td>
<td>100 to 199 members</td>
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<tr>
<td>Group 4</td>
<td>200 and over members</td>
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</table>

Each Chapter is encouraged to be resourceful and use originality in the development and implementation of its Americanism program of activities. As a general guideline, the Committee feels that a comprehensive Americanism program of activities should include:

a. Two or more chapters within driving distance of each other sharing meetings together on occasion creates a lasting bond between compatriots. One member said, “I have always found it a learning experience to attend another chapter’s meetings.” When an upcoming meeting promises to have an exciting program, extend an invitation to compatriots in neighboring SAR, DAR, and C.A.R. chapters to come and attend. They will appreciate the invitation, and you will enjoy the exchange of friendship. The speaker will enjoy the sizable audience.

b. A gala joint affair co-hosted by SAR and DAR (and/or C.A.R.) which commemorates an historical event is another good time to share an event with outside compatriots.

c. Arrange with local school authorities for the awarding of Bronze Good Citizenship Medals to qualifying students. Arrangements with school authorities should be made in advance.

d. Consider sponsoring a Boy Scout Troop. Publicly endorse the Eagle Scout Program.

e. Provide framed facsimiles of the Bill of Rights and the Declaration of Independence for public buildings, bus stations, schools, libraries, police, and fire stations. The facsimile documents are available from NSSAR and are made to fit a standard 18 x 24 inch frame.

f. Support the program for the dedication of SAR bronze markers at the graves of compatriots and/or Revolutionary War Veterans.

g. Furnish capable and interesting speakers to schools, public meetings, graduations, forums, and TV and radio stations, especially on patriotic holidays and anniversaries.

h. Participate in new citizens’ swearing in ceremonies. SAR representatives should congratulate new citizens. Some chapters present them mementos such as an U. S. Flag.

i. If a veteran’s hospital is nearby, contact officials and participate in volunteer services as needed.

j. The Chapter should take particular interest in local schools, especially in the textbooks issued or recommended.
k. Compatriots who have served in the armed services during World Wars I and II, Korea, Vietnam, and the Middle East may purchase the SAR War Service Medal from National Headquarters. It is recommended that the Chapter formally present the medal at a meeting or other fining occasion. This or any other recognition of service to our country is an Americanism Activity.

The above suggestions, and there are many more equally good ideas for you to generate, make great publicity. Of more importance, the spirit of patriotism and Americanism abounds while fulfilling these activities. These are examples only, and the Committee wishes to emphasize that Chapters should not feel obligated to follow these suggestions, but should use their own imagination and resourcefulness for their particular program.

Again, the Scoring Sheet, along with a copy of the Chapter’s Annual Report (CPAR), must be in the hands of the Chairman of the Medals & Awards Committee no later than January 10th of each year.

16.2 The Liberty Bell Americanism Award
The intent of this award is to recognize nationally the chapters (by size group) with the most complete Americanism program. Activities should conform to the chartered purposes and to the type of activity suggested in the SAR Handbook.

Entry via the appropriate forms is required in order to compete for this award. All information and forms are available on the SAR web site (www.sar.org). These awards are presented by the National Society at an Annual Congress.

16.3 The John K. Harrell Children of the American Revolution (C.A.R.) Award
The John K. Harrell C.A.R. Contest and Competition Award was established by the San Antonio Chapter in memory of Compatriot John K. Harrell for his outstanding work and active participation in C.A.R. programs and activities at the Chapter, State, and National levels and in recognition of the strong relationship between the Sons of the American Revolution and the Children of the American Revolution.

Three chapter awards are presented annually at the TXSSAR Annual Conference based on C.A.R. activities documented in the CPAR submitted for the calendar year. The awards are presented in three categories:

- Group I (chapters with 25 or less members).
- Group II (chapters with 26-100 members).
- Group III (chapters with 100+ members).

Winning Chapters will receive a monetary award from the John K. Harrell fund established for this program. The amount received is to be used by the winning Chapter to further the Chapter C.A.R. Programs in recognition of their respective local T.S.C.A.R. Society.
Additional information, including specific criteria for judging, may be found on the TXSSAR web site (www.txssar.org).

16.4 The Adrian F. Drouilhet Award
This award was established in honor of Adrian F. Drouilhet, long time TXSSAR member, who served as the TXSSAR Secretary/Treasurer for a number of years.
The certificate and ribbon is awarded at each State Conference to the TXSSAR chapter which has taken in the most members under the age of fifty during the past year ending on March 1st of each year. The winner is determined by our TXSSAR Secretary based upon his records. No entry form is required.

16.5 The Col. Joe M. Hill Patriots Fund Contribution Awards

16.5.1 The Galveston Award
This award was established by the Galveston (now the Bernardo de Galvez) Chapter No 1. It is presented to the Chapter which has demonstrated outstanding participation in donations to the TXSSAR Col. Joe M. Hill Patriots Fund. “Outstanding participation” is not necessarily the number of donors from a chapter, the percentage of members participating, or even the total amount contributed. It is a combination of all of these.
The winner is selected by the TXSSAR President with the advice and recommendation of the TXSSAR Col. Joe M. Hill Patriots Fund Board of Trustees. No entry forms are required.

16.5.2 The Frank Watkins Award
This award was created by the Hill Country Chapter in honor of Compatriot Frank Watkins, a long-time member and tireless worker of the Texas Society. It is awarded annually to the chapter having the highest percentage of members contributing to the Col. Joe M. Hill Patriots Fund during the past year. Winners are selected by the TXSSAR Col. Joe M. Hill Patriots Fund Board of Trustees. No entry forms are required.

16.5.3 Col. Joe M. Hill Patriots Fund Streamers
Streamers are awarded annually to each chapter which has total contributions of at least one dollar more than their previous years’ contribution to the Col. Joe M. Hill Patriots Fund. The streamers are attached to the Chapter’s SAR Flag and displayed at each Chapter Meeting. Winners are selected by the TXSSAR Col. Joe M. Hill Patriots Fund Board of Trustees. No entry forms are required.
16.6 The Joe Hill TXSSAR Award

This award is given in honor of our Past TXSSAR Secretary/Treasurer and Past TXSSAR President Col. Joe M. Hill, Jr., and is given to each Chapter that attains 100% membership renewal of its members who were in the organization during the past year. Our goal is for every Chapter in the TXSSAR to receive this award each year.

Each year our State Society fights to remain first among the SAR State Societies in number of members. We will retain this position only with a lot of hard work among each of our local Chapters. Influencing a delinquent member to pay his dues amounts to the same, in numbers, as bringing in a new member. Perhaps your Chapter should have a Retention Committee as our State Society does. Calculations are made through March 1st and no entry forms are required.

16.7 The Marshall Hunter Attendance Award

This award is named for the Past President of the Captain William Barron Chapter and Registrar Emeritus of the TXSSAR. Two certificates are presented each year at the TXSSAR Annual Conference to the chapters with the highest average membership attendance at regular chapter meetings.

The groupings for the awards are as follows:

- **Group #1**: 10 to 99 members
- **Group #2**: 100+ members

Classification by membership is based on the Chapter total as of April 1 of the previous year. Only members of the reporting chapter may be counted. Other SAR members, guests, and prospective members are not eligible to be counted. The inclusive dates for the E. Marshall Hunter Trophy is the TXSSAR fiscal year.

The Marshall Hunter Attendance Award form should be submitted along with the Annual Chapter Activities Report each year to the Chairman of the Medals & Awards Committee.

16.8 The E. A. Limmer Award

This award was created by the Heart of Texas Chapter, was named for its benefactor, Compatriot E. A. Limmer, and is awarded at the TXSSAR Annual Conference.

The award is presented to the chapter having the greatest percentage of supplemental memberships completed and approved during the TXSSAR fiscal year, based on the number of members in the chapter as of March 1st of each year. No entry forms are required.

There are four chapter categories for this award based on the number of chapter members in order that the judging is fair to all in TXSSAR. The groupings are:

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37 Found in the CPAR (Chapter President’s Annual Report) package available on the TXSSAR website (www.txssar.org).
The James W. Looney Award

James W. Looney served as TXSSAR Americanism Chairman during the first year the Poster Competition was implemented statewide. James’ work on the project and his untimely death prompted the Americanism committee to propose and receive approval for the creation of an award in his memory. The award is given to the TXSSAR Chapter that sponsors the winning poster in the statewide competition.

Outstanding American History Teacher Program

The NSSAR Tom & Betty Lawrence American History Award will apply to the Texas Society Outstanding American History Teacher Program. The Tom & Betty Lawrence American History Award entry form, Texas Society Contest rules, Time Line, and Release form are available on the TXSSAR web site (www.txssar.org).

The Texas society winner will receive a substantial savings bond and will be automatically entered in the NSSAR contest.

The award for the NSSAR Tom & Betty Lawrence American Teacher contest winner is a trip to the Freedom Foundation Summer Teacher Graduate Workshop at Valley Forge, PA. This award includes tuition, room, and board provided through the Freedoms Foundation. A transportation allowance is also provided.

Complete entry requirements, rules, and deadlines can be obtained from the NSSAR web site (www.sar.org).

The Outstanding Chapter Activities Contest

The awards for this contest are given in four categories. Chapters will be placed for judging in the appropriate group, based upon total membership as of April 1 of the previous year, as follows:

<table>
<thead>
<tr>
<th>Group #1</th>
<th>10 to 39 members</th>
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</thead>
<tbody>
<tr>
<td>Group #2</td>
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<td>100 to 199 members</td>
</tr>
<tr>
<td>Group #4</td>
<td>200 and over members</td>
</tr>
</tbody>
</table>
Each Chapter President will use the Official Scoring Sheet\textsuperscript{38} and will prepare his own Chapter’s score based on the numerical values outlined on the Scoring Sheet. Qualifying chapter activities are those taking place between the Sunday after the TXSSAR Annual Conference through the Saturday of the next TXSSAR Annual Conference.

PLEASE NOTE - no proof is required to be submitted. Each Chapter President, however, is required to certify, by his signature, that the submission (by 1 March) is correct. By this time it should be known how many members will be attending the TXSSAR Annual Meeting and whether the Chapter will submit a Yearbook for the TXSSAR Yearbook Contest. Scoring is based on the activities with the primary Chapter. No dual memberships, no other patriotic societies - SAR only. The exceptions are activities with the DAR-C.A.R.

The Scoring Sheet, along with a copy of the Chapter President’s Annual Report (CPAR), must be in the hands of the Chairman of the Medals & Awards Committee not later than 10 January.

\textbf{16.12 The Ross L. Shipman Award}

This award is named after Compatriot Ross L. Shipman, past President TXSSAR, and is for the best Chapter Newsletter submitted to the TXSSAR for the Award.

In order to qualify for this award, a chapter must issue a minimum of four (4) issues per year. Newsletters are judged in three categories: single-sheet, multi-sheet, and electronic. All issues for the year should be sent to the Editor of the Texas Compatriot immediately after each publication date (electronic newsletters may be sent via email attachment or notification of web site posting). Additional information, including specific criteria for judging, may be found on the TXSSAR web site (www.txssar.org).

\textbf{16.13 The Hartzell O. Stephens Award}

This award is given in honor of Compatriot Hartzell 0. Stephens for his long and dedicated service to our Texas Society in the recruitment of new members and in his untiring efforts to establish new Chapters.

It is awarded annually to the individual who sponsors the most new members in the TXSSAR during the past year based on membership statistics maintained by the TXSSAR Registrar. No entry forms are required.

\textbf{16.14 The Wilbur S. Strong Award}

This award is named for the late Wilbur S. Strong, VP for Expansion at the time of his death. This award is given to the chapter formed during the past TXSSAR year having the highest score on the outstanding Chapter Contest entry.

\textsuperscript{38} Found in the CPAR (Chapter President’s Annual Report) package available on the TXSSAR website (www.txssar.org).
16.15  **The John Bruce Stuart, Jr., Memorial Award**

This award is named after John Bruce Stuart, Jr., of the Plano Chapter. Bruce was their Historian for several years and suddenly passed away in 1997. Bruce was very active in the community and was known around the area as “Mr. Volunteer.”

This award, authorized in 1988, memorializes those brave men who continue to stand in the forefront to preserve the freedoms our patriotic ancestors fought so long and hard to achieve, and to recognize outstanding chapters of the TXSSAR for their participation in Veterans Committee activities.

The period of program activities will be from January 1 through December 31. The chapter should report details of activities to the Chairman of Medals and Awards by February 1st. Submittals will be judged by the Veterans Committee.

The John Bruce Stuart, Jr. Memorial Award will be given to the chapter with the most outstanding Veterans Program. The remaining three population classifications will receive a certificate for the best Veterans Program in their classifications.

The rules of the contest are the same as the National USS Stark Award. See the NSSAR web site (www.sar.org) for current scoring sheet, guidelines, and additional information.

16.16  **The Robert B. Vance Website Award**

The Robert B. Vance Website Award is a national award presented during the National Congress. It includes artwork which can be displayed on the winning website.

A chapter must submit an entry form in order to be considered for this award. The entry form and other information can be obtained from the NSSAR web site (www.sar.org) Forms page.

16.17  **The Col. Karl E. Wallace Award**

This award is given by the TXSSAR in honor of the Past President of our Society, Col. Karl E. Wallace.

It is given annually at the State Conference to the Chapter which has had the largest percentage membership increase during the past year. Calculations are made through 1 March each year. The award is a trophy which has the winning Chapter’s name engraved on an attached plate. No entry forms are required.

16.18  **TXSSAR Yearbook Award**

This is a TXSSAR award given to the Chapter which presents the best Yearbook at the Annual State Convention.

The award is a trophy which is kept by the winning Chapter for a period of one year.

This award was established by the Board of Managers and the judging is performed by the TXSSAR Yearbook Committee, which is appointed by the State President.
Chapters presenting a yearbook may use this same yearbook as a part of the requirements of the Texas Society Outstanding Chapter Activities Contest and Americanism Contest. Those Chapters wishing to be considered for this award must bring their yearbooks to the annual State Convention and place them on the designated table no later than the close of registration on Friday afternoon of the Convention. Chapters are encouraged to bring their yearbooks, whether they desire to compete for any other contest, or not.

Check with the Chairman of the TXSSAR Archives/History/Yearbook Committee for current scoring criteria.
AT EVERY MEETING OR EVERY MONTH -

1. Ask all attending the chapter meeting to share any activity they attended or participated in since the last meeting (based on meeting time constraints).

2. Memorialize any chapter member and/or state or national officer who may have passed away since the last meeting – a moment of silence is appropriate after the Invocation.

3. Send copies of Chapter Newsletter to all members, District VP, State Officers, State Newsletter Editor, Local DAR Regents, Local C.A.R. Presidents, and other non-member supporters of the Chapter.

4. Submit articles and pictures to the respective Editors of the State and National Magazines. Deadlines for these publications are as follows:

<table>
<thead>
<tr>
<th>Issue</th>
<th>Texas Compatriot</th>
<th>SAR Magazine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>April 15</td>
<td>April 15</td>
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<tr>
<td>Summer</td>
<td>June 15</td>
<td>July 15</td>
</tr>
<tr>
<td>Fall</td>
<td>September 15</td>
<td>October 15</td>
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<tr>
<td>Winter</td>
<td>January 15</td>
<td>January 15</td>
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JANUARY -

1. Submit copies of the Chapter President’s Annual Report (CPAR) to the TXSSAR Americanism Contest Medals & Awards Chairman, your Dist. Vice President, and the National Contest Chairman before January 10 (due date). Many other state and national award scoring sheets are also due with the CPAR and are included in the CPAR package.

2. American History Teacher, Enhanced (J)ROTC, and C.A.R. Essay Contest entries are due to the chapter this month. The Rumbaugh Oration Contest winner should be determined by the local chapter this month. Take appropriate action to ensure that all required materials and actions are received/taken on time.

FEBRUARY -

1 Get contact information for TXSSAR Officers from the TXSSAR web page (www.txssar.org) and for National Officers from the NSSAR web page (www.sar.org).

2 See the Chapter Action Outline and specific contest/award documents available on the TXSSAR web (www.txssar.org) site and NSSAR web site (www.sar.org) for specific dates.
1. Americanism Poster and Eagle Scout contest entries due at the chapter this month.³

2. Chapter winners for Knight Essay, Enhanced (J)ROTC, American History Teacher, Eagle Scout, Rumbaugh Oration, and C.A.R. Essay Contests are due with the appropriate TXSSAR committee chairman.⁴

3. Patriotic Holiday - Presidents Day (February 22).

MARCH -

1. Attend State Convention along with as many of the Chapter Officers and Past Presidents as possible. Bring Americanism Poster Contest entries and Chapter Scrapbook for respective contests.

2. At Chapter meeting, recount activities, report Society actions, etc. that occurred at the State Convention.

3. Conduct annual chapter memorial service.

4. Complete the NEWLY ELECTED CHAPTER OFFICERS REPORT (complete in the appropriate month if your chapter doesn’t install officers in March) and send to (with copy to all chapter officers):
   a. State Corresponding Secretary.
   b. District VP.

5. Re-check current Chapter Membership with State Secretary and Chapter Secretary and make corrections immediately. Verify paid, non-paid, and deceased members. Notify State of all corrections and verify the National master list with the State list for your chapter.

6. Read through the NSSAR handbook for items relevant to the President’s position and begin planning sessions for the year ahead, using the event calendar as a guide.

7. Appoint special committee chairmen:
   a. Membership Chairman
   b. Sgt. at Arms/Meeting Greeters
   c. DAR/C.A.R. Liaison
   d. School District Liaison
      1. Gather names for student Good Citizenship and ROTC Awards.
      2. Identify Contacts for Contests (Speech Teacher, ROTC instructor, etc., and turn over to respective Contest Chairman.

³ Ibid.
⁴ Ibid.
Appendix A - Chapter President’s Planning Guide and Calendar

e. Promotions, Special Events, & Publicity Director(s)
   1. Set up local resources, i.e., Newspapers, Cable TV, etc., to make meeting announcements.
      a) Grave Markings
      b) Veterans Activities
      c) Special dates and holidays observances
8. Appoint Contest Chairman - Poster, Oration, Essay, Outstanding History Teacher, ROTC, Eagle Scout & Flag Certificate(s). Have them obtain current information from the TXSSAR and NSSAR web sites.
9. Contact all members who have not paid dues and commence with reinstatement.

APRIL -

1. Start presenting student Good Citizenship and ROTC Awards.
2. Get information on National Congress to members.

MAY -

1. Finish making student Good Citizenship and ROTC presentations.
2. Finalize plans to attend the National Convention in June.

JUNE -

1. Patriotic Holiday - Flag Day (June 14). As part of the Flag Day celebration, give Flag Certificates to people and organizations in the community. Count them and report them on the annual report.

JULY -

1. Attend National Convention.
2. Announce TXSSAR Board of Managers Meeting to be held next month.
3. Patriotic Holiday - Fourth of July.
Appendix A - Chapter President's Planning Guide and Calendar

AUGUST -
1. Recheck the TXSSAR and NSSAR web sites for updated contest dates and requirements if your chapter had a summer meeting hiatus.
2. Contact area schools for permission to distribute SAR contest materials and get contacts for doing so. Don't forget to include private schools and home school organizations.

SEPTEMBER -
1. Start the selection process of candidates for Public Service Awards.
2. Select schools or local governments to receive framed documents of Bill of Rights, Constitution, flags, etc.
3. Organize a joint SAR/DAR/C.A.R. luncheon or "High Tea" with a special program of patriotic music and a guest speaker.
4. Organize a joint SAR/DAR/C.A.R. reading of the Bill of Rights on the steps of City Hall, the County Court House, or the State Capitol (all participants dressed uniform or period costume).
6. Patriotic Holiday - Constitution Week (September 17)

OCTOBER -
1. Announce TXSSAR Board of Managers Meeting to be held next month.

NOVEMBER -
1. Attend TXSSAR Board of Managers Meeting.
2. Participate in community Veterans Day celebration. If your community has none, help organize it.
3. Patriotic Holidays - (2) Veterans Day (November 11) and Thanksgiving

DECEMBER -
1. Recheck all information for Youth and other contests and awards as most will have deadlines of some sort in the month of January. Re-ensure that all deadline information has been relayed to the appropriate participants.
2. Collect and deliver materials to Veterans Hospital for Christmas.
3. December 31 is the end of the fiscal year for the Eagle Scout Boards. The Chapter Eagle Scout Chairman should be working with the local Eagle Scout District to get names and addressees of scouts passing boards this calendar year.

4. Patriotic Holidays - Bill of Rights Day (December 15), Your Chapter Anniversary (Month & Date of Charter), TXSSAR Anniversary (founded December 8, 1896).

NOTE: Write into the calendar (on the appropriate month) the anniversary date of your chapter as a Patriotic Holiday and celebrate with recognition of past chapter presidents, special memorial service, birthday cake, etc.
Appendix B – Sample Constitution and Bylaws

18 Appendix B - Sample Constitution and Bylaws

TEXAS SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION, INC.
___________________CHAPTER NUMBER_____

CONSTITUTION

ARTICLE I - NAME

The name of this Chapter shall be_____________________________________________
Number __________, of the Texas Society of the Sons of the American Revolution, Inc.”
hereinafter referred to as the “Chapter” and as “TXSSAR, INC.”.

ARTICLE II - OBJECTS

The objectives of this Chapter are declared to be patriotic, historical, and educational and shall
include those that are 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 relative to the
American Revolution; to acquire and preserve the individual service records of the patriot of the
War and the wartime documents, relics and landmarks; to mark the scenes of the Revolution by
appropriate memorials; to celebrate the anniversary of prominent events of the War and of the
Revolutionary period; to foster true patriotism; to maintain the extend the institutions of
American freedom, and to maintain the extend the institutions of American Freedom, and to
carry out the purposes expressed in the Preamble of the Constitution of our Country and the
injunctions of General Washington in his farewell address to the American people (See NSSAR
Constitution, Part I, Article II Objects).

ARTICLE III - MEMBERSHIP

Any man shall be eligible for membership in this Chapter who, being of the age of eighteen or
over, and a citizen of good repute in the community, is the lineal descendant of an ancestor who
was at all times unfailing in loyalty to, and rendered assistance in the cause of American
Appendix B – Sample Constitution and Bylaws

Independence, as defined by the NSSAR Constitution Part I, Article III. Such member shall be designated officially as “Compatriot.” Furthermore, he shall fulfill the requirements outlined in Section I of the By-Laws of this Chapter.

ARTICLE IV - ORGANIZATION

The State Society is a Corporation, incorporated in the State of Texas as a non-profit organization. This Chapter, like other State Chapters, is a constituent part of the Incorporated State Society. As such, this Chapter is a subordinate local body organized by the TXSSAR, INC. for the purpose of carrying out the objects of the Texas Society.

The period of duration of this Chapter is perpetual; however, upon surrender, forfeiture, or revocation of the Chapter’s Charter, the Board of Managers of TXSSAR, INC. pursuant with the State Society Constitution Section 6, Article VIII, shall act as trustee and take over the real and/or personal property owned and held by this Chapter at the time of its dissolution.

Notwithstanding any other provision of the By-Laws, this Chapter shall not carry on any activities not permitted to be carried on by (A) a corporation exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law; or (B) a corporation whose contributions are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States Internal Revenue Law.

Notwithstanding any other provisions of the By-Laws, the purposes for which this Chapter is organized are exclusively charitable and educational within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

It is understood that the TXSSAR, INC. has unilaterally decided to be self-insured insofar as liability insurance is concerned. It follows that this Chapter also has no liability insurance to cover any liability or responsibility for such matters, for members and officers acting in pursuit of business of the Society.

ARTICLE V - OFFICERS

The officers of this Chapter shall consist of a President, Vice-President, Secretary-Treasurer, Registrar, and Chaplain. The President shall appoint the Registrar. The above named officers, together with the immediate past President, shall comprise the Chapter Board of Managers. Duties of the Chapter Officers are outlined in the By-Laws of this Chapter.

All nominations of officers shall be made from the floor. Nominations made by a committee appointed for such purposes shall be considered nominations from the floor. Officers shall be elected by majority vote of the members present at the annual meeting of the chapter (February or March regular meeting), and shall hold office for a period of one year following their installation (March or April regular meeting).
ARTICLE VI - MEETINGS

Regular meetings shall be scheduled monthly, normally on the third Saturday of each month, with the first meeting in February or March, (when the officers are elected) and the last meeting in January or February. Notification of the time, date, and place of the meeting shall be made by mail or telephone in advance of the meeting.

Conduct of the meeting shall follow procedures outlined in the SAR Handbook as applicable. Members are welcome to bring guest(s), and are responsible for any cost incurred for themselves and their guest(s). Compatriots from other SAR Chapters, DAR ladies, and C.A.R. are welcomed guests, providing they defray any costs related to their attendance. Fees for guest speakers are prohibited, except for the cost of the speaker’s meal, which shall be borne by the Chapter.

The President may call special meetings, with proper advance notice. In the event of his inability or incapacity to perform his duties, a majority of the Chapter Board of Managers may call special meetings to transact Chapter business as required.

Regularly scheduled meetings and special meetings may be held without a quorum. However, Chapter business transactions shall require a quorum; such quorum shall comprise a minimum of ten percent of the Chapter membership but not less than five members in good standing.

The official Chapter year shall commence April 1, immediately following installation of officers, and end on the succeeding March 31.

ARTICLE VII - AMENDMENTS

The articles of this Constitution may be amended at any regular business meeting of the Chapter by a three-fifths vote of the members present, said amendment having been proposed at the preceding regular business meeting.
TEXAS SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION, INC.
CHAPTER NO. ____________, TXSSAR, INC.

BYLAWS

ARTICLE I - MEMBERSHIP

Application for membership in TXSSAR and NSSAR shall be made through this Chapter and sponsored by two members of this Chapter in good standing. Procedures for membership are outlined in the Constitution and By-Laws of the NSSAR and the TXSSAR shall control. The expulsion of any member from this Chapter will require that the same procedures and rules outlined in Article X of the TXSSAR Constitution be followed.

ARTICLE II - FEES AND DUES

Initiation fees and annual dues are established by the National and State Societies. Dues are invoiced and collected in accordance with TXSSAR policy. The TXSSAR returns portions of the funds collected to the Chapter to defray operating expenses of the Chapter.

ARTICLE III - OFFICERS

PRESIDENT
The President will be the official executive officer of the Chapter and will be responsible for calling and conducting meetings. He will appoint the Chairman and members and be a member ex-officio of ALL committees; be responsible for the budget; represent the Chapter in public; preside at Chapter Board of Managers’ meetings; maintain general supervision over the affairs and business of the Chapter; and is responsible for all assets of the Chapter.

VICE-PRESIDENT
The Vice-President shall, in the absence of the President, assume the duties of the President’s Office and shall be Co-Chairman of the Programs Committee.

SECRETARY-TREASURER
The Secretary-Treasurer shall be responsible for maintaining the official records of the Chapter; for recording the minutes of all meetings in a neat and legible manner; for keeping the register of all members, for advising State/National of the membership; for notification of all meetings; for conducting the correspondence of the Chapter; for collecting, safekeeping, and depositing all
Appendix B – Sample Constitution and Bylaws

funds of the Chapter; for disbursing funds only with the prior approval of the President; for filing the required state and/or federal tax reporting; for maintaining the financial records in ready form for an audit at any time; and in the absence of the President and Vice-President shall preside over Chapter meetings and shall be Chairman of the Budget Committee.

REGISTRAR
The Registrar shall receive all new applications for membership, examine the applications for completeness, and forward the required copies and related documentation to the State Registrar; maintain records of all applications received, dates of receipt and mailing to the State Registrar, and results of interim actions ending in final approval of the memberships; maintain a membership roster which will include deaths, transfers, dual memberships, dues payments, delinquencies, and a copy of each individual member’s record, application, NSSAR number, and TXSSAR number.

CHAPLAIN
The Chaplain shall assist in meetings by being prepared to offer an invocation and a benediction, proper on such occasions; is the “friendship” Chairman of the Chapter, making every effort to stay informed of the health, illness, birthday, wedding anniversary, hospitalization, death, or misfortunes of Chapter members and their families and respond with appropriate expressions that will evidence the Chapter’s concern; and visits with each new member, answering any questions concerning the SAR and generally making the new member welcome into the Chapter.

ARTICLE IV - CHAPTER BOARD OF MANAGERS
The Chapter Board of Managers shall be the custodian of all Chapter assets and shall have charge of and manage the business and affairs of the Chapter; prepare a budget to allocate monies for desired programs and activities; and be responsible for subsequent performance against that budget.

The President and other elected officers, plus the immediate Past President shall comprise the Chapter Board of Managers and shall meet at such frequency as called for by the President.

ARTICLE V - INSIGNIA
Chapter officers and members are entitled to wear any of the various medals of the Society as prescribed by pertinent regulations of the NSSAR. All insignia shall be purchased by the member and shall not be for the Chapter’s account except for the SAR rosette which is given to each new member as part of the ceremony welcoming him into the Chapter membership.
ARTICLE VI- AMENDMENTS

These By-Laws may be amended at any regular business meeting of the Chapter by a three-fifths vote of the members present provided that a quorum exists and further provided that the said amendment was proposed at the preceding regular business meeting.
Appendix C - Texas Sales and Use Tax Exemption Certification

19 Appendix C - Texas Sales and Use Tax Exemption Certification

TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency

Address (Street & number, P.O. Box or Route number) Phone (Area code and number)

City, State, ZIP code

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller:

Street address: _________________ City, State, ZIP code: _________________

Description of items to be purchased or on the attached order or invoice:

________________________________________________________________________

________________________________________________________________________

Purchaser claims this exemption for the following reason:

Non-profit Corporation exempt under Section 501(c)(3) of the Internal Revenue Code.

________________________________________________________________________

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax: The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser: ______________________ Title: ______________________ Date: _________________

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.
Family Books are often submitted as a part of proof of bloodline with an SAR application. The Society accepts them with reservations. The family hook must cite its sources, i.e., Wills, Family Bibles, Direct interviews with family members.

A well-documented family book is a god-send to an SAR member. It tells where the information came from and who has it. When submitted as a part of the bloodline proof, it can stand alone with little other supporting documentation.

Unfortunately, I see too many of the opposite type submitted. Generation after generation with full birth, death and marriage dates back to the 1700s. No sources are cited and the editors of the book you soon discover compiled it from unsupported family sheets. Often when I call the applicant and ask for additional proof, I get an incredulous “It’s in the book, it has to be right.”

My own family book was accepted by my parents as the bible about one of my lines. I grew up knowing I was descended from Robert Morris and was a direct relative of Mark Twain. When I began researching that line, I discovered that the dates for the founding members were completely wrong, the county cited as the marriage place was not the county were the license was recorded and that the story in the book about the founder’s parents was just that, a story. No historical record exists to support the persons or events cited. One member was said to have been a first cousin of Mark Twain (not true) and another a boyhood friend with the James Brothers (unlikely) and on and on. My Morris line goes back further than that of Robert Morris in America and no connection yet. Family myths and stories are not proof.

Another thing that happens to me is the “I called National and the book is in the library or in the DAR library.” Being in the library at Louisville or Washington DC does not mean it is an accepted source. I know lots of work goes into an application. I know finding a family book makes the proof look better but unless that information is accurate and supportable in the historical record of this county, it is useless.

Finally, the point of this little paper is to alert you, the sponsor, registrar or genealogist to the need to assure that the family book submitted can stand on its own. If it cannot, ask the applicant for additional proof of the bloodline for which there is only the unsupported information in the family book.
Appendix E – Flag Protocol

21 Appendix E - Flag Protocol

The proper care and use of the Flag of the United States of America is the responsibility of every member of the Sons of the American Revolution, and every citizen of the United States of America.

The following information on flag protocol is taken from the United States Code as revised by the 1st Session of the 99th Congress in 1985:

During rendition of the National Anthem when the Flag is displayed, all present except those in uniform should stand at attention facing the Flag with the right hand over the heart. Men not in uniform should remove their headaddress with their right hand and hold it at the left shoulder, and the hand being over the heart. Persons in uniform should render the military salute at the first note of the anthem and retain the position until the last note. When the Flag is not displayed, those present should face the music and act in the same manner they would if the Flag were displayed there.

The Pledge of Allegiance to the Flag, “I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.” should be rendered by standing at attention facing the Flag with the right hand over the heart. When not in uniform, men should remove their headaddress with their right hand and hold it at the left shoulder, the hand over the heart. Persons in uniform should remain silent, face the Flag, and render the military salute.

21.1 Display of the Flag

- It is the universal custom to display the Flag only from sunrise to sunset on stationary flagstaffs in the open. The Flag should be hoisted briskly and lowered ceremoniously.

- The Flag, when carried in a procession with another flag or flags, should be either on the marching right, that is, the Flag’s own right, or, if there is a line of other flags, in front of the center of the line.

- The Flag should not be displayed on a float in a parade except from a staff.

- No other Flag or pennant should be placed above or, if on the same level, to the right of the Flag of the United States of America, except during church services conducted by Naval Chaplains at sea, when the church pennant may be flown above the Flag during church services for the personnel of the Navy.

- The Flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the Flag’s own right and its staff should be in front of the staff of the other flag. The Flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states or localities or pennants of societies are grouped and displayed from staffs.
Appendix E – Flag Protocol

- When displayed either horizontally or vertically against a wall, the union should be uppermost and to the Flag’s own right, that is, to the observer’s left. When displayed in a window, the Flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

- When the Flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street, or to the east in a north and south street.

- When used on a speaker’s platform, the Flag, if displayed flat should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the Flag of the United States of America should hold the position of superior prominence at the clergyman’s or speaker’s right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.

- The Flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as a covering for a statue or monument.

- The flag when flown at half-staff should be first hoisted to the peak for an instant and then lowered to the half-staff position. The Flag should be again raised to the peak before it is lowered for the day. On Memorial Day, the Flag should be displayed at half-staff until noon only, then raised to the top of the staff.

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

21.2 Respect for the Flag

- No disrespect should be shown to the Flag of the United States of America; the Flag should not be dipped to any person or thing. Regimental colors, state flags, and organizational or institutional flags are to be dipped as a mark of honor.

- The Flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.

- The Flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

- The Flag should never be carried flat or horizontally, but always aloft and free.

- Bunting of blue, white and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker’s desk, draping in front of the platform, and for decoration in general.

- The Flag should never be used for advertising purposes in any manner whatsoever.
Appendix E – Flag Protocol

- No part of the Flag should ever be used as a costume or athletic uniform. However, a Flag patch may be affixed to the uniform of military personnel, firemen, and members of patriotic organizations. The Flag represents a living country and is itself considered as a living thing. Therefore, the lapel Flag being a replica, should be worn on the left lapel near the heart.

- The Flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

- Hoisting, lowering, or passing of the Flag. During the ceremony of hoisting or lowering the Flag, or when the Flag is passing in a parade or in review, all persons present except those in uniform should face the Flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the Flag in a moving column should be rendered at the moment the Flag passes.
22 Appendix F – Flag Certificates

The Flag Certificate, authorized in 1987, is presented to individuals, companies, schools and government agencies that fly the United States flag for patriotic purposes only. It is not to be given to any commercial enterprise that obviously flies it for advertising purposes.

It can be presented by a chapter, state, or the National Society. The certificate has a line in the lower left corner for the name of the appropriate organization to be embossed. It also has a line for appropriate president to sign, and a line for the Flag Chainman - this is typically the person that recommends or presents the certificate.

States having over 50% of the chapters in that state that award Flag Certificates during the calendar year are eligible for the Furlong award to be presented to them by NSSAR.
23 Appendix G - NSSAR/TXSSAR Rules of Protocol

**GENERAL:** The observance of established rules of protocol will increase the prestige and dignity of SAR functions. The basic principles of protocol are to observe rules of ranking of office, courtesy, and sound judgment. The first two principles are addressed specifically, but sound judgment permeates throughout.

**RANKING OF OFFICES:** The President General is the ranking officer of the National Society and should be regarded as the guest of honor at all SAR functions. The State Society President is the highest ranking officer in his state society and should receive such recognition. In his state, he outranks the Vice Presidents General. The Chapter President is the ranking officer of the chapter and the ranking principle applies at chapter functions. In the sequence of seniority, the National Society is first, the State Society is second, followed by the Chapter.

The ranking of National Society officers is as follows:

President General, Former Presidents General, Vice Presidents General, Secretary General, Treasurer General, Registrar General, Historian General, Chancellor General, Chaplain General, Surgeon General, Genealogist General, Librarian General, National Trustees, and Alternate Trustees.

The ranking of State Officers is as follows:

President, Former Presidents, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer, Registrar, Chancellor, Genealogist, Chaplain, Historian, Vice President for Expansion, District Vice Presidents, Chairman of the Council of Chapter Presidents, former National Officers, and State Officers Emeritus.

**COURTESY:** A guide of precedence for a possible State Society function is as follows:

- State Society President
- President General
- Governor of the State (or his/her representative)
- United States Senator
- United States Congressman
- Mayor of City
- Former Presidents General
- National SAR Officers in order of Seniority
- Visiting State Society Officers
- Former State Presidents
- Active Host State Society Officers
- Former National Society Officers
- Former State Society Officers
- Emeritus State Officers
- National Presidents of other organizations or societies
- State Presidents of other organizations or societies
**SEATING ARRANGEMENTS:** At Texas Society functions, the State Society President, as the presiding officer, occupies the center place. The highest ranking officer is on his right, the next ranking on his left, following the precedence as given above.

At luncheons and banquets, the number of people attending should determine the size of the head table\(^1\) in a reasonable ratio to the assemblage. If ladies are to be included at the head table, the ladies and gentlemen should be seated alternately. If possible, a lady should not be seated in the last chair at either end of the table. Front table(s) may be reserved for spouses of persons at the head table, and other personages as required.

**GREETINGS and RECOGNITION:** The highest ranking guest should be introduced and allowed to “bring greetings” with others in order of precedence. It is wise to limit the number of greetings. It is unfair to the speaker and to the audience to have lengthy and numerous greetings. In many cases a quick recognition will suffice. When introducing the head table or other special reserved tables, an announcement should be made to withhold applause until all introductions are completed.

**REQUESTS FOR VISITS BY THE PRESIDENT GENERAL:** Requests for visits by the President General should be made:

a. As soon as possible after his election. His schedule is normally set by September.

b. A letter of invitation should be sent to the President General with a copy to the Executive Director.

c. The President General will attempt to visit each of the Districts of the National Society during his term of office. Vice Presidents General of the contiguous districts should confer to coordinate the invitations to the President General to allow the best coverage and to minimize travel duplications.

d. The President General and his wife, if she accompanies him, are always guests of the inviting State Society or Chapter. The host organization will arrange and pay for all hotel, meals, and local travel accommodations.

An officer of the host organization should act as aid to the President General during all public activities. The President General’s wife should always have a host companion whenever she is not accompanying her husband. In short, these are the most honored guests of the event and should never have to “fend” for themselves, from the time that they arrive (by plane or car) until they depart.

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\(^1\) If there is no head table, the State Society President and the host Chapter President should be seated at table #1 along with the most senior ranking visitor. A State Officer and a Chapter Officer should be seated at each additional table if possible.
REQUESTS FOR VISITS BY THE STATE PRESIDENT: Requests for visits by the State President should be made as soon as possible after he has been installed into office, or even during his term as the President-Elect, if plans are, or can be made, that far in advance. This permits him to arrange his visits so that several visits may be made in succession, such as a duel visit as the one that they arrange between the Texas Tech and the Panhandle Plains Chapters. This also permits the President to prepare an itinerary for publication by the TXSSAR Corresponding Secretary for distribution to Chapter Presidents. It also permits the District Vice Presidents to arrange their schedules so that they may be present at meetings in their District, which are to be attended by the State President.

State Presidents appreciate written invitations, and it facilitates their planned movements. Telephone contacts should be provided to assist the State President should he have questions or need assistance. As he visits, as invited, the State President should be accorded all rights and privileges accorded his position. He should be the focus of the meeting and present the program. The State President and his wife, if she accompanies him, are always the guests of the inviting chapter. Chapters may assist with making overnight arrangements, if asked, but are not expected to fund them. Some members offer accommodations in their homes which is greatly appreciated, but is not always accepted because of various reasons. Compatriots who make such offers are very kind and gracious, but it is not expected or required.

The written invitation to the State President should include the time and place for the meeting, the purpose of the program or meeting, if evening dress or other special attire is required, and if there is to be a receiving line or any other special function in which you want him to participate. In a receiving line, the Chapter President, as presiding officer, and his wife should head the line with the State President and his wife next to them so that he may introduce the guests to the State President. The remainder of the receiving line should be in the order of precedence as given above.

The State President and his wife are to be escorted to the head table last, with everyone standing in respect for the office. The presiding officer then conducts the usual formalities.

QUESTIONS REGARDING THE RULES OF PROTOCOL: If a Chapter has questions regarding the above listed Rules of Protocol, it should contact their District Vice President.
Appendix H – Suggested Etiquette for Invited Speakers

24 Appendix H - Suggested Etiquette for Invited Speakers

- Assign a host to work with the speaker from the beginning.
- Be sure everyone clearly understands what the subject of his speech is expected to be. It is disconcerting to arrive prepared to do one presentation only to learn that your audience is expecting something else.
- Be sure the financial arrangements are clearly understood by both parties.
- If a speaker is coming for “expenses only”, that means lodging, transportation, and meals. Mileage is usually somewhere in the 21 to 30 cents per mile range. Food is usually calculated at $20.00 per day and the days include travel to and from the meeting.
- Be sure a check is given to the speaker prior to the program or at least immediately thereafter.
- Speakers always appreciate an “honorarium” in addition to expenses. Remember, this person has donated his/her time in preparing a program, and in traveling to and from your meeting.
- Especially if your speaker is traveling alone, invite him/her to have a meal prior to or if more convenient, after the program - with the host or chapter members.
- Inquire if the speaker prefers lodging in a hotel/motel or in a private home. Most speakers prefer hotel/motel accommodations.
- Remember hospitality. No matter the financial arrangements, this person is doing you and your chapter a favor, likely coming from a distance to present a program.
- Alert your greeters at the door to look for and meet him when he arrives.
- Prior to the meeting, check with the speaker to see if he requires any audio/visual aids, such as blackboard, overhead projector, etc.
- Have someone help the speaker carry any paraphernalia into the meeting room and back to his/her car after the meeting.
- Be sure the speaker is aware of time limitations and time requirements for the speech and how it fits into the overall agenda.
- Have someone offer to help distribute handouts or giveaways.
- Be sure the guest knows the location of the rest room.
- The introduction is very important. Most speakers have resumes. It is not fair to your audience not to let them know who is to speak to them. Spend at least a few minutes to acquaint yourself with the speaker and familiarize yourself with his resume.
- Be sure to pronounce his/her name correctly.
- Be sure there is a podium and microphone (if the room is large).
- Be sure there is a glass of water handy to the speaker.
- Make sure to provide your guest speaker with a SAR Certificate of Appreciation afterwards.
- Send the speaker a nice follow up “thank you” note for a “job well done.”
- It all boils down to SIMPLE COURTESY. Simple kindness is all that is required. Put yourself in the shoes of your speaker and treat him/her accordingly.
25 Appendix I - Patriotic Days to Celebrate or Observe

1. Washington’s Birthday                                      February 22
2. Patriots’ Day (Battle of Lexington & Concord)              April 19
3. Loyalty Day (enacted in 2007 by Public Law 85-529)         May 1
4. Memorial Day                                               May 30
5. Flag Day                                                   June 14
6. Independence Day                                           July 4
7. Constitution Day                                           September 17
8. Victory at Yorktown                                         October 19
9. Veterans Day                                               November 11
10. Bill of Rights Day                                         December 15
11. YOUR Chapter Anniversary Date                             
12. TXSSAR Anniversary                                         December 8
26 Appendix J – The Continental Line – News for New Members

26.1 Organization

Your new Compatriots in the Sons of the American Revolution welcome you. We are a group of men who have established a lineal descent from a Patriot who was loyal to and rendered active service in support of the cause of American independence. The objects of our Society are declared to be patriotic, historical, and educational, and we seek 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.

The National Society of the Sons of the American Revolution is divided into individually incorporated state societies. You belong to the Texas Society of the Sons of the American Revolution. You will often see the Society referred to as TXSSAR. The TXSSAR is divided into districts and, of course, the districts are made up of the local chapters. The number of chapters in a district vary because the districts cover the more heavily populated areas of the state as well as the thinly populated areas in West Texas.

The National Society meets once a year in June in larger cities throughout the United States. The Texas Society meets once a year in March in towns where there is a local chapter to be the host. Local Chapters meet as decided by the members. Some chapters, especially the larger chapters, meet monthly for business, social interaction, to break bread together, and to hear talks of interest. Several chapters meet monthly except for the summer months, others meet quarterly, and one meets annually at Christmas for a black tie special occasion. In addition to these meetings, the Texas Society Board of Managers meets three times a year, in March, August, and in November, to assure smooth conduct of TXSSAR business. Some of our districts have one-day training meetings to help local chapter officers in their conduct of chapter affairs.

Nationally, we have a President General, Vice Presidents General representing areas of the country, and other National Officers. The TXSSAR has a President, a President-Elect, and the district Vice Presidents, as well as Historian, Chaplain, Genealogist, Registrar, Secretary, Staff Secretary, Treasurer, and Chancellor. Local chapters follow this general order of officers modified to fit the needs of each chapter.

The TXSSAR has programs utilized by the chapters to encourage patriotism and research into the period of the American Revolution. Each chapter is encouraged to participate in recognizing outstanding ROTC students at the high school and college level in their communities by the annual award of the Society’s Bronze (high school) or Silver (college) medal and certificate. These medals are available from National Society headquarters in Louisville, KY. We have an oration contest each year for high school students where winners advance from chapter to district to state to national with winners at each level receiving prizes or scholarships. The Eagle Scout competition invites all new Eagle Scouts to write a short essay. These are judged locally and at the state level and each state winner advances to the national competition at the national annual meeting. Winners receive substantial scholarships. We also have a new poster contest at the local and state level designed for elementary level school students. The Bronze Good Citizenship Medal is available for award to high school level students as well as adults for outstanding service to the community.
To reap the maximum benefits from your membership in the Sons of the American Revolution, you should participate. Come to meetings, serve on committees, make yourself available for chapter offices, and have a wonderful time with your compatriots.

Ross L. Shipman
Compatriot

26.2 Society Insignia

When you were given your certificate of membership you were also given a small Rosette for your lapel. This Rosette is in the colors of George Washington’s uniform and represents your membership in the SAR. The Rosette is worn only on informal occasions and it is displayed in the left lapel of the suit or sports coat. You do not wear it on a sweater, sports shirt, top coat, or formal dress. When you wear it, no insignia of any other organization should be worn at the same time. Of course, the Rosette is not worn when you are wearing the Society Badge or other Society medals.

The Society Badge consists of the Society medal pendant suspended from a blue and gold ribbon. It is worn on the left breast of the coat. A small five pointed star worn on the ribbon indicates each approved supplemental ancestor. Chapter presidents and past presidents and state society presidents and past presidents wear the Society Medal on a neck ribbon.

There is a proper way to wear insignia and many improper ways. Look around you at your next chapter meeting. You will see insignia worn in many ways. This letter is designed to give you, the new SAR compatriot, the proper and the correct way to display awards and insignia.

The highest award of the National Society is the Minuteman Award and this medallion is worn around the neck suspended from a light blue neck ribbon. Other medals awarded by the Society are worn on the left breast, to the left of and on line with the Society Badge. They are worn in order of seniority from the wearers right to left as follows: SAR Society Badge, Minuteman Award, Gold Good Citizenship Medal, War Service Medal, Law Enforcement Medal, Patriot Medal, SAR Meritorious Service Award, Silver Good Citizenship Medal, Florence Kendall Medal, Silver ROTC Medal, Bronze ROTC Medal, and Bronze Good Citizenship Medal.

The Society Badge and Society medals in miniature size may be worn only on the left breast. When more than one medal is worn, all must be of the same size. The exception to this is, neck ribbon insignia of the Society are always full size and are worn independently of the other insignia and medals.

Past State and Chapter Presidents are authorized to wear a special pin on the neck ribbon that supports the regular Society Badge. This pin is worn at the apex of the “V” of the neck ribbon only. The rule is that only one such pin is worn at any one time, however this rule is almost universally ignored. You will see past Presidents General and Past Vice Presidents General and past State Presidents with two, three, or even four pins on their neck ribbons. I make a rule not to point out their error to them!
Appendix J – The Continental Line – News for New Members

When other decorations and medals are worn with the Society’s insignia on ceremonial occasions, all should be in proper order from right to left and all should be of similar size. The order for wearing multiple decorations in SAR has been established as follows: FEDERAL DECORATIONS (in the established order of seniority); FEDERAL CAMPAIGN MEDALS (Medals earned prior to WWII, American Defense Service, U. S. Theatre, Asiatic-Pacific Theatre, European-African-Middle Eastern Theatre, Victory Medal (WWII), Occupation of Germany or Japan (WWII), Medal for Humane Action, National Defense Service, Korean Service, Dominican Republic Service, Viet Nam Service, Armed Forces Expeditionary, Armed Forces Reserve, United Nations Service, United Nations Medal, and later medals.); STATE DECORATIONS; STATE CAMPAIGN MEDALS; STATE ORGANIZATIONAL AND LONG SERVICE MEDALS; INSIGNIA OF HEREDITARY, PATRIOT, AND VETERANS SOCIETIES (in chronological order by the year of establishment); FOREIGN DECORATIONS (in the order in which they were awarded).

Go to your Chapter and to the State meetings and wear your decorations and medals with pride. At the Annual State meeting, it is the custom at the Saturday night banquet to wear a tuxedo with all the medals and decorations to which you are entitled including Combat Infantry Badges in miniature and pilot and parachute wings in miniature. This is the only occasion when everyone seems to wear everything, and with all of our retired military compatriots, this is a lot.

Ross L. Shipman
Compatriot

26.3 The Texas Society Annual Meeting

One of the highlights and one of the most fun events of the year in SAR is the Texas Society’s Annual Meeting. This meeting is held every year in different cities and towns in Texas. These range from large to small. Tyler, Abilene, College Station, Galveston, Killeen, Austin, Kerrville, Plano, and San Antonio have been or will be sites for us to gather, meet, and have fun.

This Annual Meeting is planned for the second weekend in March every year. Usually Friday is the day for committee meetings and training sessions and Friday evening is an informal dinner, or some years, friends gather to go “out-on-the-town” to have supper. Wives are not only included, but greatly welcomed at all of the social functions of the convention.

Sometimes the convention convenes on Friday evening and other times it convenes on Saturday morning. We go about the business of the TXSSAR including a memorial session for our departed compatriots. The nominating committee meets first on Friday and each chapter has one representative with one vote on this committee. The committee meets again on Saturday and brings a slate to the delegates assembled. The voting in the General Meeting is by chapter delegates and each chapter is represented proportionally by size - one delegate for each seven members - but the delegates have to be present to vote.
Appendix J – The Continental Line – News for New Members

The Saturday luncheon is the time we hear the talks of the district winners in the Oration Contest for high school students. We usually have five contestants who give five-minute talks without notes. A panel of judges selects a winner to represent the TXSSAR at the National Convention in June.

After lunch we reconvene and finish the agenda for the Annual Meeting. On Saturday evening we have the formal reception and dinner and a talk from the President General of the National Society. Awards are made to the chapters winning the various contests and the TXSSAR Patriot Medal honorees are announced and awarded the rather handsome medal. Look around you at chapter meetings and you will see a compatriot wearing one. It is a bust of General of the Armies Douglas McArthur on a silver medal suspended from a navy blue ribbon. This is the highest award of the TXSSAR. This annual formal dinner is where you and your compatriots wear all medals and awards to which they are entitled. It is most impressive and enjoyable.

On Saturday the Council of Chapter Presidents meet and they meet again on Sunday morning with the new Board of Managers of the TXSSAR. The Board of Managers consists of all elected state officers, the immediate Past President, our National Trustee, Past Presidents of TXSSAR, and past and present General Officers of the National Society who are members of the Texas Society.

The General Society of the War of 1812 meets for breakfast on the Sunday of the annual TXSSAR meeting.

Entertainment and excursions are a highpoint for our wives (and some of our compatriots). At the Brownsville meeting, this included a shopping trip to Matamoros, Mexico. In Killeen there was a tour of Fort Hood and in Tyler there was a garden and home tour. Always they are interesting and fun. Of course, the hospitality room is a center of activity in our host hotel.

These are fun meetings - we see our friends and compatriots from throughout the state, and we work together to have the Texas Society of the Sons of the American Revolution be what we think it should be. Make your reservations, pack your bags, buy your spouse a new outfit, get in a car with compatriots from your chapter, and come, work, and have a really great time!

Ross L. Shipman
Compatriot
26.4 Texas Society Permanent Funds

PATRIOTS FUND. At the 1978 Annual State Convention, the Texas Society created the permanent fund that is now named the Patriots Fund. This is an agency which the Texas Society Sons of the American Revolution created to manage the assets of the Society as they relate to (1) Gifts received by the Society, and (2) Assets turned over to the Society.

The Patriots Fund is administered by a Board of Trustees that includes the President and the Chancellor of the Texas Society and five other members appointed by the President. The five appointed members each serve for a term of five years with one term expiring each year. Vacancies occurring during a term are filled by Presidential appointment.

While the Trustees are empowered to manage the fund, only the Society shall have authority to initiate and execute projects and undertakings according to the general purposes and objects of the fund.

Funds available for expenditure vary according to current rates of interest and returns on investments of the fund principal. An average year recently had $8,600 available for projects. This was allocated for scholarship awards in the state oration contest and for travel funds for the winner to go to the National Convention. Also, money was allocated for the Eagle Scout Scholarship and his expenses to the State Convention. Money was allocated for ROTC medals and for the Elementary School Poster Contest. The state Expansion Committee received money for expenses and we bought microfilm of the 1920 Texas Census for the SAR research library at our National Headquarters in Louisville, Kentucky.

Individual members contribute to this fund by gifts and through their wills. A great many compatriots, when they are paying their annual dues, round off the dollar amount with the difference between dues and amount paid designated for the Patriots Fund.

PERPETUAL MEMBERSHIP FUND. The State Society has a Perpetual Membership available. The cost varies by the members age when the Perpetual Membership is purchased. For those in the 18 to 25 years old category, the price is $650; 26 to 36 years old, the price is $575; and over 36, the cost is $500.1 Perpetual Members never again have to pay annual dues to the State Society, to the National Society, nor to the local chapters except where chapters have a fee above the regular dues. This fund is designed to be self supporting so income generated will cover the national and local dues. The member’s name is forever on the rolls of the Texas Society of the Sons of the American Revolution. Names of Perpetual Members are listed in the State Directory, even after the Compatriot dies. We also have available a Memorial Perpetual Membership that arranges for memorial contributions at the time of a Compatriot’s death to be made in the name of the deceased, to establish a Perpetual Membership in the Sons of the American Revolution.

1 This article was written several years ago and the rates for Perpetual Membership have changed. See the TXSSAR web site (www.txssar.org) for current rates.
Appendix J – The Continental Line – News for New Members

To be a part of this Memorial Perpetual Membership, the compatriot should instruct that his obituary include a statement similar to this:

In lieu of flowers or other memorials, the family asks that a tax deductible contribution be made in the name of the deceased to the Perpetual Membership Fund of the Texas Society of the Sons of the American Revolution, (see the TXSSAR web site - www.txssar.org - for the current Treasurer’s address).

The compatriot should also leave instructions for his family or executor, in writing, to add sufficient funds from the estate to total the $500 fee.² The compatriot is forever inscribed on the rolls of the Texas Society with friends and compatriots. This would be a fitting, distinguished, and lasting memorial.

Ross L. Shipman
Compatriot

² Ibid.